

## TRADING THE STOCK MARKET GAME™ WAY

Before you begin buying and selling in The Stock Market Game™ Program, please take a moment to explore the elements involved in making a trade. It is a good idea to visit the **HELP** section in **Enter a Trade**. There are Help sections throughout your Stock Market Game portfolio. You can visit these sections by clicking on the “glowing” question mark.

### To Begin...

- 1 Decide on the kind of trade you want to make and click in the appropriate circle. **Buy** and **Sell** are common and straightforward transactions. **Short Sell** and **Short Cover** require a little more explanation. A short sell occurs when stock is borrowed and sold with the intention of buying it back at a lower price. Usually a short sell stock is not kept for a long period of time. When the stock is bought back and returned to the lender the transaction is called a “short cover.”
- 2 Enter the **Ticker Symbol** (1 to 5 characters depending on the exchange). If you do not know the ticker symbol, you can click on **Ticker Symbol** to the left of the box to look it up. If you want to be sure you have entered the correct symbol, click **Validate Ticker** and a new window will appear with the company name and a 20-minute time delayed price quote.
- 3 By default, your **Order Type** selection is set to “Market.” This means your transaction is subject to the current day’s closing price, if you are participating in the end-of-day version. In the Intraday or “real time” version, you would receive the price at the moment the trade was recorded. The markets close at 4:00PM Eastern time. If you trade after the markets close in the end-of-day version, you will receive the next day’s closing price. In the Intraday or “real time” version, you receive the next day’s opening price. If you select Market, please leave the **Limit Price** blank.

The other **Order Type** option is “Limit.” Choosing this option will allow you to specify the highest price you will accept on a Buy or Short Cover. Limit also allows you to specify the lowest price you will accept



**Enter a Trade**

1  Buy  Sell  Short Sell  Short Cover

2 **Ticker Symbol:**  **Number of Shares:**   
**Validate Ticker:**

**Order Type:**  **Limit Price:**

3

on a Sell or Short Sell. The price limit must be entered as a decimal with no dollar sign.

4

Enter the **Number of Shares** you wish to trade. The minimum number allowed for Buy orders is 100. If you enter a number smaller than 100, you will be prompted to enter an amount of 100 or more. There is no minimum on Sell orders.

5

Click on **Clear Values** to reset your transaction and start over or click **Preview Trade** to view



### Enter a Trade

Buy  Sell  Short Sell  Short Cover

Ticker Symbol: DIS  
Validate Ticker:

Number of Shares: 500  
Limit Price:

Order Type: Market  
Market  
Limit

Clear Values Preview Trade

5

your transaction and proceed with submitting it.

6

When you click on **Preview Trade**, you are shown the transaction you just entered. Review it carefully. If it is correct, enter your password in the appropriate field and click **Confirm Trade**. If

### Trade Order Preview

Action: Buy  
Ticker: DIS  
Company name: DISNEY WALT COMPANY  
# of Shares: 500  
Order Type: Market Order  
Limit Price: -----

Re-enter your password to place this trade.  
[password field]

Confirm Trade Edit Trade

6

it is not correct, select **Edit Trade** to re-renter your trade.

Your transaction will not be processed unless you click **Confirm Trade**. Upon confirming your trade, a new screen appears with a Trade Order Confirmation number and the option to view **Pending Transactions** or **Enter Another Trade**. Select view **Pending Transactions** to view the trade you have just entered. Select **Enter Another Trade** to enter another stock transaction. You may also select one of the available functions from the blue Trading tab at the top of the screen.