

# Seller Instruction Packet

Thank you for choosing Sweet Repeats Kid's Consignment Sale. We are moms just like you, and we hope that selling with Sweet Repeats is an enjoyable experience for you. The proceeds from Sweet Repeats benefit MOPS (Mothers of Preschoolers) groups of Trinity Presbyterian Church and First Baptist Church. For more information about joining a MOPS group visit [www.mops.org](http://www.mops.org), [www.tpcmckinney.org](http://www.tpcmckinney.org), or [www.fbcmckinney.org](http://www.fbcmckinney.org) Please contact us at [info @ sweetrepeatsmckinney.org](mailto:info@sweetrepeatsmckinney.org) if you have any questions.

## How do I become a Sweet Repeats Seller?

- 1st: Register to be a Seller. There is a \$5.00 Seller fee paid from proceeds after the sale, and an easy online registration form. [www.myconsignmentmanager.com/sweetrep/](http://www.myconsignmentmanager.com/sweetrep/) You may also download a registration form and mail it in.
- 2nd: Prepare your items. Clean out your house, garage, attic and backyard for all of the children's items birth through teen that you don't need or use anymore. You will need to check the Consumer Product Safety Commission Recall site to be sure your items are not on the "Toys" and "Child Products" categories.
- 3rd: Tag your items. We offer free online inventory and tag preparation. We no longer accept hand-written tags or tags that have printing on both sides. Follow our **tag guidelines** to ensure that your items will be accepted for sale.
- 4th: Volunteer to work before, during or after the sale to earn an extra 10% of the proceeds of your sold items. You may register to volunteer online through your Seller Account.
- 5th: Drop off your tagged items Thursday from 9:30 am – 12:00 pm and 5:00 pm -9:30 pm and Friday from 9:00 am - 12:00 pm.
- 6th: Shop! **Friday 6:00 pm – 8:00 pm** for Volunteers. **Saturday 7am-12pm** Open to the Public. **1:00 pm – 3 pm** Half Price Sale
- 7th: Pick-Up your unsold items **Saturday from 5:00 – 5:30 pm**. You may also choose to donate them to charity.
- 8th: Wait for your check that will arrive in the mail within 2-3 weeks after the sale.

Although we provide professional security services at the sale and make our best efforts to secure your merchandise, Sweet Repeats is not responsible for lost, missing, stolen or damaged items following the sale. We do not keep or store any items that are not picked up following the sale. We are unable to compensate for any lost, missing, stolen or damaged items.

## Merchandise Prep Instructions

**We may ask for your help at check-in time or your items may be rejected if you have not followed these instructions.**

We accept Children's Items – Children's seasonal clothing, costumes and accessories from infant to girls junior and boys size 20, toys, baby and child equipment, baby and child furniture, shoes (limit 5), bikes, outside toys, children's books, games, videos and DVDs.

We reserve the right to reject any items submitted for sale. Sweet Repeats – YOUR consignment sale – will continue to grow if we have a great reputation. If someone comes to the sale and gets lots of bargains and great quality clothes, they are probably going to tell their friends. The success of the sale depends on a good turnout of shoppers. If we give them the bargains that they want, then it will grow each year.

### Clothing:

- Bring clothes in first-class condition and clean. We **CANNOT** accept stained, badly worn clothing with excessive fading or lint balls, torn clothing, items with missing buttons, or broken snaps.
- In our spring sale, we accept spring and summer clothes; and in our fall sale, we accept fall and winter clothes.

- Clothes must be hung on hangers with the hook pointing to the left and the tag on the right shoulder if you are facing it (make a question mark with the hanger.) See Tag Guidelines for further instructions.
- Please sew loose hems and make sure zippers, buttons and snaps work properly and are fully buttoned and snapped.
- Spending a little extra time getting your items ready will mean more money \$\$\$ for you. Items that are cleaned, ironed, and starched, with all pieces attached, and loose threads clipped, sell much better!!
- When selling more than one item in a bundle, the items **MUST** be attached with safety pins. The items can easily become misplaced if they fall off of the hanger. We will not be held responsible for any items not properly secured.
- We will accept sizes 0 to 20 and junior items for girls and 0 to 20 for boys. Items **MUST** be marked with the size number USING NUMBERS ONLY.

### **Toys:**

- Toys that require batteries **MUST** have working batteries in them. Upon check-in, you will be asked to demonstrate that it works.
- Toys must be clean and rust-free – outdoor toys included.
- Toys and games must have all pieces. Toys with pieces should be sealed in zip lock bags and bags should be taped shut with the tag taped to the outside of the bag.
- Small toys may be combined in zipper lock bags and sold as one item.
- Reinforce the pin area of the tag for those items that will be tumbled, i.e. stuffed animals. Untagged items cannot be sold.
- There is a limit of 5 stuffed animals per seller – pick the best ones!
- We discourage the sale of monster toys and toy weapons as well as any item that may be offensive or frightening to children.
- We will **NOT** accept Nintendo Systems, Sega Systems or any similar game system, nor will we accept games for these systems.
- Large toys and outdoor play equipment must be clean, and free of dirt, rust and water. They must include all pieces.

### **Miscellaneous Information:**

- Items must be priced at **\$1** or above, in half-dollar increments (For example: \$1.50, \$2.00, \$2.50 etc). Smaller items may be sold together. Either bag items together or pin sets together.
- Socks and accessories should be placed in zipper lock bags and bags should be taped shut with the tag taped to the outside of the bag.
- Underpants will **NOT** be accepted.
- Shoes should be placed in zipper lock bags and taped shut. If you put the shoes in a shoebox, then the box needs to also be in a bag so that we can ensure that the shoes stay together. Limit 5 pairs of shoes per seller.
- All items not picked up by 5:30 pm on Saturday will be donated.
- If selling a car seat, please call the Department of Transportation at 800-484-9393 to ensure that it has not been recalled. For safety, do not sell car seats that have been in any accident.
- All car seats have an expiration date established by the manufacturer. We will not accept a car seat that expires within six months of the sale or has already expired.
- Only closed system breast pumps will be accepted. See [www.breastfeedingonline.com/pumps.shtml](http://www.breastfeedingonline.com/pumps.shtml). We reserve the right to refuse these or any other items for sale.

### **The New Consumer Product Safety Recall / Lead Law**

**As you may be aware, there is a new federal law that imposes very stringent standards for the sale or resale of children's products that have been recalled or have lead in excess of the new limits. We want to help you as the Seller abide by these laws enacted to protect our children. We may ask for your help at check-in time to be sure there are no recalled or prohibited items or your items will be rejected.**

As suggested by the Consumer Product Safety Commission we will be prohibiting the following items from submission for our consignment sale: certain cribs; certain play yards/portable cribs; children's jewelry and painted wooden or metal toys; flimsily made toys that are easily breakable into small parts; and dolls and stuffed toys that have buttons, eyes, noses or other small parts that are not securely fastened and could present a choking hazard for young children. All cribs brought to the sale must have manufacturer labels with complete model number and any available documentation and must have been checked against the [www.CPSC.gov](http://www.CPSC.gov) recall list.

As the seller of your merchandise, you are responsible for the compliance with these laws. While we are here to help, the time limits and volume of items of our event prevent us from checking your items against the recall lists. We will keep track of the current status of this law and post updates on our website under "Seller News".

### **Tagging Guidelines**

We have an online barcode tagging system: [www.myconsignmentmanager.com/sweetrep/](http://www.myconsignmentmanager.com/sweetrep/). It is free and very user friendly! You will love how easy it is to enter your item information and keep track of your entire inventory, even for next season's sale. The system is very simple to learn but if you have a specific or technical question, see the link for the Tagging instructions under "Sell" on our website.

### **Online Tagging Quick Start Instructions**

- ✓ **Supplies needed:** 60-67 lb., white cardstock ONLY, inkjet or laser printer
- ✓ **Create tags**
  - Click on the "Enter Items" tab on the top middle of the screen.
  - Your consignor number will automatically populate in the "Seller number" field.
  - Use drop down menus for size, price, and category.
  - Pricing: All hanging items MUST be at least \$1.
  - Fill in description boxes. **DO NOT** over-run the boxes. If you can't see it, it won't print.
  - Check discount box if you want to allow your item to go half-price at 1:00 pm.
  - Click "donate" box if you want Sweet Repeats to donate your item if it does not sell.
  - Click "Add item". The system will add the item to the bottom of the screen for you to view.
  - At any time you can add another item, delete an item or edit an item. It is better to edit an item than to delete it and redo it. If you select item #3, and then delete it, the next item you add will be item #4 and you will not have an item #3.
  - **Important: Every tag must have its own item number and unique barcode so you may not make copies or enter any two items with the same item number.**
  - The system automatically saves your items.
- ✓ **Tagging tips to maximize efficiency**
  - Sort items by GENDER, then by SIZE, then by BRAND, if possible. All of the fields will remember your last entry so it will be easy to create tags for similar items.
  - Hit the "Tab" key to go from one field to the next, instead of using the mouse.
  - For the "Description" field, there are two boxes. Use the top box for the brand (i.e. Gymboree) and the second box for the description of the item (i.e. blue dress). This way you can tag all of your Gymboree items at once without having to retype it.
  - Use lower case letters almost exclusively. Upper case letters take up more space in the boxes.
  - **Multiple tags with the same information:** If you have similar items, (i.e. 5 bags of books) and you want to tags to be exactly the same description and price for each bag, find the top line which reads, "I want to create \_\_\_ items with the same information". Choose the number of tags (i.e. 5) you want to create with the same information. The system will then create that number of tags for you with the exact same description and price, but all of them will have a different item number.

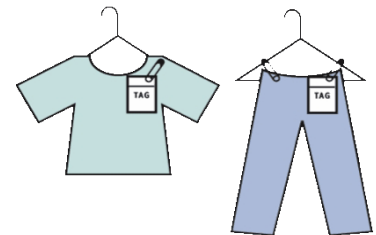
- For an unattached set (matching lamp set) create one tag for the set. Hand-write on the tag “Item 1 of 3”. Attach index cards to the other items of the set and write your seller #, matching description and “Item 2 of 3” and “Item 3 of 3” – but no price.
- The system will log you out if you are not using it after 15-25 minutes, so be prepared when you start tagging. If you are timed out, you will no longer see the listing of your items when you log back in but they are still in the database and can be accessed via the Manage Inventory Screen.

#### ✓ **Print tags**

- Be sure you are logged in at [www.myconsignmentmanager.com/sweetrep](http://www.myconsignmentmanager.com/sweetrep) or the system will ask you for a code in order to print. Click on the Print Tags tab at the top of the page.
- Go to the box on the left and select the items you want to view. You can choose to view all of your items or a specified set of them. This is useful if you’ve already printed some tags. You can choose the second button so you will only see the items you still need to print.
- You will be able to print 8 tags to a page, so print in multiples of 8 so you do not waste paper.
- Follow the directions to generate your list and print your tags.
- You will be able to open a PDF file of your tags to see what they look like. If you do not like it, you can always discard the PDF, back out and fix errors before you print.
- If you are happy with your tags, you can now print. You **MUST** use 60-67 lb. white cardstock—NOT paper, and not 110lb cardstock (the ink will not print clearly enough to scan). **Print a test page first to make sure your barcodes print clearly. If your tags are visibly printed incorrectly, your items may be rejected at check in or inspection.**
- **VERY IMPORTANT PRINT SETTINGS:**
  - ➔ *If you have a color printer, choose “**Use Black Cartridge Only**”.*
  - ➔ *Print on the “**normal**” or “**draft**” (on new HP printers) setting, not the “best” setting which will print too dark. The barcode should look crisp and clear, not fuzzy.*
- For your barcode to scan, you must be able to see all of the bars clearly. Watch out for:
  - **Printing too light:** if you cannot see all of the bars clearly, it won’t scan. Print on the next darkest setting.
  - **Printing too dark:** if you cannot see clear space between the bars, it won’t scan. Print on the next lightest setting.
  - **Misalignment:** if your bar-code looks “wavy”, it won’t scan. Align your print cartridge and print again.

#### ✓ **Tagging your items**

- Make sure after cutting the tags apart, to put the correct tag on the correct item.
- Pin tags with **SAFETY PINS ONLY** to the right shoulder of the garment (when looking at it) as shown below. Please do not use straight pins or staples, as these do not hold tags on securely. Any item without a tag will not be sold.
- All clothes must be hung on hangers as shown. Make sure the hook is pointing to the left (make a question mark with the hanger). Also, place items such as comforters and bumper pads on a hanger.
- For small or grouped items packaged in zipper lock bags, tape tags to the outside of the zipper lock bags and seal the bag with tape. Although the tag should be taped secure, please be aware that the cashiers need to remove the tag at checkout – without damaging the item. Tape across the top of the tag.
- **IMPORTANT:** DO NOT TAPE OVER THE BARCODE or place tape so the tag cannot be removed.



- Only one tag is allowed per item. If you have an item with more than one piece that you think may get separated, attach the pieces with pins, tape, plastic, and use masking tape to mark the separate pieces with your seller # and item #.
- ✓ **Managing your items**
  - Click on the “Manage Inventory” tab at the top of the screen. Here you can:
    - View your items, edit your items, generate a Projected Settlement Earnings Report, etc.
  - If you use the system for future sales, your item numbers will continue where you left off. In other words, if you ended in the Fall with 100 items, then your first item in the Spring would be 101. If you feel that you must start with item 1, then you can delete all of your previously unsold items and press the RESET ITEM NUMBERS button.
  - The system will be locked and you will not be able to add any more items once the number of inventory items hits 16,000. The total number of items in the inventory will be posted periodically on “Seller News” on our website.
  - Once all sale items have been entered into the system, then a Settlement Report will be available online for you.

### Pricing Guidelines

This guide is going to give you tips and ideas for pricing items so that you are putting money in your pocket and not taking your items back home. You are certainly welcome to price your items as you see best for you, but here are a few things to keep in mind when considering your pricing:

1. The most important thing to consider is the type of people who shop at consignment sales...people who do not want to pay full price for clothes or people who cannot afford to purchase new clothes.
2. There are only a certain number of people who will even be interested in your particular item and if your item is not priced right, then you will be taking it back home with you.
3. When selecting the price for the item, think of the very least you would consider taking for it and that should be your price. If you can't take half that amount, then do not mark the item for discount. Do not let the half price issue affect your regular selling price because it simply makes the regular selling price too high. If your item has not sold at full price by the time of the Half-Price Sale, it may be an indication that the price is too high, and selling at half-price would be a great second chance at making a sale!
4. Consider this a great opportunity to clean out closets and kid's rooms. Do not let your time and energy go to waste by not selling everything you put in the sale. Price it to sell!!!
5. If someone comes to the sale and gets lots of bargains, they are probably going to tell their friends. The success of the sale depends on a good turnout of shoppers. If we give them the bargains that they want, then it will grow each year.

Item	Excellent Condition	Good condition (some wear)
T- Shirts	\$1-2	*
Shirts	\$2-4	\$1-2
Short Sets	\$3-4	\$1-2
Dresses – Fancy	\$3-8	\$1-3
Hats	\$1-2	*
Pajamas	\$2-3	\$1-2
Shoes - Stride Rite	\$3-6	\$1-3
Shoes - Other	\$2-4	\$1-2
Strollers- Umbrella	\$3-6	\$2-3
Strollers - Single	\$25-35	\$15-25
Strollers- Double	\$40-70	\$30-40
Car Seats- Regular	\$10-15	\$5-10
Car Seats- Booster	\$7-12	\$5-7
Car seats - Infant	\$15-25	\$7.50-15
Car seats - Eddie Bauer	\$20-35	\$15-20
Highchair	\$10-20	\$5-10
Bedding Sets	\$15-25	\$10-15
Exersaucer	\$15-20	\$7.50-12
Bathtub	\$3-5	\$2-3

Pack N' Play	\$15-30	\$10-15
Book/Video	\$1-2	*
Bouncers	\$7-10	\$3-5
Swings	\$15-20	\$7-10

\* Items must be priced at \$1 or above, in half-dollar increments (For example: \$1.50, \$2.00, \$2.50). Lower priced items should be grouped together and sold as one item.

**Don't forget to volunteer:** make 70% of your proceeds instead of 60% and get Pre-Sale Privileges (Friday night 6 pm to 8 pm). Register to volunteer online at [www.sweetrepeatsmckinney.org](http://www.sweetrepeatsmckinney.org).

### **Drop-Off**

Seller drop off is Thursday from 9:30 am – 12:00 pm and 5:00 pm – 9:30 pm; and Friday from 9:00 am – 12:00 pm. Please enter through the doors on the west side of the church and bring all items to the check-in table in the foyer of the Great Hall. Please be prepared to show the inspector all of your battery operated items and how they work.

Bring a self-addressed, stamped legal sized envelope for us to mail your check to you. These will be available for \$1.00 if you forget. Please put your seller number in the bottom left corner of the envelope.

### **Pick-up**

All unsold items must be picked up between 5:00 pm and 5:30 pm on Saturday. MOPS will not return or store any items that are not picked up. Items that have not been picked up by 5:30 pm on the day of the sale will be donated to charity. Items will already be sorted by seller number for easy pickup. Please check the lost and found table for items that have missing tags.

## **Seller Checklist**

- I have a self-addressed stamped envelope with my Seller number in the bottom left front corner (legal size 4 1/8" x 9 1/2") (we will charge \$1.00 if you do not bring one).
- Snaps are snapped, zippers are zipped, and buttons are buttoned.
- I have checked my items against all current recall lists and I have not submitted any recalled items.
- I have checked my items for any stains or defects.
- My correct seller number is on every tag; tagging instructions were followed.
- Barcodes are clear, not too light, too dark, wavy or fuzzy. I printed in black ink only and draft mode.
- All items are priced at \$1.00 or above and in half-dollar increments.
- Tags are hung correctly:
  - Attached to the right side of shirt/pants (when looking at the front)
  - Safety pin is above the Seller number and secure
  - Tag is taped along top of tag in non clothing items – NOT covering barcode
- Toys and games have all parts.
- Toys requiring batteries have working batteries and are in good working condition.
- I have my electronic items ready to show upon check in.
- I am prepared (tools, etc) to assemble furniture and cribs (with model/manufacture labels only.)