

Children's Market Consignor Information - Section Two: Preparing items, entering them into the system, and following our tagging procedure.

What is the **ONLINE TAGGING SYSTEM** all about? Our online tagging system by My Sale Manager is a state of the art software package that allows each registered consignor to inventory all of their items. Each consignor inputs all of their item information, such as gender, size, description, price, donate, and discount all online and then is able to print out all of their tags. No hand writing tags here! Once an item is purchased at the sale, we scan your barcode and all of your info is placed in our software. At the end of each day, when our data is uploaded, you are able to see your estimated earnings for that day! You'll also receive a list of items you are picking up and can print a list of items you are donating to charity (great information for end of the year tax records).

Supplies You Will Need for Tagging

- WHITE COVER or CARD Stock paper is needed for printing your tags for donated items and light COLORED COVER or CARD Stock paper for items you are picking up (Directions included in information below). Please use only the cardstock provided by the church or like colors if you already have a supply of cardstock.

Consignor Group Cardstock Colors for Non-Donation Items

Consignor numbers 1000 – 1050 – Lt. Yellow
Consignor numbers 1051 – 1100 – Lt. Blue
Consignor numbers 1101 – 1150 – Lt. Green
Consignor numbers 1151 – 1200 – Lime Green
Consignor numbers 1201 – 1250 – Lt. Pink
Consignor numbers 1251 – 1300 – Peach/Lt. Orange
Consignor numbers 1301 and up – Lt. Purple

- Several packages of one-inch or larger safety pins or a retail tagging gun. **Tagging guns are available through our partnership with** www.bargainprice4u.com for \$7.99 including shipping. Do not attach tags to clothing with anything other than safety pins or a tagging gun. If using a tagging gun, please attach the tag to the label and not the garment directly to prevent damage to the fabric. Dollar General is a great resource for safety pins.
- Gallon zip-top bags (To hold separate parts and accessories)
- Clear packing tape to secure tags, parts or bags of accessories to your items.
- String/ribbon, cable/zip ties (found at most hardware stores) to attach tags to toys, shoes, equipment, etc...
- Wire or plastic hangers for **ALL** kids clothing with the exception of onesies and other small 0-12 month baby items, which can be placed in zip-top bags.

When you are ready to tag your items:

All tags must be pinned on clothing and similar items using a large safety pin or zip/cable tie or with tagging gun. If the item does not allow for a pin/tie (toys, games, books, etc), then please use clear packing tape to tape on the tag. **Do not cover barcodes with tape.** The scanner will be unable to read the tag at checkout.

Preparing Your Items and Other Things to Remember

Clothing

- The better your clothes look, the better they will sell! All clothing should be clean and stain-free. Please check for stains, signs or wear, fading, broken zippers, frayed hems, missing or loose buttons, pet or cigarette odors, etc. We will be inspecting items before the sale and we will return any item that is not in excellent condition with your unsold items. Please do not return these items for future sales.
- We have a **LIMIT OF 250 items per consignor (including shoes – 10 pair per gender only)**.
- All clothing with the exception of onesies and other small items in sizes 0 – 12 months must be hung up on hangers. Hangers you brought will not be returned at the end of the sale, so please don't use your good hangers. Any hangers leftover after the sale may be available for pickup on a first come first serve basis. You can purchase some inexpensive hangers at Kmart, Wal-Mart, and Dollar Stores. Old Navy, Ross, TJ Maxx, and Burke's will give away hangers if they have extras available.
- **\$2 rule:** If you have a single item that you value at less than \$2, please group it together with like items so that they will equal a value of at least \$2. **COMPLETE OUTFITS** sell MUCH better than single items.
- Safety pin all sets and accessories securely to each other. All pieces need to be viewable without unpinning them. Also, dress or two-piece hangers may be used to display sets.
- All pants must be pinned directly to the hanger (use extra large safety pins/zip ties), Do not fold them over hanger.

Tagging—IMPORTANT Information for Online Tagging System

NOTE: All items MUST be entered into MySaleManager.NET by **11:59 PM on Saturday, Feb 27, 2010**. Please make a note of the deadline. We will not extend it for any reason. After 12:00 am on Sunday, Feb. 28, you will not be able to make any changes to your inventory, although you still will be able to print tags until the time for your drop-off appointment.

Tagging--- Entering Your Inventory Information Online

There are two systems most people use when entering their items; either entering items as their children outgrown them or entering everything during the sale season.

If you enter items as you can throughout the year, they will be listed as inactive inventory until the sale season starts. Once you register for our next sale, all of your inventory will become active or you can select specific items to be included in your active inventory. You can print your tags as you enter items, or print them all at once when you are ready to tag.

If you are entering everything at once, here are some helpful suggestions to stay organized:

1. First, arrange your clothing items in order by gender and size. It is a good idea to create two stacks – one of items that will be donated if not sold (white cardstock) and another of the items you will be picking up if they do not sell (colored cardstock). This step makes it much easier to organize and print your tags on the different colors of cardstock. If you do not create two stacks before entering the items into your inventory, you can manually select all the tags you wish to print at a single time.

2. Login to our online tagging system use your seller/consignor number and password. (Go to your Consignor Account Homepage to login.

www.mysalemanager.net/hom_start.aspx?partnercode=CMKT

It's a good idea to bookmark this link in your favorites.)

3. Click "Work With My Consigned Items"

4. Start entering your items:

a. Select category

b. Select size

c. Enter the description of the item - Be descriptive. It will help your item sell (like new, mint condition). You may want to note the original purchase price to show the bargain. If item is marked as 3T but fits like a 5 be sure to note this too! Use creativity here. Be sure to list color and brand in case tag falls off to aid in replacement. IF THERE IS NOT ENOUGH ROOM AND YOU WANT TO ADD A LITTLE MORE TO THE DESCRIPTION INFO YOU MAY HANDWRITE IT BUT THIS INFO WILL NOT BE IN OUR SYSTEM.

d. Enter price - Minimum price **must be \$2** and you may use **\$.50 increments**. Group items together if needed to reach the \$2 value.

How to Determine Your Selling Price:

The people who make the most money are those who price their good-quality items to **SELL**. A good figure to use is between 20-33% of the retail price. This will depend on the brand name of the item as many people seek out name brands such as Gymboree, Gap, Old Navy, Hartstrings etc. Clothing bought from Wal-Mart, Kmart and Target, etc. usually sell for less. Ask yourself while pricing, "What would I pay for this item?"

Getting ready for a consignment sale is a good time to create throw-away and donate stacks as well. Use a critical eye with your items. If you wouldn't buy it, donate it or throw it away and save yourself some work!

Larger popular items are usually priced between 25 to 50 percent of the retail price. Be sure to price your items competitively, as it is common to have duplicate items on the sales floor.

e. Select Discount- Check the discount box if you want your item to be sold at half price on Saturday during the half price sale. If the box is not checked your item will not be sold at half-price and may miss its chance of being sold. Think twice, do you want this item back? Remember – Selling something for **HALF-PRICE** is better than taking it back home!

f. Select Donate - Check the donate box if you want your unsold items donated. When it is time, these tags need to be printed on white cardstock. **All items printed on white cardstock will be donated, whether or not they have the Donate box marked Yes or No. N**

OTE: All items must be picked up by 3:00 pm on Saturday or they will be included in our charity sale or donated to a charity, regardless of what you indicated on the bar-coded tag. (See Seller Agreement)

g. Click the "Submit Item" button. Now all your information for that item is entered into the online tagging system!

When you're ready to print your tags:

Select one of the 'Print Tags' options from our online tagging system. If you are donating some items and pick up others at the end of the sale, click on the "Discount?" at the top on the far right. This move will sort your tags into donate-no and donate-yes groups. If you are donating items, click on the boxes beside those items and choose "Print Selected Tags." These items will need to be printed on white cardstock. Repeat the process for your items to be picked up. Those tags must be printed on your **colored** cardstock. If you are either donating all of your items or picking up all of your items, you can choose "Print All Tags" and print all of the tags at once on the cardstock provided by the church.

Great news - Our new tag format prints 10 tags to a page instead of 6 to a page, as in previous years.

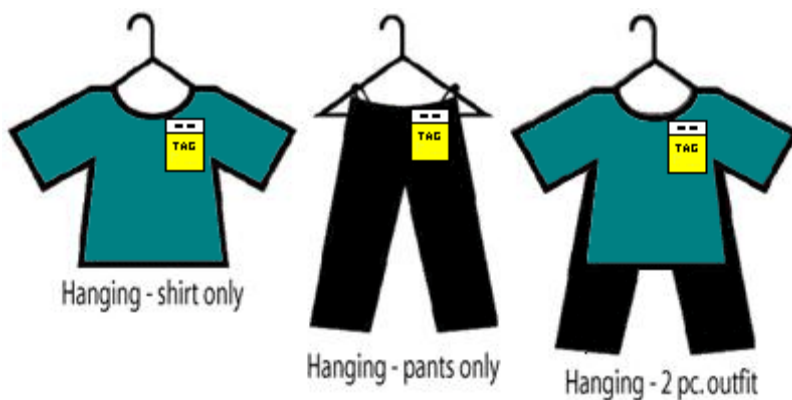
If the tags do not pop up in a new window, try turning off any popup blocker you may have running. If you are using Firefox, please print your tags using Internet Explorer. There are printing issues with our tags when printing from Firefox.

If you have any questions or need your tags printed for you, please contact us at jfumc_consign@bellsouth.net or call (256) 239-6033. **Please do not call the church office. The staff does not print tags, only our volunteers.**

Once your tags are printed and cut, you are ready to attach tags to your items!

NOTE: Tags may NOT have handwritten changes on price, discount, or donate; although you can hand-write additional information. Make a new tag if you make a mistake or change your mind about a price or item description. You will NOT be able to make any changes to your tags once they are checked in to the sale. Changes made by hand will NOT be accepted at check-out lanes. **DO NOT DELETE ANY ITEMS THAT YOU PLAN ON CONSIGNING!**

When you are ready to tag:



Here is how your items should be placed on the hanger. When looking at your item on the hanger it should appear as a ?. If you are using a tagging gun, the tag can be attached to the item's inside tag or to a seam in the bottom sleeve or other visible place to minimize damage from the barb.

Please be sure the tag is visible when you item is hanging on the hanger and when placed on a clothing rod. If you are using a safety pin to attach the tag, it should be pinned on the upper right side. See example of tagged clothing items. Use only safety pins or a tagging gun to attach tags to clothing.

How to Attach Tags on Non-Hanging Items:

Shoes - Shoes must be new or in excellent condition. We will only accept your first 10 pair for each gender, so pick your best ones. Shoes must be tied together with string, zip/cable ties, or a large safety pin (as long as you

are not pinning a hole through the shoe). Attach the tag to the string/zip tie/pin through the top of the COVER. **DO NOT BOX SHOES.** Shoes and laces must be in **EXCELLENT** condition.

Toys - Toys should include **ALL** parts and be in full working condition. Any small or loose parts can be packaged in a zip-top bag. Attach the bag to the main item with packing tape. If a toy requires **batteries** to operate, they must be included to insure the buyer the item works. (Toys without working batteries will be removed from the sales floor and returned to you at pick-up.) Attach tag to the item using packing tape, zip ties or string. Make sure tag is secure. We will NOT be able to sell any item without a tag. Puzzles are easily packaged by wrapping in plastic wrap and then sealing with packing tape on the back. (This keeps all the pieces together and out of little hands!)

Bedding - All bedding **MUST** be placed in either a bedding bag or an extra-large Ziploc bag. Ziploc makes an extra large bag that holds infant/toddler bedding. Please include all important information regarding the bedding set being sold (ex. 6 piece infant bedding set includes: quilt, bumper pads, dust ruffle, sheet, rug, and diaper stacker). The more information you give the buyer, the better the chance your item will sell. Attach the tag to the outside of bag with tape or zip tie. Be sure the tag is secure.

Large Items - Infant equipment, large outdoor toys, etc . . . Attach the tag using packing tape, zip ties or a tagging gun. Attach a small piece of tape on the bottom of the item with your consignor number and selling price. If the tag is lost/missing, we will still be able to sell your item.

Books – Attach tag to the front of the book with tape. Multiple items can be placed in a zip-top bag with tag attached to the front with tape. Using a good portion of plastic wrap to bundle books is also an option that has worked well for consignors in the past.

Videos/DVDs – Make sure that videos/DVDs are in working condition and inside the correct case. Attach tag to the back cover of the video/DVD with tape. Multiple items can be placed in a zip-top bag with tag attached to the front with tape.

Loose Articles - Bibs, bottles, barrettes and bows, sippy cups, smaller toys, etc. must be in clear Ziploc bags with tag taped on the outside of the bag.

Do not cover ANY barcodes with tape. The scanner will be unable to read the tag at checkout.

Remember - Items must be sorted by gender and size before they are dropped off. If they are not sorted, you will have to sort them before they can be placed on the floor, which will take additional time.