

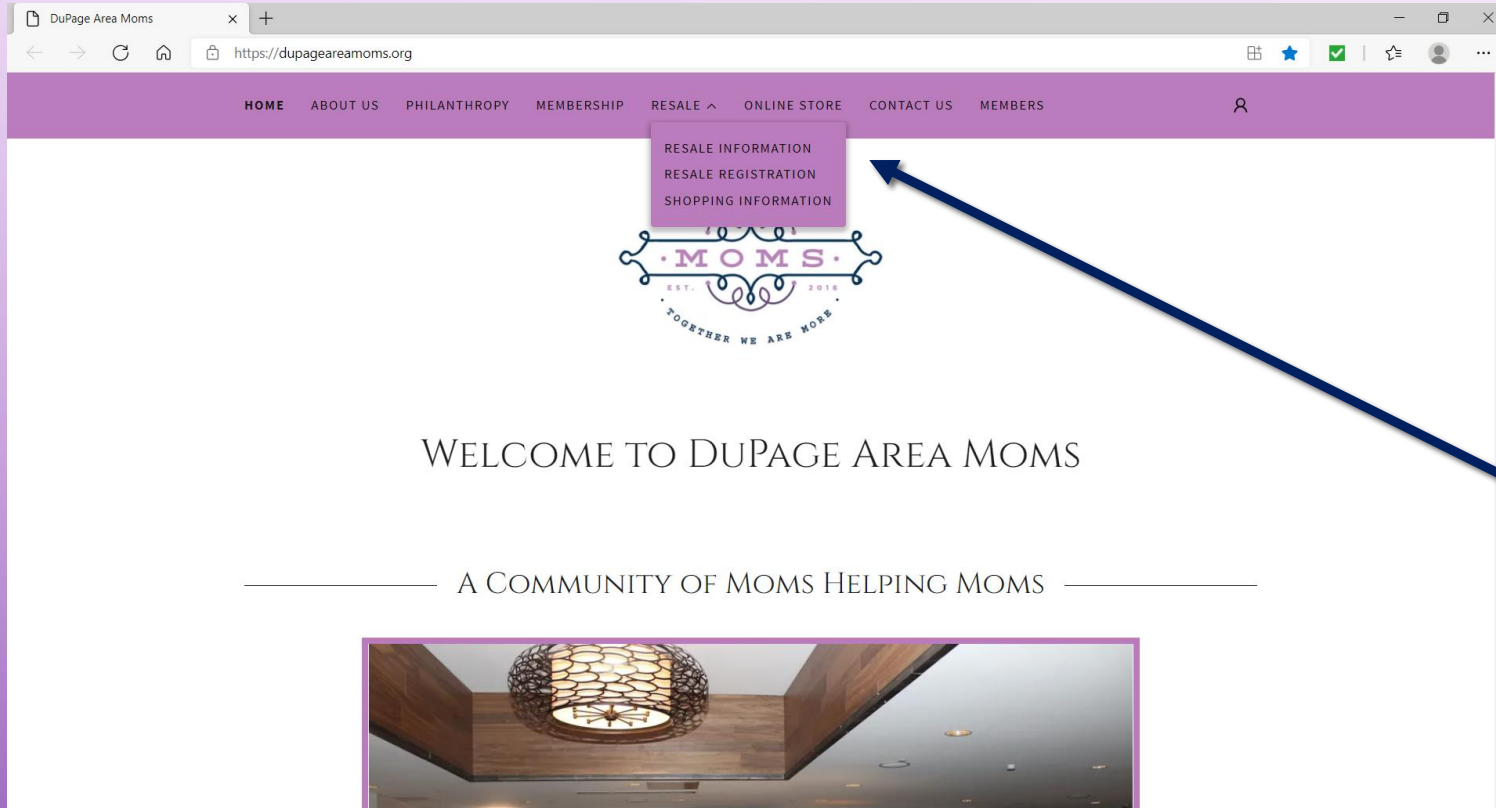
# ONLINE & IN-PERSON RESALES REGISTRATION & TAGGING INSTRUCTIONS



# WHAT IS MY SALE MANAGER (MSM)?

- ❑ My Sale Manager is a service that allows us to fully automate our resale.
- ❑ MSM allows the organization to:
  - ❑ Manage seller registration
  - ❑ Automate shift sign up by eliminating the tedious task of assigning sellers to shifts
  - ❑ Automate resale by using barcoded price tags
  - ❑ Eliminate manual errors at check out
  - ❑ Eliminate the task of sorting tags after the resale
  - ❑ Faster checks to the seller
- ❑ MSM allows resale participants to:
  - ❑ Easily sign up to become a seller
  - ❑ Select the exact shifts you want to work and get immediate confirmation of shift selection
  - ❑ Easily enter information to create barcoded tags
  - ❑ Store tag information and manage your personal resale inventory all in one convenient place

# TO REGISTER AS A SELLER OR VOLUNTEER



Go to [www.DuPageAreaMoms.org](https://www.DuPageAreaMoms.org).

Select the **Resale** drop down menu

Select **Resale Registration**.

# TO REGISTER AS A SELLER OR VOLUNTEER

## SELL OR VOLUNTEER

### REGISTER - NEW SELLERS

**New Sellers** are sellers who are new to our resale.

Please note that there is a **non-refundable** registration fee of \$10 through PayPal and you must **immediately** go back into the system after payment to complete your registration (failure to complete registration will cause you to start over including payment).

REGISTER - NEW SELLERS

### REGISTER - RETURNING SELLERS

**Returning Sellers** are sellers who have sold with us anytime since Spring 2016.

Please note that there is a **non-refundable** registration fee of \$10 through PayPal and you must **immediately** go back into the system after payment to complete your registration (failure to complete registration will cause you to start over including payment).

**Consignor Number** = Seller number from last resale

**Password** = last 4 digits of phone number we have on file for you (unless you changed it)

REGISTER - RETURNING SELLERS &  
ENTER INVENTORY

### VOLUNTEER

**Our volunteer options are not open at this time.**

This is for volunteers who are not selling at the current resale but would like to sign up for volunteer shift(s).

VOLUNTEER - NON SELLERS

**THE FOLLOWING DOCUMENTS CONTAIN IMPORTANT INFORMATION FOR OUR RESALE**  
**PLEASE READ EACH DOCUMENT CAREFULLY**

#### DOCUMENT DESCRIPTIONS

**Resale Policies** – Rules & Regulations, please read

**Resale Registration and Tagging Instructions** - How to register for our resale and enter items into our software system

**Seller Instructions** – Calendar of Events, what we accept, how to prepare, and drop-off/pick-up information

Scroll down to the **Sell or Volunteer** section

Select the button that applies to you.

# NEW CONSIGNER LOG IN



**Consignor Login**

Consignor Number\*

Password\*

[Login](#)

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

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

Trouble logging in? [Click Here](#)

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First time logging in? Click on **Need a consignor number** and fill out form to set up consignor account.

# RETURNING CONSIGNER LOG IN



**Consignor Login**

Consignor Number\*

Password\*

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

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

Trouble logging in? [Click Here](#)

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**Consignor Number** is your seller number from the last resale.

**Password** default is the last 4 digits of your phone number

Forgot your consignor or seller number? Click here and enter your email address.

# ONCE YOU'VE LOGGED IN



## Returning Consignor Options

Welcome back! You are logged in as consignor # 300 DAM DuPage Area Moms.

You are currently **NOT REGISTERED** for our upcoming sale.

Please choose from one of the following options:

Register / Unregister

(Registers you to participate in our upcoming sale.)

Edit My Consignor Info

(Allows you to edit the information we have on file for you.)

My Homepage

(Takes you to your consignor homepage.)

Log Out

Click here to Register

# TO REGISTER

Check this box and click **Submit** to register for the upcoming resale.



## Returning Consignor Registration

#300 - DAM DuPage Area Moms

Check the box below to register for our upcoming sale. You can un-check the box if you wish to un-register for the sale.

Register me for the upcoming sale

**Please note:** If you un-register for a sale, you will also be automatically removed from any work shifts and drop-off appointments that you have signed up for.

Submit

Cancel

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# TO REGISTER

**Confirm Consignor Information**

Please confirm the address and contact information we have on file for you and make any necessary corrections. The process of registering you to consign at our upcoming sale will proceed when you click one of the dark-colored buttons at the bottom of the screen.

**First Name\***  **Last Name\***

**Address Line 1\***

**Address Line 2**

**City\***  **State\***  **Zip Code\***

**Email Address\***  **Email Address (verify)\***

**Primary Phone\***  **Alternate Phone**

Confirm all your personal information is correct.

If everything is correct - Click **Info Correct – No Changes needed**

Or

Update information - Click **Changes Made – Please Update**

## Consignor/Seller Agreement

Please read and agree to our Seller Agreement. You must signify your acceptance of the seller agreement at the bottom of this page before continuing.

### DuPage Area Moms Resale Policies

Last Updated Jan 29, 2020

#### General

- G1 All DuPage Area Moms policies apply.
- G2 **All sales are final. Merchandise is AS IS, no returns, no refunds.** This will be stamped on receipts and posted by cashiers.
- G3 **No children under 13 years of age are allowed at the Friday presale.** If necessary, infants in front carriers only will be allowed. Wearing backpack style infant carriers is NOT allowed.
- G4 **No personal strollers or wagons are allowed on the sale floor at any time (except those being sold).**
- G5 **Parents should not let children play with the merchandise. Parents are responsible to pay for an item their child damages.**
- G6 \$1.00 admission is charged for adults on Saturday morning. Afternoon half-price sale admission is free.
- G7 There is no charge for children. Children must be accompanied by an adult at all times.
- G8 There is no admission charge to the presale on Friday for our resale volunteers. Presale passes may be purchased.
- G9 On Saturday, doors open at 7:30am-12:00pm and 1:00pm-2:15pm (half-price sale). We are closed from 12:00pm-1:00pm for lunch.
- G10 No merchandise is allowed in the kitchen (other than rejected or untagged items) or washrooms for any reason.
- G11 No clothing is to be tried on.
- G12 **No backpacks or closed bags will be allowed on the sale floor.**
- G13 No food or drink is allowed on the sale floor near the merchandise.
- G14 All bags are subject to inspection.

- V4 Volunteer shifts are filled on a first-come, first-served basis; once a shift is full no additional volunteers may sign up for that shift. We encourage you to sign up right away.
- V5 Volunteers are asked to come on time and stay for their entire scheduled shift. Changes are sometimes necessary but should be kept to a minimum.
- V6 Volunteers who are also selling must arrive at least 30 minutes early to drop off their items before their scheduled shift or wait until after their shift is over. **All drop-offs must be completed by 9:00pm on Thursday and 11:30am on Friday.** Committee members may bring in merchandise during a lull in activity if it is appropriate.
- V7 During the Friday presale no guests are allowed to shop prior to 7:00pm.
- V8 Volunteers who are unable to attend the presale may send another person (including a non-volunteer) to shop in their name. The substitute must follow all shopping policies.
- V9 Hiding of merchandise (i.e., deliberately placing it in the wrong size, gender or area) so that others will not find it, is unfair to others and is prohibited. Violations of this policy may result in not being welcomed to volunteer at future resales.
- V10 All items taken off the sale floor must be purchased, or promptly returned to the sale floor for purchase by others.
- V11 **No clothing is to be tried on.**
- V12 Volunteers will leave the sale floor at 12:00pm (noon) Saturday, or as soon as the floor is straightened up. DuPage Area Moms will provide Saturday volunteers with a pizza lunch from 12:00pm-12:30pm at no charge.
- V13 Individuals who volunteer for Saturday shifts may pre-shop the half-price sale; **this will begin no sooner than 12:30pm.** Volunteers scheduled to work the afternoon shift of 1:00pm-5:00pm must be in place and ready to work by **no later than 1:00pm.**
- V14 Nothing is to be removed from the donation table.
- V15 Volunteers who work as a Super Volunteer for a minimum of 12 hours can pre-shop from 4:00pm-7:00pm on Friday. Super Volunteers are invited by the Clothing Resale Committee. The Clothing Resale Committee will make every effort to schedule Super Volunteers in the shifts they request; however, it does reserve the right to schedule Super Volunteers in assigned shifts.
- V16 Volunteers who do not show up for scheduled shifts without calling in will, upon the second occurrence, not be welcome to volunteer at future resales.
- V17 Volunteers not adhering to policies may be asked to leave.
- V18 If a problem occurs twice with a volunteer (please note it can be any problem and not just two occurrences of the same problem), they will no longer be welcome to volunteer at future resales.
- V19 If a volunteer is found to be stealing they will be immediately dismissed and not welcome to volunteer at future resales.

After reading, type "YES"  
in the box

Please signify your acceptance of our seller agreement by typing "YES" in the box below.

**Do you accept the terms of our Seller Agreement as outlined above?\***

After typing "YES" in the box above, please click the Continue button below to continue the registration process. You may click "Cancel Registration" if you prefer not to register at this time.

Click **Continue**

Continue

Cancel Registration

# PAY CONSIGNOR FEE



## Pay Consignor/Seller Fee

Please use the button below to pay your non-refundable consignor fee of \$10 via paypal.

Buy now with **PayPal**

Cancel Registration

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Once you've updated your contact information and signed the Seller Agreement, you will be prompted to pay the Registration Fee by using PayPal. Click the orange PayPal button to be taken to their web page. Make sure you have your PayPal account information handy before you click. If you are inactive on MySaleManager for too long, the system will time you out and you won't be able to register without contacting us. If you do get timed out, but have already paid your fee, please email a copy of your paid receipt to

[DupageAreaMomsResale@gmail.com](mailto:DupageAreaMomsResale@gmail.com)

# UPDATING YOUR INFORMATION



Click **Edit My Consignor Info** to update contact information and change password

**Returning Consignor Options**

Welcome back! You are logged in as consignor # 300 DAM DuPage Area Moms.  
You are currently REGISTERED for our upcoming sale.  
Please choose from one of the following options:

**Register / Unregister**  
(Registers you to participate in our upcoming sale.)

**Edit My Consignor Info**  
(Allows you to edit the information we have on file for you.)

**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**

**Update Consignor Account Information**

Use this form to update the information we have on file for your consignor account.

**First Name\***  **Last Name\***

**Address Line 1\***

**Address Line 2**

**City\***  **State\***  **Zip Code\***

**Email Address\***  **Email Address (verify)\***

**Primary Phone\***  **Alternate Phone**

**Account Password\***

- Update any personal information as needed
- To change your password, enter your new password here and then click **submit**

# SIGN UP FOR A DROP-OFF APPOINTMENT



## Returning Consignor Options

Welcome back! You are logged in as consignor # 300 DAM DuPage Area Moms.

You are currently REGISTERED for our upcoming sale.

Please choose from one of the following options:

Register / Unregister

(Registers you to participate in our upcoming sale.)

Edit My Consignor Info

(Allows you to edit the information we have on file for you.)

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

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Click **Get a Drop-off Appt.**

Available Drop-off Appointments:		
<b>Appt Information</b>		
Thursday, May 20, 2021 6:00 PM - 6:30 PM	Shift Description: Drop-off SOLD Items	Sign-Up
Current Shift Status: OPEN		
Thursday, May 20, 2021 6:30 PM - 6:00 PM	Shift Description: Drop-off SOLD Items	Sign-Up
Current Shift Status: OPEN		
Thursday, May 20, 2021 6:00 PM - 6:30 PM	Shift Description: Drop-off SOLD Items	Sign-Up
Current Shift Status: OPEN		
Thursday, May 20, 2021 6:30 PM - 7:00 PM	Shift Description: Drop-off SOLD Items	Sign-Up
Current Shift Status: OPEN		
Thursday, May 20, 2021 7:00 PM - 7:30 PM	Shift Description: Drop-off SOLD Items	Sign-Up
Current Shift Status: OPEN		
Thursday, May 20, 2021 7:30 PM - 8:00 PM	Shift Description: Drop-off SOLD Items	Sign-Up
Current Shift Status: OPEN		
Thursday, May 20, 2021 8:00 PM - 8:30 PM	Shift Description: Drop-off SOLD Items	Sign-Up
Current Shift Status: OPEN		
Thursday, May 20, 2021 8:30 PM - 9:00 PM	Shift Description: Drop-off SOLD Items	Sign-Up
Current Shift Status: OPEN		
Friday, May 21, 2021 8:00 AM - 8:30 AM	Shift Description: Drop-off SOLD Items	Sign-Up
Current Shift Status: OPEN		
Friday, May 21, 2021 8:30 AM - 9:00 AM	Shift Description: Drop-off SOLD Items	Sign-Up
Current Shift Status: OPEN		
Friday, May 21, 2021 9:00 AM - 9:30 AM	Shift Description: Drop-off SOLD Items	Sign-Up
Current Shift Status: OPEN		

Pick a time and date for sold item drop off and click **Sign Up**

# MY HOMEPAGE



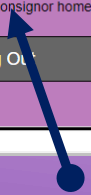
**Returning Consignor Options**

Welcome back! You are logged in as consignor # 300 DAM DuPage Area Moms.

You are currently REGISTERED for our upcoming sale.

Please choose from one of the following options:

- Register / Unregister**  
(Registers you to participate in our upcoming sale.)
- Edit My Consignor Info**  
(Allows you to edit the information we have on file for you.)
- 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 to visit **My Homepage**. This is where you will access your inventory, see your drop off appointment, access your seller reports and more.

**Consignor Homepage**

Welcome to the consignor homepage for DAM DuPage Area Moms (#000)

Menu -

**Your Account Information:**

DAM DuPage Area Moms (Consignor #300) (Member)  
PO Box 2452  
Glen Ellyn IL 60138  
630-785-5707  
dupageareamomsresale@gmail.com

**Registration Status:**

REGISTERED

**Seller Agreement Status:**

SIGNED

**Consignor/Seller Fee**

PAID

**Active Inventory Status:**

# Items in inventory: 1  
Inventory value: \$5.00  
# Items with un-printed tags: 1

**Drop-off Appointments:**

You are not signed up for a drop-off appt.

**Volunteer Agreement Status:**

Not Applicable

**Volunteer Shifts:**

You are not signed up as a Volunteer.  
[Click HERE to view Volunteer ID badge.](#)

**Estimated Earnings**

\$ 00  
(as of 4/1/2020 8:00:58 AM CST)  
Note: an estimate based on our default consignment percentage.

**View Your ONLINE Sold Items**

**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**

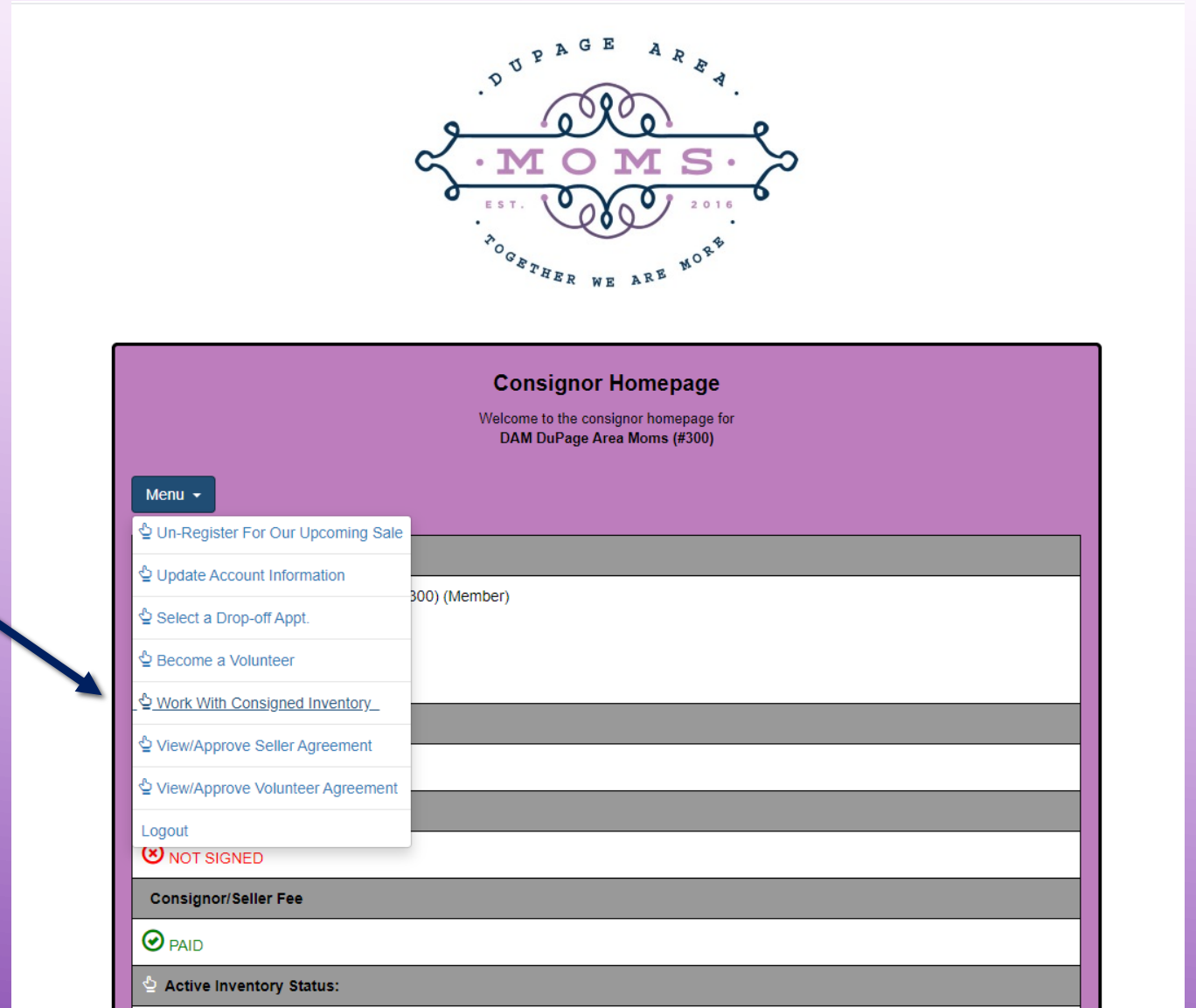
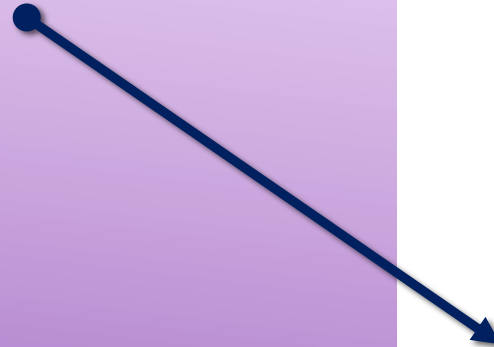
**View Your Donation Report**

**View Your Unsold Item Report**

**Logout**

# ENTER OR EDIT INVENTORY

Select **Work with Consigned Inventory** from the drop-down menu.



**DUPAGE AREA MOMS**  
EST. 2016  
TOGETHER WE ARE MORE

### Consignor Homepage

Welcome to the consignor homepage for  
DAM DuPage Area Moms (#300)

Menu ▾

- Un-Register For Our Upcoming Sale
- Update Account Information
- Select a Drop-off Appt.
- Become a Volunteer
- Work With Consigned Inventory
- View/Approve Seller Agreement
- View/Approve Volunteer Agreement
- Logout

NOT SIGNED

Consignor/Seller Fee

PAID

Active Inventory Status:

# ENTER OR EDIT INVENTORY



**Consignor Inventory Menu**

Welcome back! You are logged in as consignor #300 DAM DuPage Area Moms. You are currently REGISTERED for our upcoming sale.

Please choose from one of the following options:

- Add Items** ▾  
(Add, Edit, Delete Active Inventory Items)
- Inactive Inventory**  
(Select inventory from past sales that you plan to bring to the upcoming sale)
- Print Tags** ▾  
(Print barcoded tags to place on your items. NOTE: Please disable your popup blocker to print tags.)
- Inventory Reports** ▾  
(View and Print an inventory list of what you are consigning)
- View your Sold Items**  
(Use during the sale to see which of your items have sold)
- My Homepage**  
(Takes you to your consignor homepage)
- Logout**  
(Logout of your consignor account)

Select **Active Inventory** to enter new items.

Select **Inactive Inventory** to activate inventory from a previous sale. First **“Delete All Sold Items”** then **“Delete All Donated Items”** (note if prior resale was online don't delete unsold donated items). Now your inventory should consist of items that were returned to you unsold. Click the button to make your inventory **Active**.



# ADD ITEMS



**Consignor Inventory Menu**

Welcome back! You are logged in as consignor #300 DAM DuPage Area Moms. You are currently REGISTERED for our upcoming sale.  
Please choose from one of the following options:

**Add Items** ▾

- 📱 Mobile Version
- 💻 PC/Laptop Version
- 📞 Mobile Voice Entry

(Print barcoded tags to place on your items. NOTE: Please disable your popup blocker to print tags.)

**Inventory Reports** ▾  
(View and Print an inventory list of what you are consigning)

**View your Sold Items**  
(Use during the sale to see which of your items have sold)

**My Homepage**  
(Takes you to your consignor homepage)

**Logout**  
(Logout of your consignor account)

Here you decide how you will be entering your inventory into the system.

Use **Mobile Version** if using a smartphone

Use **PC Version** if using a computer

At this time we are not providing detailed instructions on the Mobile Voice Entry, but you are welcome to try it out for yourself

# ADD ITEMS



## Work With Consigned Items (Active Inventory)

Use this screen to Add, Edit, or Delete items you are planning to bring to our upcoming sale. Your tags will be printed exactly as you enter your items here. Fields with an asterisk are required.  
For the best experience, avoid using the BACK button in your browser while working with inventory.

### Things To Remember:

- Only items you plan to bring to our upcoming sale ('active items') are listed here. Click [HERE](#) to 'activate' items from past sales.
- You can quit and finish later. your items will be saved.
- You may not price an item less than \$.50 and you must price items in .50 cent increments.
- When you mark an item ready to be sold online it is eligible for export to our online platform. Once exported you can no longer edit the item.

[Return to Inventory Menu](#)

[Print Tags](#)

Category\*

Baby Equipment

Size\*

0

Description Line 1 (24 characters max)\*

Description Line 2 (24 characters max)

Price\*

Quantity\*

1

Item can be DISCOUNTED

Item can be DONATED

Upload Photo: (The image must be 5 MB or less)

This item is ready to be sold online.

[Choose File](#) No file chosen

[Submit Item](#)

[Check/Uncheck All](#)

[Inventory Icon Legend](#)

[Inventory Functions](#)

Items: 3 Value: \$15.00

Filter Inventory by Description =

[Refresh Results](#)

Only the last 5 items you have entered are shown below. Check this box to show all items

Tip: Tags will be printed exactly as entered.  
**\*Fields with an asterisk are required**

# SUGGESTIONS FOR ENTERING INVENTORY

- ❑ Start as soon as possible getting your items entered a box/bin at a time. Don't procrastinate, we find that sellers who do a bit at a time have more items ready increasing their potential profit.
- ❑ Entering in batches of similar items or sizes will speed up the process since the prior pull down category and size will stay populated until you change it. Remember to change the category and size when appropriate.
- ❑ Using detailed descriptions is better than generic descriptions, you'll be able to match up the tag with the actual item easier. "Dr Seuss Red Fish Blue Fish" is better than "Dr Seuss Book" or "Book."
- ❑ Keep our Categories & Sizes document from our website handy. Note the expanded categories and items included within a category. **For ONLINE Resales**, buyers will be able to filter using the categories and sizes while shopping.

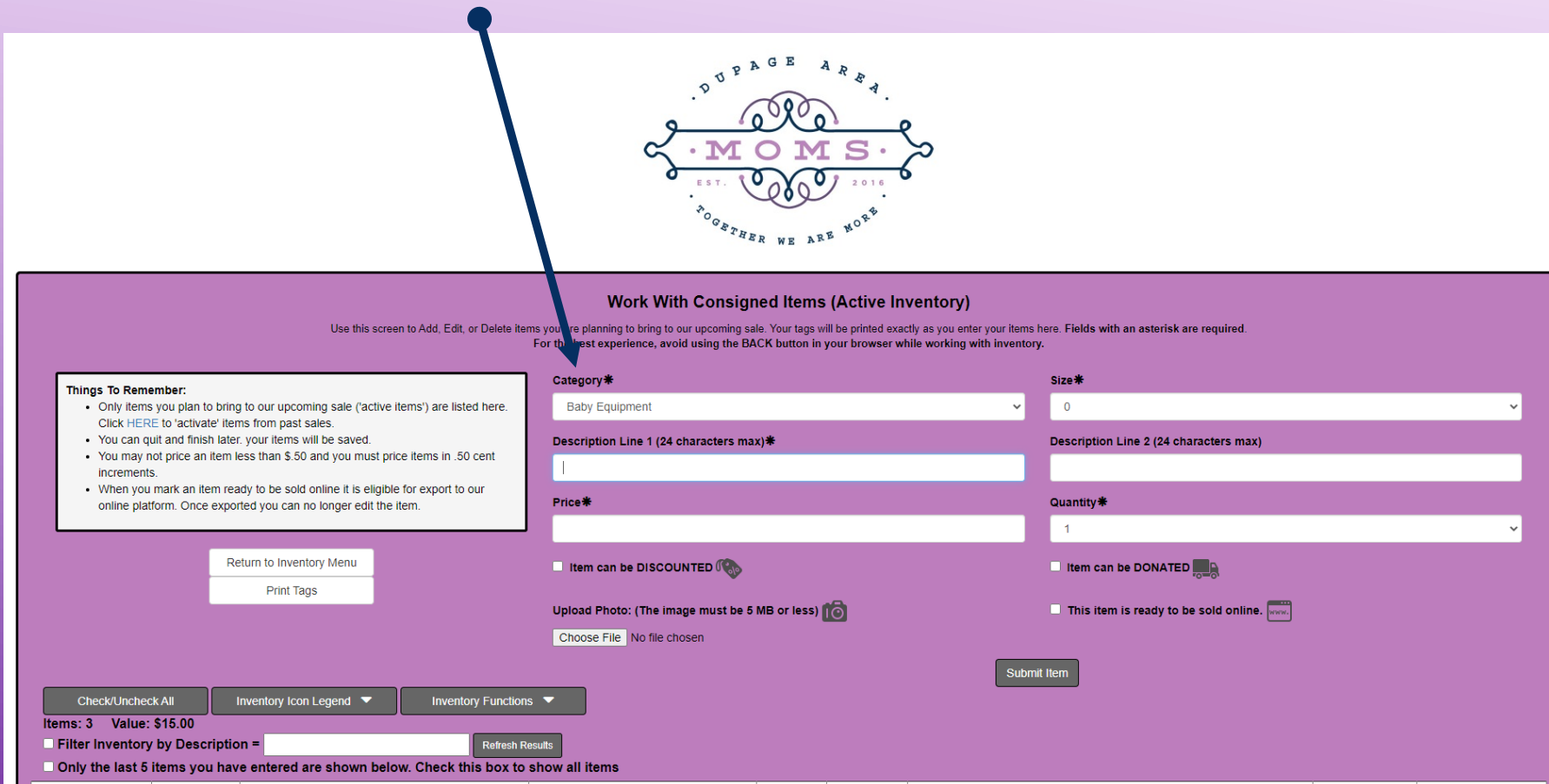
# MORE SUGGESTIONS FOR ENTERING INVENTORY

- ❑ We recommend placing tags on all your items even if you are only participating in our **ONLINE Resale**, this will help you find your sold items quickly.
- ❑ **For ONLINE Resale**, SOLD tags are required for each sold item, these tags will have the buyer code on them and are different from the tags used for an **IN-PERSON Resale**.
- ❑ For seasonal items, consider using a code such as putting a “s” or “f” in one of the description lines to indicate that item is for spring or fall resale only. This will help when activating unsold inventory from one resale to the next.
- ❑ Note that donation of unsold items is only available for sellers who participate in our **IN-PERSON Resales**.

# ENTERING NEW ITEMS

Select a Category from the Drop-down menu.  
Be as specific as possible when selecting a category. This will help **ONLINE** buyers find your items as they shop & assist with placement of items on the sale floor for **IN-PERSON Resales**.

Tip: A list of categories with descriptions of items and sizes is on our website. Sizes and categories will enable **ONLINE Shoppers** to filter inventory on our **ONLINE** store.



**DUPAGE AREA MOMS**  
EST. 2016  
TOGETHER WE ARE MORE

### Work With Consigned Items (Active Inventory)

Use this screen to Add, Edit, or Delete items you are planning to bring to our upcoming sale. Your tags will be printed exactly as you enter your items here. Fields with an asterisk are required.  
For the best experience, avoid using the BACK button in your browser while working with inventory.

**Things To Remember:**

- Only items you plan to bring to our upcoming sale ('active items') are listed here. Click [HERE](#) to 'activate' items from past sales.
- You can quit and finish later, your items will be saved.
- You may not price an item less than \$.50 and you must price items in .50 cent increments.
- When you mark an item ready to be sold online it is eligible for export to our online platform. Once exported you can no longer edit the item.

[Return to Inventory Menu](#)  
[Print Tags](#)

**Category\***  
Baby Equipment


**Size\***  
0


**Description Line 1 (24 characters max)\***  
|


**Description Line 2 (24 characters max)**  
|


**Price\***  
|

**Quantity\***  
1

Item can be DISCOUNTED 

Item can be DONATED 

This item is ready to be sold online 

Upload Photo: (The image must be 5 MB or less)   
[Choose File](#) No file chosen

[Submit Item](#)

[Check/Uncheck All](#) [Inventory Icon Legend](#) [Inventory Functions](#)

Items: 3 Value: \$15.00

Filter Inventory by Description =  [Refresh Results](#)

Only the last 5 items you have entered are shown below. Check this box to show all items

# ENTERING NEW ITEMS

Enter a description

Note: 24 characters are allowed; Description Line 2 is optional

Tip: more details are better, you'll be able to match up the printed tag with the actual item easier. "Old Navy Jeans" better than "jeans."

Select Size

Note: For non-clothes items just choose "0" for Size

Enter a price and quantity  
Tip: If you have multiple of the same items, changing the quantity will result in multiple items stored in inventory and multiple tags printed.

**Work With Consigned Items (Active Inventory)**

Use this screen to Add, Edit, or Delete items you are planning to bring to our upcoming sale. Your tags will be printed exactly as you enter your items here. Fields with an asterisk are required. For the best experience, avoid using the BACK button in your browser while working with inventory.

**Things To Remember:**

- Only items you plan to bring to our upcoming sale ('active items') are listed here. Click [HERE](#) to 'activate' items from past sales.
- You can quit and finish later. your items will be saved.
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- When you mark an item ready to be sold online it is eligible for export to our online platform. Once exported you can no longer edit the item.

[Return to Inventory Menu](#)  
[Print Tags](#)

**Category\***  
Baby Equipment

**Size\***  
0

**Description Line 1 (24 characters max)\***  
|

**Description Line 2 (24 characters max)**

**Price\***

**Quantity\***  
1

Item can be DISCOUNTED

Item can be DONATED

This item is ready to be sold online

Upload Photo: (The image must be 5 MB or less)  
Choose File No file chosen

[Submit Item](#)

[Check/Uncheck All](#) [Inventory Icon Legend](#) [Inventory Functions](#)

Items: 3 Value: \$15.00

Filter Inventory by Description =  [Refresh Results](#)

Only the last 5 items you have entered are shown below. Check this box to show all items

# ENTERING NEW ITEMS FOR IN-PERSON RESALE

Check this box to have your item 50% off on the discount day of the resale.



Check this box if you plan to donate this item if not sold at our **IN-PERSON Resale**.

**Note: ONLINE only items are not eligible to be donated.**

## Work With Consigned Items (Active Inventory)

Use this screen to Add, Edit, or Delete items you are planning to bring to our upcoming sale. Your tags will be printed exactly as you enter your items here. Fields with an asterisk are required. For the best experience, avoid using the BACK button in your browser while working with inventory.

### Things To Remember:

- Only items you plan to bring to our upcoming sale (active items) are listed here. Click [HERE](#) to 'activate' items from past sales.
- You can quit and finish later, your items will be saved.
- You may not price an item less than \$.50 and you must price items in .50 cent increments.
- When you mark an item ready to be sold online it is eligible for export to our online platform. Once exported you can no longer edit the item.

[Return to Inventory Menu](#)

[Print Tags](#)

Category\*

Baby Equipment

Size\*

0

Description Line 1 (24 characters max)\*

|

Description Line 2 (24 characters max)

Price\*

|

Quantity\*

1

Item can be DISCOUNTED

Item can be DONATED

Upload Photo: (The image must be 5 MB or less)

[Choose File](#) No file chosen

This item is ready to be sold online.

[Submit Item](#)

[Check/Uncheck All](#)

[Inventory Icon Legend](#)

[Inventory Functions](#)

Items: 3 Value: \$15.00

Filter Inventory by Description =

[Refresh Results](#)

Only the last 5 items you have entered are shown below. Check this box to show all items

Click **Submit Items** to save your item entry.

# UPLOADING A PHOTO FOR ONLINE RESALE

Select **Choose File** to upload photo



This box **MUST** be checked for your item to be included in the **ONLINE Resale**. Be sure to check this box only once you are ready for your item to be included in the **ONLINE Resale**. Inventory will be uploaded periodically, and items can't be edited or deleted once this happens.

**Work With Consigned Items (Active Inventory)**

Use this screen to Add, Edit, or Delete items you are planning to bring to our upcoming sale. Your tags will be printed exactly as you enter your items here. Fields with an asterisk are required. For the best experience, avoid using the BACK button in your browser while working with inventory.

**Things To Remember:**

- Only items you plan to bring to our upcoming sale ('active items') are listed here. Click [HERE](#) to 'activate' items from past sales.
- You can quit and finish later, your items will be saved.
- You may not price an item less than \$.50 and you must price items in 50 cent increments.
- When you mark an item ready to be sold online it is eligible for export to our online platform. Once exported you can no longer edit the item.

[Return to Inventory Menu](#)  
[Print Tags](#)

<b>Category*</b>	Toys	<b>Size*</b>	0
<b>Description Line 1 (24 characters max)*</b>	Spiderman House 12H x 9L	<b>Description Line 2 (24 characters max)</b>	inches when closed
<b>Price*</b>	5.00	<b>Quantity*</b>	1

Item can be DISCOUNTED

Item can be DONATED

This item is ready to be sold online.

**Upload Photo: (The image must be 5 MB or less)**

[Choose File](#) | No file chosen

Image upload complete! Please click the SUBMIT button to save your image and other changes.

[Submit Item](#)

[Check/Uncheck All](#) | [Inventory Icon Legend](#) | [Inventory Functions](#)

Items: 0 Value: \$0.00

Filter Inventory by Description =  [Refresh Results](#)

This message will appear once your file is uploaded.

Click **Submit Items** to save your item entry.



# PHOTO FOR ONLINE RESALE

**Work With Consigned Items (Active Inventory)**

Use this screen to Add, Edit, or Delete items you are planning to bring to our upcoming sale. Your tags will be printed exactly as you enter your items here. Fields with an asterisk are required. For the best experience, avoid using the BACK button in your browser while working with inventory.

**Things To Remember:**

- Only items you plan to bring to our upcoming sale ('active items') are listed here. Click [HERE](#) to 'activate' items from past sales.
- You can quit and finish later, your items will be saved.
- You may not price an item less than \$.50 and you must price items in .50 cent increments.
- When you mark an item ready to be sold online it is eligible for export to our online platform. Once exported you can no longer edit the item.

Return to Inventory Menu  
Print Tags

Category\* Toys  
Size\* 0  
Description Line 1 (24 characters max)\*  
Description Line 2 (24 characters max)  
Price\* 5.00  
Quantity\* 1

Item can be DISCOUNTED   
 Item can be DONATED   
 This item is ready to be sold online.

Upload Photo: (The image must be 5 MB or less)   
Choose File | No file chosen

Submit Item

Check/Uncheck All | Inventory Icon Legend | Inventory Functions

Items: 1 Value: \$5.00  
 Filter Inventory by Description =  Refresh Results  
 Only the last 5 items you have entered are shown below. Check this box to show all items

Select	Item #	Description	Category	Size	Price	Inventory	Status Icons		
<input checked="" type="checkbox"/>	1	Spiderman House 12H x 9L inches when closed	Toys	0	\$5.00			Edit	Delete

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If you have an item entered from a previous resale, select **Edit**. Here you will be able to **upload photo** and **mark your item ready to be sold online**.

Every item you want to include in the **ONLINE Resale MUST** show these two icons. If you click on the Camera Icon, it will open the picture you have attached. You are only allowed one picture per item. If you want to show more than one angle, there are collage apps you can use to combined multiple photos into one.

This picture was created in Pic Stitch. →



# DELETE OR EDIT INVENTORY

Edit Inventory Item ✕


**Category\***  
DVDs ▼


**Size\***  
0 ▼

**Description Line 1\***  
Dora the Explorer

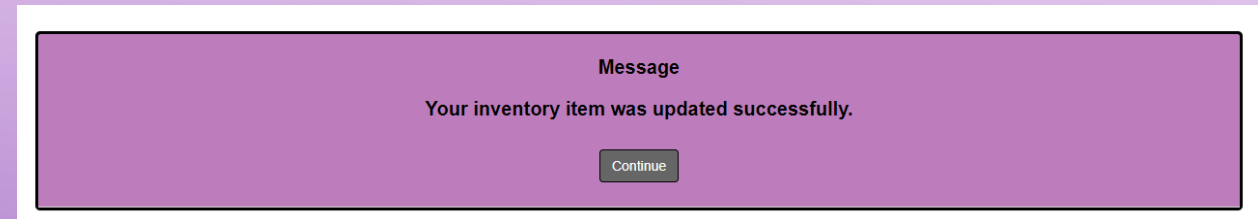
**Description Line 2**

**Price\***  
1.50

Item can be DISCOUNTED 

Item can be DONATED 

This is the screen you will see when editing an item. Click **Submit** to save changes to your item.



Once you have made the change you will get a pop up to let you know it was successfully updated.

# THINGS TO DOUBLE-CHECK

- ❑ **For ONLINE Resale:** make sure all your inventory has a ***photo uploaded*** and is marked ***ready to be sold online***. Note, inventory will be uploaded periodically, a “lock” symbol will let you know that item is uploaded, and it can’t be edited or deleted.
- ❑ Make sure that your inventory is under the correct category. Correct category will help **ONLINE buyers** quickly find the items they want and assist with placing inventory in correct areas for **IN-PERSON** Resale.
- ❑ We recommend printing tags for **ALL** your inventory, even for items for **ONLINE** Resale only, to will assist you in finding sold items quickly.
- ❑ All **IN-PERSON** items require a tag.

# CONTACT INFORMATION



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