

## WHAT TO EXPECT AT DROP OFF FOR ONLINE SALES:

You Must drop off your items or have someone else do it for you. That is the contract you agreed to when you signed up to participate

- (1) You will sign in and your signature is confirmation that you are bringing the sold item count we have listed next to your name.
- (2) If you have issues with sold items, please bring the buyer tag. You will review this with the Manager on Duty. They need to log these in.
- (3) You will then sort your items to the buyer bags in the venue
- (4) VERY IMPORTANT: If you want to be in/out super fast, please bag/box by alpha code of the buyer code. All A's, All B's, etc. Example: Buyer Code = ABE675 would go in a bag marked "A" with all the "A"s. This will help you get them sorted to buyer bags quickly

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### WHAT YOU CAN DO DURING THE SALE TO EXPEDITE AFTER THE SALE

#### ORGANIZE YOUR ENTERED ITEMS BY ITEM NUMBER:

Example: Have bins or boxes or piles and mark them with the item number ranges contained inside.

**Example:** Grab a box and fill it with items in item number order. Mark the box with the item number range. Now when you print your buyer tags, you look at the item number and quickly go to that box and pull it, put the buyer tag on it and then put in in the box/bag for the Alpha code (first initial of buyer number)

**What I do is make sure I pre-sort by item number and have those boxes/piles on one side of the floor marked with the item number range starting Day 1 of the sale. Then I put bags, boxes, piles A through Z on other side of the room. Every night I pull what sold and place it in the alpha bags. By the time the last upload is done, I just have the last day to pull and it's super easy since I've been doing it all along.**

One of the best ways to expedite the "after sale" tagging process is to pull your SOLD items during the sale.

We will upload SOLD data for you to print BUYER TAGS 2-3 TIMES during the sale.

We will post in the consignor FB group when that is done.

You can also...

- Put your seller number in the search bar
- This pulls up all your items in the sale
- Sold items will have a SOLD icon on it
- Sold items are periodically pushed to the END of the pages so when you search your items,
- Pull those items out from your entered items you have at home and keep them separate
- You will now have a pile of all your SOLD items and once you print your

BUYER tags, can easily and quickly match them up

- For SOLD clothing, preference is they are rolled up and rubber banded with the tag secure under the rubberband. You can also deliver FOLDED NEAT with the buyer tag pinned to the clothing tag. Do not put clothing in any type of bag or Ziploc bag. Box or Bin may be better to transport clothing so they stay intact better.

NOTE: The search by your seller number will ALSO pull up items that have that ITEM NUMBER so don't be alarmed if you see things that are not yours.