Canadian Thoroughbred Horse Society
National Office

DIGITAL SALE BIDDING INSTRUCTIONS

The CTHS National Office will be hosting the 2026 National Digital Mixed Sale from November 19 - 24. This timed online auction offers a convenient and seamless experience for buyers from computers, tablets and mobile devices.

Buyers will be able to view consignments and register to bid via the digital catalogue on the CTHS National auction page:

auctions.cthsnational.com

Registering for our online auctions is a 2-step process involving creating an account, then registering for an auction.

CREATE YOUR ACCOUNT

If you already have an account in our system, skip to REGISTER TO BID below.

1. **Create Your Account**
   Click CREATE ACCOUNT in the top right-hand corner.

2. **Fill in Your Information**
   - Enter all requested information, then click CREATE ACCOUNT at the bottom of the page. You can also register using your Facebook or Google account.
   - Please keep your username and password in a safe place. You are financially responsible for all bids placed by a user that is logged in with this username and password.
   - Be sure to verify your registration information is accurate as the CTHS will need to contact you if you are the successful bidder!

3. **Approve Your Email**
   Look for a confirmation email from CTHS National to approve your account. Make sure to check your junk or spam folder if you don't see it in your inbox.

4. **Confirm Your Email Address**
   Click on "confirm your email address" to activate your account.

REGISTER TO BID

1. **Get Approved to Bid**
   Go to the auction you want to participate in and click GET APPROVED TO BID.

2. **Fill in Your Billing Information**
   Complete your billing information and click CONFIRM YOUR INFORMATION.

3. **Submit the Credit Request Form**
   The CTHS will acknowledge your request to get approved to bid by emailing our Credit Request Form for completion. Please complete and return the form to info@cthsnational.com. Once received, the

CTHS will review your credit request for approval. You will receive an email advising that you have been approved to bid, along with your credit limit, or a requesting more information to complete the approval process.

BEFORE BIDDING

1. CTHS recommends you review the Conditions of Sale located in the Buyer Resources section on our Digital Sale page. Please pay attention to those portions dealing with limited warranties and time limits relating to those warranties.
2. Review the horse listing in its entirety. This includes the horse's details, health documents, any images or videos and announcements.
3. Contact the Consignor if you have any questions or would like to set up an appointment to physically inspect the horse.
4. If, in the horse's details, it notes that items are in the Repository please have your veterinarian sign up to review the information on the horse. The Application for Repository Reading Veterinarians is located in the Buyer Resources section on our Digital Sale page.

HOW TO BID

1. Make sure you establish credit with the CTHS before each sale.
2. Click on a horse listing to view and access the "BID" button.
3. To bid the next increment, click the "BID" button followed by "CONFIRM BID." Note: Once you place an increment bid it can not be retracted therefore always review your bid before continuing. Bidding is set in increment amounts as follows:

   $1,000 - $3,000 = $250.00
   $3,000 - $10,000 = $500.00
   $10,000 and up = $1,000.00

   If two bidders bid at the same time, the first bid that reaches the auction computer will be given the amount – the second bidder will be asked to bid the next available amount.
4. You may place a maximum bid at any time by entering your maximum bid amount. When you set your maximum bid amount the auction automatically bids on your behalf up to the amount you have set, only if another bidder is bidding against you. Your maximum bid is kept confidential from other bidders.
5. The auction will have a staggered close. If a bid is placed on a lot during the last minute on the time clock, the auction will go into extended bidding for that lot and another minute will be added to the clock to allow any bidder to respond.
6. To learn more about how to place maximum bids, please view this video: click here

WINNING BIDDER

If you are the winning bidder, an email will be sent shortly after the close of the auction. This email will also ask you to confirm the purchaser name for the published sales results, transportation details, as well as billing & contact information.

BUYER INVOICING AND PAYMENT

The Buyer will receive an invoice within three (3) days of the auction close. Methods of payment details will be outlined on the invoices.

The Buyer is required to pay for purchases within fifteen (15) days of the auction close. If the Buyer fails to pay in full within those fifteen (15) days, interest will be charged at 2% per month (24% per annum) on the unpaid balance of the account from the date which is fifteen (15) days from the auction close until paid.

TRANSPORTATION OF YOUR PURCHASE

As per the Conditions of Sale, the Buyer is responsible for the transportation of their purchase(s) from the location of the horse.

Each winning bidder will receive an email confirming your winning bids and asking you for information to help the Seller accommodate the transportation of your purchase i.e. Name of Shipper, their contact information and the date and time of pickup.

Buyers have five (5) days from the end of the auction to arrange for the transportation of their purchase(s). After the five (5) days, the Seller can elect to charge board. The Seller is expected to care for the horse in a proper manner during that time.

Need help?
The support team is available anytime at **1-866-313-0123**.