

# Resale Registration Process



# What is My Sale Manager ?

- My Sale Manager is a service that allows us to fully automate our resale.
- This online program 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

# What is My Sale Manager?

- The service allows resale members 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

# Where do I start ?

<https://dupageareamoms.org/>

The link above will take you to our site, that has the links for the current resale registration page.

Follow those links to MySaleManager which will look like this...



**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](#)

# Returning Consignor 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](#)

**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.

# New Consignor 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](#)

First Time logging in?  
Click on “Need a  
consignor number”  
and fill out form to set  
up consignor account.



Once you've  
logged in:

### Returning Consignor Options

Welcome back! You are logged in as consignor #

You are currently 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 here to  
register



# Register



## Returning Consignor Registration

# - Your Name Here

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

- Click this box to register for the upcoming resale





# Updating your information:

## Returning Consignor Options

Welcome back! You are logged in as consignor #

You are currently 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 here to  
change/update  
contact information  
and password

# How to change your password

**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\***

- To change your password, enter your new password here.

- Then click submit.



Go to  
Homepage:

### Returning Consignor Options

Welcome back! You are logged in as consignor #

You are currently 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**. Here you will need to read and sign worker and seller agreements.

## Consignor Homepage

Welcome to the consignor homepage for  
Jane Doe (#211)

Activities Menu ▾

### Your Account Information:

Jane Doe (Consignor #211)  
9999 Jane Doe Ln.  
Wheaton IL 60188  
999-999-9999  
janedoe@gmail.com

### Registration Status:

 REGISTERED

### Seller Agreement Status:

 SIGNED

### Active Inventory Status:

# Items in inventory: 6  
Inventory value: \$40.50  
# Items with un-printed tags: 3

### Worker Agreement Status:

Not Applicable

### Drop-off Appointments:

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

### Volunteer Work Shifts:

You are not signed up to volunteer.

# Homepage:

Verify your information.  
(Click to edit)

Verify your registration  
status. (click to update)

Click to read and  
electronically sign  
seller agreement

# Consignor/seller agreement

## Consignor/Seller Agreement

Here you may review our seller agreement. If you need to acknowledge your acceptance of the agreement you can do that at the bottom of the page.

### DuPage Area Moms Resale Policies

Last Updated 06/28/2017

#### 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 on the sale floor during Friday presale 7:30am-12:00pm on Saturday. This is for their protection.** If necessary, infants in front carriers. Wearing backpack style infant carriers is NOT allowed.

G4. **No personal strollers or other equipment are allowed on the sale floor at any time (except during the half-price sale).**

G5. **Children who are present prior to 1:00pm on Saturday must stay in the Child Area. Parents are responsible for their own children as DUPAGE AREA MOMS is not responsible for them.**

G6. **Parents should not let children play with the merchandise. Parents are responsible for child damages.** Signs will be posted in the toy area.

G7. \$1.00 admission is charged for adults on Saturday morning. Afternoon half-price sale admission is free.

G8. There is no charge for children during the half-price sale. Children must be accompanied by an adult.

G9. There is no admission charge to the presale on Friday. Presale is for our resale volunteers.

G10. On Saturday, doors open at 7:30am-12:00pm and 1:00pm-2:15pm (half-price sale). We are closed 12:00pm-1:00pm for lunch.

G11. No merchandise is allowed in the kitchen (other than rejected or untagged items) or washroom.

G12. No clothing is to be tried on.

S10. **All sellers are required to volunteer for at least 4 hours or for our Super Volunteer sellers at least 12 hours. Please note that these hours cannot be shared with another person.** There are no exceptions to this requirement. Any seller who does not fulfill their 4 hours or 12 hours for Super Volunteers or find a replacement for their assigned shift(s) will be assessed a fee of 10% from their total sales, this fee will be deducted from their seller check. After two violations of this policy the seller will no longer be welcome to sell at the resale. **Be sure to read our volunteer policies, found below.**

S11. You may sign up for your volunteer shift as soon as you have registered in our software system. Please note that all volunteer shifts are filled on a first come, first served basis and once a shift is full no additional volunteers may sign up for that shift. We encourage you to sign up for your volunteer shift(s) right after you have completed your seller registration.

S12. If you drop out of selling within two weeks prior to the resale, you must still fulfill your assigned volunteer shift(s) of 4 hours or 12 hours for our Super Volunteer sellers or find someone who will work the shift(s) for you. If you do not fulfill this requirement or find a replacement to fulfill your shift(s) then you will not be allowed to sell at the next resale.

S13. **If a problem occurs twice with one seller (please note it can be any problem and not just two occurrences of the same problem), they will no longer be welcome to sell at future resale.**

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?\***

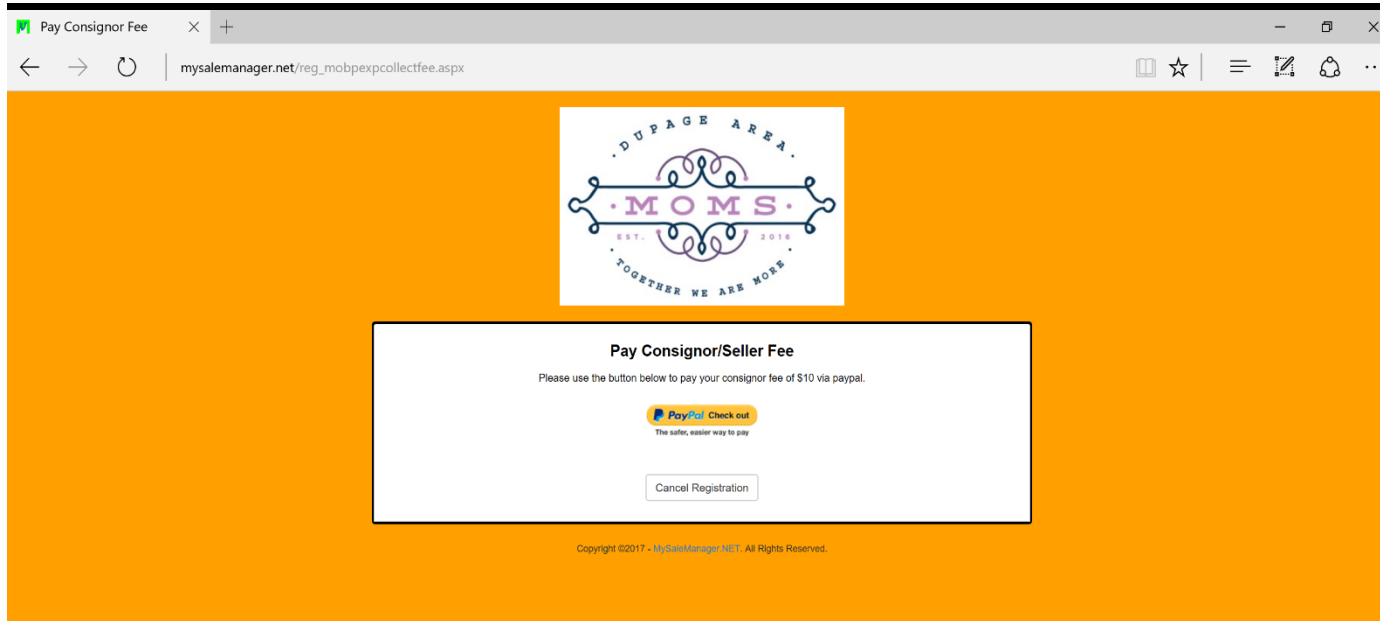
After typing "YES" in the box above, please click the Continue button below to continue the registration process. You may click "Cancel Registration" if you prefer not to register at this time.

Continue

Consignor Homepage

After reading, type "YES" in the box, and click continue.

# PayPal information



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)

# Homepage:

## Consignor Homepage

Welcome to the consignor homepage for  
Jane Doe (#211)

Activities Menu ▾

### Your Account Information:

Jane Doe (Consignor #211)  
9999 Jane Doe Ln.  
Wheaton IL 60188  
999-999-9999  
janedoe@gmail.com

### Registration Status:

 REGISTERED

### Seller Agreement Status:

 SIGNED

### Active Inventory Status:

# Items in inventory: 6  
Inventory value: \$40.50  
# Items with un-printed tags: 3

### Worker Agreement Status:

Not Applicable

### Drop-off Appointments:

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

### Volunteer Work Shifts:

You are not signed up to volunteer.

Click to read and  
electronically sign  
worker agreement



# Worker Agreement

## Worker Agreement

Here you may review our volunteer worker agreement. If you need to acknowledge your acceptance of the agreement you can do that at the bottom of the page.

### DuPage Area Moms Resale Policies

Updated 06/2/2017

#### 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 on the sale floor during Friday presale for our volunteers or 7:30am-12:00pm on Saturday. This is for their protection.** If necessary, infants in front carriers only may be allowed. Wearing backpack style infant carriers is NOT allowed.

G4. **No personal strollers or other equipment are allowed on the sale floor at any time (except those being used for children under 13 years of age).**

G5. **Children who are present prior to 1:00pm on Saturday must stay in the Child Area. Parents must supervise their own children as DUPAGE AREA MOMS is not responsible for them.**

G6. **Parents should not let children play with the merchandise. Parents are responsible to pay for an item if child damages.** Signs will be posted in the toy area.

G7. \$1.00 admission is charged for adults on Saturday morning. Afternoon half-price sale admission is free.

G8. There is no charge for children during the half-price sale. Children must be accompanied by an adult.

G9. There is no admission charge to the presale on Friday. Presale is for our resale volunteers.

G10. 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.

G11. No merchandise is allowed in the kitchen (other than rejected or untagged items) or washrooms for any reason.

G12. No clothing is to be tried on.

G13. **No backpacks or closed bags will be allowed on the sales floor.**

G14. No food or drink is allowed on the sales floor near the merchandise.

G15. All bags are subject to inspection.

#### Volunteers

V1. **All volunteers MUST sign our Volunteer Release and Waiver Liability Form.** This form is part of this agreement.

providing volunteer services.

2. **Insurance:** Further I understand that Nonprofit does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation or liability on the part of Nonprofit beyond what may be offered freely by Nonprofit in the event of injury or medical expenses incurred by me. The Nonprofit does not assume any responsibility of personal property, including but not limited to items being sold or stored at the event. I expressly waive any such claim for compensation or liability on the part of Nonprofit for such personal property.

3. **Medical Treatment:** I hereby Release and forever discharge Nonprofit from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a volunteer with Nonprofit.

4. **Assumption of Risk:** I understand that the services I provide to Nonprofit may include activities that may be hazardous to me. As a volunteer, I hereby expressly assume risk of injury or harm from these activities and Release Nonprofit from all liability.

5. **Photographic Release:** I grant and convey to Nonprofit all right, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by Nonprofit in connection with my providing volunteer services to Nonprofit.

6. **Other:** As a volunteer, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Illinois and that this Release shall be governed by and interpreted in accordance with the laws of the State of Illinois. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.

**By typing in YES to this worker agreement, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.**

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

After typing "YES" in the box above, please click the Continue button below to continue the process of signing up for the work shift you selected. You may click "Cancel" if you prefer not to sign up for the work shift at this time.

Continue

After reading, type "YES" in the box, and click continue.



# Homepage:

## Consignor Homepage

Welcome to the consignor homepage for  
Jane Doe (#211)

Activities Menu ▾

### Your Account Information:

Jane Doe (Consignor #211)  
9999 Jane Doe Ln.  
Wheaton IL 60188  
999-999-9999  
janedoe@gmail.com

### Registration Status:

 REGISTERED

### Seller Agreement Status:

 SIGNED

### Active Inventory Status:

# Items in inventory: 6  
Inventory value: \$40.50  
# Items with un-printed tags: 3

### Worker Agreement Status:

Not Applicable

### Drop-off Appointments:

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

### Volunteer Work Shifts:

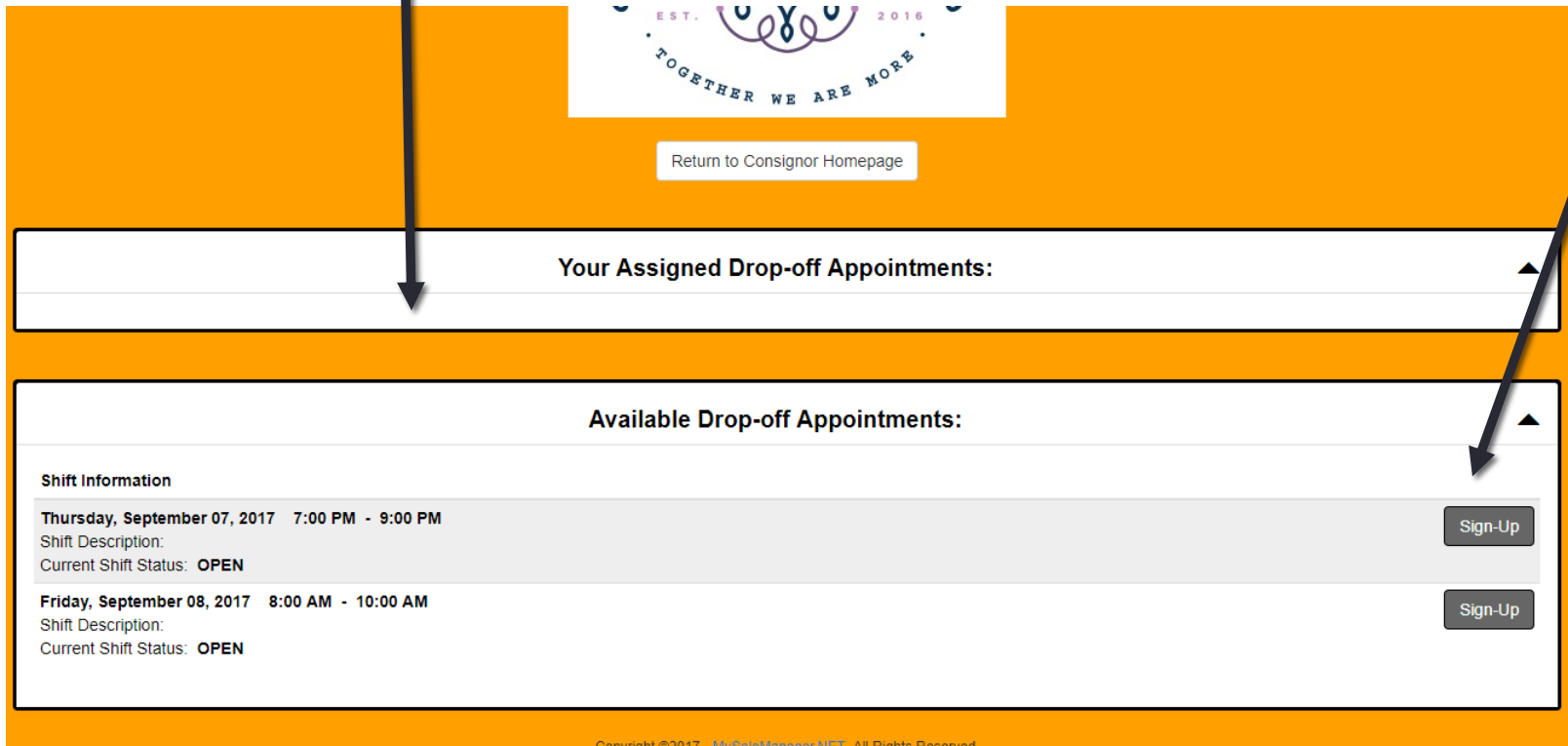
You are not signed up to volunteer.

Click to sign up for a  
time to drop off your  
items.



# Drop Off Appointment

- Choose a time to drop off your items.
- Your appointment time will appear here after you make a selection.



The screenshot shows a web interface for drop-off appointments. At the top, there is a logo with the text "EST. 2016" and "TOGETHER WE ARE MORE". Below the logo is a button labeled "Return to Consignor Homepage". The main content area is divided into two sections: "Your Assigned Drop-off Appointments:" and "Available Drop-off Appointments:". The "Available Drop-off Appointments:" section lists two shifts with "Sign-Up" buttons. Arrows from the text above point to the "Your Assigned Drop-off Appointments:" section and the "Sign-Up" buttons.

Return to Consignor Homepage

**Your Assigned Drop-off Appointments:**

**Available Drop-off Appointments:**

**Shift Information**

**Thursday, September 07, 2017 7:00 PM - 9:00 PM**  
Shift Description:  
Current Shift Status: **OPEN** **Sign-Up**

**Friday, September 08, 2017 8:00 AM - 10:00 AM**  
Shift Description:  
Current Shift Status: **OPEN** **Sign-Up**

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# Homepage:

## Consignor Homepage

Welcome to the consignor homepage for  
Jane Doe (#211)

Activities Menu ▾

### Your Account Information:

Jane Doe (Consignor #211)  
9999 Jane Doe Ln.  
Wheaton IL 60188  
999-999-9999  
janedoe@gmail.com

### Registration Status:

 REGISTERED

### Seller Agreement Status:

 SIGNED

### Active Inventory Status:

# Items in inventory: 6  
Inventory value: \$40.50  
# Items with un-printed tags: 3

### Worker Agreement Status:

Not Applicable

### Drop-off Appointments:

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

### Volunteer Work Shifts:

You are not signed up to volunteer.

Click to sign up for a  
volunteer shift.



# Volunteer Shift Sign Up

Your volunteer shifts will appear here.

(Note: shifts fill up on a first come-first serve basis. Please look for "OPEN" shifts when signing up)

Select shifts here.

The screenshot shows a web interface for signing up for volunteer shifts. It features two main sections: 'Work Shifts You Are Signed Up For' and 'Available Work Shifts'. The 'Available Work Shifts' section lists five shifts for Thursday, September 07, 2017, each with a 'Sign-Up' button. Annotations include a black arrow pointing to the 'Work Shifts You Are Signed Up For' header, a blue arrow pointing to the first shift in the 'Available Work Shifts' list, and another black arrow pointing to the 'Sign-Up' button of the first shift.

Work Shifts You Are Signed Up For:	
------------------------------------	--

Available Work Shifts:	
<b>Shift Information</b>	
Thursday, September 07, 2017 4:00 PM - 8:00 PM Shift Description: Set Up Current Shift Status: OPEN	Sign-Up
Thursday, September 07, 2017 5:00 PM - 9:00 PM Shift Description: Toys Current Shift Status: OPEN	Sign-Up
Thursday, September 07, 2017 5:00 PM - 9:00 PM Shift Description: Books and Movies Current Shift Status: OPEN	Sign-Up
Thursday, September 07, 2017 5:00 PM - 9:00 PM Shift Description: Shoes and Accessories Current Shift Status: OPEN	Sign-Up
Thursday, September 07, 2017 5:00 PM - 9:00 PM Shift Description: Lg Equipment Current Shift Status: OPEN	Sign-Up

# How to start entering tags



## Returning Consignor Options

Welcome back! You are logged in as consignor # 211 Jane Doe.

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

# How start entering tags



**Consignor Homepage**

Welcome to the consignor homepage for  
**Jane Doe (#211)**

**Activities Menu** ▾

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

✔ SIGNED

Active Inventory Status

# Enter Tags

### Consignor Inventory Menu

Welcome back! You are logged in as consignor **#211 Jane Doe**. You are currently **REGISTERED** for our upcoming sale.

Please choose from one of the following options:

Active Inventory ▾  
(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)

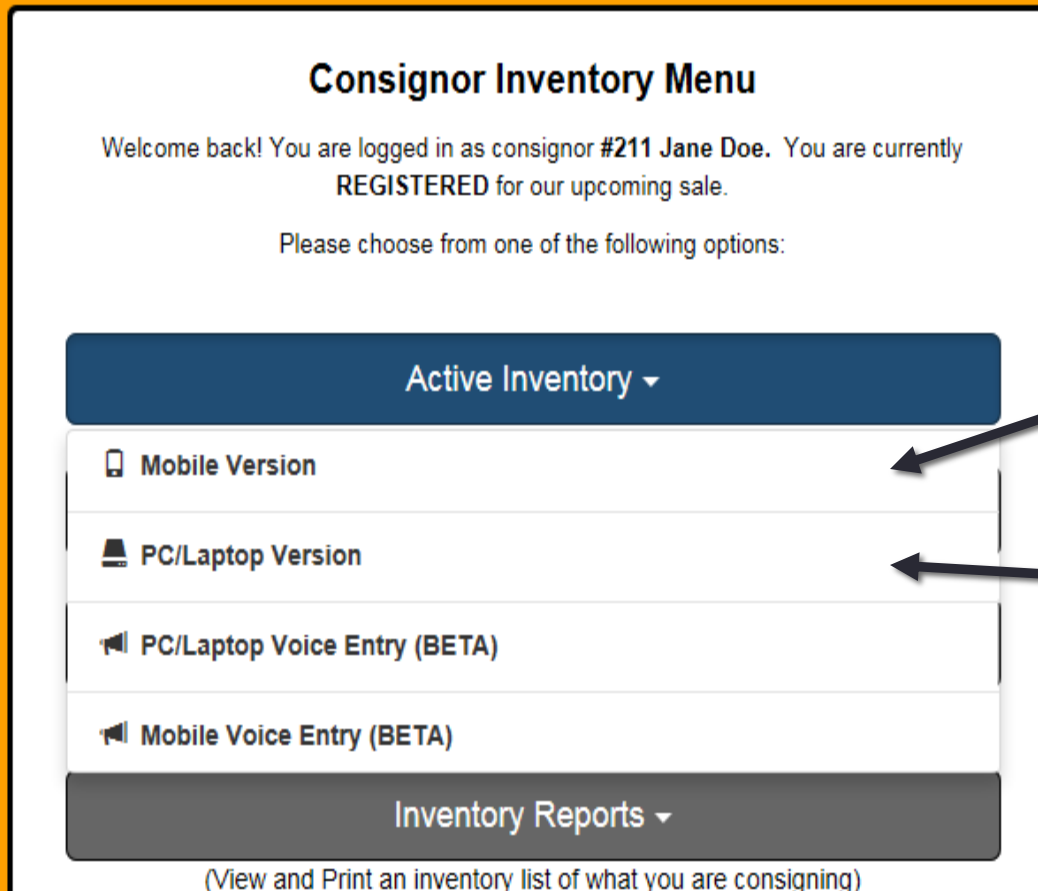
My Homepage  
(Takes you to your consignor homepage)

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”**. Now your inventory should consist of items that were returned to you unsold. Click the button to make your inventory **Active**.

# Enter tags



The screenshot shows a web interface titled "Consignor Inventory Menu". It includes a welcome message for a user logged in as "Jane Doe", a prompt to choose an option, and a list of four options: "Mobile Version", "PC/Laptop Version", "PC/Laptop Voice Entry (BETA)", and "Mobile Voice Entry (BETA)". Below these is an "Inventory Reports" section. Two arrows point from the right side of the image to the "Mobile Version" and "PC/Laptop Version" options, with accompanying text explaining when to use each.

**Consignor Inventory Menu**

Welcome back! You are logged in as consignor #211 Jane Doe. You are currently REGISTERED for our upcoming sale.

Please choose from one of the following options:

- Active Inventory ▾
- Mobile Version
- PC/Laptop Version
- PC/Laptop Voice Entry (BETA)
- Mobile Voice Entry (BETA)
- Inventory Reports ▾

(View and Print an inventory list of what you are consigning)

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 Beta versions, but you are welcome to try it out for yourself



# Enter new items into Inventory



Tip: Tags will be printed exactly as entered.

## 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.

### 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.

[Return to Inventory Menu](#)

Category\*

Accessories - Boys

Size\*

0

Description Line 1\*

Description Line 2

Price\*

Quantity\*

1

☐ Item can be DISCOUNTED

☐ Item can be DONATED

Submit Item

Inventory Icon Legend

Inventory Functions

Items: 0 Value: \$0.00

**\*Fields with an asterisk are required**

# Suggestions for Entering Inventory

- Enter similar items together. For example, pull together all your Boys Jeans. Then when you print your tags, all your Jean tags will print together, making it easier to find which tag goes on which item.
- If you print to PDF formats, you can separate your PDF files by the containers the items are in. Using the above example, if you entered 7 Jeans items and 14 Dockers items and they are all in your blue bin at home. Then you can save the file as BlueBin.pdf so can more easily find the item to attach the tag.
- You can use the MySaleManager system as extensively or as little as you like. Save and separately print tags, or print the entire inventory at one time. Whatever works best for you individually is the method you should use. There is no method that is strategically better than the others.
- Run a “test” print with 6 items before entering your entire inventory. This way, if you have any issues, you can solve those early, rather than the day before the sale.
- 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.

# Enter new items into Inventory

Select a Category from the Drop-down menu

Please use your best judgement when selecting an item category. The item sorters will be able to see inventory by category and use this information to place items correctly on the sale floor. **A list of categories and sizes is on our website.**

## Work With Consigned Items (Active Inventory)

Use this screen to Add, Edit, or Delete items you are planning to bring to your upcoming sale. Your tags will be printed exactly as you enter your items here. Fields with an asterisk are required.

### 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.


[Return to Inventory Menu](#)

Category\*

Accessories - Boys

Description Line 1\*

Price\*

☐ Item can be DISCOUNTED 


Size\*

0

Description Line 2

Quantity\*

1

☐ Item can be DONATED 

Submit Item

Inventory Icon Legend

Inventory Functions

Items: 0 Value: \$0.00

# Enter new items into Inventory

## Work With Consigned Items (Active Inventory)

ning to bring to our upcoming sale. Your tags will be printed exactly as you enter your items here. Fields with an asterisk are required.

Category\*

Accessories - Boys

Size\*

0


Description Line 1\*


Description Line 2

Price\*

Quantity\*

1

☐ Item can be DISCOUNTED 

☐ Item can be DONATED 

Submit Item

Items: 0 Value: \$0.00

Select Size

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

Enter a description

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

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.

# Enter new items into Inventory

### 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.

**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.

Category\*

Accessories - Boys

Description Line 1\*

Price\*

Size\*

0

Description Line 2

Quantity\*

1


Return to Inventory Menu


Inventory Icon Legend

Inventory Functions

Items: 0

Value: \$0.00

☐ Item can be DISCOUNTED 

☐ Item can be DONATED 

Submit Item

Select if you want this item to be eligible for the ½ price sale on Saturday afternoon.

Select if you want your item donated if it doesn't sell.

# Enter new items into Inventory

Items in your  
inventory show  
up here...

## 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.

[Return to Inventory Menu](#)

## 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.

Category\*

DVDs

Size\*

0

Description Line 1\*


Description Line 2


Price\*

1.50

Quantity\*

1

☐ Item can be DISCOUNTED 

☒ Item can be DONATED 

[Submit Item](#)

[Inventory Icon Legend](#)


[Inventory Functions](#)


Items: 2 Value: \$5.50

 Select	Item #	Description	Category	Size	Price	Discount	Donate	Tag Printed	Sold		
<input type="checkbox"/>	2	Dora the Explorer	DVDs	0	\$1.50					<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/>	1	Brown Suede Gymboree	Coats - Girls (Hanging)	12 Months	\$4.00					<a href="#">Edit</a>	<a href="#">Delete</a>

# Delete or Edit items in Inventory

Return to Inventory Menu

☐ Item can be DISCOUNTED 



☒ Item can be DONATED 

Submit Item

Inventory Icon Legend ▼

Inventory Functions ▼

Items: 2   Value: \$5.50

✓ Select	Item #	Description	Category	Size	Price	Discount	Donate	Tag Printed	Sold		
<input type="checkbox"/>	2	Dora the Explorer	DVDs	0	\$1.50					<div>Edit</div>	<div>Delete</div>
<input type="checkbox"/>	1	Brown Suede Gymboree	Coats - Girls (Hanging)	12 Months	\$4.00					<div>Edit</div>	<div>Delete</div>

Click here to edit an item already entered into inventory.

You can delete individual items by selecting the delete option

# Delete or Edit in 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

Submit

This is the screen you will see when editing an item

Once you have made the change you will get a pop up

Message

Your inventory item was updated successfully.

Continue



# Change multiple items in Inventory

Take care when using the Inventory Functions tab

Submit Item

Inventory Icon Legend ▼

**Inventory Functions ▼**

Please Note: The buttons below apply to ALL active inventory items not just what you may see in the list below.

Discount All Items

No Discount All Items

Donate All Items

No Donate All Items

Inactivate All Items

Delete All Sold Items

Please Note: The buttons below apply only to inventory items you have selected from the list below.

Discount Selected Items

No Discount Selected Items

Donate Selected Items

No Donate Selected Items

Inactivate Selected Items

Delete Selected Items

Items: 2   Value: \$6.50

✓ Select	Item #	Description	Category	Size	Price	Discount	Donate	Tag Printed	Sold		
<input type="checkbox"/>	2	Dora the Explorer	DVDs	0	\$2.50					<div>Edit</div>	<div>Delete</div>
<input type="checkbox"/>	1	Brown Suede Gymboree	Coats - Girls (Hanging)	12 Months	\$4.00					<div>Edit</div>	<div>Delete</div>

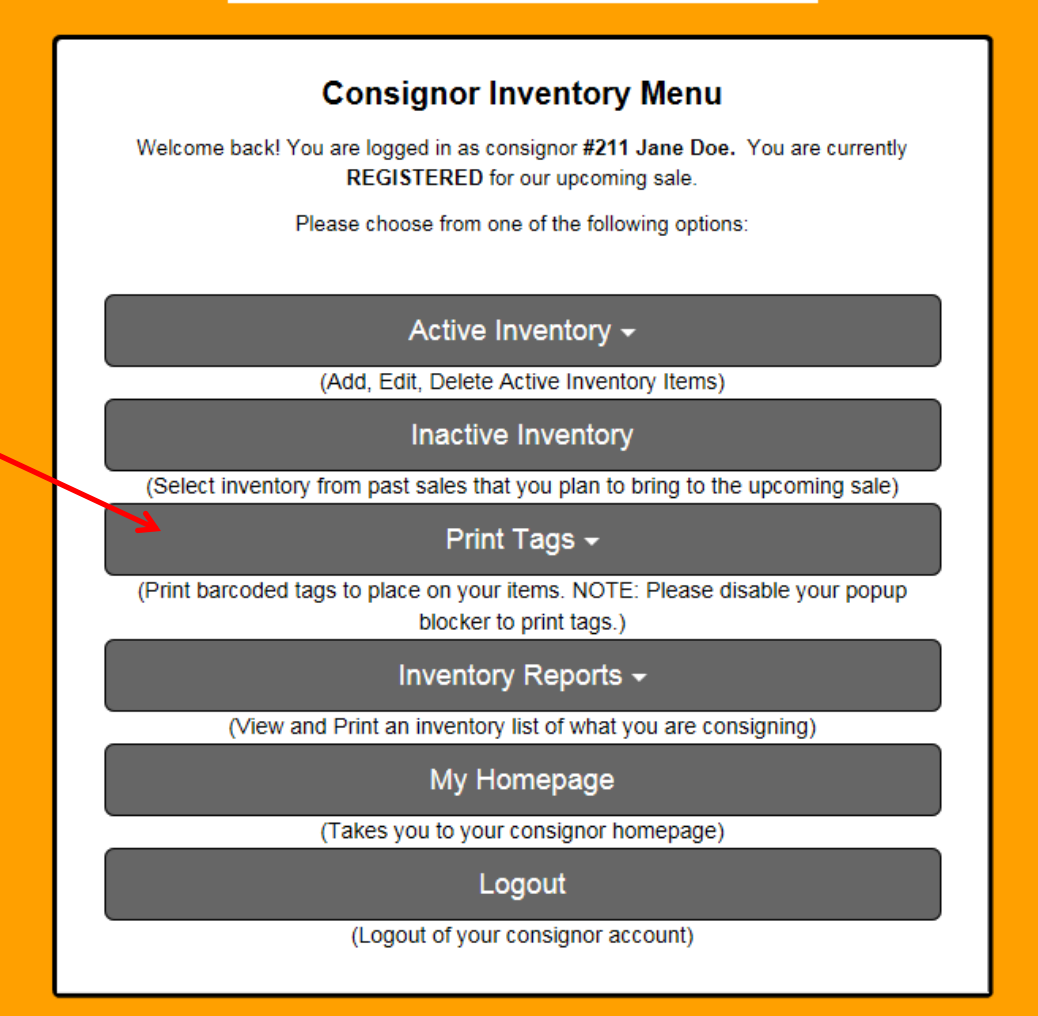
This section applies to ALL of your inventory

This section applies only to items that are checked

# All Done entering inventory?

Click here when you are finished entering inventory and ready to print tags

Tip: You don't have to enter items all at once. You can quit and finish later. Your items will be saved.



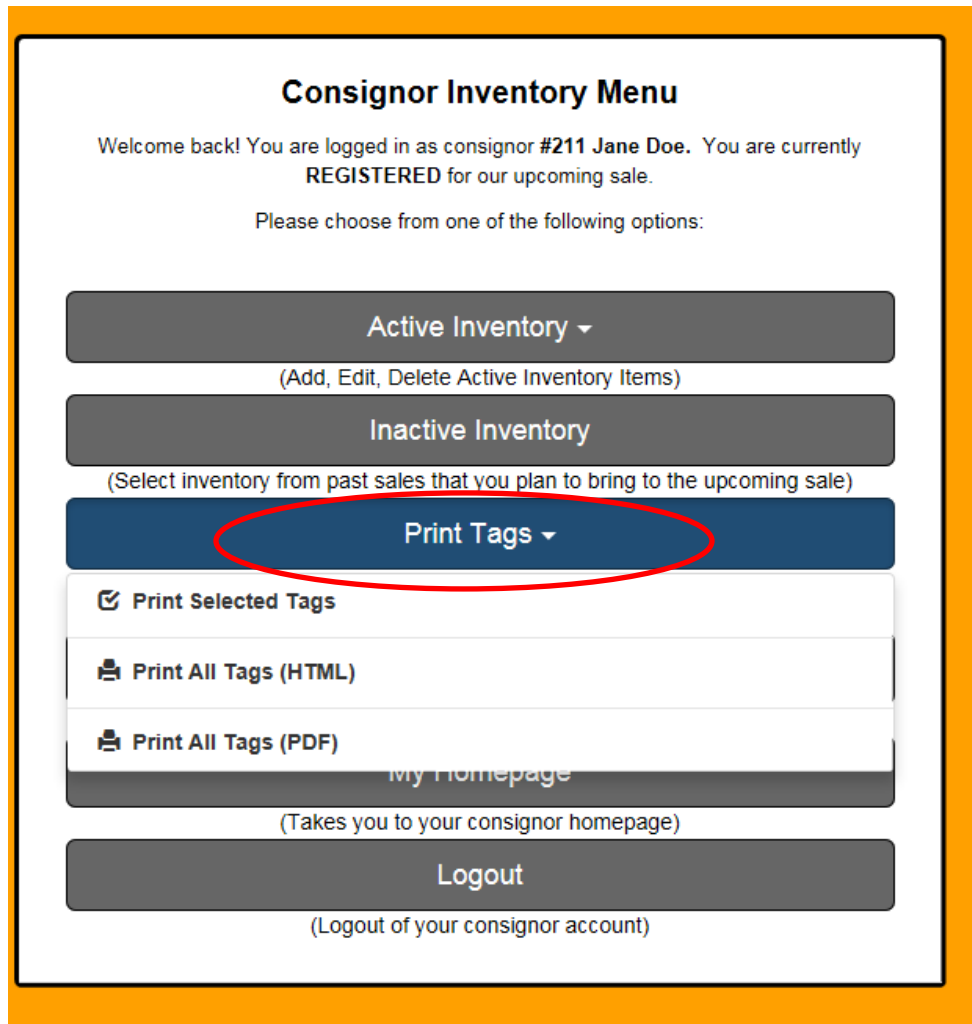
**Consignor Inventory Menu**

Welcome back! You are logged in as consignor **#211 Jane Doe**. You are currently **REGISTERED** for our upcoming sale.

Please choose from one of the following options:

- Active Inventory ▼**  
(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)
- My Homepage**  
(Takes you to your consignor homepage)
- Logout**  
(Logout of your consignor account)


# Print Tags



**Consignor Inventory Menu**

Welcome back! You are logged in as consignor **#211 Jane Doe**. You are currently **REGISTERED** for our upcoming sale.

Please choose from one of the following options:

- Active Inventory ▾**  
(Add, Edit, Delete Active Inventory Items)
- Inactive Inventory**  
(Select inventory from past sales that you plan to bring to the upcoming sale)
- Print Tags ▾** (highlighted with a red oval)
  - ☒ **Print Selected Tags**
  -  **Print All Tags (HTML)**
  -  **Print All Tags (PDF)**
- My Homepage**  
(Takes you to your consignor homepage)
- Logout**  
(Logout of your consignor account)

Choose your option...

The first option will send the file directly to your printer.

The second option will print to an HTML version. *Not recommended*

The third option will generate a PDF version that you can save and print later.

# Print Tags

## Select Tags To Print

Use this screen to print tags to place on the items you are consigning at our upcoming sale.

**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](#)☐ **Generate Tags in PDF Format**[Check/Uncheck All](#)☐ **Show Only Un-Printed Tags Below**

✓	<b>Item Information</b>
<input type="checkbox"/>	<b>Double seat</b> <b>Item # 6    Price: \$30.00</b> <b>Category:</b> Strollers <b>Size:</b> 0 
<input type="checkbox"/>	<b>Black and white striped</b> <b>Item # 5    Price: \$1.50</b> <b>Category:</b> Diaper Bags (Hanging) <b>Size:</b> 0 
<input type="checkbox"/>	<b>Barbie</b> <b>Item # 4    Price: \$1.00</b> <b>Category:</b> Puzzles <b>Size:</b> 0 

# Print Selected Tags

## Select Tags To Print

Use this screen to print tags to place on the items you are consigning at our upcoming sale.

**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.

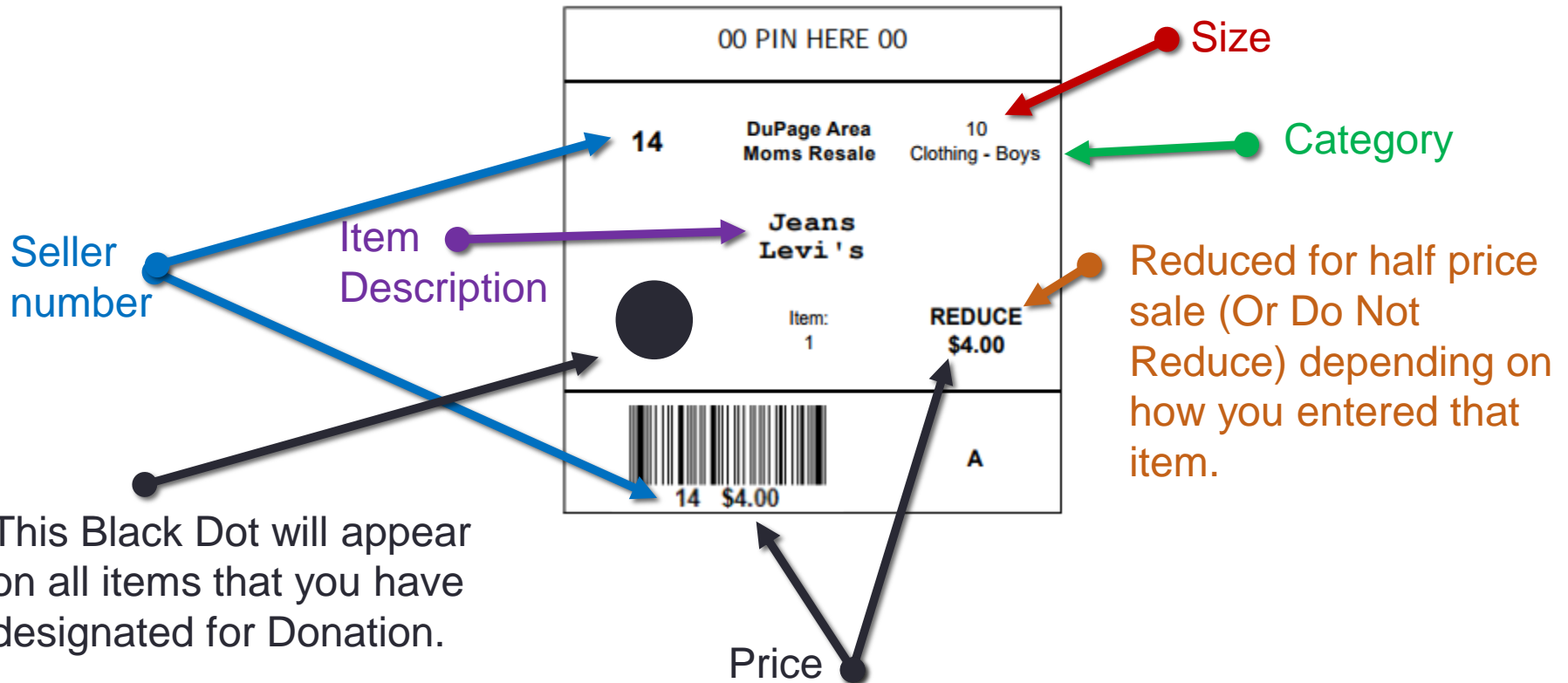
[Return To Inventory Menu](#)[Inventory Icon Legend ▼](#)

Tag Printing Options ▼

[Print Selected Tags](#)[Print All Tags](#)[Print All Un-Printed Tags](#)[Print Only Discount Tags](#)[Print Only Donate Tags](#)

☒ **Generate Tags in PDF Format**

# What tags look like:



# What type of Cardstock should I Use?

You may pick up cardstock from a DuPage Area Moms Resale Committee member at one of our designated pickup times/locations (provided in **The Seller Instruction Packet** found on our website).

You may also order cardstock from one of the following links:

## **Amazon:**

White tags

[https://www.amazon.com/Neenah-Premium-Cardstock-Brightness-91904/dp/B00006IDRW/ref=sr\\_1\\_fkmr0\\_2?ie=UTF8&qid=1494796492&sr=8-2-fkmr0&keywords=65lb+Neenah+Bright+White+Premium+cardstock+95+brightness](https://www.amazon.com/Neenah-Premium-Cardstock-Brightness-91904/dp/B00006IDRW/ref=sr_1_fkmr0_2?ie=UTF8&qid=1494796492&sr=8-2-fkmr0&keywords=65lb+Neenah+Bright+White+Premium+cardstock+95+brightness)

## **Office Max/Depot:**

White tags (note their item# is 458621):

<http://www.officedepot.com/a/products/458621/Neenah-Bright-White-Premium-Cardstock-Letter/>

\*Please note: We will only be using white tags going forward. If you still have items that have been tagged with a pink tag, you do not need to reprint the tag. These will be accepted and phased out.