

Returning Consignor Instructions

1. Go to: www.mysalemanager.net/reg_start.aspx?partnercode=SOSM
2. Register and/or update your information
3. Close Window
4. Go to: http://www.mysalemanager.net/hom_consignorhome.aspx
5. Choose work with Inactive Inventory.
6. Delete any sold or donated items.
7. Choose any of the remaining items to make active for the 2015 fair.
8. Choose I'm finished for now.
9. Choose 'Work with Consigned Items'
10. For each item added make sure to be as complete as possible to help us search the data base when someone brings us an item without a tag, with the price missing or damaged. **THIS IS YOUR EQUIPMENT AND COMPLETE INFORMATION MAKES A SALE MORE LIKELY.**
 1. Category helps us place items in the correct sales area.
 2. Size is important to shopper and not using the correct size choice negates the search options. **If the size isn't listed in the choices, please choose 'see description'**
 3. Line 1 description: BRAND
 4. Line 2 description: Color, serial number, size (if not in the size choice)
 5. Price: Even dollars please
 6. Check to Discount: We discount the price the last hour of the sale on Sunday.
 7. Check to Donate: If you want us to find a new home for unwanted items at the end of the fair, please check this box. Coats go to coats for kids, skates to the Seeley Lake Lions, helmets to kids organizations etc.
11. Print the tags and attach.
 1. Last year we had some trouble with easily damaged tags. Those that were most durable used tape for reinforcing, or a more durable paper product.
 2. One group printed the tags on a very paper and then adhered them to duct tape.
 3. Attaching the tags to something that won't be opened and the tag fall off, or on the inside of a garment where they are continually mauled was helpful.
12. Print two (2) copies of your list to bring with you. One for your records and one for ours to be used at check-in and check-out time.
13. Bring your items and both lists with you on Saturday, November 7, 2015 and for pick up on Sunday November 8, 2015 at 5pm.