

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 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 tapped 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

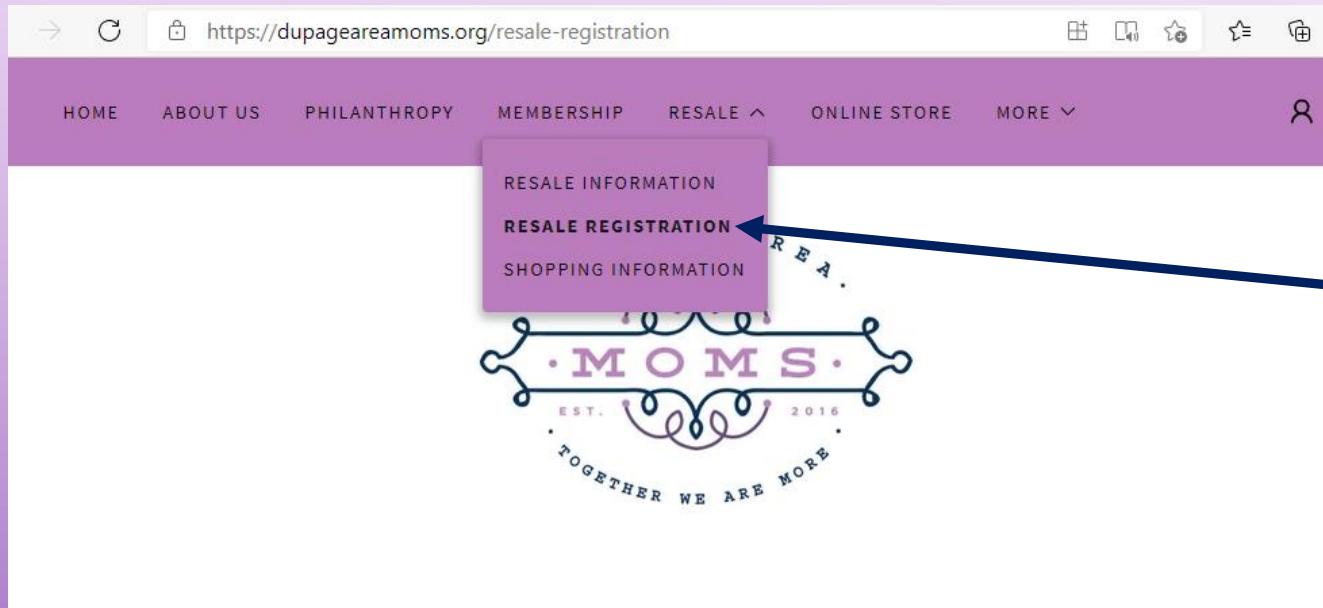
WHEN WILL I RECEIVE MY CHECK?

- Checks will be mailed to the address you registered with no later than 3 weeks after the In-Person Resale has ended.

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

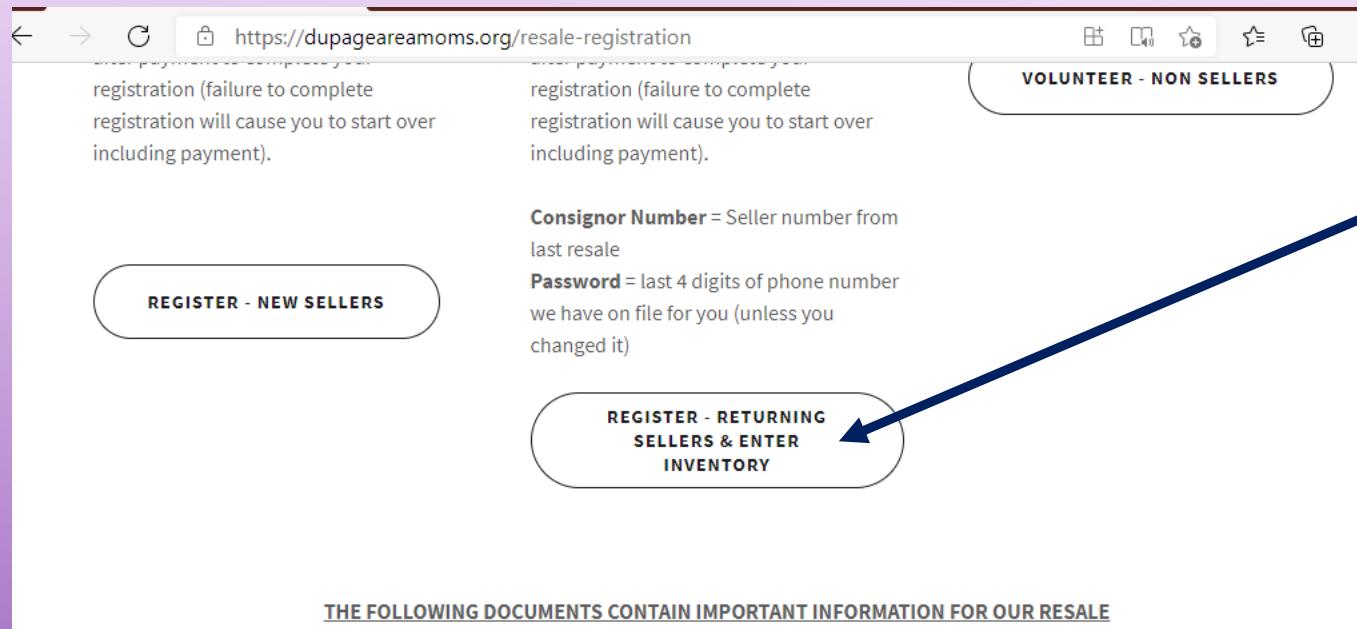


Go to our website

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

DU PAGE AREA
MOMS
EST. 2016
TOGETHER WE ARE MORE

Consignor Login

Consignor Number*
999

Password*
.....

Login

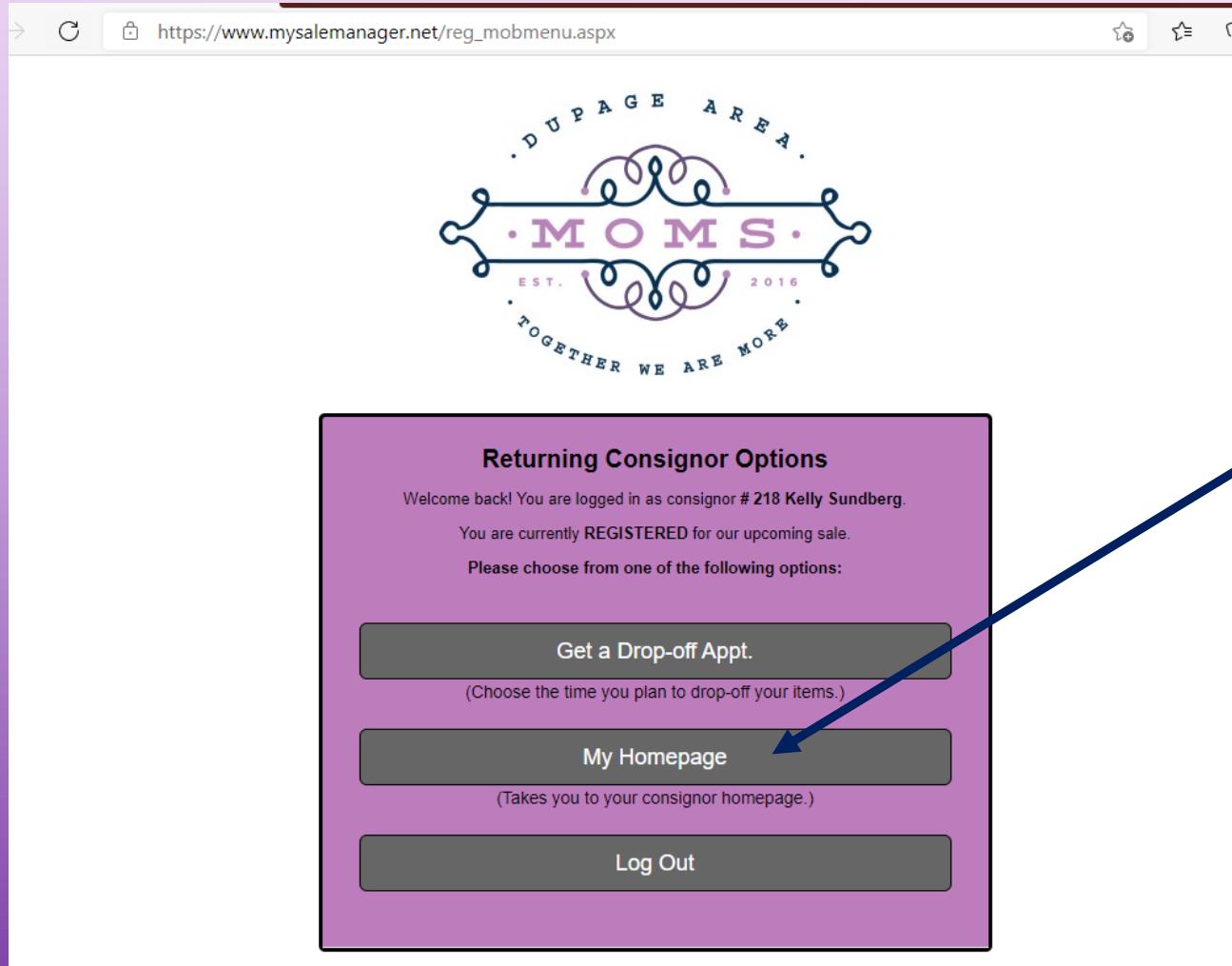
Forgot your consignor number or password? [Click Here](#)

Need a consignor number? [Click Here](#)

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 for https://www.mysalemanager.net/reg_mobmenu.aspx. The page features a logo for "DUPAGE AREA MOMS" established in 2016, with the tagline "TOGETHER WE ARE MORE". The main content is a "Returning Consignor Options" box. It displays a welcome message for consignor #218 Kelly Sundberg, a registration status, and a list of options: "Get a Drop-off Apt.", "My Homepage", and "Log Out". A blue arrow points from the text "Click on 'My Homepage'" to the "My Homepage" button.

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:

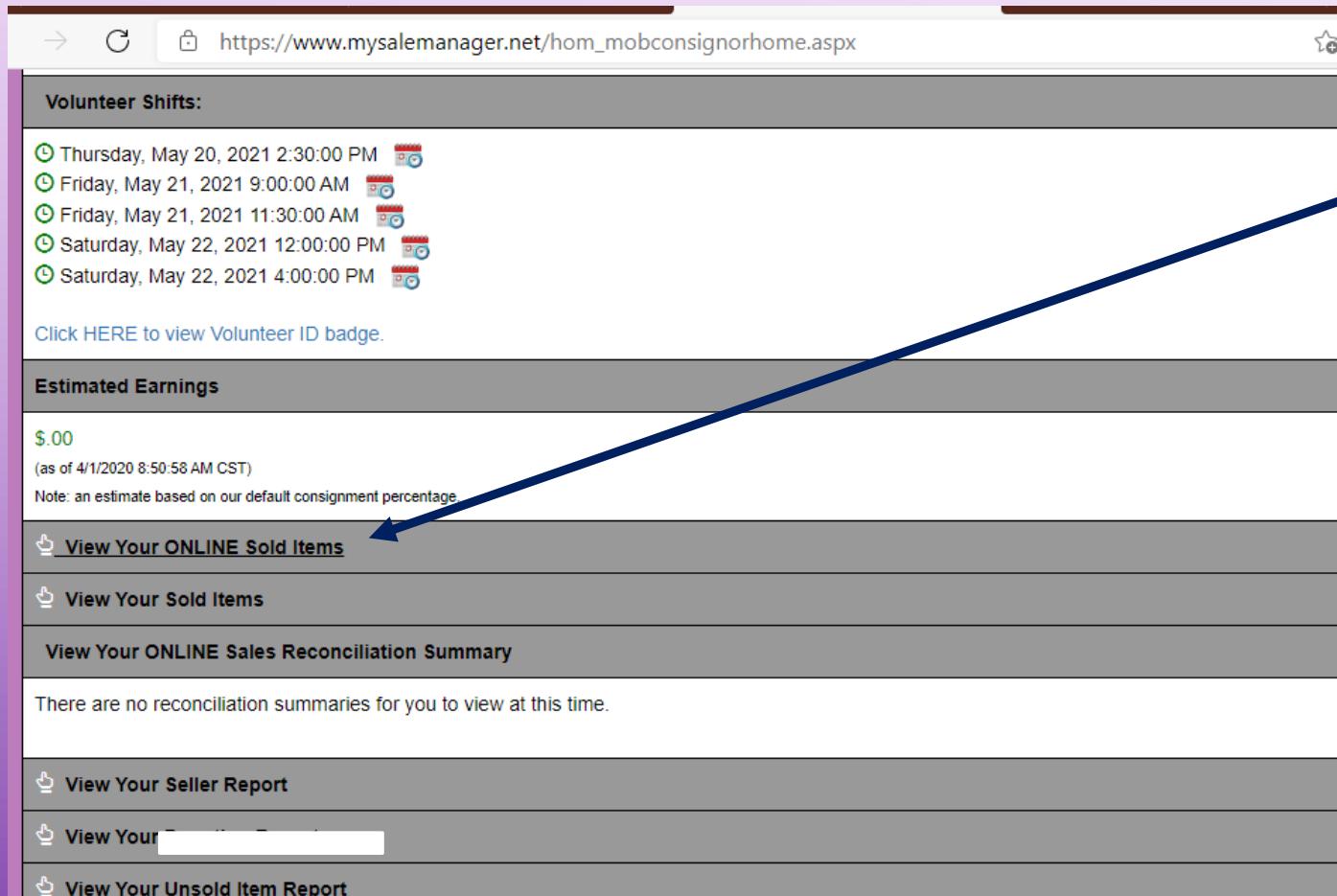
Get a Drop-off Apt.
(Choose the time you plan to drop-off your items.)

My Homepage
(Takes you to your consignor homepage.)

Log Out

Click on "My Homepage"

GETTING YOUR LIST OF SHOPPERS



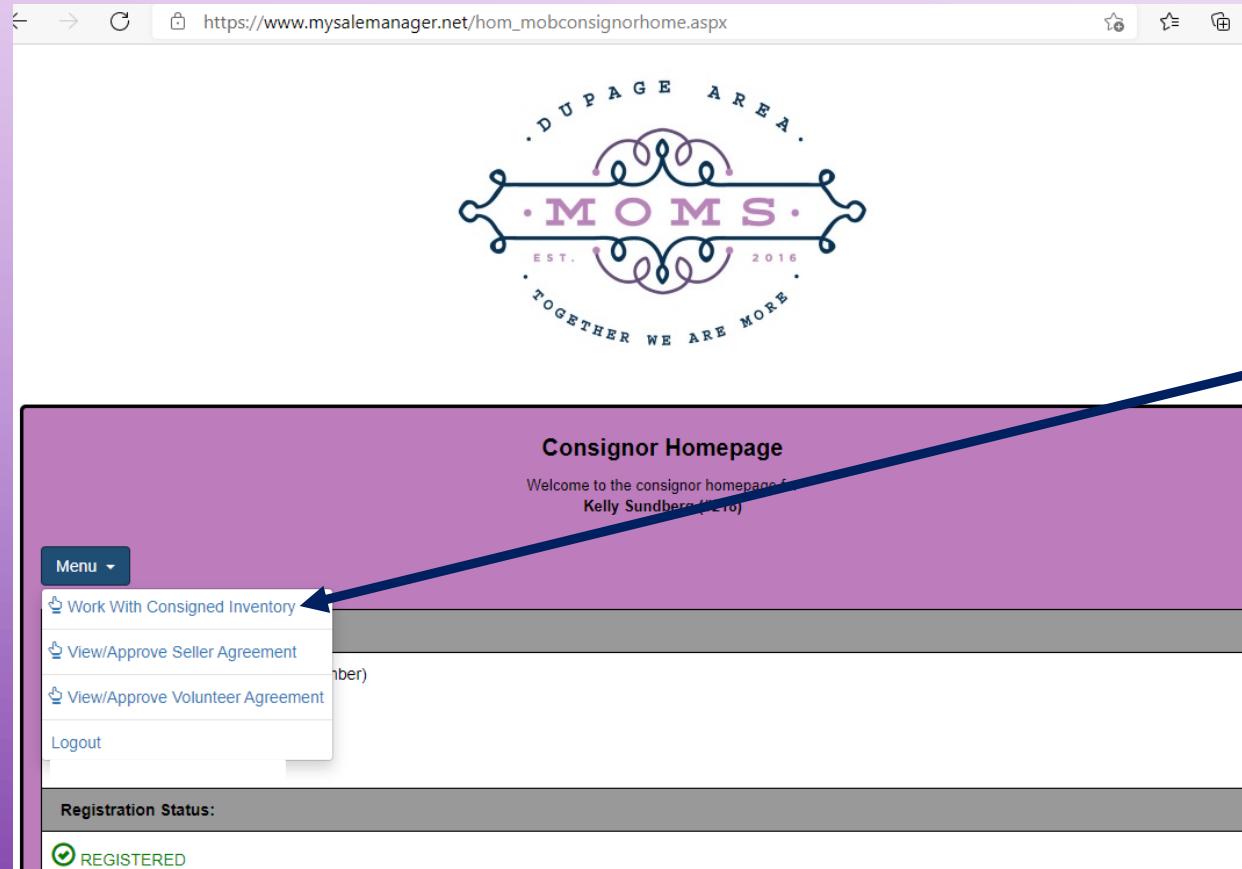
The screenshot shows the MySaleManager.net homepage with a purple sidebar on the left. The main content area displays 'Volunteer Shifts' with five entries for May 20-22, 2021, each with a calendar icon. Below this is a link to 'View Volunteer ID badge'. The 'Estimated Earnings' section shows '\$.00' and a note about the estimate. A blue arrow points from the text 'Scroll down and click on "View Your ONLINE Sold Items"' to the link 'View Your ONLINE Sold Items' in the 'Actions' section. The 'Actions' section also includes 'View Your Sold Items', 'View Your ONLINE Sales Reconciliation Summary', 'View Your Seller Report', 'View Your [redacted] Report', and '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



Consignor Homepage

Welcome to the consignor homepage for Kelly Sundberg (210)

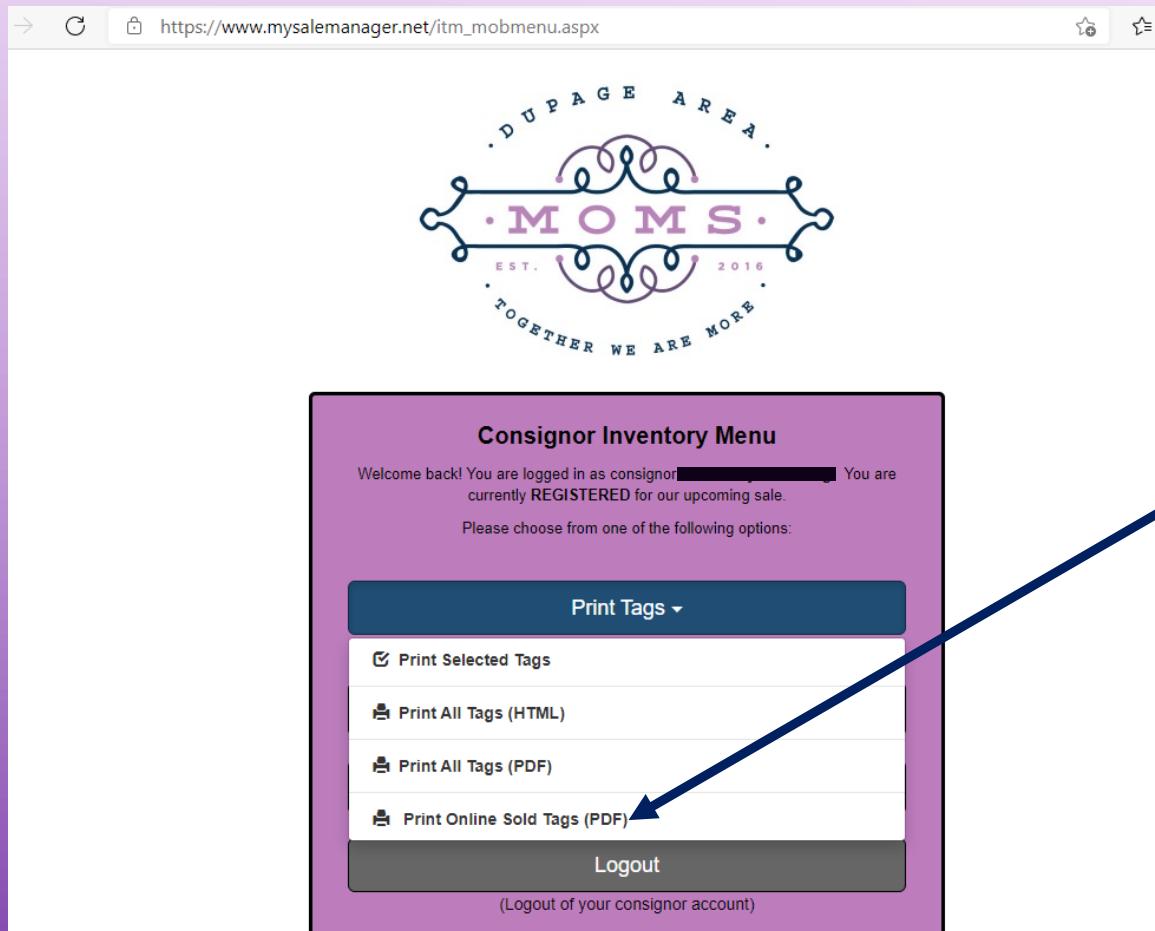
Menu

- Work With Consigned Inventory
- View/Approve Seller Agreement
- View/Approve Volunteer Agreement
- Logout

Registration Status: REGISTERED

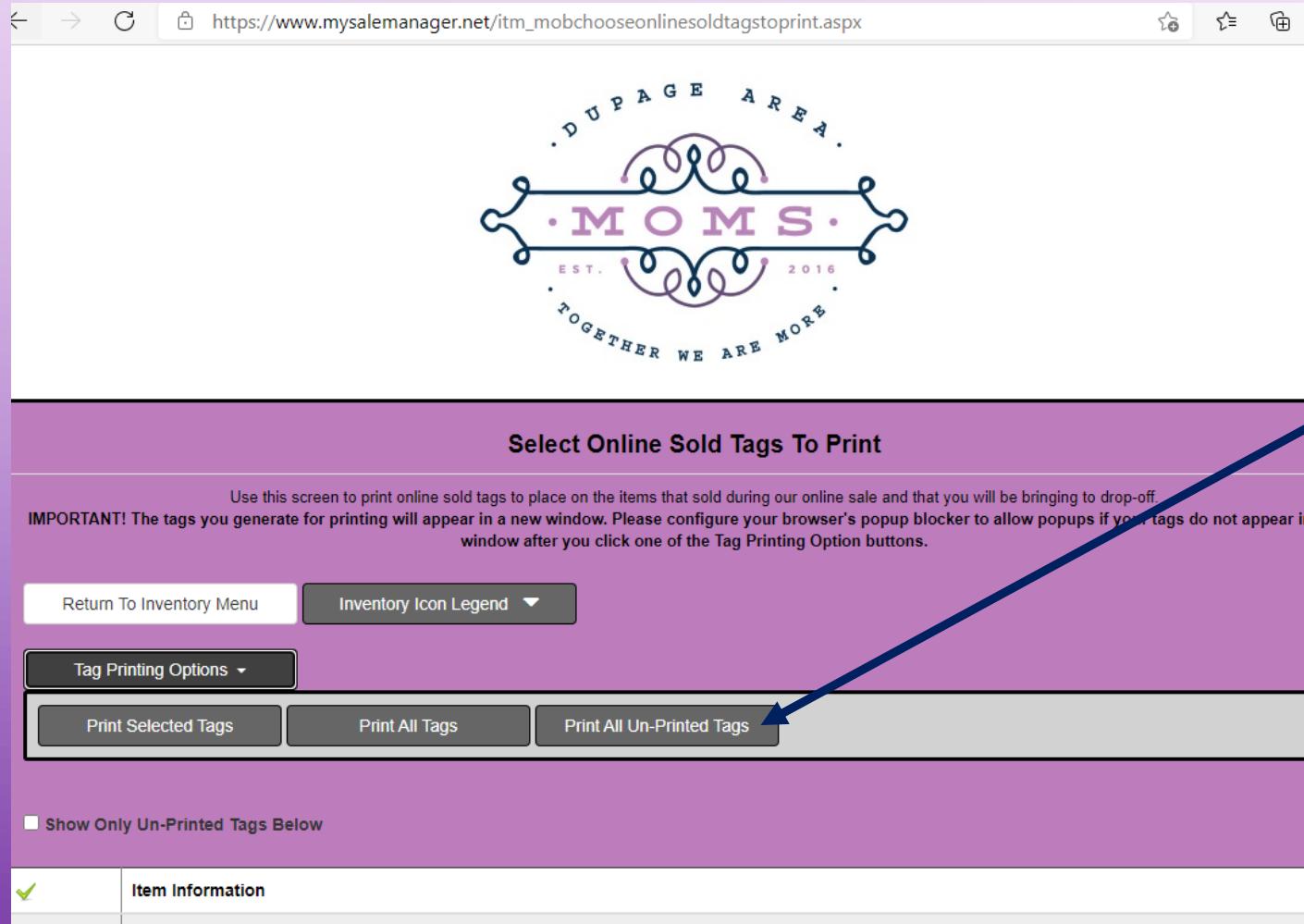
Scroll back to the top of your Homepage. Click on "Menu" then "Work With Consigned Inventory"

NAVIGATING TO THE SOLD ITEMS TAGS



Click on “Print Tags” then “Print Online Sold Tags (PDF)”. Make sure Pop-Up Blocker is turned off.

PRINTING THE SOLD ITEMS TAGS



DU PAGE AREA
M O M S
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

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

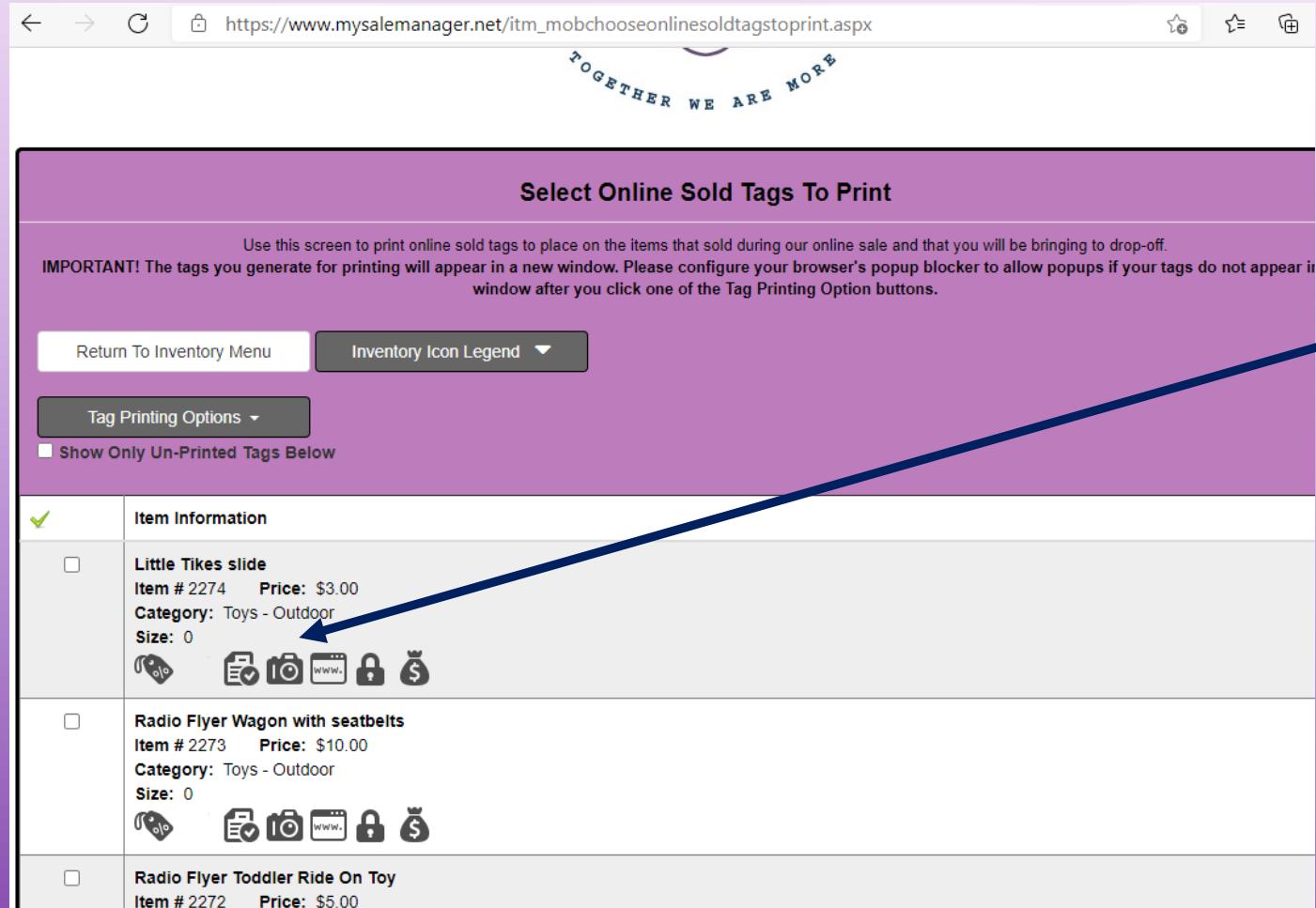
Seller: 218 Item: 2061 ONLINE SOLD ITEM	Seller: 218 Item: 2226 ONLINE SOLD ITEM	Seller: 218 Item: 2211 ONLINE SOLD ITEM
APIA #1189 carrying case w/Nemo stuffed animal inside  C/218 I/2061	BUTT #1027 2 pc red pajamas-s/s top /shorts- dinoasuer  C/218 I/2226	BUTT #1028 grey knit pull on shorts white stripe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

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



The screenshot shows a web browser window with the URL https://www.mysalemanager.net/itm_mobchooseonlinesoldtagstoprint.aspx. The page title is "Select Online Sold Tags To Print". A banner at the top reads "TOGETHER WE ARE MORE". The main content area contains the following text:

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.

Buttons: "Return To Inventory Menu" and "Inventory Icon Legend".

Section: "Tag Printing Options" with a dropdown arrow.

Checkboxes: "Show Only Un-Printed Tags Below".

	Item Information
<input checked="" 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 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 deadlines 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 In-Person 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 area2. Give this slip to the volunteer at the drop off table3. Pull around the building and park your car while we check in your items4. A volunteer will contact you if there are any issues5. 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 before you unload any items.
- 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 unloading your Sold items, park while your Sold items are being checked-in unless you have items for the 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

Website: www.DuPageAreaMoms.org

Email: DuPageAreaMomsResale@gmail.com

Phone: 630-909-9283

Facebook: @DAMResale

Instagram: @DuPageAreaMoms