Tagging Instructions

Mama Bears Consignment requires the use of our online tagging system for creating tags, printing, and managing inventory. If last-minute issues occur right before drop-off, notify us immediately. Your tags will have barcodes on them so that when we scan them at checkout, all of the information you have entered into the system will show up. This way we know how much each item costs, who to give the commission to, and whether or not to donate the item.

TAGS

IMPORTANT things to remember about creating tags:

- Inventory entries must be in the system by date and time disclosed for the upcoming sale. Once entries close, you will still be able to print your tags; no new entries will be allowed. This gives us adequate time to prepare for rack space.
- Use 60-67# card stock paper to print your tags. Do not use copy paper. It must be white/pastel cardstock. Barcodes will not scan on dark, textured, or patterned card stock. Tags printed on paper not approved or distorted barcodes will not be accepted.
- Do not place tape over barcodes.
- Do not photocopy your tags for multiples. Each item must have a unique barcode. You can create multiples of a tag in the system with the "quantity" option. Creating the tags correctly assigns each item a unique bar code that tells your account exactly which item sold and its price and gives you the correct credit for the sale. In addition, this tracks the inventory per sale to track precisely what was dropped off (we scan in each item), what sold, and what did not sell.
- If you have used My Sales Manager at another sale and want to transfer items to our sale, there are a few things we will need to help you check before printing your tags. Please get in touch with us for assistance.

SAFETY PINS

USE MEDIUM/LARGE SAFETY PINS ONLY! Please do not use tiny safety pins or straight pins; if your pins do not make it through the sale, and then your items will be at the lost tag table and not sold. Using strong pins will keep your clothing on its hanger throughout the sale! Attach your safety pin HORIZONTALLY ABOVE the cutting line on your tags.

HANGERS

PLEASE, try your very best to use appropriately sized plastic hangers. We ask that you do not use wire hangers. If you have exhausted all efforts and cannot find plastic hangers, you may move to adult sized hangers or wire hangers. Please note: clothes that fit nicely on the hanger will hang nicely, look better, and sell better. Try not to buy hangers. They are often available from friends, neighborhood groups, dry cleaners.. Also ask on Facebook or other social media. People will gladly give you all the hangers you need. We ask that you do not use adult sized hangers on kids clothes, it stretches the clothing.

HANG ITEMS WITH THE HANGER FACING TO THE LEFT LIKE A "?", AND PIN THE TAG ON THE TOP, RIGHT SIDE OF THE GARMENT.

Outfits should be pinned together on one hanger with the pants or skirt pinned to the outside (back to back) so both pieces may be seen easily. Pin pants or skirts to the top side of the hanger rather than the bottom so they won't slide to one side or the side.

We do not accept clothing in zip lock bags. At drop-off, if we do not accept something it will be added to your plastic bin for you to pick up at the end of the sale, or donated to charity if you have chosen that option instead.

WRONG: Hanger is the wrong direction

PRICING YOUR ITEMS

You set your price. **Price to sell!** For example, if you wouldn't buy an item for $4.00, other buyers won't either. Shoppers are looking for discounts! Items must maintain gently-used quality. If they do not, we will turn them away. Shoppers are shopping for quality items just like you are. If you have play clothes (i.e., slightly faded, but still great condition), make sure they are tagged as such.

Again, **price to sell**! We suggest no more than 1/3 of the original retail price for clothing, depending on name brand and condition.

Select "Discount" or "No Discount" when entering your tags. Tags marked "Yes" for Discount will be on sale during our 50% off shopping hours.

SHOES

SHOES MUST BE IN EXCELLENT CONDITION, no exception, and we will inspect each pair for quality. Please do not put shoes in zip lock bags so that buyers may inspect them properly. Use ribbon, twine, or a zip tie to keep shoes together, and then pin the tag to the lace if it has one. You may hole punch your tag and put a zip tie through it.

TOYS AND OTHER ITEMS

USE CLEAR PACKAGING TAPE TO ATTACH TAGS TO TOYS AND OTHER ITEMS. Do not use scotch tape or masking tape. It will not stay on, and if it covers the barcode, we cannot scan it! Tape directly to the toy or on the OUTSIDE of the zip lock bag. You can also wrap in saran wrap/packing wrap and tape the tag to the outside of the wrap. Tape the tops of zip lock bags closed, so items do not fall out. If toys come with small pieces, make sure all components and parts are present in a zip lock bag attached to the toy. If they are missing, but the toy is functional, you MUST note it on the tag and price accordingly (ie: Monopoly missing some play money but still playable, building blocks bag does not contain all 50 blocks that originally came with the bag but still has a large amount, etc.)

TIP: You can print out a Stock Picture of the toy from the internet to put on the outside of the box or bag so the shopper can see what the toy is supposed to look like.
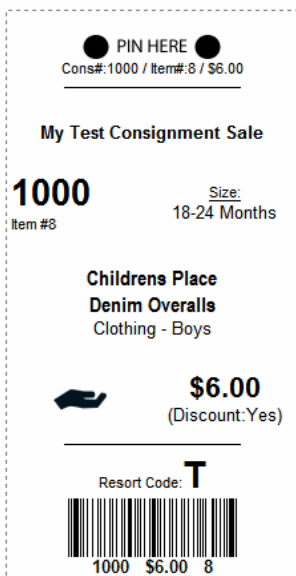
BEDDING

Bedding sets may be placed on hangers and pinned together with large, strong safety pins, or sets may be placed in large clear zipping bags or original packaging bags.

* Please note: If your bedding has multiple pieces, it helps the buyer if you can include a list of the pieces included in the set. Buyers also like it when you attached a picture of the pieces spread out on the bed so they can see what all is included. Do not overprice your bedding, we know it's special to you, and you probably paid a lot for it. The buyer wants to purchase USED bedding and expects excellent condition and to find a great deal.

You place your safety pin at the top of the tag in the "PIN HERE"

This is what you need:

● PIN HERE ●
Cons#:1000 / Item#:8 / $6.00

My Test Consignment Sale

1000
Item #8

Size:
18-24 Months

**Childrens Place
Denim Overalls**
Clothing - Boys

$6.00
(Discount:Yes)

Resort Code: **T**

1000 $6.00   8

WAYS TO TAG ITEMS: