



## *CFMOTC FALL CONSIGNMENT SALE*

### *Non-Member Guidelines*

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

**ELKS LODGE 5102 OLEANDER DRIVE**



# *CFMOTC SPRING CONSIGNMENT SALE (NON-MEMBER)*

## *ELKS LODGE 5102 OLEANDER DRIVE*

Welcome, and thank you for choosing CFMOTC to consign with. I am so excited about the ***changes*** we have for our valued sellers!

- **We now offer incentives for non-member volunteers!**
- **Those who work 1-5 hrs will get early incentive shopping and one raffle ticket for every two hours volunteered.**
- **The raffle winner will keep 100% of their sale earnings.**
- **Those who volunteer 6+ hrs will get a 20% discount on their items sold.**
- **You will be able to shop before the public Friday, March 17 at 7:00 pm**
- **Please arrange to bring your items to the Elks Lodge between 11am-4pm Friday, March 17th. Items will not be accepted after 4:00pm.**
- **Please be in line Friday evening by 7:00pm to shop. Shopping time ends at 7:30pm.**
- **Please pick up your items between 6:30-7:00pm on Saturday, March 18<sup>th</sup>. All items left after that will be donated to the Domestic Violence Shelter.**

### ***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:

#### 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:

#### Enter Contact Information

Mobile:  \* (nnn-nnn-nnnn)

4. Once you have created your account, it will ask how you have heard about us 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 if you have any issues.

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

- Please Make a Selection -

MyCM

Other

Friend

Facebook

Craigslist

Flyer

from a member

are a member

[Exit](#)

myconsignmentmanager.com

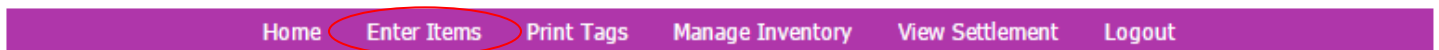
ager myconsignmentmanager.com. All rights reserved.

Version: 6.1.10

- 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](#) (circled in red)
- [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](#)

Add / Remove / Edit Items

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

Seller Number: 13677

Price: 1.00

Size: 0-3 Months

Discount: ☐ (check if yes)

Description/Brand Name: Carter's

Donate: ☐ (check if yes)

Description: sleep and play

Category: Boy's Accessories

Power Tagger I want to create 1 item(s) with the same information

Edit Item

Remove Item(s)

☐

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*

Thank you again for your participation, let's make this a GREAT sale!

If you have any questions, PLEASE contact me, I am here to help!

Carla Bromstead, Consignment Sale Chair

[capefeartwins@gmail.com](mailto:capefeartwins@gmail.com)

## **SPRING 2017 Consignment Sale Itinerary**

### **FRIDAY**

#### **Drop-off for Non-member sellers**

11:00am-4:00pm Open Drop-off. \*\*Nonmember sellers cannot set out their items.

#### **Shopping**

7:00pm-7:30pm- Non-member seller shopping

7:30pm- 9:00pm - 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)**

8:00am-5:00pm Public shopping (no entry fee)

#### **Pick-up of Items (6:15pm-7:00pm)**

6:15pm-6:30pm Non-member sellers may check-in at front desk to collect their left over items

6:30pm-7:00pm Non-members sellers may collect their belongings

7:00pm-7:30pm Members and volunteers collect leftover items for donation

**\*\*NON-MEMBER SELLERS SHOULD BE PACKED UP BY 7:00pm\*\***





## **Non-Member Seller** **Consignment Registration Form**

**DEADLINE: Friday, March 17, 2015 by 4:00 PM**

(please bring this form with you when you drop off your items)

Non-member Seller Registration Fee - \$5.00

Fee Includes:

- ***Pre-view shopping before the public on Friday morning***
- ***Ability to make up to 80% back on your sales***

*Two convenient options to pay:*

Online: PayPal link at [www.capefearmotc.org](http://www.capefearmotc.org)

Please include an e-mail address for future contact from CFMOTC

or

Your \$5.00 fee may be deducted from your check

Name \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

ID# \_\_\_\_\_

***I HAVE BEEN GIVEN A COPY & HAVE READ THE GUIDELINES FOR NON-MEMBERS. I AGREE TO ADHERE TO ALL POLICIES CONCERNING THE CAPE FEAR MOTHERS OF TWINS CLUB SEMI-ANNUAL CONSIGNMENT SALE.***

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

*We cannot process your registration without your form. Please complete and bring with you when you drop*

off your items. **\*\*Do not forget your self-addressed stamped envelope so you can receive your check in a timely manner\*\***

Print & cut out for easy use



**CHECKLIST for Thursday:**

**Drop-off Friday, March 17th**

- 1) Check in at the registration table between 11:00am and 4:00pm  
**\*\*Turn in a STAMPED SELF-ADRESSED ENVELOPE\*\***  
(one can be purchased for \$1.00)
- 2) Pick up your seller name tag
- 3) Unload tagged items into drop off area
- 4) Sort clothing by sizes
- 5) LET US TAKE CARE OF THE REST!!



**CHECKLIST for Saturday:**

**Pick-up Saturday, March 18th**

- 1) Pick-up is 6:30-7:00
- 2) Check-in at registration table
- 3) Bring name tag for identification

***All items left after 7:00 become property of CFMOTC and will be donated to our local Women and Children's Domestic Violence Shelter***