

CONSIGNOR'S NOTES

WE UNDERSTAND THAT IT MAY BE A DAUNTING TASK TO TAG ALL YOUR ITEMS, SO WE HAVE SOME INSTRUCTIONS THAT WILL HOPEFULLY MAKE THIS AN EASY PROCESS!

Selling your items:

- All garments must be hung on wire hangers. Every item must be tagged online and printed on card stock/an index card and pinned with a safety pin (*See Below*).
- You determine the price of your items! (*See Below*)

Registering Online:

Follow the "Register to Consign" link on the Children's Consignment Sale webpage and set up a Consignor Number by selecting "Click Here" next to the "Need consignor number?" question.

(https://www.mysalemanager.net/hom_start.aspx?partnercode=AFUM)

- Fill out the New Consignor Registration page to receive your Consignor Number and Login Information

Inputting your items:

We have a new way tagging consignment items, so please pay close attention to the following instructions. All tagging will be done through our online portal. Once you have received your consignor number and set up a password, you can login to our consignor portal. Follow the following instructions to input your items online.

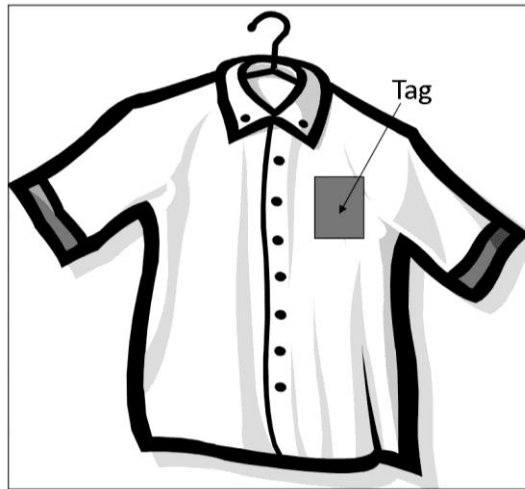
- Click on the grey "Activities Menu" button in the top left corner of the web page
- Click on "Work With Consigned Inventory" from the drop down box
- Click on the grey "Active Inventory" box
- Select the type of version you will be using: "Mobile Version" if you are inputting from your phone, or "PC/Laptop Version" if you are inputting from a computer
- This will take you to the "Work with Consigned Items (Active Inventory)" page
- Select a Category that best fits your item, select the size, and input a description of the Item (Ex. "Floral Carter's Onesie" or "Assorted Children's books age 1-2"), then establish a price for the item (See pricing guide on the Children's Consignment Sale webpage to help with pricing your items), and select the number of items within your tag (ex. A bundle of 4 books for \$1.00)
- On Saturday of our sale, all items will be discounted. If you are okay with your items being discounted on that day, please select the "Item can be DISCOUNTED" button.
- If you do not want any unsold items returned to you, please select the "Item can be DONATED" button. This means that if an item goes unsold, AFUMC will keep the item and find a home for it.

Tagging your items:

Once all of your items are inputted online, you are ready to create your tags!

- From the "Consignor Inventory" page, select the grey "Print Tags" drop down button
- Select the button that best fits your needs, "Print Selected Tags" or Print All Tags (PDF)"
- Printing Selected Tags: Select the square next to the items you want tags for, then select "Tag Printing Options" and select "Print Selected Tags"
- Printing all tags: a Message will come up and you will click the "Display Tags for Printing" text
- Then print your tags on cardstock or heavyweight paper
- Cute the tag around the designated box and safety pin the tag to the item

- If you are in need of printing assistance, please contact Sarah Beth Barger (sarahbeth@athensfirstumc.org)!
- Safety-pinning the tag:
 - Make sure the price tag is safety pinned to the front, left side of the garment.
 - The wire hanger should look like a question mark when looking at the front of the garment.
 - It is essential that the tag is safety pinned to the left side of the garment, not the left side when you are looking at the garment. When looking at the front of the garment, the price tag will be on the right, but the price tag is placed on the left side of the garment. 😊



Pricing your items:

- Price clothing in whole dollar increments (no change!)
- Pricing suggestions:
 - Price your items 25-40% of what you originally paid for them.
 - Play equipment and swings traditionally go for higher—up to 60% of what was originally paid.

Miscellaneous notes:

- Containing your items—
 - Shoe pairs need to be held together (zip lock baggie/zip tie).
 - Toys with small pieces need to be bagged together.
 - Puzzles need to be in bags with all pieces.
- Book Ideas
 - Package book series together.
- Bedding must be packaged in clear plastic bags.

Final notes:

- All items are subject to review and approval.
- The deadline to pick up any unsold items after the event is Monday, August 13 at 5:00 p.m.
- We appreciate each of you and the time you are devoting to consign with us, and know this year is going to be success because of your participation! We could not do this event without you!!!