Just As Nice Seller & Team Member Instructions

Instructions to:

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11. Register as a Team Member - ONLY

1. **Register as a New Seller:**
   a. From our Sell With Us page select **Register as a Seller**
   b. Current sale - **Just As Nice/Fall 2024**
      A. Select **Register**
         1. Select **Create New Account,** enter the required information (Note: make sure the address you list is the address you want your Seller check mailed too. Please remember the phone number that you use, this will be part of your Seller ID #)
         2. **Choose your Seller ID #** It must be your first initial of your last name and the last four digits of the phone number you entered when your registered (Example: Your last name is James and the phone number you entered during registration is 254-888-8659. Your Seller ID # is J8659). If the system indicates that the Seller ID # is not available, choose the first initial of your last name and any four-digit number.
         3. **Review Registration Contact & select I Accept**
         4. **Thank you**

2. **Register as a Team Member if you are a Seller**
   a. Select **Team Member**
      A. Select the **Team Member shift**
      B. Select **Add me to selected appointment(s)**

   To delete you from Team Member slot
   b. Select your **Team Member slot**
   c. Select **Remove me from selected appointment**

3. **Enter your items into our computer system (My Consignment Manager)**
   a. Log into your account from our Seller page with your **User Name & Password**
   b. Select **Manage Items.**
   HOW YOU WOULD LIKE TO ADD YOUR ITEM – **Add Manual, Add (Voice Using Chrome Desktop Only) or Add (Voice Using Mobile Keyboard Mic)**

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A. Add Manual

1. Choose which **Category** your item is listed under
2. From **Size** drop down menu select the size of the item (if applicable). If no size, select Blank size. Use numerical sizing for all Men Pants & Women Pants.
3. In the **Brand (Desc) and Brief Description** section describe your item. MAKE IT SHORT & SWEET! If the tag becomes lost, we will use the description to find your item. You can also use this area to tell the buyer if your item is new, name brand and/or the original retail price.
   You can Voice to text your items into this fields. This system only works on smartphones or Apple iPads. 1st Tap in the field that you want to enter information in. 2nd Tap the microphone icon and talk. 3rd Press enter or select the next field
4. Next, select the **Price** of your items. Remember items must be at least $2.00 and $0.25 increments.
5. Check the box if you would like your items to be 50% **Discount** on on our discount day. If you don't want your items Discounted, do not check the box.
6. Check the box if you would like your items to be **Donate** at the end of our sale. If you don't want your items donated, do not check the box (Note: If you are donating your items, please make sure it is marked "Yes" for discount).
7. Add 1 item – this is for a family with twins or two items that are identical, needs its own price tag and hanger! You can select the number tags you want to make.
8. Clear Desc Fields - This system is automatically set up to clear the fields for you. If you want your brand, description and price to stay the same, select to remove the check mark.
9. Finally, Select **Add**

Now your tag has been saved to your account and you may continue this process for the remainder of your items. By selecting "Add" your items are added to your Inventory Sheet. The item number and information will automatically be generated by the computer system and saved.

B. Add (Voice Using Chrome Desktop Only) – Follow directions that appear on the screen
C. Add (Voice Using Mobile Keyboard Mic) – Follow directions that appear on the screen

NOTE: All items must be entered into our computer system by Wednesday, Aug 9th at 11:59 pm! After 12 am, you can print tags for items that were already entered into our computer system. If you need more time to enter your items, please let us know! At drop-off, we will compare your items to your Inventory Report.

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4. **Edit your items tag**

   This feature allows you at edit ONE item tag or edit multiple items tags all at once!
   a. To edit ONE tag:
      - **A.** Click **Manage Items**
         1. Select the **items tag** that you would like to edit
         2. Click **Edits**
            a. **Click Edit Single Item**
               i. **Then edit the desired items**
               ii. Select **Update**
   b. To edit multiple tags at once:
      - **A.** Click **Manage Items**
         1. Select the **items tags** that you would like to edit
         Select the tags that you would like to edit with the same information.
         EX: You forgot to put Girls on your 20 pieces of clothing. You can change all 20 tags with this feature.
         2. Click **Edits**
            a. **Click Edit Multiple Items**
               i. **Then edit the desired items**
               ii. Select **Update**

5. **Print your tags**

   You can choose to print MULTIPLE TAGS at once or ONE tag at time. Print your tags on White or PASTEL colored cardstock (60lbs or heavier) NO YELLOW, NO PINK, NO BLUE! Each page will print 8 tags. **WE ONLY ACCEPT COMPUTER GENERATED TAGS! DO NOT MAKE HAND WRITTEN CHANGES TO PRICE OR DISCOUNT OPTION ON TAGS!**

   Print multiple tags at once -
   - **A.** Click **Manage Items**
      1. Click the box below the Refresh icon and it will select all of your items tags
      2. Click **Print, select close**
         a. Depending on your computer settings, a PDF of your tags should appear.
         b. **Print your tags**. Check your tags to make sure the bar-code is clear and not excessively dark.
            i. Cut tags as indicated on the page.
   Print ONE tag -
   - **A.** Click **Manage Items**
      1. Select the tag that you would like to print
      2. Click **Print, select close**
         a. Depending on your computer settings, a PDF of your tags should appear.
         b. **Print your tags**. Check your tags to make sure the bar-code is clear and not excessively dark.
            ii. Cut tags as indicated on the page.

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If you are having issues printing your tags try this option
    a. Click **Manage Items**
        A. Above the section Printed? Select the drop down.
            1. Click **Not printed**
            2. Click the box below the blue refresh icon to refresh your screen
            3. Click **Print, select close**
                a. Depending on your computer settings, a PDF of your tags should appear.
                b. **Print your tags**. Check your tags to make sure the bar-code is clear and not excessively dark.
                    i. Cut tags as indicated on the page.

If the barcode does not print the two bottom tags, then follow these steps:
- Select File & Print in the upper left hand corner
- Go to Page Handling section in the print pop up box
- In the Page scaling drop down box, select "Fit to print margins" or "Shrink to printable area

6. **Print your Inventory Report**
    a. Click **Inventory Report**
    b. Click **Print**

7. **View Settlement Report**
    a. Click **Settlement Report**
    b. Click **Print**

8. **Schedule Check-In time for Drop-off**
    a. Click **Check In**
    b. Click on the **TIME** you would like to Drop-off your items
    c. Click **Add me to selected appointment**

To delete you from your scheduled drop-off
    d. Select your **Appointment**
    e. Select **Remove me from selected appointment**

9. **Returning Seller registration**
    a. From our Sell With Us page select **Register as a Seller**
    b. Current sale - **Just As Nice/Fall 2024**
        A. Select **Sign-in** and enter your **User Name & Password select**
        B. Select **Log In**

1. You will see "Register me as a Seller". You should see your **Seller Number**. Then let us know how you heard about us!
   Note: If you are using your tags from your prior sale with us, the system will continue with the item # from your last tag entered. If you change your Seller number, you will have to REPRINT ALL OF YOUR TAGS, your prior sale tags will not work!
   a. Click **Register me**
   b. **Review** and **Accept** our contact
   Then you will see your contact information and update if needed. Remember the address you list is the address you want your Seller check mailed too.
   a. Now you will see our **Main Page**

10. **Transfer Inventory from our prior sale**
    This system will not allow you to transfer SOLD items!
    a. Click **Item Transfer**
       A. Select the event you want to transfer items from - Click **Just As Nice/Spring 2024 or your last sale**
       If you have more than 25 items change the "Show 25 entries" to the largest number, 216. If not, the computer systems will only display 25 items at a time.
       B. Click the box below the blue refresh icon to select all of your items OR you can select each item one at a time.
       C. Click **Transfer Item(s) now.**
       D. **You will see - Transfer successful!** ATTENTION! Make sure that your Seller Number on the tags you just transferred matches your current registered Seller Number. If your tags have a different Seller Number, you will need to REPRINT the tags for any transferred items. Otherwise, you may not be paid for them.
          1. Click **"Close".** Continue the above process until all items are transferred.

11. **Register as a Team Member – ONLY (NOT A SELLER & TEAM MEMBER)**
    a. **Create User Account**
    b. You'll see **Seller / Team Member**
    c. Select the shift you would like (click the white button on the left of the screen) and click **Add me to selected shift(s)**
    d. The shift that you choose will be in bold and your Seller # or name should be written in for that shift
    e. To delete your shift, check the box and click **Remove me from selected shift**