

Tykes & Teens Consignment

Seller Instructional Guide April 2025

For additional questions-ideas-photos-and videos, please join our "Seller's Group" on Facebook.
Or visit our website: <https://tykesandteensconsignment.com>

The following pages are a comprehensive guide to help sellers prepare items for the sale. It includes instructions on using The My Sale Manager Program for inventory entry, tag printing, and post-sale reports. Also included are sizing instructions, pricing suggestions, preparing your items for sale, and our list of Acceptable and Unacceptable items.

Even if you are a returning Seller, please take the time to review these instructions as Tykes & Teens makes changes after every sale to keep the sale as current as possible.

Thank you for choosing Tykes & Teens Consignment!!

SIZING GUIDE

The size listed on your consignment tag must match the size on the clothing tag with the following rules: For the Tykes & Teens item tags, **CHILDREN's** clothes (think newborn to size 18/20) will have **NUMBER** value and **JUNIOR** clothes will be a **LETTER** value. Please use the below charts for creating your tags & converting clothing sizes that do not match these criteria.

Remember: Clothing mis-labeled will **not be placed** on the correct rack & that item has a risk of not selling.

Infant Sizing

Use the Category "**Infant Clothing**" in MSM
Infant Clothing = 0 – 24 Months
Choose either Infant Girl or Infant Boy

Children Sizing

Use the Category "**Children Clothing**" in MSM
Children Clothing = 2 / 2T – 18 / 20
Choose either Children Girl or Children Boy

For children's clothing with letter sizes on the tag

Use the following guide to convert to a number:

XS = 5
S = 6 / 7
M = 8
L = 10 / 12
XL = 14 / 16
XXL = 18 / 20

Junior Sizing

Use the Category "**Junior Clothing**" in MSM
See the "Acceptable Items" list for Junior brands
Choose either Junior Girl or Junior Boy

Junior Girl Sizes

For Junior Girl's clothing with a number on the tag

Use the following guide to convert to a letter:

00 = **XXS**
0 / 1 = **XS**
3 / 5 = **S**
7 / 9 = **M**
11 / 13 = **L**
15 / 17 = **XL**

Junior Boy Sizes

For Junior Boy's clothing use the following guide:

Shirts: Use the given Letter Size = S, M, L, XL

Pants: Use the waist to convert

26 / 27 = **XS**
28 / 29 = **S**
30 / 31 = **M**
32 / 34 = **L**
35 / 36 = **XL**

As this is a Children's' Consignment Sale, Tykes & Teens has the right to refuse any Junior Clothing sizes larger than what is listed on this guide.

Tykes & Teens also has the right to refuse any Junior Clothing items that are not from a Children's Clothing line. See the Accepted Juniors Labels under the "Acceptable Items" list.

Using My Sale Manager

Registering to Sell with Tykes & Teens

Use the link on the website, <https://tykesandteensconsignment.com> to obtain a new seller number or activate your previous number. Payment for the Seller Number is due at registration and is **non-refundable**. Tykes & Teens has the right to limit the number of sellers for any sale. Sellers will be allowed 200 items per seller number. If you wish to sell more than 200 items, you are welcome to purchase a second Seller Number.

Entering Your Items

Use the link provided in the confirmation email from My Sale Manager to sign in to the My Sale Manager site.

Click on the **MENU** button. Select "*Work with Consigned Inventory*". If you are a returning Seller, unsold and non-donated inventory items can be moved from "*Inactive Inventory*" to "*Active Inventory*". Items can be edited once they are "*Active*".

To enter a new item into your "*Consigned Inventory*", select "*Add Item*". The MSM program will automatically assign your item a number. If you are a Returning Seller and have previously entered items into MSM, the numbers will continue to increase and MSM will not re-assign inventory numbers.

Choose the **Category**:

For CHILDREN's clothing: Children Clothing Girls or Children Clothing Boys
For JUNIOR clothing: Junior Clothing Girls or Junior Clothing Boys
For OTHER items: Scroll through the various Categories and choose appropriately

Choose the **Size**:

Use the size conversion chart under "**Sizing Guide**" (first page) to choose the correct size description.

For SHOES: Infant Infant Shoes Girl or Infant Shoes Boys (sizes 0 to 5 or 6)
Children Children Shoes Girls or Children Shoes Boys (sizes 6 to 13)
Junior Junior Shoes Girls or Junior Shoes Boys (sizes 1Y to adult 13)

For TOYS: Leave Blank

For BEDDING: Leave Blank. Put size in the description.

Enter the **Description**:

Be as specific as possible. Use the Brand, Color, Design, Unique feature, etc. Many tags fall off during the sale. If your item does not have a tag, it cannot be sold. The better the description, the easier to reunite a lost tag with its item.

Enter the **Price**:

Price must be in whole dollar amounts. See "**Pricing Suggestions**" for ideas and best practices.

Enter the **Quantity**:

If you are selling multiples of the EXACT SAME ITEM, then you can enter the quantity of the items here. MSM will create an individual ticket for each of those items.

Check if the item can be **Discounted** = Item will be offered at 50% off during half-price shopping hours on Saturday.

Check if the item can be **Donated** = Item will be given to a charitable organization if not sold.

ALL ITEMS MUST BE ENTERED BY MIDNIGHT THE SUNDAY PRIOR TO SALE WEEK!

Tags can still be printed after this time, but no changes can be made to your inventory items.

Tykes & Teens has the right to refuse any tags with handwritten alterations.

To print tags: Use the "Print Tags" option. Best Practice is to select "Unprinted Tags". Helpful hint, if you have time to enter as you go, you can print tags as you go as well and only continue to print the ones you have not yet printed.

Tykes & Teens Consignment Acceptable & Unacceptable Item List

The following is the most comprehensive list of items that will or will not be accepted by Tykes & Teens for the sale. This list can change for each sale so please review before submitting your items. Any questions, please reach out to the Tykes & Teens Committee – tykesandteensconsignment@gmail.com

Acceptable Items

Toys- Play jewelry, anything that requires a battery must be in working order, stuffed animals that have a talent (sing, dance, move, talk, interact), G or PG rated movies, video games rated E for everyone, CD's, Nerf toys, light sabers, large electric toys only if they have their charger, battery, and are in working condition.

Books- Limit of 15. Children's books, junior books, maternity books.

Clothing- Short sleeve & long sleeve button-down dress shirts, boys' suits, basketball jerseys, windbreakers, dance wear, jeans, school uniforms, khakis, scout uniforms, short sleeve & long sleeve t-shirts, polo shirts (including those with capped sleeves), camis, capped sleeved shirts, athletic shorts (nylon, cotton, or dri-fit with elastic or drawstring waist), skirts, long sleeve onesies, infant fleece, baseball hats, wearable sporting gear, fashion scarves, capri's and leggings (please hang).

Junior Clothing- Junior Girls pants size 00-17, Junior Girls tops size XXS to XL, Junior Girls dresses (follow sizing guide above), Junior Boys pants size 26-40 waist, Junior Boys shirts XS to XXL, belts, and formal wear that is priced \$50.00 or less (All formal wear must be hung and placed in a clear dry-cleaner bag). **See Acceptable Brand List below.**

Shoes- Limit of 10. Clean tennis shoes, rain boots, hiking boots/shoes, cleats, loafers, dress shoes, slides, & flats.

Spring/Summer- Swimsuits, swim trunks, swim shirts, flip-flops, sandals, tank tops, white dress shoes, all shorts, capri pants, outdoor water toys, beach toys, children themed beach towels, PJ sets with shorts, and sleeveless dresses / tops.

Fall/Winter- Fleece, Halloween costumes, backpacks, lunch boxes, pencil boxes, snow pants, snow bibs, snow boots, blanket sleepers, velvet, velour, flannel, corduroy, winter scarves, winter hats, gloves, sweatshirts, heavy coats, sweatpants, fall or winter holiday theme shirts, sleds, or other winter toys.

Other items- Infant furniture, bedding sets (twin or full of a children's theme), bottles, gently used sippy cups, baby blankets, new in package pacifiers and bottle nipples, purses, wallets, socks, tights, neck ties, bow ties, cell phone accessories (cases, chargers, wristlets), puzzles and crafts that have all their pieces, and children themed décor.

Unacceptable Items

Toys- Toys of violent nature (guns, knives, paint ball guns, bb guns), stuffed animals, high end electronic items (TV, VCR, DVD players), exercise equipment, video games rated T or M, movies rated PG-13 or R, large electric toys that do not include the battery, charger, or are not in working order, battery operated toys that do not work, and bags of happy meal toys.

Junior Clothing- Junior sizes of any of the following items: underwear, lingerie, destination themed attire (beach, amusement parks, events), swim attire that does not cover entire parts of the body (no thongs). **Anything deemed inappropriate at check-in will be rejected.**

Spring/Summer- Fleece, Halloween costumes, backpacks, lunch boxes, pencil boxes, snow pants, snow bibs, snow boots, blanket sleepers, velvet, velour, flannel, corduroy, winter scarves, winter hats, gloves, sweatshirts, heavy coats, sweatpants, fall or winter holiday theme shirts, sleds, or other winter toys.

Fall/Winter- Swimsuits, swim trunks, swim shirts, flip-flops, sandals, tank tops, all non-athletic shorts, outdoor water toys, beach toys, children themed beach towels, PJ sets with shorts, and sleeveless dresses / tops.

Other Items- Breakables (mirrors, lamps, perfume, nail polish), real jewelry priced over \$5.00, formula, nipples, nasal aspirators, pacifiers, infant grooming kits, teething rings not in their original package or used, baby toiletry items (baby oil, lotion, or powder), opened diaper packages, electric haircare appliances (curling iron, flat iron, hair dryer), adult themed fiction books, water related/beach/pool inflatables, drop side cribs, car seats over 4 years old, or any item that has been recalled.

WE NO LONGER ACCEPT BREAST PUMPS

Acceptable Junior Brands Include: Rue-21, Nike, Under Armour, Adidas, Gap, Old Navy, Vineyard Vines, Polo, Ralph Lauren, Tommy Hilfiger, North Face, American Eagle, Altered State, Pink, Simply Southern, Abercrombie, Aeropostale. Will accept clothing of any brand that has a local school logo.

Inventory & Tags

INVENTORY

1. If you are a returning seller, those items from previous sales that did not sell and are appropriate for this next sale, can be activated for the current sale. No need to re-print a tag if you do not have any changes. **Please note: make sure your tags from previous sales match the current Category and Sizing Guidelines.** If they do not, please re-print the tag with the correct modifications.
2. There are many options for categories of items. Tykes & Teens uses these categories to help place your item in the best possible location during the sale. If your item is in the appropriate location, it has a greater chance to sell. Please select a category that is as appropriate as possible. Remember to use the “**Sizing Guide**” on the previous page to ensure your items are placed in the appropriate location during the sale.
3. MSM allows you to enter your items in any order you wish. Tykes & Teens asks that you bring your items for check-in sorted by gender with like sizes grouped together. This not only assists the check-in process but helps place your items in the proper location on the sale floor.
4. If you choose to donate an item, it will automatically discount the item to be sold for 50% during half price shopping hours. **Remember, donated items are tax-deductible and are put to very good use!**
5. Be conservative when pricing your items. Use the rule of thumb, what would I pay for this item if I was looking to buy? Many shoppers will pick the lesser priced item of two items in similar condition. A good rule of thumb is 1/3 of the new price if in mint condition and 1/4 of the new price if in fair condition. Price items in whole dollar amounts only.
6. Items should be free of stains, rips, holes, tears, snags, missing buttons, and non-working zippers. Clothes should smell clean and be smoke, mildew, mothball, and pet order free.
7. Tykes & Teens reserves the right to refuse or reject any item that does not meet the criteria set forth in this guide.
Any questions should be addressed to tykesandteensconsignment@gmail.com

TAGS

1. **Per the seller agreement, your tags MUST be printed on white cardstock.** If they are not, your items can be rejected, or the seller will be asked to re-print their tags on cardstock & re-tag their items. The lightest weight cardstock will be sufficient. With the barcode system used by MSM, this ensures an easy check-in and check-out process during the sale.
2. It is important you print on a LaserJet printer and not on an ink-jet printer. With the barcode system, ink-jet printers can cause the barcode to bleed or become smeared. This will produce tags that cannot be scanned.
3. To print, click on the “Menu” button on your consignor homepage and select “Work with Consigned Inventory”.
4. Use “Print Tags”. There will be three options: Print Selected Tags; Print All Tags (HTML); and Print All Tags (PDF). If you have not printed any tags, select the Print All Tags option. If your printer is ready to go, you can choose either option. If you need to save your tags and then print from another printer, choose the PDF option so you can save the tags.
5. MSM also gives the option to select certain tags to print. If you are a Returning Seller, items from a previous sale you want to activate for the current sale do not need new tags (unless you have made a modification to the tag information). MSM remembers the tag has already been printed. If you choose the option for “Print unprinted Tags”, only the tags that are new or have been altered will show up for printing. Choose the HTML or PDF option.
6. When you print, **DO NOT** make any changes to the printer settings. This can cause your tags to print incorrectly. Do not change the font or sizing. Do not bold your tags. Be sure your printer is NOT set to print double sided.
7. If you are using a printer that you have not used before, consider printing one page as a test to ensure the tags print correctly, the ink is dark enough, and the barcode is clear. The library and Office Depot have easy and cost-effective printers. Use the “Print to PDF” version of your tags if printing your tags on a different printer.
8. Be careful when cutting your tags. Watch the lines for each tag, making sure you do not cut part of the barcode off.
9. Do NOT smear the barcode or allow the barcode to get wet. This is particularly an issue when your tags are first printed. Make sure the ink has fully dried before handling the tags.
10. **Tykes & Teens reserves the right to either ask a Seller to re-print tags that cannot scan or reject the items with a barcode that cannot scan.**

One of the benefits of using My Sale Manager is you can keep track of your inventory during the sale. At the end of each night, Tykes & Teens will update the MSM program. Sellers can log into their Consignor Homepage to see which items have sold. Choose “View Your Sold Items” at the bottom of the page.

Please note: if you are inactive for more than 20 minutes after logging into your Consignor Homepage, your session will time out and you will need to log back into the system to continue. If possible, have as many items ready to enter as you can when you begin entering your inventory. Nothing is lost, just easier if you don't have to log back in!

Preparing & Tagging Your Items

Clothing

Tykes & Teens Consignment accepts children's clothing from newborn to Junior sizes. See the list of acceptable Junior Brands under "**Acceptable & Unacceptable Items**". Clothing that is not a "junior brand" will be rejected. The sale also accepts shoes from infant to Junior 13. Remember, there is a *maximum of 10 pairs of shoes* per seller number. Only include clothing & shoes that are seasonally appropriate for the sale. Items that are not seasonally appropriate will be rejected during check in.

1. All hanging items must be on **WIRE** hangers. Even if your item is new on a plastic hanger, the item must be put onto a **wire** hanger. Items on plastic hangers will be rejected during check-in. Wire hangers can be found at most dry cleaners for free. Best practice is to begin getting wire hangers as soon as you decide to sell. Free wire hangers become harder to find the closer we get to sale time.
2. All clothing must be freshly laundered, smoke-pet-mildew-mothball smell free.
3. NO stained, torn, or badly worn clothing will be accepted. Clothes with missing buttons or broken zippers will also not be accepted.
4. Hang clothing **ON** the WIRE hanger with the hook pointing away from the tag. The hook should look like a question mark. Join our "Sellers Group" on Facebook for pictures and videos of best practices for hanging.
5. The tag should be pinned, with a safety pin, to the front, **left** shoulder of the garment (over the logo). **NO straight pins**. Pins should be straight across (not up & down). The safety pin should go on the tag through "Pin Here".

Shirts: Hang ON the hanger & secure with pins. This means the hanger is THROUGH the sleeves.

Pants: Safety pin the waist band to hangers (do not fold over hanger). To keep larger sized pants on hangers it is useful to pin the pants on either side of the hook and then add an additional pin to each end.

Clothing sets: SETS MUST BE THE SAME SIZE! Pin together & use only one tag and one hanger per set. Do not tape hangers together. Place shirt on the hanger first, hanger through the sleeves. EVEN Infant clothes will have the hanger through the sleeves. Pin the waist band of pants to the top part of hanger on the back side of the shirt. Do not place a shirt under another garment. The buyer should be able to see both items easily. The pants must be pinned to the hanger (not only to the shirt) to prevent damage to the clothing if pulled. If the set includes two different *brands* it should be noted on the tag.

Multiple items: More than one clothing item can be sold together on one hanger for one price. For example, two or three onesies hung on one hanger. When hanging multiple items, place one of the items on the hanger first (hanger through the sleeves) and then pin the other items to the top of the hanger on the back side. **All items must be the same size.**

Shoes: Any shoes brought to the sale must be clean, dry, and in a plastic bag. The tag must be tapped or pinned to the inside of the bag. **The bag must be sealed with clear packing tape (NOT Scotch Tape).** DO NOT put the tag under any logos on the plastic bag. If the barcode is not easily readable, bent, or wrinkled, the item will be rejected. Large sized bags for Junior shoes can be found at most stores. Do not include boxes with new shoes. Place the word "NEW" in the tag description instead.

Please use larger sized safety pins for multiples, jeans, Junior pants, or other heavy & thick items.

Items

Tykes & Teens Consignment accepts most **children's** items. There are certain items that are unacceptable for our sale. Please see our current list under "**Acceptable & Unacceptable Items List**" on the previous page.

Many items sell better when hung versus in a plastic bag. Consider hanging items like bedding, baby blankets, & baby carriers.

Present your item as you would be looking to purchase the item at the sale. Items packaged nicely sell better.

1. For toys with pieces, if there is a main part of the toy with pieces to go along with, then put the pieces in a plastic bag and attach them to the larger toy. Note on your tag the toy comes with "pieces", "characters", or "accessories".
2. **Books should be placed in a plastic bag, NO SARAN WRAP.** Consider putting multiple books in one bag for one price. Grouped books tend to sell better. Ensure grouped books are of the same reading level.
3. Shoes should be placed in a plastic bag appropriate for the size of the shoes. For Junior size shoes, consider the 2.5-gallon bags found at most retailers (Target and Dollar Store being the cheapest).
4. Accessories like purses, wallets, children's jewelry, hair bows, baseball hats, socks, & children's underwear should also go inside a plastic bag.

For ALL items placed in a plastic bag, the tag must be tapped or pinned to the inside of the bag. The bag must be sealed with clear packing tape (NOT Scotch Tape). DO NOT put the tag under any logos on the plastic bag. Do not pin through the barcode. If the barcode is not easily readable, bent, or wrinkled, the item will not scan.

5. Hang and pin crib linens, comforters, blankets, backpacks & baby carriers. Make sure the hanger is strong enough to hold the weight of the item. For heavier items, check with a dry cleaner to see if they have free heavy hangers. The items **MUST** be pinned to the hanger and **MUST NOT MOVE**. For items like blankets, hang the blanket over the bottom of the hanger and pin the blanket beneath the hanger bottom. This ensures the blanket will not move during the sale.
6. Avoid taping tags to items in a way that could cause damage to the tag & the barcode.

Join our "Sellers Group" on Facebook for pictures and videos of best practices for preparing your items.