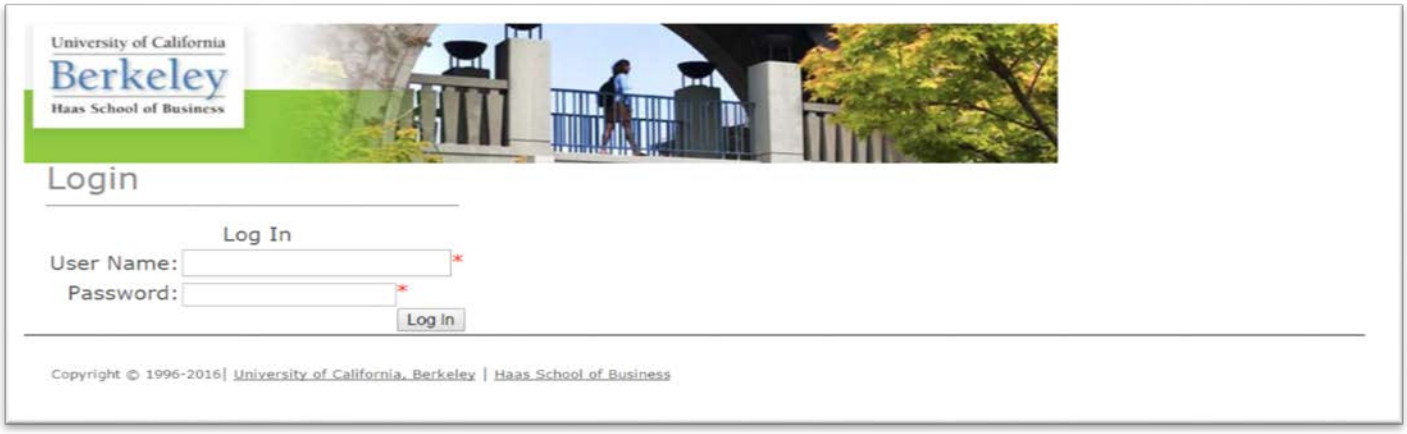
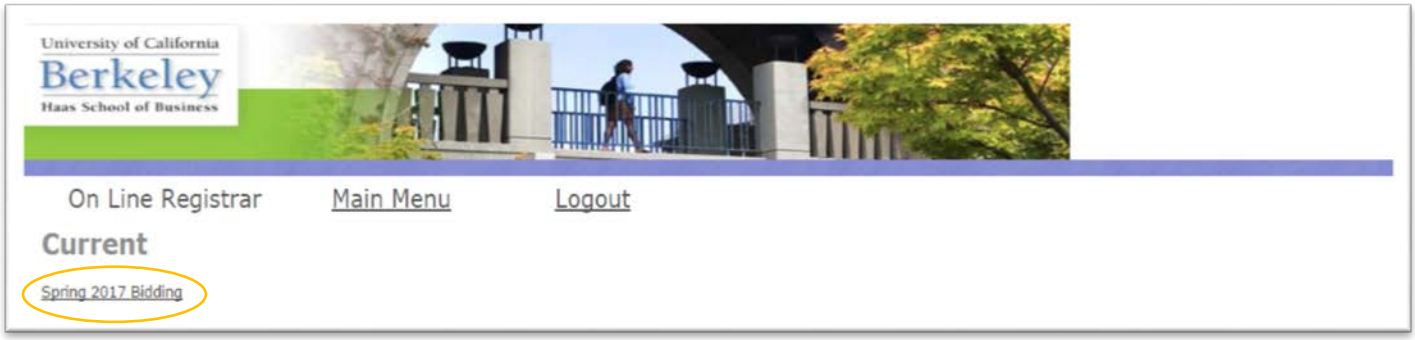
How to Use On-Line Registrar (OLR) for Bidding

1. **Log in:**
   - Go to https://olr.haas.berkeley.edu/.
   - Log in using your CalNetID and password (i.e., what you use to get into bCourses).

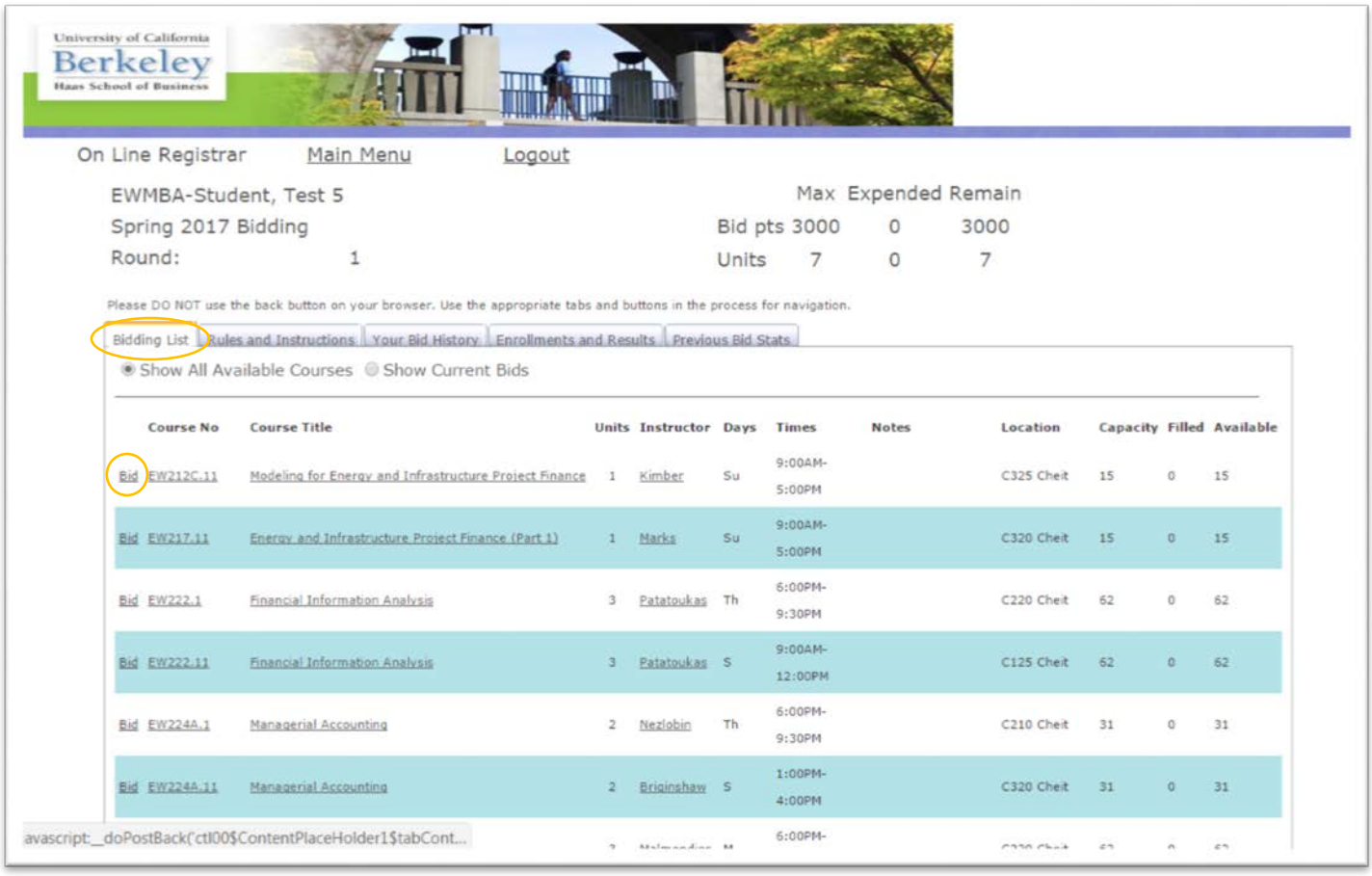


2. **Click on the current registration process:**



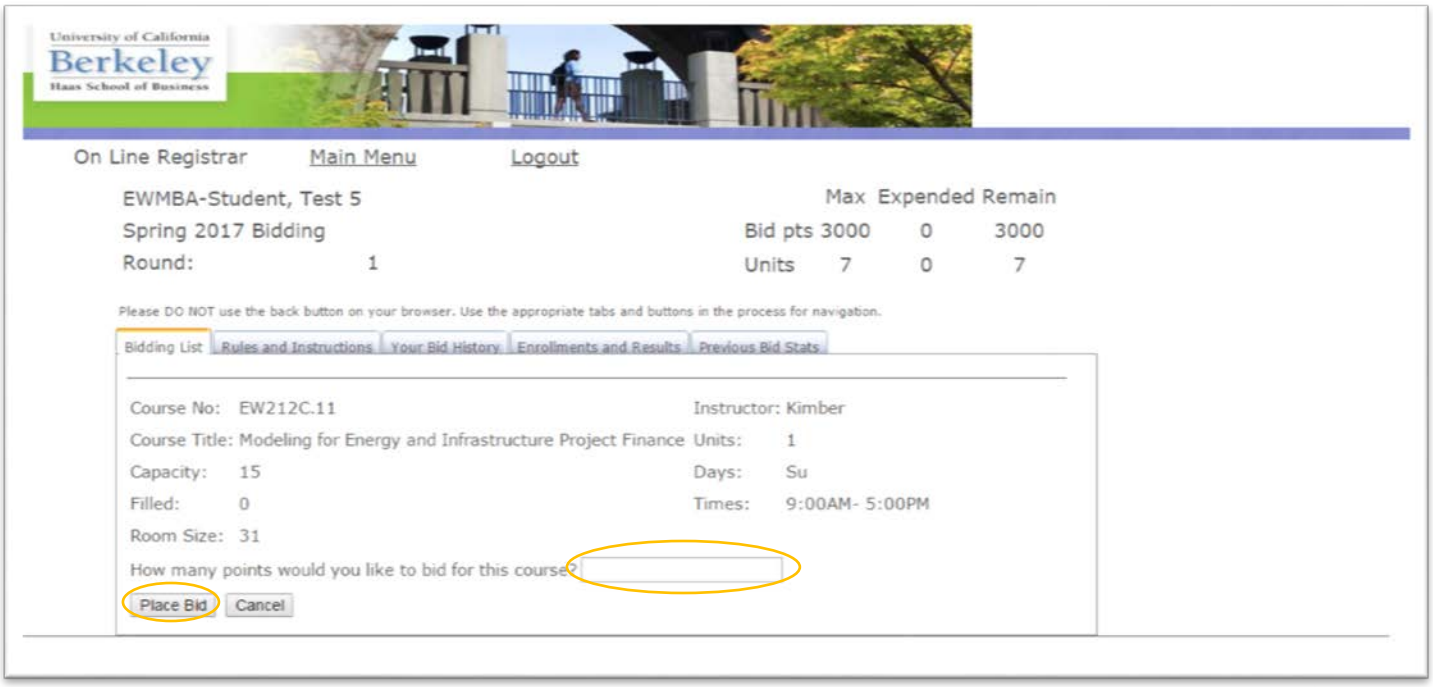
BerkeleyHaas

3. **Browse the list of courses available for bidding under the "Bidding List" tab.**
    - To see a course description, click on the course number.
    - To place a bid, click on the "Bid" link to the left of the course number.



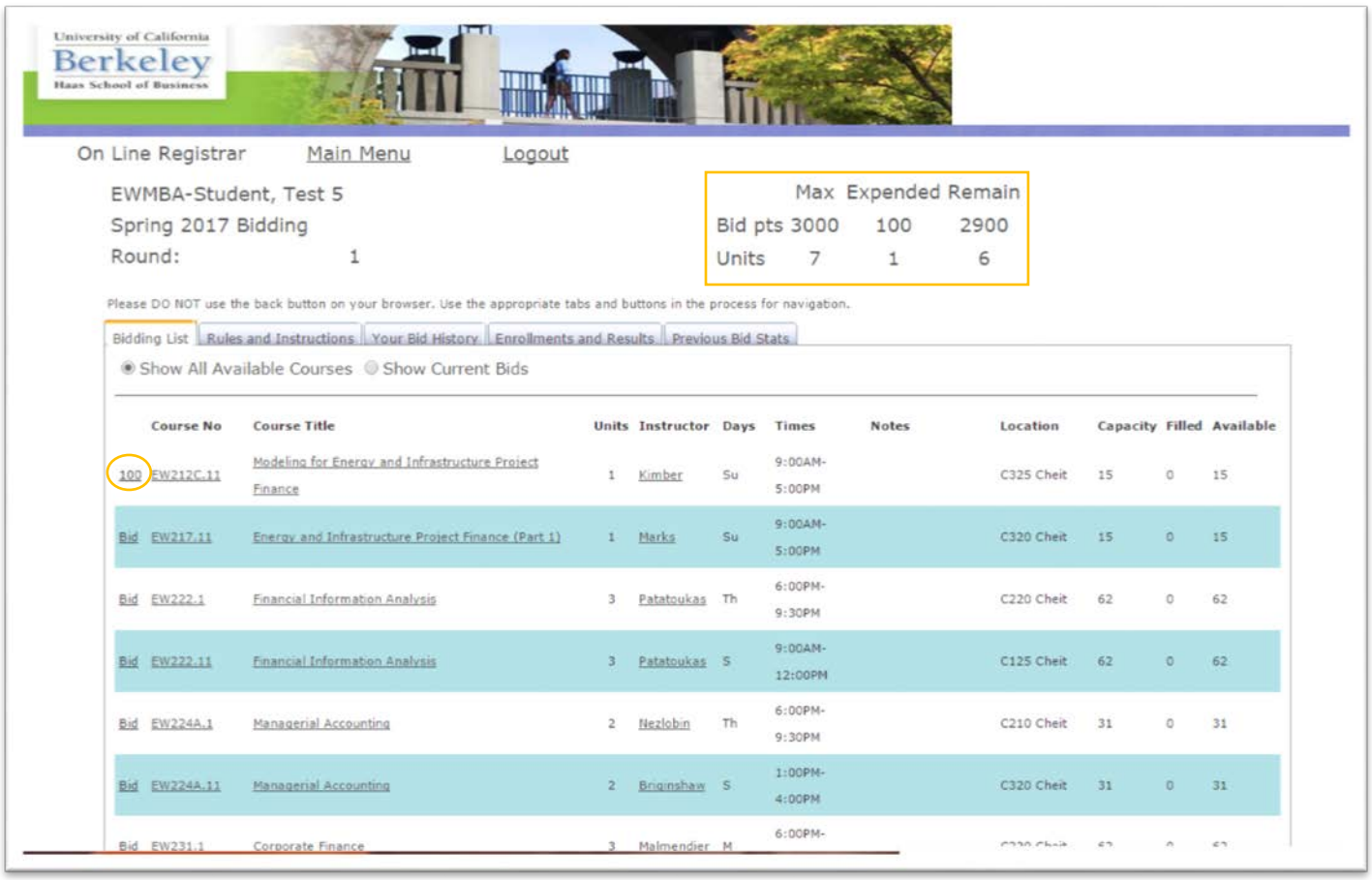
BerkeleyHaas

4. **Place your bid on the bid screen:**
    - Enter the number of points you would like to bid on the course in the text box.
    - Click the “Place Bid” button.



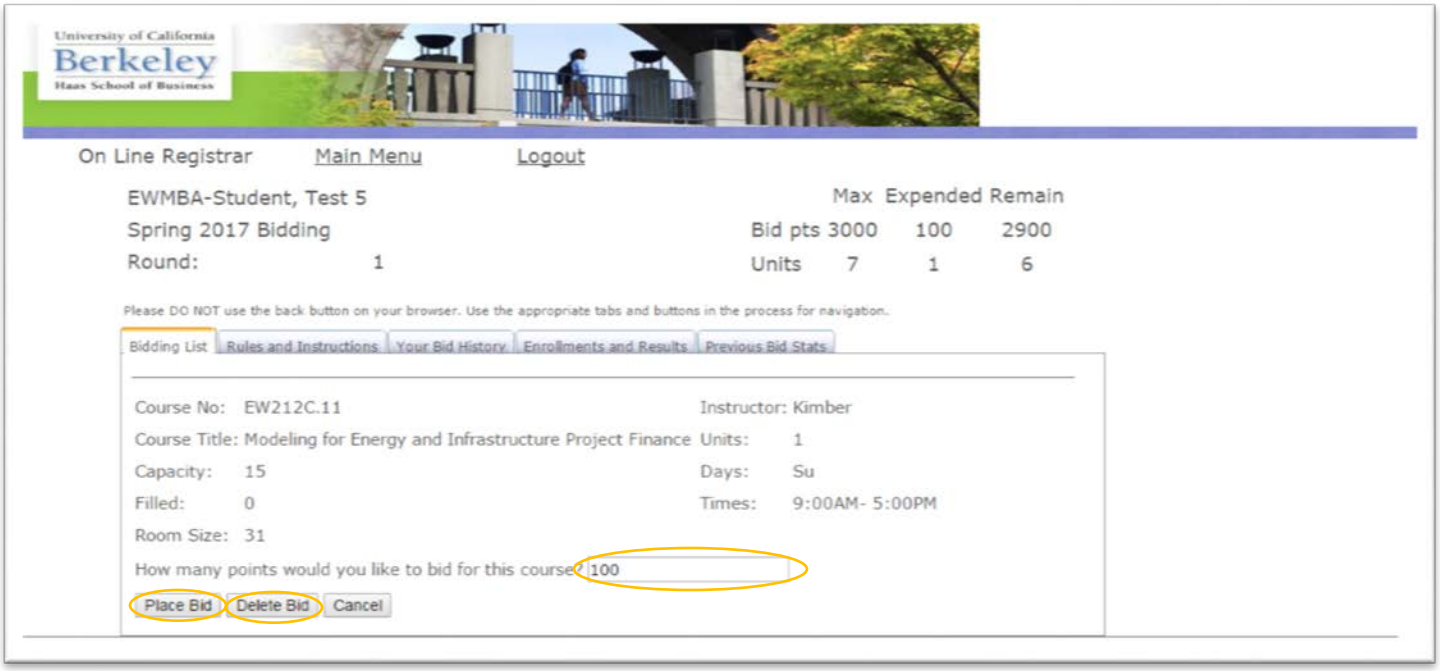
BerkeleyHaas

5. **Confirm your bids were accurately placed:**
    - You will now see your bid next to the course number.
    - The counter in the top right corner of the screen keeps track of your bid points and bid units throughout the round.
        - Max: Shows the amount of bid points and units you started with at the beginning of the round
        - Expended: Shows the amount of bid points and units that you have used so far in the round
        - Remain: Shows the amount of bid points and units that you still have to work with



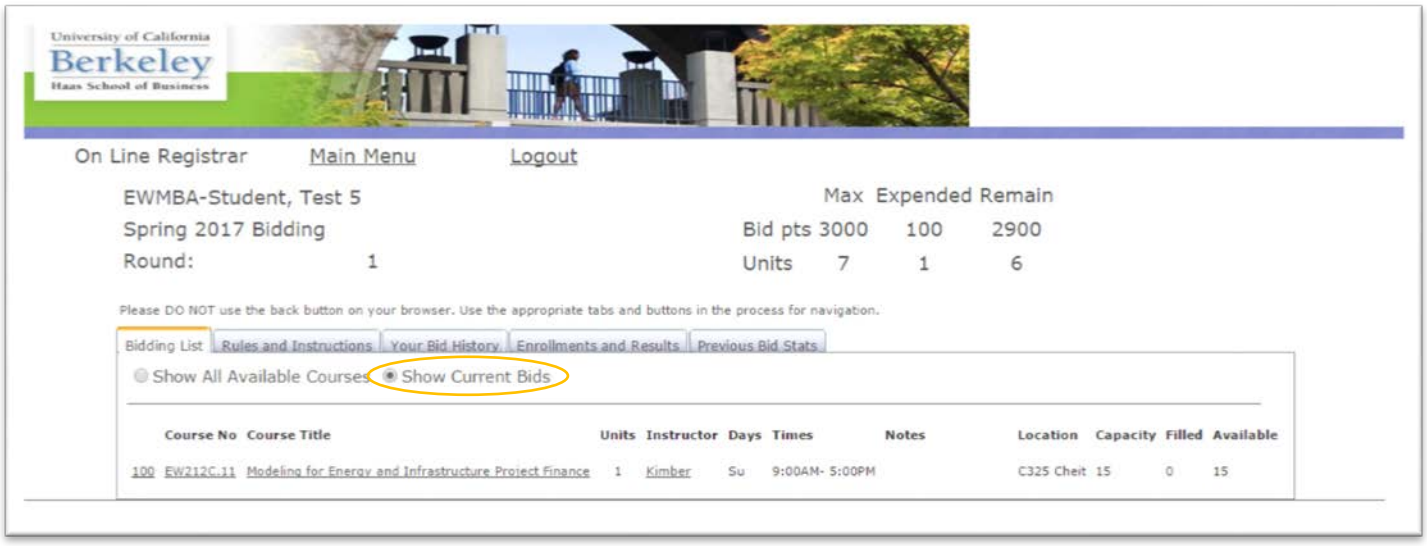
BerkeleyHaas

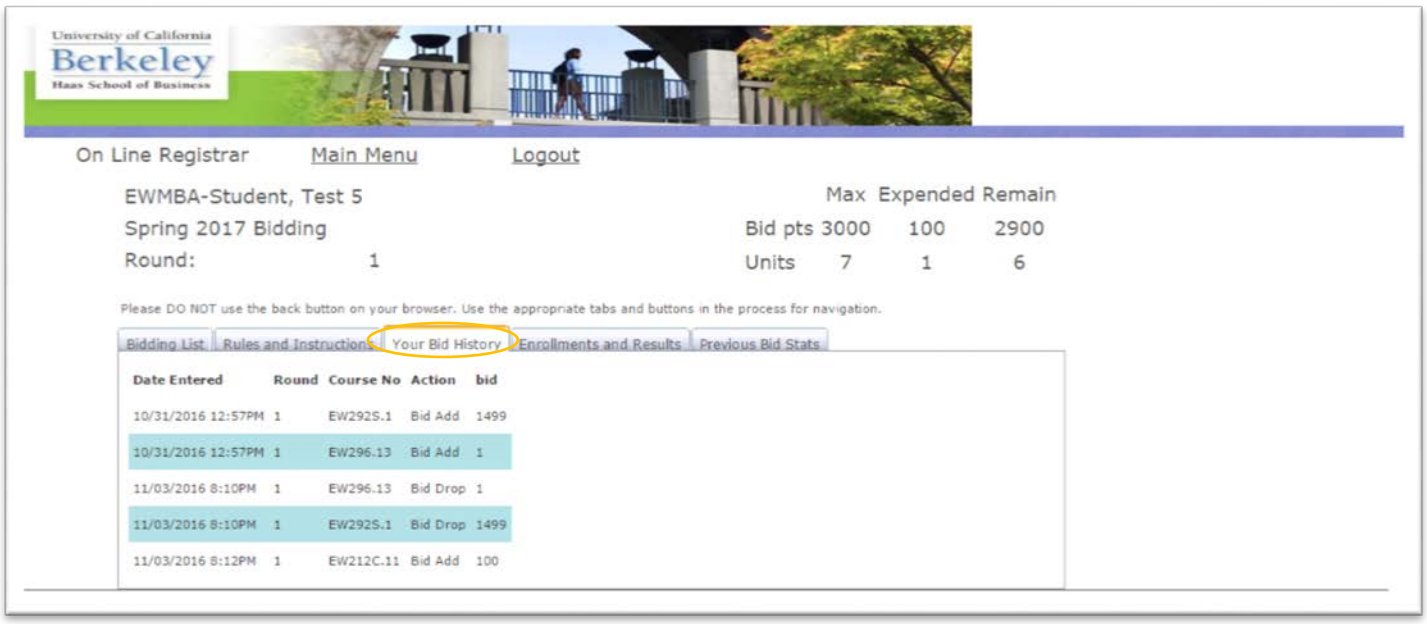
6. **Update your bid during a round:**
    - Click on the number of bid points you previously placed (immediately to the left of the course number)
    - Change Bid Amount:
        - In the bid screen, enter a new bid point amount in the text box.
        - Click on “Place Bid” button
    - Delete Bid:
        - Click “Delete Bid” button



BerkeleyHaas

7. **Review your transactions:**
    - Click the “Show Current Bids” radio button at the top of the “Bidding List” tab to see pending bids:



OR

- Click on the “Your Bid History” tab to see a list of all of your bidding activity (i.e.: Bid Adds, Updated Bids, Deleted Bids):