



## *CFMOTC SPRING CONSIGNMENT SALE*

### *Member Guidelines*

**FRIDAY/SATURDAY- MARCH 17 & 18, 2017**

**ELKS LODGE 5102 OLEANDER DRIVE**



## GENERAL RULES FOR ALL MEMBERS- INCLUDING LOCAL AFFILIATES:

1. Members must wear nametags and club T-shirts while working and shopping.  
**Note:** spouses may shop with you at 10:00AM  
\*\*Late stage pregnant members may have one person stay with them to assist but no divide and conquer.
2. NO BROWSING OR SETTING ASIDE MERCHANDISE WHILE SETTING UP  
**\*\*If you are suspected or seen hiding merchandise, setting aside, etc... You will be asked to leave and forfeit your Club shopping privileges for this and the next sale!! (NO EXCEPTIONS!) Please "discreetly" bring the situation to the Thrift Sale Chairperson or Club Presidents immediately!**
3. Please pick up or prearrange a person to pick up your items by 3 pm on Saturday.  
\*\*\*All items left after this time become property of the club and will be donated!!!
4. ONLY club members may write checks  
\*\*If your check is returned no future checks will be accepted
5. No merchandise may be held back for public shoppers.  
*Everything brought to the sale must be put out on the selling floor to be seen by everyone. If you wish to do private buying or selling, you need to make other arrangements or run an ad in the newsletter.*
6. The Club retains 20-30% of the selling price for working members
7. Member Percentages: Since we will have extended hours, we will need additional volunteer hours filled. Please see adjusted percentage changes below. You will not receive hours for putting your own items out but you can receive up to 2 hours if you can get your hubby to help out.  
20% for Consignment sale committee (must attend 2 meetings and work 12+ hours)  
22% for 6+ hours worked  
25% for 0 – 5 hours worked  
1-5 hours worked, you also get to shop early.  
All volunteers will receive a free raffles ticket for every two hours worked.  
Committee members receive 3 extra raffle tickets along with number of hours worked.

### Some other notes on work hours:

- Putting out your own items do not count towards your time worked.
- You MUST personally verify your worked hours by signing in/out on the time sheets (undocumented hours are not counted)
- Husband's hours count for only 2 of your total hours.
- Please sign up for work hours on the link attached to the event in our forum, or the sale fb page for *signup genius* or contact the thrift sale chair at [capefeartwins@gmail.com](mailto:capefeartwins@gmail.com)
- Cashiers and Outside Ticket Collectors must be past or present Board Members
- If items are listed and sold online within 30 days of the Sale, the seller should donate 15% of the sale to the club as a courtesy

## **My Consignment Manager Registration Guidelines:**

We use [myconsignmentmanager.com/capefearmotc](http://myconsignmentmanager.com/capefearmotc) for our tagging and electronic needs for the consignment sale. In order to sell with us, you **MUST** use their site! Please follow these steps to sign up for the sale.

1. Go to [myconsignmentmanager.com/capefearmotc](http://myconsignmentmanager.com/capefearmotc).



### **Welcome to our Registration and Tagging System**

#### **New Sellers / Volunteers**

If you have never created a user account with our new system for any of our sales or with myconsignmentmanager.com, please click on the Create User Account button to create an account and start entering your items. However, if you have previously created a user account with any of our sales or with myconsignmentmanager.com, follow the steps under "Returning Users."

Create user Account

#### **Returning Sellers / Volunteers**

If you have used our system or myconsignmentmanager.com before, you are a returning user, and you do not need to create a user account.

To Register with our sale, just click on the "Register Here" button. The system will guide you through the registration process. Once you have finished the registration process, you will be forwarded to the system's main page.

Register Here

Login

2. Create your Seller's account by clicking on the Create user Account. If you already have an account set up with MCM, click Login then continue to Step 5 .
3. Fill in your information to create your account. This is a **FREE** account!

#### **Create Your MyCM User Account - Cape Fear MOTC Spring 2015**

##### **Choose your language/country**

Choose your language/country: United States/Canada

##### **Choose a User Name and Password** (Fields marked with an asterisk ( \* ) are required)

The User Id and Password fields are case sensitive. When you login, these fields will have to be entered exactly as you are creating them here.

We suggest that you use the first part of your email address for your user id. For example if your email address is janeDoe@myemail.com, use janeDoe as your user id.

##### **Enter Access Information**

User ID:  \* (if your email is janeDoe@myemail.com, you may use janeDoe as your user id)

Password:  \* (up to 8 characters)

Re-type Password:  \* (up to 8 characters)

##### **Enter Personal Information**

First Name:  \*

Last Name:  \*

Middle Name:

Salutation: None

##### **Enter Contact Information**

Mobile:  \* (nnn-nnn-nnnn)

4. Once you have created your account, it will ask how you have heard about us. If you are a member, just select “are a member” then click “Register me”

CAPE FEAR MOTHERS OF TWINS CLUB

"Where God Chooses the Members"

Event's Registration Options

**Register me as a Seller.**

Please contact me at [capefeartwins@gmail.com](mailto:capefeartwins@gmail.com) if you have any issues.

How did you hear about us? - Please Make a Selection - ☐ Other

[Register me](#) [Cancel](#)

[Exit](#)

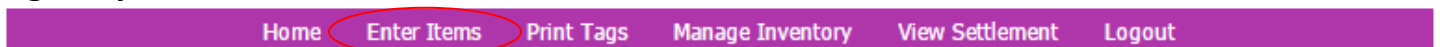
MyCM  
Other  
Friend  
Facebook  
Craigslist  
Flyer  
from a member  
are a member

[myconsignmentmanager.com](http://myconsignmentmanager.com)  
ager myconsignmentmanager.com. All rights reserved.  
Version: 6.1.10

5. By using our link, the system will automatically register you for our Fall 2015 Consignment Sale. You may now start entering items.

## ***Spring Consignment Sale Tagging and Pricing Guidelines***

Once you have registered, feel free to start entering your items and printing them out. To start, log into your account and on the header bar, click Enter items.



**Welcome Tester!**

**Seller Number: 13677**

Choose the selection below to get started

If you do not enter all of your items all at one time, My CM will automatically save them for you. However, when you come back again, in order to view (edit or remove) what you have previously entered, go to Manage Inventory. There, you will see all previously entered items! If you are ready to print tags, you can go directly to that section and previously entered items can be selected for printing.

**Please Make a Selection for your next step:**

- [Enter Items](#)
- [Manage Your Inventory](#)
- [Print Tags](#)
- [View Settlement Report](#)

This will bring you to a new screen with several blank fields and drop down menus. Fill out the information for the item you are entering. We do not allow for discounts so leave that box empty. Just below the Category field, you will see: Power Tagger Option and a small drop down box. This option allows you to create multiple tags for the **duplicate items** without having to re-enter it for each one. For example, if you have 4 shirts, same size and style. You will be able to create 4 tags with this option.

| Home   Enter Items   Print Tags   Manage Inventory   View Settlement   Logout  |  |             |                   |             |          |      |       |      |      |                            |  |  |  |  |  |  |  |
|--|--|-------------|-------------------|-------------|----------|------|-------|------|------|----------------------------|--|--|--|--|--|--|--|
| <b>Add / Remove / Edit Items</b>   |  |             |                   |             |          |      |       |      |      |                            |  |  |  |  |  |  |  |
| We are only allowing you to enter a maximum number of 1500 items for this event. You have already entered 0 items.   |  |             |                   |             |          |      |       |      |      |                            |  |  |  |  |  |  |  |
| Please do not use too many capital letters in the item's Description fields. You may have to edit your description later if it overruns the tag's field.   |  |             |                   |             |          |      |       |      |      |                            |  |  |  |  |  |  |  |
| Consignment: Cape Fear MOTC Spring 201<br>Price: 1.00<br>Discount: <input type="checkbox"/> (check if yes)<br>Donate: <input type="checkbox"/> (check if yes)  | Seller Number: 13677<br>Size: 0-3 Months<br>Description/Brand Name: Carter's<br>Description: sleep and play<br>Category: Boy's Accessories |             |                   |             |          |      |       |      |      |                            |  |  |  |  |  |  |  |
| Power Tagger I want to create 1 item(s) with the same information<br><input type="button" value="Add Item(s)"/>  |  |             |                   |             |          |      |       |      |      |                            |  |  |  |  |  |  |  |
| <input type="button" value="Edit Item"/> <input type="button" value="Remove Item(s)"/>   |  |             |                   |             |          |      |       |      |      |                            |  |  |  |  |  |  |  |
| <table border="1"> <thead> <tr> <th>Item</th> <th>Desc / Brand Name</th> <th>Description</th> <th>Category</th> <th>Size</th> <th>Price</th> <th>Dis.</th> <th>Don.</th> </tr> </thead> <tbody> <tr> <td colspan="8" style="text-align: center;">No data available in table</td> </tr> </tbody> </table> |  | Item        | Desc / Brand Name | Description | Category | Size | Price | Dis. | Don. | No data available in table |  |  |  |  |  |  |  |
| Item   | Desc / Brand Name  | Description | Category          | Size        | Price    | Dis. | Don.  |      |      |                            |  |  |  |  |  |  |  |
| No data available in table   |  |             |                   |             |          |      |       |      |      |                            |  |  |  |  |  |  |  |
| Showing 0 to 0 of 0 entries  |  |             |                   |             |          |      |       |      |      |                            |  |  |  |  |  |  |  |

### General Pricing guidelines:

Children's clothing in good condition..... 25% of new cost

Good play clothes.....15% of new cost

New or once worn clothing..... 35% of new cost

Toys and equipment.....35% of new cost

Worn but usable toys.....25% or less of new cost

New or hardly used toys and equipment....50% or less of new cost

Shoes do not sell for much.....Price them low

**\*\*Please do not price anything under .50 and make all prices denominations of .25\*\***

### Tags will display:

**SIZE:** Infant clothing (preemie thru children's size 14)

Maternity clothing (any size)

**DESCRIPTION OF THE ITEM:** This enables us to try to match a tag to an item if they become separated

**CATEGORY:** Where the item will be placed. (boys, girls, bedding, etc...)

**PRICE:** Price items with a price that you would be willing to pay.

**ID #:** This number identifies you as a seller and how we sort and calculate sales

**BARCODE:** Each tag will have a barcode printed on it. This will be scanned at check out.

Barcodes will be printed on each tag. This is one of the BEST parts of going electronic! You will be able to see which items have sold and which ones have not. You will be able to see what sold, what didn't, and an approximation of what your check will be within 48 hours AFTER the sale ends!

**The sale will lock and you will not be able to enter new items as of Tuesday, March 14<sup>th</sup> at 11 PM!**

**Guidelines for tagging items:**

- ONLY WHITE CARDSTOCK is allowed. The scanners CANNOT read the barcode on any other color! If we can't scan it, we can't sell it!
- Do not alter the size of the card stock tag. Again, if we can't scan it, we can't sell it!
- When inputting your description for the tags, Please be honest if there is a defect with the item!
- Do NOT cover the bar code with anything, Highlighter, etc. You can decorate our tags so you can find your items later. Be sure that you do NOT cover any of the information on the tag so that it cannot be read or scanned.
- Do not sell electronic equipment that does not work
- If the clothing is badly stained or in very poor condition (torn or not fixable), do not send them...we will not put them out on the sales floor.
- Please try to make sure the tips of the pins are not sticking out (push the tip into the material so it is not exposed)
- Group small items (socks, bows, small toys, etc.) in Zip-loc bags and tape the tag to the outside of the bag using clear packing tape.

**\*\*Unacceptable items will be given back to you at inspection / drop-off. For the integrity of the sale, we will not accept clothing or equipment that have the following: Any item with holes, missing buttons, missing pieces, stains, dirty smells (including smoke), pet hair, showing wear (worn), broken parts, no batteries, etc. Items in this condition will be returned to you at our check-in inspection. Please don't waste your time pricing and tagging unacceptable items.**

*All toys and equipment tags should be taped with clear packing tape to the item*

*Make sure the tag is secure, but also removable, we want you to get credit for the sale and we do not want to destroy the tag in the removal process.*

**Guidelines for hanging items:**

- If using a tagging gun to tag clothing, please place seller tag into label of clothing or armpit/pants pocket of clothing
- Use a straight pin to attach tag to clothing if not using tagging gun (please do not use safety pins as that makes it difficult at checkout)
- Please put ALL clothing on hangers and group them by size/gender
- Safety pin items with multiple pieces together
- Hang items with the hanger hook to the left like this:



- Tag goes on the right shoulder of the garment when facing the item



*We do our absolute best to watch for tag switching and theft.  
It is not a perfect system and this does still happen.  
If you are pricing a high priced item, please help us by describing it well & securing it properly  
**We cannot be responsible for lost or stolen items.***

*These guidelines are the result of past experience.  
Over many years of hosting the consignment sale we have compiled these guidelines to  
ensure that you receive credit for all of your items that are sold.*

**DON'T FORGET YOUR SELF ADDRESSED STAMPED ENVELOPE TO RECEIVE YOUR CHECK!**  
*One can be purchased at check in on Friday*

## **Spring 2017 Consignment Sale Itinerary**

### **THURSDAY**

#### **Rack Set-Up (4:00 pm – 6:00 pm)**

*Uhaul will be there by 4:00 pm on Thursday so volunteers will be needed Thursday afternoon to load up.  
(Gina DeCou's house Monkey Junction)  
4:00pm-6:00pm--Rack setup and sign hanging.*

#### **Drop-off & set up (6:00pm-8:00pm)**

*6:00-8:00pm--**Members** may come and drop off items and set them up during these times if Friday times do not work for them. Please note that members are responsible for getting their own things out but non-members are not to set out their items.*

### **FRIDAY**

#### **Drop-off (9:00am-4:00pm)**

*9:00am-11:00am--Members only drop-off (members are responsible for getting their own things out)  
11:00-4:00pm--Open drop-off (non-members are **not allowed** to set out their items)*

#### **Shopping (5:00pm-9:00pm)**

*4:45pm- Member meeting  
5:00pm- Worked 6+ hours at previous sale  
5:30pm- Worked 1-5 hrs at previous sale & new members\*\*\*  
6:00pm- Open to all remaining members and spouses can join  
6:45pm- Member shopping ends; be in line to check out  
7:00pm- Non-member sellers begin shopping  
7:30pm - Doors open for the public with \$3 preview sale fee  
9:00pm- All shopping ends; in line for check out*

## **SATURDAY**

### **Shopping (8:00am-5:00pm)**

*7:30am*- Doors open for members

*8:00am- 5:00pm*- Free Entry-- Public Shopping

### **Breakdown (5:00pm-8:00pm)**

*5:00-6:00*-Volunteers sort remaining items and place into sellers' boxes.

*6:00-6:30*- Member seller pick-up; please be quick and take your items to your car when you finished.

*6:30-7:00*- Non-member seller pick-up

*7:00-7:30*- Load remaining items into truck to donate to the Domestic Violence Shelter

*7:30-8:00*- Rack break down and load for storage/take truck to Gina's house to unload