



Kids' & Maternity Consignment Sale

## How to Use the Seller Registration and Consignment Tools

### Registering as a New Consignor

From the Seller Page, click on the New Consignor Registration link. You will come to the registration screen pictured below.

The fields shown in **bold** are required.

Complete the required field, then click **Submit**.



**New Consignor Registration**

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.

<b>First Name:</b>	<b>Last Name:</b>	
<input type="text" value="Test"/>	<input type="text" value="Account"/>	
<b>Address:</b>		
<input type="text" value="1234 Any St"/>		
<input type="text"/>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<input type="text" value="Parma"/>	<input type="text" value="OH"/>	<input type="text" value="44444"/> - <input type="text"/>
<b>Email Address:</b>	<b>Primary Phone:</b>	
<input type="text" value="myaddress@msn.com"/>	<input type="text" value="216-555-1212"/>	
<b>Alternate Phone:</b>	<b>Fax Phone:</b>	
<input type="text"/>	<input type="text"/>	
<b>Create Password:</b>		
<input type="text" value="abc123"/>		
<b>How Did You Hear About Us?</b>		
<input type="text" value="Other (enter below)"/>		
<b>Other:</b>		
<input type="text" value="My Friend"/>		
(if referred by a consignor, select "Other(enter below)" and enter their name)		
<input type="button" value="Submit"/>		

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**Note:** If you were referred by another seller, select **OTHER (enter below)**, then enter their name in the **OTHER** box.

Once you click **Submit**, you will receive a **Consignor Number**. Make a note of this number – you will need your Consignor Number and the password you just created to log in to your unique account.

**Entering Your Items & Printing Tags:**

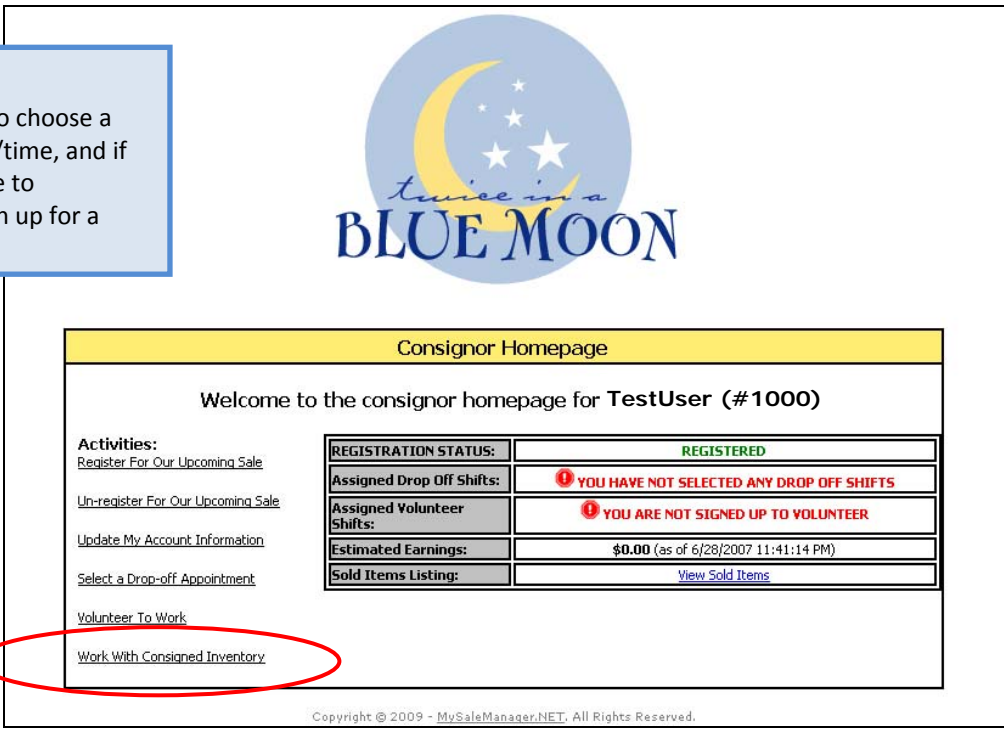
Once you have registered, you can log in as a Seller. If you are returning to the site, you will want to go to the **Seller** section of our site, then click **Seller Log In**.

Use your Consignor Number and the password created during Registration.



After log in, you will be redirected to your **Consignor Homepage**. Click **Work With Consigned Inventory** to begin.

**NOTE:**  
Don't forget to choose a drop-off date/time, and if you would like to volunteer, sign up for a shift!



<b>REGISTRATION STATUS:</b>	REGISTERED
<b>Assigned Drop Off Shifts:</b>	YOU HAVE NOT SELECTED ANY DROP OFF SHIFTS
<b>Assigned Volunteer Shifts:</b>	YOU ARE NOT SIGNED UP TO VOLUNTEER
<b>Estimated Earnings:</b>	\$0.00 (as of 6/28/2007 11:41:14 PM)
<b>Sold Items Listing:</b>	<a href="#">View Sold Items</a>

To add, edit, or delete items, select **Work With My Consigned Items**

To print tags:  
 Select **Print All Tags** to print tags for all registered items.  
  
 Select **Print Selected Tags** to print only specific tags.

**Consignor Item Entry**

Welcome back, Test

You are currently REGISTERED for our upcoming sale. Please choose from one of the following options:

[Work With My Consigned Items](#)  
(Add items, edit already entered items, or delete items)

[Work With Inactive Inventory](#)  
(Select inventory from past sales that you plan to bring to the upcoming sale)

Transfer Inventory to Affiliated Sale  
[\(Move Inventory Out\)](#) [\(Receive Inventory In\)](#)

Print Tags:  
[\(Print All Tags\)](#) [\(Print Selected Tags\)](#)  
 (Print barcoded tags to place on your items)  
 NOTE: Please disable your popup blocker to print tags.

[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)

[View Your Sold Items](#)  
 (Use during the sale to see which of your items have sold.)

[Close Window](#)

To add items for the sale, click **Work With My Consigned Items**. In this window, you can Add, Edit, or Delete items. You will add your items in this screen.

You can add all of your items at one time, or add some and finish at a later time.. Your inventory is automatically saved when you hit Submit.

**NOTE: All items must be entered by August 12. Item entry will not be available after this date.**

**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.**

<p><b>Things To Remember:</b></p> <ul style="list-style-type: none"> <li>Only items you plan to bring to our upcoming sale ('active items') are listed here. Click <a href="#">HERE</a> to 'activate' items from past sales.</li> <li>You can quit and finish later. Your items will be saved.</li> <li>You may not price an item less than \$1.00 and you must price items in .50 cent increments.</li> </ul>	<p style="text-align: center;"><b>You are entering items for consignor #: 1000</b></p> <p style="font-size: x-small; text-align: center;">Fill in the information below and click "Submit Item" to enter a new item.</p> <p><b>Category:</b> <input type="text" value="Accessories"/></p> <p><b>Size:</b> <input type="text" value="Leave Blank"/></p> <p><b>Description Line 1:</b> <input type="text"/></p> <p>Description Line 2: <input type="text"/></p> <p><b>Price: (ex: 3.00)</b> \$ <input type="text"/> <b>Qty:</b> <input type="text" value="1"/></p> <p style="font-size: x-small;"><input type="checkbox"/> Check To Discount    <input type="checkbox"/> Check To Donate</p> <p style="font-size: x-small;"><a href="#">I'm finished for now</a>    <input type="button" value="Submit Item"/></p> <p style="font-size: x-small;"><input type="checkbox"/> By default, only the last 5 items entered show. Check here to display all items</p>
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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?

1. Choose the appropriate **category** for your item.
2. Select the **size** of the item. For toys or other such items, choose Leave Blank.
3. Fill in your **description**. You can use one or both lines, but you must complete at least Description Line 1. We suggest that you include the brand, especially if it is a better named brand. Include enough info that we can match up the tag with an item if they get separated.  
*NOTE: If items lose their tags during the sale and the tag is not found, the item will not be sold. It will be placed in a collection box at the check out, and if not claimed, will be donated at the end of the sale.*
4. Choose your **price**. Refer to PRICING GUIDELINES for guidance in choosing a price.
5. If you want to discount the item to 50% off from 2-4pm, select the **Check to Discount** box.  
*NOTE: We recommend discounting the item to better ensure that it sells.*
6. If you want to donate the item (if it does not sell), select the **Check to Donate** box.  
*NOTE: We will provide you a letter of receipt for your tax records if you choose to donate. Items will go to a woman/child-focused organization in the Cleveland/Akron area – the specific charity will be announced soon.*
7. Click **Submit** when you are done with your item.

Repeat these steps for each item. Based on experience, it may be easier divide your items into group - register a group of items, then print and tag them, and repeat with the next group(s).

### **Printing Tags**

When you are ready to print tags, click **I'm Finished for Now** (near the Submit button) to return to the main menu.

If you are not logged in yet, go to the **Seller** page, and click the **Log In** button.

At the main menu, select either **Print All Tags** or **Print Selected Tags**.

**You will need to print your tags on white or light colored cardstock.** This is very important...if not on a light background, we will not be able to scan the barcodes, and we require cardstock because regular paper tears off too easily. You can find cardstock at Office Max or Staples in the printing supplies area, JoAnn or Michael's in the scrapbooking section...you can also find cardstock at many other retailers in the office supplies area.

For more information on preparing and tagging, refer to **GETTING YOUR ITEMS READY**.

## **Viewing Sold Items**

To see what you have sold during the sale, log in, got to **Work With Consigned Items** and select **View Your Sold Items**. This information will be updated nightly during the sale.

Consignor Item Entry
Welcome back, Test
You are currently REGISTERED for our upcoming sale. Please choose from one of the following options:
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<a href="#">Work With Inactive Inventory</a> (Select inventory from past sales that you plan to bring to the upcoming sale)
Transfer Inventory to Affiliated Sale <a href="#">(Move Inventory Out)</a> <a href="#">(Receive Inventory In)</a>
Print Tags: <a href="#">(Print All Tags)</a> <a href="#">(Print Selected Tags)</a> (Print barcoded tags to place on your items) NOTE: Please disable your popup blocker to print tags.
<a href="#">View/Print an Inventory Report</a> <a href="#">(By Item ID)</a> <a href="#">(By Category)</a> <a href="#">(By Discount)</a> <a href="#">(By Donate)</a> <a href="#">(By Price)</a> (View and print an inventory of what you are consigning)
<a href="#">View Your Sold Items</a> (Use during the sale to see which of your items have sold.)
<a href="#">Close Window</a>