



Using Your Consignor Homepage

Your consignor homepage is where you do everything associated with the sale once you have registered. You can reach your homepage login from this icon on the home page of the website.

From your homepage you can work on your inventory, register for volunteer shifts, and sign up for a drop-off appointment. Each night during the sale, you will also be able to view your sold items on your homepage.



To work on inventory once you've logged in, click on the Activities Menu and choose "Work with Consigned Inventory". This will take you to your Consignor Inventory Menu where you can select **Active Inventory** to enter items into the sale. Your Active Inventory is always for the current sale, and unsold inventory from past sales (once you've got one under your belt) can be found in your Inactive Inventory where you can make it Active for your next upcoming sale.

From the **Active Inventory** page you will enter each of your items, one at a time, into the system. This will generate your bar coded tags that you will place on each of your items. You will find that once you've entered a few items and familiarize yourself with this page, item entry will go quite quickly. **TIP:** If you organize your clothing by category & size before you enter them it will go quicker, as Sale Manager will keep your previous category and size in those fields so you will not need to keep entering them. Be mindful of the DISCOUNT and DONATE fields each time you enter an item, as they too will remain as they were for the previous item. Here are the steps to take to enter your items:

- **Select a category:** This is a drop down menu. Please be careful when selecting that you do not put clothing items (non-taxable) into a taxable category. All categories are labeled taxable or non-taxable (NT). Do not worry so much about whether a bouncy seat goes in accessories or infant accessories. Both are taxable, so the specific title doesn't matter as much.
- **Select a size:** There are no S,M,L size choices, so please choose an appropriate number size for clothing marked with a letter size. At the bottom of the size drop-down menu you can select **Leave Blank** or **See Description** if those are appropriate.
- **Description Fields:** PLEASE use these fields to include the Brand Name of your item, and any other important info you want the buyer to know (runs big, new without tags, never worn, etc.) **It is important to use the brand name** so we can do our best to find your items in the inventory system should the tag get separated from your item.
- **Price:** Enter the full price you are asking for your item. The minimum price is \$1.00 and you can price at .50 increments.
- **Quantity:** If you have more than 1 of the exact same item, you can enter the quantity and you will generate that number of different tags with the same information.
- **Check to Discount:** If you want your item to be reduced to ½ price on Sunday, click this box.
- **Check to Donate:** If you want your item to be donated to one of our charitable partners after the sale IF it does not sell, then click this box. If you leave this box unchecked, and your item does not sell, it will be re-sorted for you after the sale for pick up during the scheduled time.

Once you have addressed each of these fields, click **Submit Item** to add your item to your inventory. If, at any time, you want to make a change to that item you may select that item from your inventory list and click **Edit**. If you have already printed a tag for the item you have just edited, you must reprint that tag so it properly represents your changes.

While you are entering your inventory, you should leave the box “**By default, only the last 5 items entered show. Check here to display all items**” un-checked, so the page will load more quickly each time you submit a new item.

Once you are finished entering items at that time, you can click **Return to Inventory Menu**. From this page, you can print all of your tags or print selected tags. PLEASE stop printing tags if they are coming out blurry. If they look blurry to you, the scanners will definitely not be able to read them. It's important to be able to see the white of the paper in between the black lines of the bar code. Tags print best from a laser printer set to card stock. If your tags do not look clear, see if a friend with a laser printer can print for you. You may need to disable your pop-up blocker in for your tags to generate so you can print them. Tags print 6/page. If they pop up with more of less per page, make sure to go to Print Preview and set it to 100%.

If at any time you have any questions or problems, feel free to contact me Sue@Just4KidsConsignment.com