

ONLINE SELLER SOLD ITEM PREPARATION



GOOD THINGS TO KNOW

HOW SHOULD I GET MY ITEMS READY?

- Items should be grouped together by buyer.
- Anything that can fit into a plastic grocery bag or tall kitchen plastic garbage bag should go in one.
- Anything too big to go into a bag should have a tag taped to it.
- You are responsible for ensuring the accuracy of the order. If any items are missing in a buyer's bag, the sale including transaction fees will be deducted from your payout check.
- Sold items not brought to the fairgrounds by the seller drop-off deadlines will result in the cost being refunded to the buyer(s), including transaction fees, at the seller's expense.

GOOD THINGS TO KNOW

PRINTING TAGS

- ❑ Make sure you do not have your Pop-Up Blocker on when you print your tags. If you do, you will have to disable it then go back and try to print again.
- ❑ Sold tags are to be printed on Neenah Bright White Premium Cardstock 65 lbs., 8.5" X 11", manufacture# 91904, which can be found at Amazon and Office Max/Depot. Please note that Office Max/Depot uses item# 458621.
- ❑ Sold tags must be visible and printed clearly so they can be scanned easily at drop off.
- ❑ Sold tags corresponding to items bagged up by buyer are to be taped to the outside of the bag making sure the Sold tags are not overlapping and can be easily scanned.
- ❑ Tape Sold tags to any large items that do not fit in a bag.

GOOD THINGS TO KNOW

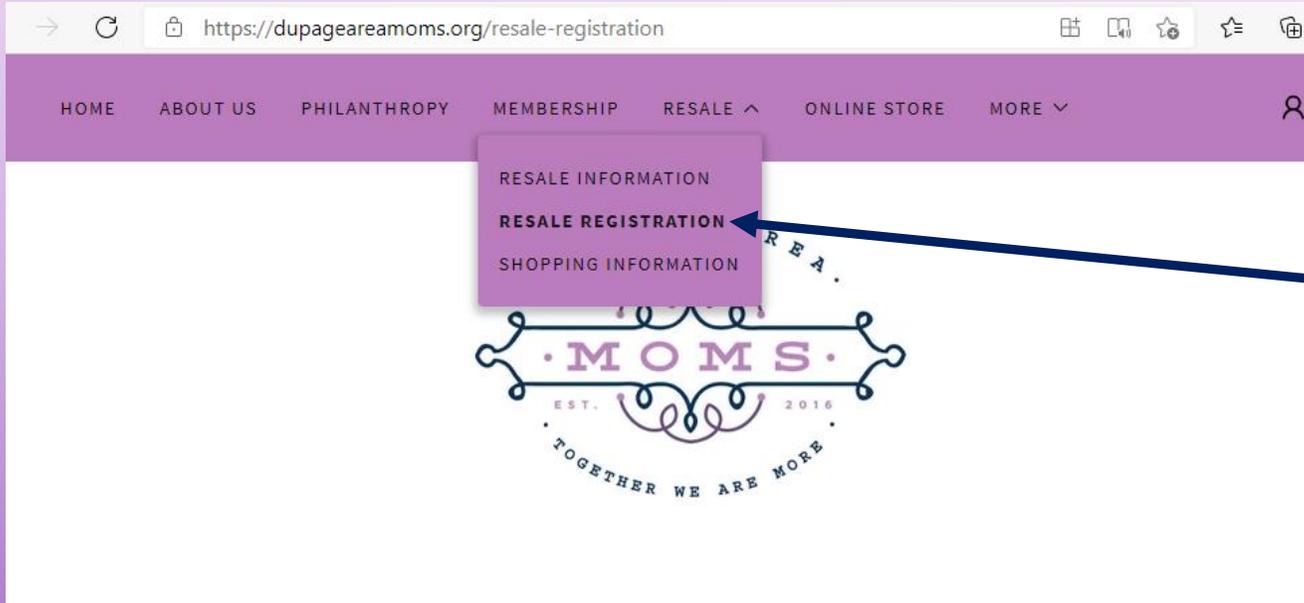
WHEN WILL I RECEIVE MY CHECK?

- ❑ Checks will be mailed to the address you registered with no later than 3 weeks after Purchase Pickup.

WHAT ARE THE PAYOUT PERCENTAGES?

- ❑ We have the following graduated percentage back on a seller's sold items
 - ❑ 85% for DuPage Area Moms Resale Committee
 - ❑ 80% for Board and Committee members of DuPage Area Moms
 - ❑ 75% for DuPage Area Moms members & Super Volunteers (12+ volunteer hours)
 - ❑ 70% for sellers who fulfill their volunteer shift(s) per seller number
 - ❑ 60% for online sellers who do not volunteer

GO TO THE RESALE REGISTRATION PAGE

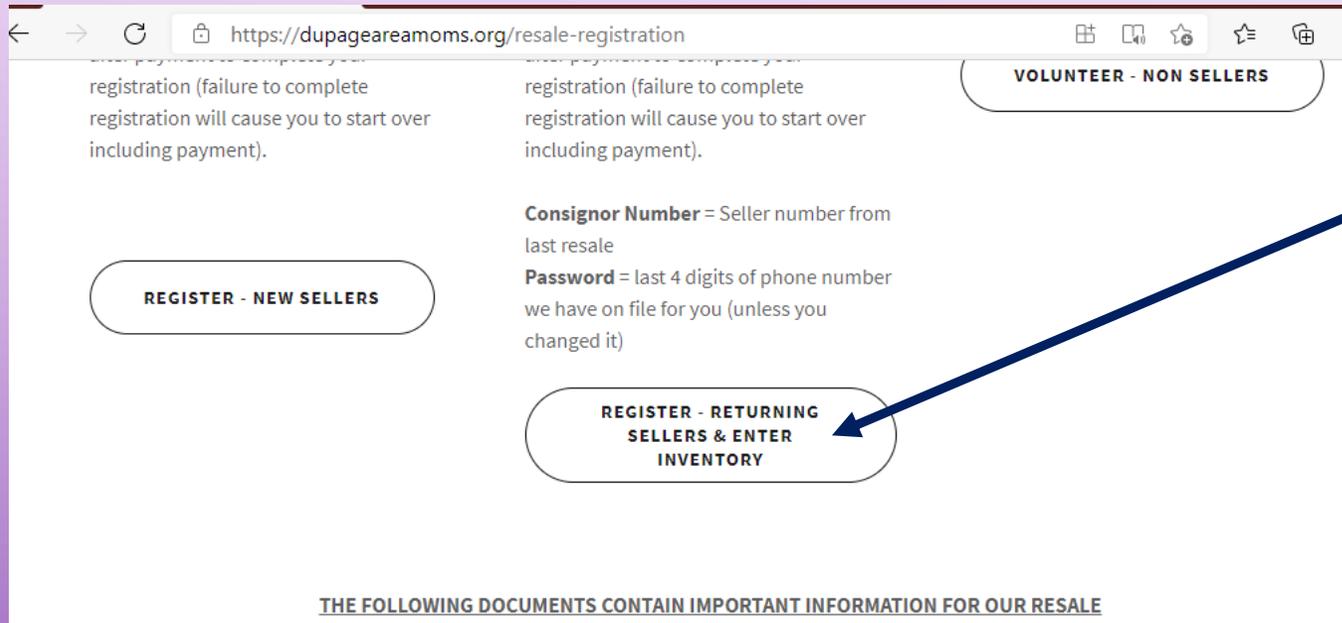


Go to our website

www.dupageareamoms.org

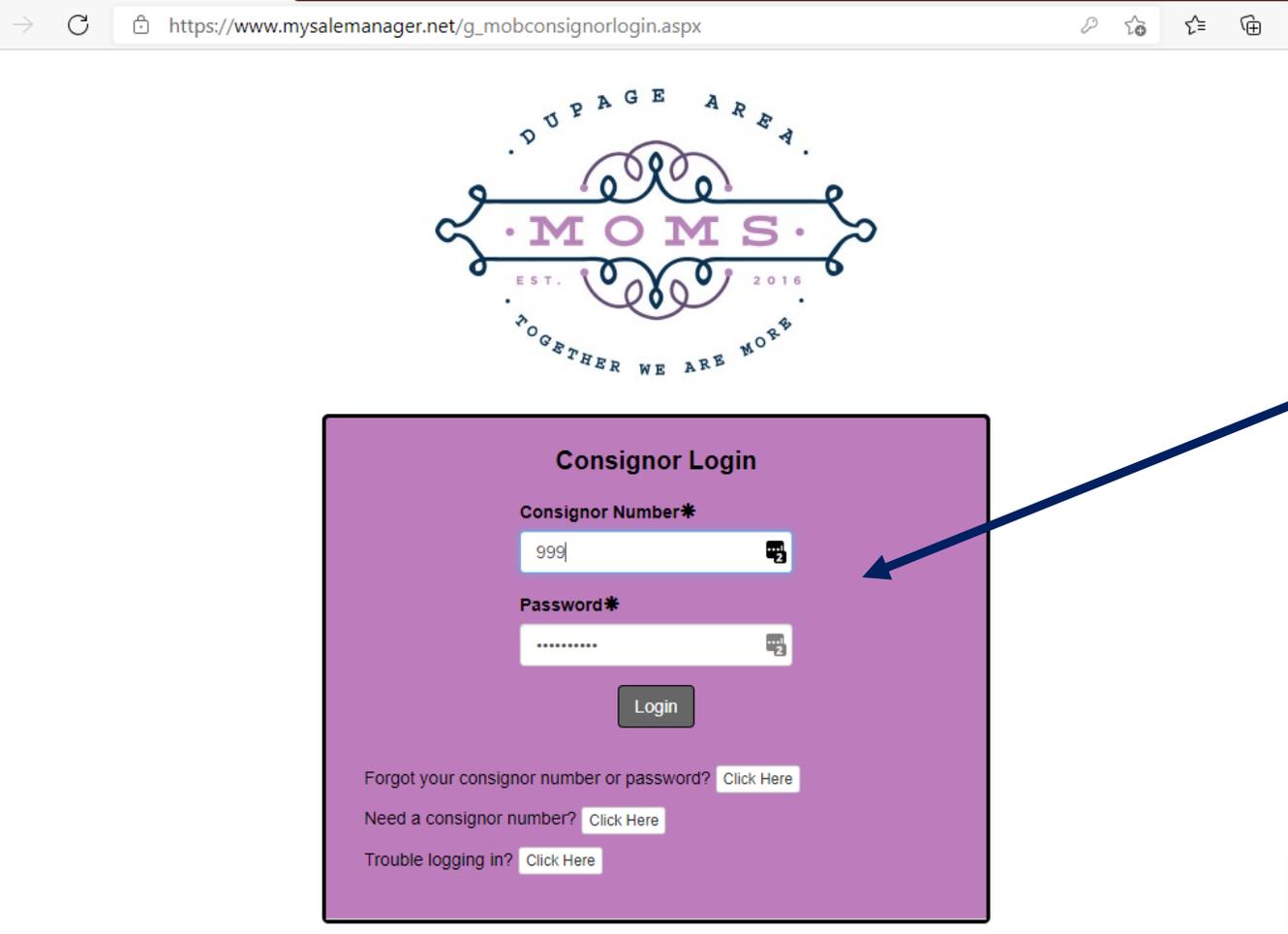
Click on RESALE then RESALE
REGISTRATION

GO TO MY SALE MANAGER PAGE



Scroll down and click on the button that says "REGISTER – RETURNING SELLERS & ENTER INVENTORY"

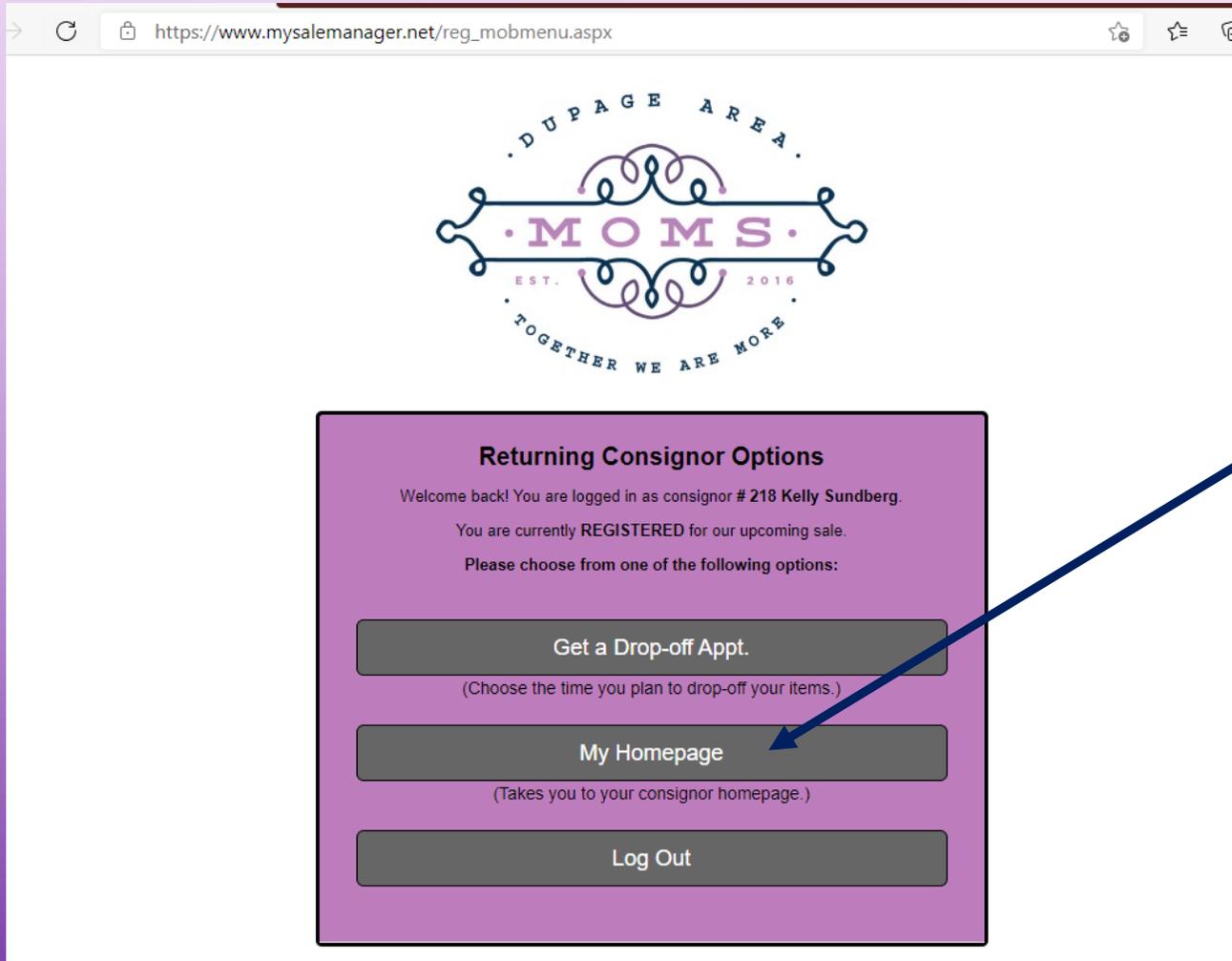
LOG IN TO MY SALE MANAGER



The screenshot shows a web browser window with the URL https://www.mysalemanager.net/g_mobconsignorlogin.aspx. The page features the logo for 'DUPAGE AREA MOMS' with the tagline 'TOGETHER WE ARE MORE' and 'EST. 2016'. Below the logo is a purple box containing the 'Consignor Login' form. The form has two input fields: 'Consignor Number*' with the value '999' and 'Password*' with masked characters. A 'Login' button is positioned below the fields. At the bottom of the form, there are three links: 'Forgot your consignor number or password? Click Here', 'Need a consignor number? Click Here', and 'Trouble logging in? Click Here'.

Enter your Consignor Number and Password, just like when you entered inventory before the resale.

NAVIGATING MY SALE MANAGER



The screenshot shows a web browser window with the URL https://www.mysalemanager.net/reg_mobmenu.aspx. The page features a logo for 'DUPAGE AREA MOMS' with the tagline 'TOGETHER WE ARE MORE' and 'EST. 2016'. Below the logo is a purple box titled 'Returning Consignor Options' containing the following text and buttons:

Returning Consignor Options
Welcome back! You are logged in as consignor # 218 Kelly Sundberg.
You are currently REGISTERED for our upcoming sale.
Please choose from one of the following options:

- Get a Drop-off Appt.**
(Choose the time you plan to drop-off your items.)
- My Homepage**
(Takes you to your consignor homepage.)
- Log Out**

Click on "My Homepage"

GETTING YOUR LIST OF SHOPPERS

The screenshot shows a web browser window with the URL https://www.mysalemanager.net/hom_mobconsignorhome.aspx. The page content includes:

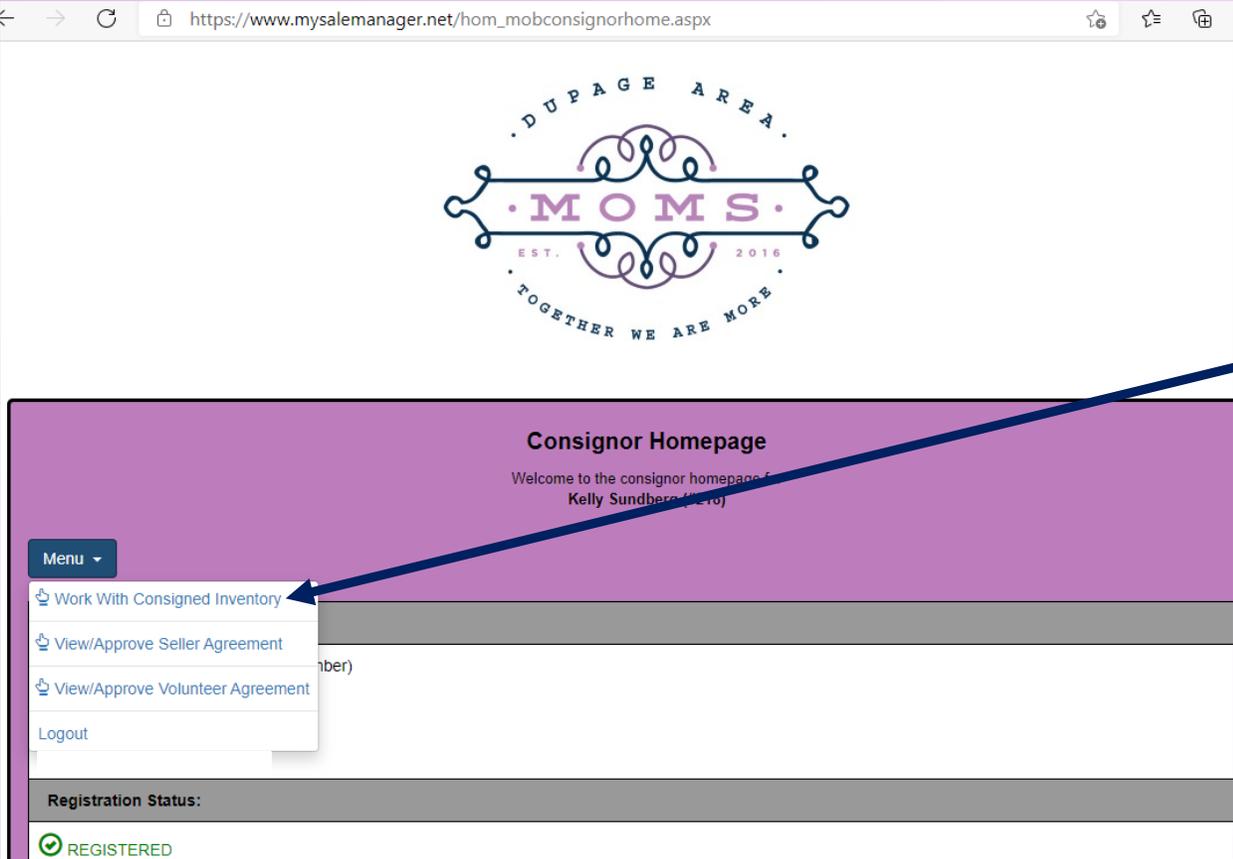
- Volunteer Shifts:**
 - Thursday, May 20, 2021 2:30:00 PM
 - Friday, May 21, 2021 9:00:00 AM
 - Friday, May 21, 2021 11:30:00 AM
 - Saturday, May 22, 2021 12:00:00 PM
 - Saturday, May 22, 2021 4:00:00 PM
- [Click HERE to view Volunteer ID badge.](#)
- Estimated Earnings**
 - \$.00
 - (as of 4/1/2020 8:50:58 AM CST)
 - Note: an estimate based on our default consignment percentage.
- [View Your ONLINE Sold Items](#) (indicated by a blue arrow)
- [View Your Sold Items](#)
- View Your ONLINE Sales Reconciliation Summary**
 - There are no reconciliation summaries for you to view at this time.
- [View Your Seller Report](#)
- [View Your \[Redacted\]](#)
- [View Your Unsold Item Report](#)

Scroll down and click on “View Your ONLINE Sold Items”.

Print the list of items. It is sorted by shopper code.

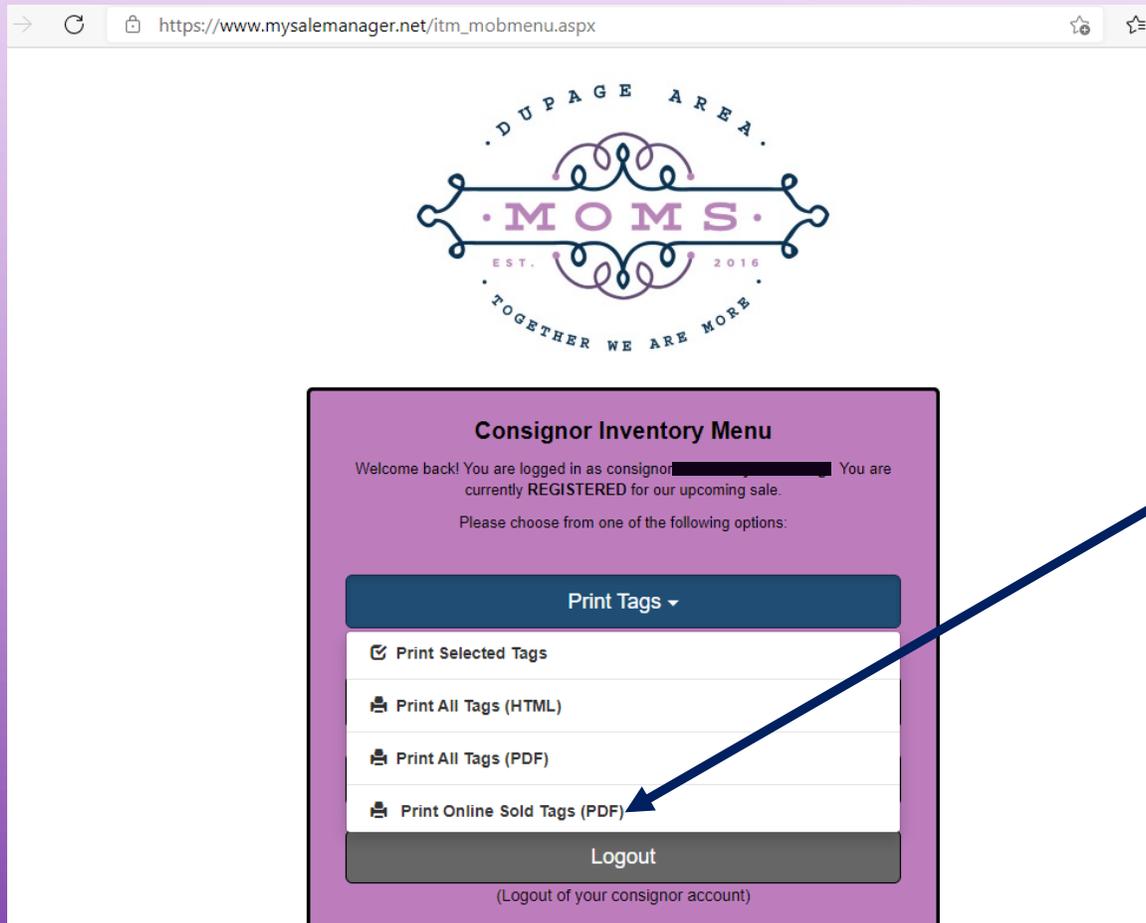
Each shopper code should have all items put in one bag.

NAVIGATING TO THE SOLD ITEMS TAGS



Scroll back to the top of your Homepage. Click on "Menu" then "Work With Consigned Inventory"

NAVIGATING TO THE SOLD ITEMS TAGS



The screenshot shows a web browser window with the URL https://www.mysalemanager.net/itm_mobmenu.aspx. The page features a logo for 'DUPAGE AREA MOMS' with the tagline 'TOGETHER WE ARE MORE' and 'EST. 2016'. Below the logo is a purple 'Consignor Inventory Menu' box. The menu contains a welcome message, a login status, and a list of options. A dropdown menu is open under 'Print Tags', showing four options: 'Print Selected Tags', 'Print All Tags (HTML)', 'Print All Tags (PDF)', and 'Print Online Sold Tags (PDF)'. A blue arrow points to the 'Print Online Sold Tags (PDF)' option. At the bottom of the menu is a 'Logout' button with the text '(Logout of your consignor account)' below it.

Consignor Inventory Menu

Welcome back! You are logged in as consignor [REDACTED]. You are currently REGISTERED for our upcoming sale.

Please choose from one of the following options:

- Print Tags ▾
 - Print Selected Tags
 - Print All Tags (HTML)
 - Print All Tags (PDF)
 - Print Online Sold Tags (PDF)
- Logout
(Logout of your consignor account)

Click on "Print Tags" then "Print Online Sold Tags (PDF)".

Make sure Pop-Up Blocker is turned off.

PRINTING THE SOLD ITEMS TAGS

https://www.mysalemanager.net/itm_mobchooseonlinesoldtagstoptint.aspx

DUPAGE AREA
MOMS
EST. 2016
TOGETHER WE ARE MORE

Select Online Sold Tags To Print

Use this screen to print online sold tags to place on the items that sold during our online sale and that you will be bringing to drop-off.
IMPORTANT! The tags you generate for printing will appear in a new window. Please configure your browser's popup blocker to allow popups if your tags do not appear in window after you click one of the Tag Printing Option buttons.

Return To Inventory Menu Inventory Icon Legend ▼

Tag Printing Options ▼

Print Selected Tags Print All Tags **Print All Un-Printed Tags**

Show Only Un-Printed Tags Below

✓	Item Information
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Click on "Tag Printing Options" then "Print All Un-Printed Tags".

If you have never printed Sold tags, this will print all Sold tags.

If you have printed Sold tags before, this will print only the ones you haven't done yet.

If you need to reprint, you can select those items and click "Print Selected Tags".

PRINTING THE SOLD ITEMS TAGS

Seller: 218 Item: 2061 APIA_#1189 carrying case w/Nemo stuffed animal inside  C/218 I/2061	Seller: 218 Item: 2226 BUTT_#1027 2 pc red pajamas-s/s top /shorts- dinoasuer  C/218 I/2226	Seller: 218 Item: 2211 BUTT_#1028 grey knit pull on shorts white stripe down side  C/218 I/2211
Seller: 218 Item: 2215 BUTT_#1028 red/blue plaid pull on plaid shorts w/pockets  C/218 I/2215	Seller: 218 Item: 2116 CARO_#1052 peach/purple print dress sleeveless w/cutout back  C/218 I/2116	Seller: 218 Item: 2129 CARO_#1052 red/white/blue sleeveles romper-4th of July!!  C/218 I/2129
Seller: 218 Item: 2259 CARO_#1052 hooded L/S navy striped top  C/218 I/2259	Seller: 218 Item: 2248 CARO_#1052 the lego BATMAN black T  C/218 I/2248	Seller: 218 Item: 2234 CARO_#1052 Teenage Mutant Turtles g 700%  C/218 I/2234
Seller: 218 Item: 2223 CHRI_#1218 zip up jeans  C/218 I/2223	Seller: 218 Item: 2184 ELIS_#1097 denim jeans  C/218 I/2184	Seller: 218 Item: 2143 ERIK_#1112 navy floral s/s to[p ruffles around buttons  C/218 I/2143
Seller: 218 Item: 2271 ERIN_#1187 Huffy Tricycle  C/218 I/2271	Seller: 218 Item: 2168 GARY_#1200 2 pc swimshirt /bottom purple floral top/ruffle  C/218 I/2168	Seller: 218 Item: 2167 GARY_#1200 2 pc swimshirt /bottom blue/green starfish  C/218 I/2167

Tags printed by and copyright of MySaleManager.NET. All Rights Reserved.

15 Sold tags will print on a single sheet by shopper code.

(BUTT_#1028 bought 2 items;
CARO_#1052 bought 5 items)

Cut each Sold tag apart making
sure not to cut off the barcode at
bottom of each tag.

Sold tags for large items should
be taped to the item.

VIEW SOLD ITEM PICTURES

← → ↻ 🔒 https://www.mysalemanager.net/itm_mobchooseonlinesoldtagstoprint.aspx

TOGETHER WE ARE MORE

Select Online Sold Tags To Print

Use this screen to print online sold tags to place on the items that sold during our online sale and that you will be bringing to drop-off.
IMPORTANT! The tags you generate for printing will appear in a new window. Please configure your browser's popup blocker to allow popups if your tags do not appear in a new window after you click one of the Tag Printing Option buttons.

[Return To Inventory Menu](#) [Inventory Icon Legend ▼](#)

[Tag Printing Options ▼](#)

Show Only Un-Printed Tags Below

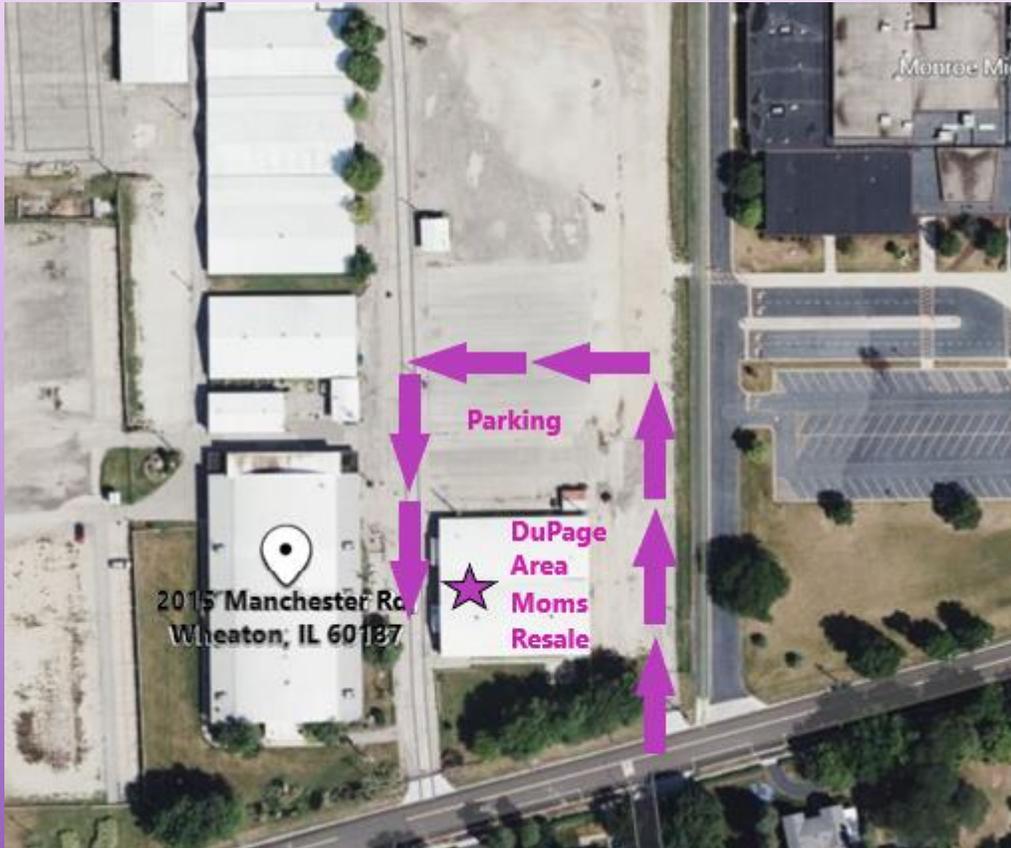
✓	Item Information
<input type="checkbox"/>	Little Tikes slide Item # 2274 Price: \$3.00 Category: Toys - Outdoor Size: 0 
<input type="checkbox"/>	Radio Flyer Wagon with seatbelts Item # 2273 Price: \$10.00 Category: Toys - Outdoor Size: 0 
<input type="checkbox"/>	Radio Flyer Toddler Ride On Toy Item # 2272 Price: \$5.00

To view a picture of an item you are unsure of, click the camera icon for that item.

FINALIZING YOUR ITEMS

- ❑ Ensure all sold items for a buyer/shopper code are in a bag.
- ❑ Match the Sold tags and items against the Detailed List of Sold Items you printed earlier. You are responsible for ensuring the accuracy of the order. If any items are missing in a buyer's bag, the sale including transactions fees will be deducted from your payout check.
- ❑ Once you are sure an order is complete, tie the bag closed and tape ALL of the Sold item tags for that buyer/shopper code to the front of the bag making sure the Sold tags are not overlapping. Every Sold tag must be visible and able to be scanned at check-in.
- ❑ Sold items not brought to the fairgrounds by the seller drop-off deadline will result in the cost being refunded to the buyer(s), including transaction fees, at the seller's expense.

ITEM DROP OFF INFORMATION



Items are to be dropped off during our drop-off times. See the Seller Instructions (on website under Resale Registration) for dates and times.

Sold items are to be dropped off at DuPage County Fairgrounds, 2015 Manchester Rd, Wheaton, IL 60187.

In an abundance of safety, masks must be worn correctly (covering both your nose and mouth) while at the fairgrounds.

ONLINE SOLD ITEM DROP OFF PROCESS

Seller Name	Seller Number	Phone Number
Items Unloaded		
Items Checked-in		
Missing Items		
Contacted Seller		
Volunteer Sign		
<ol style="list-style-type: none"> 1. Unload all items in the designated drop off area 2. Give this slip to the volunteer at the drop off table 3. Pull around the building and park your car while we check in your items 4. A volunteer will contact you if there are any issues 5. You will receive a text when your items are all checked in and you are OK to leave the fairgrounds. 		

- ❑ Go to Seller Check-In first, do not unload any items until instructed too.
- ❑ You will be given a check-in slip to help us ensure we have received all your sold items.
- ❑ Bring your check-in slip to the Online Sold drop off area. A volunteer will let you know where you can unload and place your Sold items.
- ❑ After your Sold items are unloaded, park while your Sold items are being checked-in unless you have items for the In-Person Resale (if we are having an In-Person Resale) or are currently working a volunteer shift then go back to Seller Check-In.
- ❑ A volunteer will contact you if there are any issues.
- ❑ You will receive a text or call when your Sold items are checked-in and it's OK to leave the fairgrounds.

CONTACT INFORMATION

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