Kingdom Kids
My Sale Manager
Barcode System Instructions
for Registering & Using

Please only register as a new seller once. If you are unsure on whether or not you have registered in the past or you have forgotten you seller id & password, please contact us. Once you have a seller id, this will remain your id for each sale. When registration opens for each sale, you will log in to your seller homepage and choose the register for upcoming sale option.

Creating an Account (First Time Users):

1. To begin, click on "Information/Forms" at the top of the Kingdom Kids Consignment homepage.
2. Click on the "New Consignor Registration" link which will take you to the My Sale Manager website.
3. Fill out the required information in the form to receive your consignor number (will be a four-digit number). Note: this is the consignor number/seller id you should use on all forms, even if you have sold with us in the past with a different number/id.
4. Once you fill out and submit, a message box will appear with your consignor number. Write down your consignor number and password for future reference. You will need them to login.
5. Press "Continue" from this screen to go to the Login screen.

Registering (Returning Users):
If you registered on MSM during a previous sale, you can go directly to the Login screen by clicking the "My Sale Manager Homepage" link located under "Information/Forms" at the top of the Kingdom Kids homepage. You will have the option to "Register for Upcoming Sale" on your seller homepage. You will need to register for EACH sale even though your seller id stays the same.

Once you have registered, it is time to get started creating tags!

Entering Items/Creating Tags:

1. Login to go to your personal consignor homepage. From this screen, you can create and print tags, manage your inventory, view reports, etc.
2. It is helpful if you first sort your items by clothing, toys, shoes, etc. Then sort clothing by size and gender. Doing this ahead of time will make the process go faster as all you will have to change from one item to the next is the description and price.
3. To create tags, click on "Work with Consigned Inventory".
4. Click "Work with My Consigned Items (Active Inventory)".
5. Fill in information for item you are creating tag for and hit SUBMIT ITEM. Once you submit, the item will appear in the list at the bottom of the page.
6. Be sure to pay attention to the Discount and Donate option for each item you are creating a tag for.
7. You may choose to continue to add items or choose "I'm finished for now". You do not have to Save anything. All items entered will be automatically saved into your inventory list.

8. Once you have finished or are ready to print tags for the items entered at that point, return to your personal consignor homepage and choose either "Print All Tags" or "Print Selected Tags".
9. It may help to turn off your pop-up blocker while printing as the tags selected to print will open in a new window.
10. Please print on white cardstock. The scanner does not read some colored paper.
11. Please use white cardstock for all tags. Do not use regular or colored paper, or labels.
12. Do not alter the size of the tags. The barcode tags print 6 per page. If you reduce the size of the tags, the scanner will not read them. We will not accept smaller tags.
13. The tags do not have to be printed at the time you create them. You can print and re-print at any time. Your inventory list will show you what items you have already printed tags for.

Reminders and Helpful Hints:

Use the normal setting when printing rather than "Best Quality". The scanner has problems reading the barcode if it is too dark.

Some users report their bottom two tags printing on multiple pages (mainly MAC/Safari users). If you are having this issue, please try the following:

- Go into the print preview (FILE > PRINT PREVIEW in your browser) and reduce to print at 95%.
- Turn off the option in your browser to print headers and footers on the printed page.
- Try using Google Chrome as your browser rather than Safari or Firefox.