



# Seller's Information



## Getting Started

To become a consignor or to volunteer, sign up at [www.myconsignmentmanager.com/creekside](http://www.myconsignmentmanager.com/creekside).

The cost to consign is \$10.00 payable by PayPal, cash or check. If using PayPal you will be activated immediately in the My Consignment Manager (MyCM) so that you are able to start entering items right away. **\*IMPORTANT:** If you do not pay by PayPal, you **MUST** email us at [mopscs@creekside.net](mailto:mopscs@creekside.net) with your name, seller number and the method that you will be paying so that you can **MANUALLY** be activated once your payment is received. The system will not allow you to enter items into our sale (or transfer them) until you have paid through PayPal or are activated.

Registration is non-refundable and non-transferable.

Seller numbers: At the time of registration, you can now select your own seller number from 1-4 digits in length. The system will check your chosen number's availability, and as long as that number is not taken, it can be assigned to you. You will not be able to change this number once you have completed registration. If you need assistance with your seller number, please contact us at [mopscs@creekside.net](mailto:mopscs@creekside.net).

All items are entered into inventory using the online computer system, My Consignment Manager (MyCM). MyCM takes the place of handwritten tags. All of your item tags, as well as all reports regarding inventory, will be generated through MyCM. Tags **MUST** be printed on cardstock paper in white or pastel colors **ONLY**.

**\*\*Maximum number of total items per consignor is 350. Maximum number of books marked non-donate is 50 and maximum clothing items per consignor is 150. Clothing items in sizes Newborn through 9 Months will be limited to 75 per seller. Shoes and maternity clothes do not count toward this number.\*\***

Consignors will receive 70% of the selling price per item sold on items selling up to \$99. For individual items selling for \$100 or more, the consignor will receive 80% of the sale price on that single item. The 30% or 20% of the sale price that goes to Creekside MOPS is a tax-deductible donation that benefits Creekside MOPS and the Confident Threads Community Project.

*Materials to have on hand to get consignment items ready for the sale:*

Hangers, Card Stock Paper (White or Pastel Colors **ONLY**), Safety Pins, Ziploc Bags, Clear Packing Tape, Rubber Bands and Scotch Tape.

## Quality Control & Acceptable Items to Consign in the Spring/Summer Sale

**Acceptable items** include gently-used spring and summer seasonal clothing items, shoes, baby and kids' furniture, rugs, bedroom and playroom decorations, outdoor toys, toys in great condition with all applicable parts, working electronic games and toys with working batteries, strollers, highchairs, bouncy seats, jumpies, swings, ride-on toys, books, DVDs, CDs, puzzles and Lego sets containing ALL pieces, games, children's accessories, maternity clothing, Easter items, pool and beach toys/equipment. Stuffed animals and cloth dolls in exceptional condition will be considered *if space permits*. Out-of-season items will be pulled from the sales floor. (Pants and athletic wear are acceptable year-round.)

Please be extremely selective when choosing your items to sell. Do not wait until the last minute to gather and prepare your items, as this often leads to oversights. Damaged items hurt our reputation in the community as well as hurt overall sales. **Repeat, multiple, or deliberate instances of items in unacceptable condition will result in a seller being unable to sell again.**

Here are a few guidelines to keep in mind:

**\*\*Items not in working order will not be accepted. We will be testing electronic toys, baby equipment and other battery-operated items upon seller check-in to ensure batteries are included and the item is working properly.**

**\*\*Puzzles and games must contain all pieces or note that pieces are missing on the tag.** You will need to count/check your pieces prior to bringing them to the sale.

**\*\*Lego sets must be complete unless otherwise noted on the tag.** You will need to verify the pieces against the list included in the instruction manual. Also, make sure and pair the correct instruction book with the correct set.

**\*\*No rated R DVDs or "M" rated video games accepted. PG-13 movies will be accepted at the discretion of sale team members. DVD covers with inappropriate/scary images pictured will not be allowed.**

**\*\*Car seats must not be expired. Please check the date before placing item in the sale. All expired seats will be pulled from the sales floor. Click [here](#) to find the expiration dates on the different brands of car seats.**

**\*\*"Promotional" shirts (i.e., freebie shirts given as business advertisements, Vacation Bible School shirts, etc.) will NOT be accepted.**

**\*\*VHS Videos will NOT be accepted.**

**\*\*We are not able to accept recalled items, including drop-side cribs, rock and plays, and crib bumpers (please remove these from any bedding sets).**

Information on recalled toys can be found at: [www.cpsc.gov/en/recalls](http://www.cpsc.gov/en/recalls)

## Preparing Your Items for Sale

Launder and iron clothes if necessary. Clean all toys and baby equipment. Stained and dirty items will be rejected.

Small items such as shoes, socks, and small toys need to be placed in a Ziploc bag with the tag taped on the outside of the bag (should use safety pins to ensure tag is not separated from the bag during the sale).

Sort your clothing by gender and size. Our racks are labeled by size (Newborn, 3 Months, 6 Months, 9 Months, 12 Months, 18 Months, 24 Months, 2T, 3T, 4T, 5, 6, 6x, 7-9, 10-12, 12-14, Juniors). Maternity should be sized XS, S, M, L, XL, XXL.

When you drop off your items, we will ask you to help place them on the sales floor while we continue pre-checking your items. To ensure that your drop off goes smoothly and quickly, please bring in your items sorted by gender and size, and rubber band the same sizes together.

Hang all of your clothing on hangers. Layette items can be packaged in Ziploc bags and can be combined to form sets of 2 or more. The same can be done for items like socks. Clothing items sell best when placed on a hanger and hung with their respective size.

Two-piece sets or multiple items being sold together go on one hanger and should be secured together to ensure that the items are not separated during the sale. For example, place the top on the hanger and pin the second item with two safety pins to the shoulder of the top or directly to the hanger.

## Printing Your Tags

***\*\*\*New as of Fall 2022: Repeat sellers may notice we have a new tag template. It is not necessary to reprint tags with the older template. New tags going forward will print in this design; however, the old ones will still work perfectly fine and do not need to be reprinted.***

Tags should be printed on white or pastel-colored card stock so they are easy for the scanners to read. They should NOT be printed on regular paper, as regular paper easily tears. Make sure your ink is not running low, as the scanners do not recognize light ink. **NO DOUBLE-SIDED TAGS ACCEPTED!** Make sure your printer is set to print on one side only. Double-sided tags cause confusion at the registers and can cause buyers to be charged more than they should or sellers to lose out on money if the wrong side of the tag is scanned.

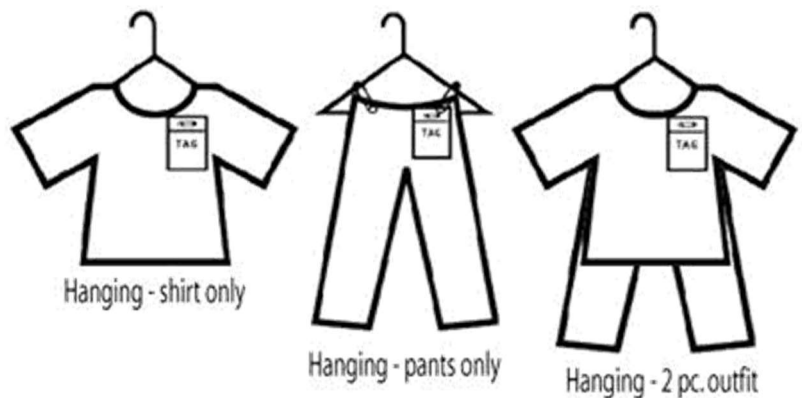
**You may NOT make a handwritten price change on a tag** (including handwriting "yes" to discount), even if you have changed it in the system. The scanner does not recognize changes once it is printed. Not only will the scanner not recognize that the item is discounted,

incorrectly charging the buyer the full price, but also we can't be sure that a dishonest buyer did not just handwrite "yes" on the tag in order to receive a discount! If you are transferring an item from another sale and changing the price, you will need to reprint the tag. (Handwriting a description or size on the tag is okay.)

Tags should be cut out and pinned with a safety pin to the upper front right corner of the garment. The hook of the hanger should be turned away from the tag as shown in the accompanying illustration. When looking at the hanger it should resemble a question mark. **If your hook direction or tag placement is incorrect, you may be asked to correct it during check-in.** To ensure that your tags do not come off during handling at the sale, please place a piece of clear tape over the safety pins on the tags.

**Please DO NOT tape over the barcode of a tag.**

All tags are cut along the "dotted" line at checkout, and tags that are taped incorrectly become difficult to remove, sometimes ripping and becoming hard to scan. Please keep all pins and tape above the "dotted" line.



Safety pins only. **No straight pins or staples.**

Tagging guns may be used; however a few guidelines must be followed. Tags should be affixed to clothing at the seam under the left sleeve or at a seam on the left side of the pants (the right side if you are looking at the item). You **MUST** double tag your items to prevent them from being easily broken off; simply click your tagging gun twice in the same place to get two fasteners in the same spot.

**Exceptions:** For raincoats and formal wear (or any item that would be damaged by pin holes or tagging guns), you may attach the tag to the clothing tag inside the garment. This method should prevent damage to these items and is only accepted on merchandise that could be affected by pins.

When taping tags to items only clear packing tape is allowed (no masking, painter's or duct tape). The painter's tape varieties come off too easily and can lead to separated tags. The exception would be paperback books, boxed or painted puzzles, or boxed games where the clear tape may damage the material or color when pulled off.

The consignment sale is not responsible for parts that become separated during the sale or lost/stolen items. However, we will do everything possible to prevent misplaced items and separated tags.

For keeping shoes together, there are a couple of good options. You can place them in a Ziploc bag with the tag attached to the outside with a safety pin and a piece of tape over the pin. You can also attach the shoes with a zip-tie through the laces (or through the loop at the back of many pairs of shoes) and then attach the tag with a safety pin around a secure spot and secure with a piece of tape over the tag.

## Pricing and Tagging

Items should be priced in .50 cent increments. Any items priced differently will be rounded down to the nearest .50 cent increment. For example, an item marked \$1.99 will be sold for \$1.50. Minimum price for any item is \$1.00.

It is to the benefit of everyone (you, volunteers, buyers and other consignors) that you include detailed descriptions (size, brand, color, type) of your items on your tags. A detailed description on the tag will deter theft and help identify a missing tag should the tag fall off during the sale. **You must include a size on clothing tags and shoes** so our volunteers and shoppers don't have to hunt for one inside the piece of clothing. **If your tags do not contain sizes upon checking in, you will be asked to write them in before they will be allowed out on the floor.**

Saturday is half-off day. If you want the item reduced by 50%, check the "Yes" box in the "discount" field when entering in MyCM.

If you wish to donate your unsold items to charity at the end of the sale, check "Yes" in the box in MyCM that indicates "donate." The red/black dot that appears on your tag indicates that the item is to be donated if unsold.

**In order to print your tags**, log in to MyCM by going to the Creekside-specific MyCM site, [www.myconsignmentmanager.com/creekside](http://www.myconsignmentmanager.com/creekside). This will ensure that you do not need a print code.

Please ensure that your tags are legible and that the barcode is crisp and clear; tags with faded or damaged barcodes will not scan at checkout. If your tags are damaged or faded, please re-print and re-tag your items.

## Drop-Off and Pick Up

Drop-off times can be scheduled through MyCM. They will be Wednesday, March 1 (evening only, times TBD), and Thursday, March 2, from 9:30 a.m. until 12:15 p.m.

As stated in the sorting section, consignors will be asked to help place items on the sales floor.

Consignors will be required to sign a Consignor Agreement at drop off which states that Creekside is not responsible for lost or stolen items and that all unsold items not picked up during pick up times will be donated to charity.

Unsold items may be picked up from 4:30 - 6:00 p.m. on Saturday, March 4. To make pick-up run in a timely manner, we suggest last names of A-M pick up from 4:30 - 5:15 p.m. and N-Z pick up from 5:15 -6:00 p.m.

We will not hold unsold items past Saturday at 6:00 p.m. At this time, unsold items will be sent to charity. We do not have the space to store items for a later pickup.

If you have any questions, you may email [mopscs@creekside.net](mailto:mopscs@creekside.net). Thank you for consigning with us! We look forward to seeing you at the sale!