



# 2022 Consignment Sale - Seller's Handbook

Welcome to the Seller's Handbook! We're so glad you've decided you sell your stuff with us! The Consignment Sale is a fundraiser for our non-profit organization – Marin Parents of Multiples – and it allows us to assist families who otherwise are not able to provide basic necessities for their multiples. We really appreciate your being a part of this event, and you'll be making money too!

This is a huge consignment sale offering high-quality items that pass our quality control process at excellent prices. You get to set the price that your items are sold for and we do the work of selling them! You will get a minimum of 50% of the sales price of your items back—more if you volunteer!

Please read the handbook carefully, as it has all the details you need to sign up, price and tag your items, drop off/pick up your items, shop, and get your money!

## 2022 Consignment Sale Timeline

### Thursday, June 2

2 pm – 8pm Seller Check-In

### Friday, June 3

9:30am – 3:30pm Seller Check-In  
5:30pm – 6:30pm Volunteer Shopping  
6:30pm – 9pm MPOMC Member Social  
7pm – 9pm MPOMC Member Shopping

### Saturday, June 4 – Consignment Sale Day!

8:30am Early Bird Admission - \$15/family  
9am – 12pm Regular Admission - \$1/person  
1pm – 2pm Half-Price Sale - \$1/person  
3pm – 4pm Outreach Shopping (by invitation only)  
4pm – 5pm Seller Pick Up

### Location

Marin Catholic High School Gymnasium  
675 Sir Francis Drake Blvd, Kentfield, CA 94904

### Contents / Selling Check List

- 1. Sign up to sell
- 2. Buy / borrow supplies
- 3. Prep your items to sell
- 4. Enter items into online system
- 5. Print tags using online system
- 6. Tag items
- 7. Drop off your items
- 8. Volunteer- earn more money!
- 9. Shop!
- 10. Pick up any unsold items that you don't want to donate
- 11. Cash your check

Whether you are new to our Consignment Sale or have sold for years, there is a lot of good information in this handbook. If you have any questions, please email [sale@mpomc.org](mailto:sale@mpomc.org).

## 1. SIGN UP TO SELL

Log in / Register on MyConsignmentManager (MyCM) at [www.myconsignmentmanager.com/mpomc](http://www.myconsignmentmanager.com/mpomc). Existing Accounts: Search for the Marin MPOMC/June 2019 in events section to transfer tags to this year.

## 2. SUPPLIES YOU NEED

**Hangers for clothes:** Save up when you buy new clothes. Check stores like Carter's or Old Navy if they will give you hangers! You can also buy kid sized hangers from Target or Walmart at very low prices.

**Safety Pins OR Tagging Gun with Fasteners:**

Options to buy: [Buy Safety Pins](#) | [Buy Tagging Gun](#)

**Cardstock:**

Buy your own (see links), or from Tagging Reps (25 Sheets of WHITE for \$5, or 5 sheets of green for \$1)

**WHITE** if you are donating unsold items ([Buy White Card Stock](#))

or **GREEN** if you want unsold items returned to you ([Buy Green Card Stock](#))

**Contact your Tagging Rep for supplies:**

**Southern Marin:** sale+taggingSM@mpomc.org

**Central Marin:** sale+taggingCM@mpomc.org

**Northern Marin:** sale+taggingNM@mpomc.org

## 3. PREP YOUR ITEMS TO SELL

Items We Accept

**Clothes:** Baby, kids up to size 10, maternity wear

- Must be sorted by size. Hang on hangers with the hanger in the direction of a "?".
- Children's pants should be safety-pinned to the hangers so they don't slip off during the sale.
- Secure all items on the hangers – shake the item on the hanger to make sure it won't fall off.
- Shoes: Use snap-lock fasteners or string the tag through the shoes to keep them together.
- Socks: Group in three to five pairs. Place in clear plastic bag. You will tape the tag to the outside of the bag, but do not cover the barcode with tape.

**Equipment:** Strollers, bouncers, baby carriers, play-yards, travel cribs, car seats, cribs, high chairs, etc.

- Original packaging & instructions help the gear sell. You can often find manuals online for printing.
- Battery-operated items **MUST HAVE** working batteries.
- Beds and cribs (manufactured on or after June 28, 2011) must be unassembled with all screws and parts included in a plastic bag taped to the item. Please use painter's tape or clear plastic wrap to secure parts together so they do not get lost and the tape does not damage the paint.

**Toys:**

- Bundle small items in a clear bag, do not tape the bag shut until after it has passed Quality Control.
- Be sure that all parts are securely attached. TIP: Clear plastic wrap works well for things like puzzles.
- All battery-operated toys **MUST HAVE** working batteries

### PRICING GUIDE

**Clothing:** Typically between \$0.50 to \$6 depending on brand and condition

**Equipment:** Approximately 50% of current purchase price

**Toys:** Small - \$1 - \$2, large / popular toys in excellent condition might go for \$8 - \$12

**\*\*TIP\*\*** Price a little higher for new with tags, high-end brands; price lower for discount brands or fair condition

### ITEMS NOT ACCEPTED:

- stuffed animals
- underwear
- diapers
- bottle nipples
- pacifiers, teething rings
- toys without working batteries
- equipment with missing parts
- stained/dirty equipment & toys
- stained/ripped/piled/dirty clothing
- cribs manufactured before 6/28/2011

## 4. ENTER ITEMS INTO ONLINE SYSTEM

### Quick Guide

- Click on the “Enter Items” tab near the top of the page.
- Select your price, select the size, type in the brand and then the description.
- Check the “Discount” box to have the price reduced by 50% in the last hour of the sale.
- Check the “Donate” box to have your item donated if it does not sell.
- **Do not select a category.**
- Click “Add Item.”

**\*\*TIP\*\*** Give brief details about your item in the description such as color, design, any distinguishing features & number of pieces. If your tag falls off your item, we will be able to put it back.

**\*\*TIP\*\*** Sort your clothing by size and type to help you enter items more quickly!

### Power Tagger

If you have more than one of the same item, you can click on the power tagger and add how many tags of that item you want to print. (IE you have two matching outfits, not three different color onesies)

### Edit Existing Tags

Go the Manage Inventory screen. Here you can print inventory reports, mass edit items or individually edit, and see a Projected Settlement Report based on the items you have entered into the system to get an idea of how much you will make from the sale.


### Discount

The DISCOUNT box is checked by default. Discounting is strongly suggested as we have many shoppers who come specifically for the Half Price Sale. The discount will be indicated on your tag (see example – Discount: YES).

### Donate

To donate your unsold items, make sure the DONATE box is checked. Donated items are automatically discounted first. **NOTE:** Cribs cannot be donated, so all unsold cribs must be picked up.

**\*\*TIP\*\*** The system remembers your choice for Donate, so you can enter the items you want to donate in a batch to save you time.

|   |                   |
|---|-------------------|
| Seller # 0004   | Size: 6-12 Months |
| Donate: Yes   | Category:         |
| .....myconsignmentmanager.com © 2015 .....  |                   |
| <b>Description:</b>   |                   |
| Gap Polo Shirt  |                   |
| Blue with Whales, VGUC  |                   |
| Seller # 0004   | Price: \$1.50     |
| Item #: 16  | Discount: YES     |
|  |                   |
| 0004-16-1.50-1  |                   |

## 5. PRINT TAGS

Tags print 8 to a page. You can print any time – as you enter items, or when you finish entering items.

- **Print on 60lb white cardstock for items to be DONATED.**
- **Use 60lb green cardstock for items to be RETURNED to you.**
- Make sure barcodes are clear and not too dark or blurry.

WHITE = DONATE  
GREEN = RETURN

**\*\*Handwritten tags without barcode are NOT accepted! You will need to re-tag items that were pre-tagged. Each tag determines your proceeds from the sale.**

## 6. TAG YOUR ITEMS – 3 Ways to do it

1. Tagging Gun – for clothes, bedding, similar soft item; attach to the manufacturer’s label so item is not damaged
2. Snap-Lock Fasteners – for high chairs, bouncy seats, strollers, car seats; can also be strung together around larger items.
3. Clear Packing Tape – to tape tags on books, toys, items in plastic bags.
4. Safety Pins – for clothes, bedding, hats, similar soft item; be sure not to damage it!

**\*\*Do not tape plastic bags closed! Do not cover the barcode in tape!**

## 7. DROP OFF YOUR ITEMS

**Where:** Gymnasium at Marin Catholic High School (675 Sir Francis Drake Blvd, Kentfield, CA 94904)

**When:** 2 pm – 8pm Thursday, June 2, 2022 OR 9:30 – 3:30 Friday, June 3, 2022

- Seller MUST sign Seller’s Agreement
  - Seller must take items through Quality Control (tables just inside the gym)
  - Items that do not pass Quality Control can still be donated to our outreach shopping hour
- \*\*You will get a tax receipt for any items donated!**

## 8. VOLUNTEER & EARN MORE MONEY!

- Create account and log into MyCM ([www.myconsignmentmanager.com/mpomc](http://www.myconsignmentmanager.com/mpomc))
- Click the “Volunteer” tab, select from the available shifts
- Click “Add me to selected shifts”
- May require some heavy lifting
- Can your partner volunteer to help? Their shifts will count towards your shift credits as a seller.
- If you need to cancel after May 15, please find a replacement for your shift.

Volunteer Seller Credits  
Earn more from your sales by volunteering!

1 shift = 60% back  
2 shifts = 70% back  
3 shifts = 80% back

## 9. SHOP

**Friday, June 3**

5:30pm – 6:30pm Volunteer Shopping  
7pm – 9pm MPOMC Member Shopping

**Saturday, June 4 – Consignment Sale Day!**

8:30am Early Bird - \$15/family  
9am – 12pm Regular Admission - \$1/person  
1pm – 2pm Half-Price Sale - \$1/person

## 10. PICK UP UNSOLD ITEMS THAT YOU DON’T WANT TO DONATE

**Saturday, June 4**

4pm – 5pm Seller Pick Up  
**\*\*Anything left after 5 pm will be donated!**

## 11. CASH YOUR CHECK! 😊

Your check will be mailed to you at the address you provided when registering as a seller!