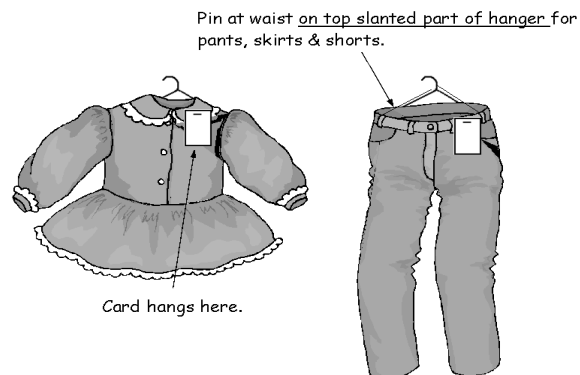


Supplies Needed for Tagging:

Computer
Printer
White 60-67# Cardstock
Zip Ties (only for shoes)
Safety Pins
Scissors

HOW TO SET UP BARCODED TAGS...

1. Go to "Returning Consignor" page.
2. Login your consignor number and password.
3. Under "Activities Menu", "Work With Consigned Inventory" (left side of box).
4. "Work With My Consigned Items" - to begin tagging new items or to edit and reprint previous sale's tags. "Work With Inactive Inventory" to activate previous sale's items.
5. **Category:** choose a category from the drop down that best describes your item.
6. **Size:** For clothing, you will choose a size from the drop down menu (Small, Medium, Large is for maternity clothing only).
7. **Description:** Use brand name (GAP, OLD NAVY, MAGNETIC ME etc.) on Description #1 and item details (Red Striped Polo Shirt, Pink & Blue Floral Footed Onesie) on Description #2.
8. **Price:** You set your own price! Start at ½ price retail and go down from there!
9. **Discount:** Check this box if want your item to be sold at 25% off on Friday and 50% on Saturday. Remember that most items will not sell on the last day if they are not marked for discount! Do yourself a favor and mark items for discount!
10. **Donate:** Check this box to donate the item if it does not sell. Donations are received graciously by foster families in our area!
11. **Submit:** Click "Submit Item" after each item entered. Click "I'm finished for now" when you have all your items entered. You can go in as many times as you would like to enter and print more tags. All tags/work will be saved until you are ready to print.
12. **Print:** Print tags on **white cardstock paper only**. Select "Print All Tags as PDF". This will avoid partial printing of tags from page-to-page. Six tags print per page.
13. **Pin:** Cut and secure tag to the appropriate item with safety pins for clothing. (See example below)



Rules When Tagging...

- **Tags must contain good ink quality.** If tags are faint or blurry, please replace ink before proceeding. Barcodes are not to be altered. If you need to change tag information (price, description, size, donate, discount, etc.) after it is printed, a new tag must be made.
- **Price items ONLY in 50 cent units** (i.e. \$5.00, \$5.50). There is a \$1.00 minimum. Price your items to sell!! To determine an appropriate price, start at 1/2 of the original price and work down according to age and wear. Items priced too high WILL NOT sell!
- **Shoes-** Zip Tie shoes together, then pin tag to zip tie loop or use clear packing tape to secure to bottom of sole. We will not accept shoes in bags as they always get taken out of bags and lost.
- **Use the following size categories in tagging your clothing:** newborn, 3mo, 6mo, 9mo, 12mo, 18mo, 24mo, 2T, 3T, 4, 5, 6, 6x (girls), 7, 8, 10, 12, 14, 16, 18 and 20. Juniors for girls must be sized 0, 1, 3, 5, 7, 9, 11 and 13. Only use S, M, L or XL for maternity clothes. No ladies' clothing will be accepted (i.e. sizes 2, 4, 6, 8 etc.).
- **Hang clothes on appropriate-sized hangers, facing left like a question mark (?).** Tags should be placed on the top right of garment. **No kids hangers on sizes 7 and up.**



- **Pin tag to top, right corner of the garment,** when it is facing you, with a safety pin. The pin should be placed in the "PIN HERE" area. ALL pants, skirts and shorts must be pinned to hanger, pin them to the top slanted part of the hanger.
- **DISCOUNT, DISCOUNT, DISCOUNT:** Choosing to discount your items means more \$\$\$ in your pocket!! I can't stress this enough... our customers LOVE the discount days. If your items are not marked for discount and remain unsold by Saturday... they likely will not sell.
- **Small pieces-** Place any loose toy pieces or parts in a Ziploc bag and SECURELY fasten the bag to the main item using clear packing tape, rubber band, zip tie, safety pin, etc.
- **Selling items together-** Please only sell items together if in SAME condition.

- **Puzzles and Games-** use Ziplocs or cling wrap then tape tag to wrap or bag, so there is no damage to item.
- **All bags-** please tape all bags shut so that pieces/items are not lost.
- **Large items-** If you have large items or item with multiple pieces (i.e. a stroller car seat combo) please be sure to list ALL items on the tag.
- **For all large items-** you will print the tag at home and bring it with you to drop off (do not tape or pin to item)... we will provide a large claim ticket and zip tie. You will tape your tag to provided large claim ticket and zip tie it to item. This is for all LARGE items (i.e. strollers, ride on toys, bikes, activity centers, cribs, play kitchens, furniture, heavy items, etc..)

Need Help? Call Cauley @ (251) 461-8110 any time if you have questions. I will be happy to walk you through the tagging process.

FAQ's for Barcoding

Why do we need to print barcoded tags? To scan them at checkout, which increases the speed and accuracy for consignors and shoppers. Ability to track your sales online. Detailed list of what sold!

What if I don't have a printer at home? How can I print my tags? You can access your consignor account from any computer. Ask a friend that has a printer or use the library. Just make sure you bring cardstock!

Do I need to enter all of my items at one time? No. You may enter as few or as many items as you would like at one time. All information will be saved.

What if I need more tags? Simply login to "RETURNING CONSIGNOR HOMEPAGE", click on "Work With My Consigned Items (Active Inventory)", enter new inventory items, and select only those new items to print.

What if I want to change the price, description, size, donate, or the discount status on my tag? A new tag must be made! Do not cross through the preprinted prices on the barcodes. Go back to the item and click on "edit". Click to reprint just that item. The barcodes will be voided if any alterations are made to the computerized area. ALL ITEMS ARE SOLD PER THE BARCODE PRICE.

Can I reprint a tag(s)? Yes! Check the box beside the item(s) you would like to reprint and print your new tag.

What do I do if part of my tag is printing on a separate page? Click "Print All Tags as PDF" as your print method should correct the problem.