



## INSTRUCTIONS FOR AUCTION WEBSITE

- Go to site: [Royalauctiongroup.com](http://Royalauctiongroup.com)
- Click the view inventory bottom (bottom center)
- Select the auction you want to view by date and ring. Each auction has two rings, one for larger items and one for smaller items. City of Tampa will have items in each ring.
- Find the search catalog box and put in "Tampa" or "City of Tampa" then hit the search button and all assets will populate.

NOTE: To find past auctions, the process is the same, however, to get to the auction, you select the gray bar at the bottom of the inventory page that states show archived events, then select the auction and follow the process above.