

FUMC Cary Children's Consignment Sale

Consignor Guidelines and Tagging Instructions

Updated: May 11, 2016

Welcome!

Thank you for consigning with FUMC Cary, we are excited that you are choosing to consign with our sale! To make the most of your consignor experience, please read through these guidelines. We use a web-based program available at http://www.mysalemanager.net/home_start.aspx?partnercode=FUMC. It is called My Sale Manager (MSM), and manages the inventory for our sale. This program will allow you to create tags for your items and keep track of your inventory for the sale. If you have any questions after reading the guidelines please feel free to contact us at info@consignwithfumc.com. We are happy to help you in any way we can.

Register as a Consignor:

If you do not have an existing account in My Sale Manager for our sale you will need to register and create your online account in My Sale Manger. Click [here](#) to go to the New Consignor Registration page.

The screenshot shows a web form titled "New Consignor Registration". Below the title is a small instruction: "Use this form to register as a consignor with our sale. After you have submitted the form, you will be given a consignor number for use at our sale." The form contains several input fields: "First Name:" and "Last Name:" (text boxes), "Address:" (text box), "City:", "State:" (dropdown menu), and "Zip:" (text box). Below these are "Email Address:" and "Primary Phone:" (text boxes), "Email Address (verify):" (text box), "Alternate Phone:" and "Fax Phone:" (text boxes), "Create Password:" and "Desired Consignor #:" (text boxes). There is a "How Did You Hear About Us?" dropdown menu and an "Other:" text box with a note "(if referred by a consignor, select 'Other(enter below)' and enter their name)". A "Submit" button is at the bottom.

Once your account has been created you will receive a consignor number. Write down your consignor number and password for future reference. You will need them to log into the Portal from here on out.

Consignor Homepage:

Log in to your personal consignor homepage through the [Consignor Login](#).

The screenshot shows a web form titled "Consignor Login". It has two input fields: "Consignor Number:" and "Password:". Below these is a "Login" button. At the bottom, there are three links: "Forgot Your Consignor Number or Password? [Click Here](#)", "Need A Consignor Number? [Click Here](#)", and "Trouble Logging In? [Click Here](#)".

This will take you to your Consignor Homepage.

At this point, you may need to register for the upcoming sale. If your registration status says “unregistered” in red text, you will need to click on the top link under activities labeled “Register for Our Upcoming Sale” and follow the instructions. You will then be directed back to your Consignor Homepage as shown below.

| Consignor Homepage | | | | | | | | | | | | | |
|---|--|-----------------------------|-------------------|-----------------------------------|---|----------------------------|---|----------------------------|---------------------------------|-----------------------|------------------------------------|----------------------------|---|
| Welcome to the consignor homepage for Demo Consignor (#3) | | | | | | | | | | | | | |
| Activities: Un-register For Our Upcoming Sale Update My Account Information Volunteer To Work Work With Consigned Inventory View/Approve Worker Agreement Logout | <table border="1"> <tr> <td>REGISTRATION STATUS:</td> <td style="text-align: center;">REGISTERED</td> </tr> <tr> <td>Assigned Volunteer Shifts:</td> <td style="text-align: center;">YOU ARE NOT SIGNED UP TO VOLUNTEER</td> </tr> <tr> <td>Estimated Earnings:</td> <td style="text-align: center;">\$0.00 (as of 6/28/2007 11:41:14 PM CST) (Note: an estimate based on our default consignment percentage)</td> </tr> <tr> <td>Sold Items Listing:</td> <td style="text-align: center;">View Sold Items</td> </tr> <tr> <td>Seller Report:</td> <td style="text-align: center;">View Seller Report</td> </tr> <tr> <td>Unsold Item Report:</td> <td style="text-align: center;">View Unsold Item Report</td> </tr> </table> | REGISTRATION STATUS: | REGISTERED | Assigned Volunteer Shifts: | YOU ARE NOT SIGNED UP TO VOLUNTEER | Estimated Earnings: | \$0.00 (as of 6/28/2007 11:41:14 PM CST) (Note: an estimate based on our default consignment percentage) | Sold Items Listing: | View Sold Items | Seller Report: | View Seller Report | Unsold Item Report: | View Unsold Item Report |
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| Sold Items Listing: | View Sold Items | | | | | | | | | | | | |
| Seller Report: | View Seller Report | | | | | | | | | | | | |
| Unsold Item Report: | View Unsold Item Report | | | | | | | | | | | | |

This is your starting point for all tasks. On this page you can enter, price and edit your inventory, print your tags, and update your account information. Account information is also where you can change your password. Functions that appear on the page but are not available for our sale are signing up for volunteer work shifts and view/approve worker agreement (we do not use outside volunteers for our sale).

Before you start to enter items into your inventory it would be helpful to sort items by type (clothing, shoes, toys, etc.) and then sort clothing by size and gender.

To start adding inventory, click on “Work with Consigned Inventory.” This will take you to Consignor Item Entry.

| Consignor Item Entry |
|---|
| <p>Welcome back, Demo</p> <p>You are currently REGISTERED for our upcoming sale. Please choose from one of the following options:</p> <p>Work With My Consigned Items (Active Inventory) (Add items, edit already entered items, or delete items)</p> <p>Work With Inactive Inventory (Select inventory from past sales that you plan to bring to the upcoming sale)</p> <p>Print Tags: (Print All Tags) (Print Selected Tags) (Print All Tags as PDF) (Print barcoded tags to place on your items) NOTE: Please disable your popup blocker to print tags.</p> <p>View/Print an Inventory Report (By Item ID) (By Category) (By Discount) (By Donate) (By Price) (View and print an inventory of what you are consigning)</p> <p>View Your Sold Items (Use during the sale to see which of your items have sold.)</p> <p>Logout (Logout of your consignor account)</p> <p style="text-align: center;">Close Window</p> |

Next click on “Work With My Consigned Items.” This will bring you to the screen where you will enter all items you want to sell.

Work With Consigned Items

Use this screen to Add, Edit, or Delete items you are planning to bring to our upcoming sale. Items you entered for prior sales are by default 'inactive' and may not appear in this list. Click [HERE](#) to view those items. Your tags will be printed exactly as you enter your items here. **Fields in bold are required.**

Things To Remember:

- Only items you plan to bring to our upcoming sale ('active items') are listed here. Click [HERE](#) to 'activate' items from past sales.
- You can quit and finish later. Your items will be saved.
- You may not price an item less than \$.50 and you must price items in .50 cent increments.

You are entering items for consigner #: 3

Fill in the information below and click "Submit Item" to enter a new item.

Category: Accessories

Size: 0

Description Line 1:

Description Line 2:

Price: (ex: 3.00) \$ **Qty:** 1

Check To Discount Check To Donate

[I'm finished for now](#)

By default, only the last 5 items entered show. Check here to display all items

Not seeing inventory from past sales? It is probably INACTIVE. Click [HERE](#) to make it active.

(These buttons apply ONLY TO ACTIVE INVENTORY, and applies to ALL ACTIVE inventory, not just what may be displayed in an abbreviated list below.)

Items: 0 Value: \$0.00

| Select | Item# | Description | Category | Size | Price | Discount | Donate | Sold? | | |
|--------|-------|-------------|----------|------|-------|----------|--------|-------|--|--|
| | | | | | | | | | | |

Each item you are selling MUST be entered in MSM. You will need to enter the following information on each tag:

- Category:** Choose an appropriate category for the item you are entering. Categories for items we do not accept will not be listed. *Items we do not accept include car seats or boosters, bumbo seats, cribs, crib mattresses, stuffed animals, VHS tapes, cassettes, under garments, and bike helmets.* We have item limits on the following categories:
 - CDs** – 5 per consigner
 - DVDs** – 5 per consigner
 - Shoes** – 10 pairs per consigner
- Size:** If entering a clothing item select the size from the drop down menu under category. Choose the size that best describes your item. We accept children’s sizes infant through size 20 and maternity clothing only.
- Item Description:** Please enter a detailed description of your item. Giving a detailed description of your items helps if/when a tag becomes separated from the item.
- Price:** Enter the price of your item. All items must be priced in \$0.50 increments.
- Quantity:** This box allows you to add more than one tag at a time if you are selling multiple items with the same price and description.
- Discount:** Check the box if you choose to discount your item by 50% to be sold on Saturday at our half price sale. We suggest choosing to discount the item especially if you are planning to donate it.
- Donate:** You will check this box to donate the item if it does not sale. All items will be donated to our locally selected charities.

Submit:

After you have entered all the necessary information about your item click Submit. The item is then added to your online inventory. Continue this process until you have added tags for every one of the items you will be selling.

Finished:

After you are finished creating your tags you will click the “I’m Finished for Now” button. This will bring you back to your account page.

Editing Inventory:

You can edit description, price, or size at anytime by clicking “edit” next to the item you would like to change. Please do NOT make handwritten changes to your tags. Price and discount information is embedded in the barcode so changing the price in writing does not change the price electronically.

Printing:

On the Consignor Item Entry Menu there is an option to print your tags. Before you print your tags we suggest that you Print Preview your tags to make sure there is a clear and legible Bar Code on each tag. The tags are correctly sized for printing when 6 tags take up the entirety of a normal 8.5x11 sheet of paper. For Apple and Mac computer users, you will likely need to scale your tags on the print screen to make 6 tags print on a single entire page. If they are not scaled they will not print correctly. For Firefox users you may not be able to scale up your tags so they will print clearly and will need to use a different Internet browser to print your tags. We cannot accept items with tags that do not have clearly printed bar codes. If a new window does not open when you click to print your tags, you most likely will need to disable your pop-up blocker within your Internet browser.

Important: You **MUST** print your tags on cardstock (minimum 65 lb); regular printer paper is too thin and will not stay attached to items and therefore we will not accept tags on regular printer paper. **Print on white (includes other nearly-white colors, such as cream, ecru, etc) cardstock to donate items that do not sell and print on pastel colored cardstock to pick-up items that do not sell. Dark colors don't work with barcodes and won't be accepted** *In the event that there is a conflict between how a tag is labeled (donate versus do not donate) the color of the cardstock will ultimately determine if an item is donated or not donated.*

| Donate (White/nearly-white) | Pick-up (Pastel/light colors) | Too Dark, not accepted (illustrative, not complete list) |
|---|--|---|
|  |  |  |

This is a sample tag for your reference. For your information, we have circled where the donate and discount information appears. After you have printed your Tags you need to cut them and make individual tags for each item being sold.



Tagging Your Items:

All items should be carefully inspected. Accepted items cannot be stained, soiled, torn, have holes, be missing buttons, clasps or snaps, or have broken zippers. Items must be in good working order and complete with no missing parts.

The most important rule when tagging your items is to make sure the tag is **SECURE**. If a tag becomes separated from an item and is not able to be located in the system we are not able to sell the item since the consignor cannot be properly compensated.

Use a tagging gun, zip tie (4" works well) or safety pins to tag all clothing items. For shoes, toys and other gear, zip ties and Ziploc bags work well. **Do NOT tape over the barcode.**

- **Clothing:** When possible secure tags to a collar seam, through a buttonhole or through the size/brand tag to not damage the fabric. Do NOT pin tags to the front of clothes as this damages the fabric. Do NOT attach tags to the hanger itself as tags are likely to be separated from the clothing this way. Hang all clothing items on appropriately sized hangers with the hook facing left to look like a "?". For two piece outfits, the bottoms should be pinned to the back of the top, with pins at the top, securing it to the hanger. Only one tag on the top is needed.
- **Shoes:** Shoes must be clean with no major signs of wear.
- **Toys:** Toys must be clean, in working order and include all working parts. Small parts/pieces should be in Ziploc bags and taped securely to the toy.
- **Bedding & Blankets:** Bedding and blankets should be free of stains, rips, and tears.
- **Furniture & Baby Gear:** These items should be in gently used condition and clean. These items must be in compliance with all safety guidelines and not be recalled (check the [CPSC website](#)).
- **Miscellaneous Loose Items:** Items like socks, multiple hair accessories and small toys are best sold in Ziploc bags and taped securely shut with the tag taped to the outside of the bag.

Thank you for consigning with us. If you have any questions please email us at info@consignwithfumc.com.