


NEW Consigner Registration Instructions:

YOU MUST REGISTER BY COMPUTER. WE CAN NO LONGER REGISTER YOU FOR THE SALE BY EMAIL, PHONE CALLS, OR FACEBOOK

New Consigners may begin registering on the date listed on the website. If you attempt to register before that time, you will receive the following message:

| Message |
|---|
| We're sorry, but we are only accepting returning consignor registrations at this time. If you have questions, please feel free to contact us at saleteam@everynewinkidsale.net . Thank you for your interest in our sale. |
| Close Window |

1. Once registration is open, please click on the link provided on the “**New Consigner**” page of our website. You will be linked to the following page:

| New Consignor Registration | | |
|--|---|---|
| Use this form to register as a consignor with our sale. After you have submitted the form, you will be given a consignor number for use at our sale. | | |
| First Name: <input type="text"/> | Last Name: <input type="text"/> | |
| Address: <input type="text"/> <input type="text"/> | | |
| City: <input type="text"/> | State: <input type="text"/> | Zip: <input type="text"/> <input type="text"/> |
| Email Address: <input type="text"/> | Primary Phone: <input type="text"/> | |
| Email Address (verify): <input type="text"/> | | |
| Alternate Phone: <input type="text"/> | Fax Phone: <input type="text"/> | |
| Create Password: <input type="text"/> | Desired Consignor #:  <input type="text"/> | |
| How Did You Hear About Us? <input type="text"/> | | |
| Other: <input type="text"/> | | |
| (if referred by a consignor, select "Other(enter below)" and enter their name) | | |
| <input type="submit" value="Submit"/> | | |

2. Please fill in your contact information. If you are requesting a consignor number, you may enter it in the field designated as “**Desired Consignor #**”. If you do not have a preference, leave the field blank and the computer will choose a consignor number for you. When you have completed your information, click “**Submit**”.

Once you have registered successfully, you will receive the following message:

| Message |
|--|
| Thank you for registering as a consignor with our sale! Your consignor number is 1234. You should also receive an email with this information in the next few minutes. You will now be taken to the consignor login screen where you can sign into your account. |
| Continue |

3. Click “**Continue**”. The Consignor Login screen will appear:

| Consignor Login |
|---|
| Consignor Number: <input type="text"/> |
| Password: <input type="password"/> |
| <input type="button" value="Login"/> |
| Forgot Your Consignor Number or Password? Click Here Need A Consignor Number? Click Here Trouble Logging In? Click Here |

4. Enter your consignor number and password. Click “**Login**”. Your Consignor Homepage will appear:

| Consignor Homepage | | | | | |
|--|---|-----------------------------|-------------------|-----------------------------------|--|
| Welcome to the consignor homepage Jane Doe (#1234) | | | | | |
| Activities: Register For Our Upcoming Sale Un-register For Our Upcoming Sale Update My Account Information Volunteer To Work Work With Consigned Inventory | <table border="1"><tr><td>REGISTRATION STATUS:</td><td>REGISTERED</td></tr><tr><td>Assigned Volunteer Shifts:</td><td></td></tr></table> | REGISTRATION STATUS: | REGISTERED | Assigned Volunteer Shifts: | |
| REGISTRATION STATUS: | REGISTERED | | | | |
| Assigned Volunteer Shifts: | | | | | |

Your Registration is complete!