

Entering Tag Information:

1. *You must be registered for this sale in order to enter tag information.*
2. Click the link provided to begin entering tag information. Once your consigner number and password are entered, you will see a page like the one below.
3. Click on "**Work with My Consigned Items (Active Inventory)**"
4. Begin entering sale item information. (*Hint: Organize your items by gender and size for quicker Item Information Entry!*)
 - Choose your Category (Please read through them all to determine which category best fits your sale item)
 - Choose Size. (If no size, leave it blank).
 - Enter Description (make as detailed as possible in space allowed.)
 - Enter Price (minimum of \$1. All prices should be in dollar amounts, no cents)
 - Choose the Quantity
 - Check the box indicated to "Discount" if you **DO** want to allow your item to be *sold at half price*.
 - Check the box indicated to "Donate" if you **DO** want your unsold items to be *donated* at the end of the sale. (We suggest that if you are donating an item, also check the box for discount.)
5. Click "**Submit Item**". You will see that your items are recorded on a spreadsheet at the bottom of the page. Each item is numbered in the order in which it was entered. You can edit or delete any entries at anytime from the spreadsheet list. (The list will only show the 5 most recent items, unless you click the box that says "Click here to display all items".)
6. When you are finished entering item information, click "**I'm finished for now**". Your entered items will be saved until you are ready to work with them again.
7. You have the option of selecting certain items for printing by checking the box next to the item in the spreadsheet. Most consigners will not need this option the first time they are using this program. (Since the computer system saves the sale item information for unsold items, you can leave unsold items tagged and activate that item later for a future sale.)

Consignor Item Entry
Welcome back, Jane Doe
You are currently REGISTERED for our upcoming sale. Please choose from one of the following options:
Work With My Consigned Items (Active Inventory) (Add items, edit already entered items, or delete items)
Work With Inactive Inventory (Select inventory from past sales that you plan to bring to the upcoming sale)
Print Tags: (Print All Tags) (Print Selected Tags) (Print barcoded tags to place on your items) NOTE: Please disable your popup blocker to print tags.
View/Print an Inventory Report (By Item ID) (By Category) (By Discount) (By Donate) (By Price) (View and print an inventory of what you are consigning)
Close Window

