

## Preparing Your Items - Fall 2010

### Supplies You Will Need for Tagging

• Cardstock. Jacksonville FUMC will print consignors' tags on colored cardstock for anything that will be picked up if it doesn't sell and white cardstock for any donations. When you are finished entering your inventory, email or call us (jfumc\_consign@bellsouth.net or 256.239.6033). Before July 14th, your tags will be ready the day after you call. After July 14th, tags will be ready each Tuesday afternoon after 2 pm. Please wait until you have all of your items entered to have us print your tags. Note the changes in cardstock color for your group:

### Consignor Group Cardstock Colors for Non-Donation Items

Consignor numbers 1000 - 1100 - Lt. Yellow

Consignor numbers 1101 - 1200 - Lt. Blue

Consignor numbers 1201 - 1300 - Lt. Green

Consignor numbers 1301 - 1400 - Lt. Purple

Consignor numbers 1401 and up - Lt. Pink

If you have tags from previous sales, it is not necessary to reprint those tags unless you have changed the price.

• Several packages of one-inch or larger safety pins or a retail tagging gun. Tagging guns are available from the church for \$10, including a tagging gun, 1000 barbs, and 6 needles. Do not attach tags to clothing with anything other than safety pins or a tagging gun. If you are using a tagging gun, please attach the tag to the label and not the garment directly to prevent damage to the fabric. Dollar General and Walgreen's are great resources 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. Tip: Through the year, save your pants hangers for jeans, pants, skirts, etc. They hang securely and neatly.

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 *at the top only*. 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 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. Dry cleaners, Old Navy, Ross, TJ Maxx, and Burke's will give away hangers if they have extras available. Don't wait until the last minute to purchase your hangers.
- \$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.
- Are you selling a hair bow, jewelry, or other item with an outfit? Put it in a zip-top bag and pin the tag through the bag when you attach it to the garment. Your extra will be secure and won't get lost. This is a great selling tool, too!
- All pants must be pinned directly to the hanger (use extra large safety pins/zip ties), Do not fold them over hanger. When pants are attached with safety pins, tug them to one side, then the other. If the pants fall to the bottom of the hanger, try repinning them with the safety pins moved in just an inch. They'll hang better, which means they'll sell more quickly!

### Tagging—IMPORTANT Information for Online Tagging System

**NOTE: All items MUST be entered into MySaleManager.NET by 8:00 am on Sunday, Sept. 12, 2010. Please make a note of the deadline. We will not extend it for any reason.**

### 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 using your seller/consignor number and password. (Go to your Consignor Account Homepage to login.

[www.mysalemanager.net/hom\\_start.aspx?partnercode=CMKT](http://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 - List the brand name for the item on the first description line, followed by other details, like brown-striped shirt, on the 2<sup>nd</sup> line. This small step helps us sell your item if it is separated from its tag. 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, Abercrombie, Sarah Louise, 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. If you are donating an item, go ahead and discount it! We've had some wonderful items not sell because shoppers didn't want to pay full-price on Saturday, then the item was sold to someone else for \$1.00 at the charity sale.

NOTE: All items must be picked up by 2:30 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!

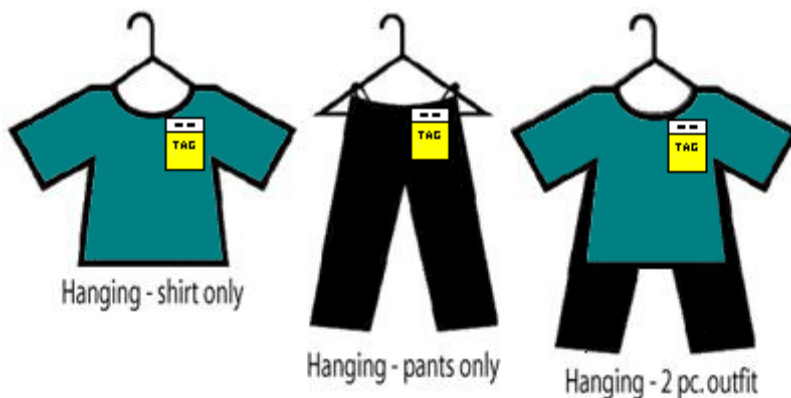
When you're ready to print your tags:

Call us and we'll print your tags for you. Contact us at [jfumc\\_consign@bellsouth.net](mailto: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. **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. 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) on a separate piece of paper and tape it to the package. The more information you give the buyer, the better the chance you have that 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 out of your busy schedule.