

YOUR ORGANIZATION NAME
YOUR SALE NAME

{Season/Year of Sale} Seller Information Packet
Consignment Sale Location: {Your Sale Address}

WELCOME!!

{Your Organization Name} would like to thank you for participating in our resale. PLEASE READ THIS INFORMATION PACKET. If you have questions after going through the packet, please contact us via email ({your contact email}). We will be happy to assist you.

If you are having issues with the site (tagging, logging in, etc) contact our support team at support@myschoolresale.com

RECEIVING:

Thursday, October 1st 5:00pm-9:00pm
Friday, October 2nd 8:30am – 3:00pm
{List your dates and times}

Bring in your tagged items to sell.

All items inspected! Please make sure you have all the pieces and that they work.

PRE-SALE:

Friday, October 2nd 6:30pm-8:00pm
{List your dates and times}

Donate 2 HOURS of your time and you get to shop our PRE-SALE

CONSIGNMENT SALE:

Saturday, October 3rd 8:00am-12:30pm
{List your dates and times}

HALF-PRICE sale from 1:00pm-2:00pm for items specified as discounted

**CHILDREN ATTENDING SALE MUST BE
CLOSELY SUPERVISED BY AN ADULT**

Seller Information

- This is a consignment sale. The seller receives **60%** from each sale and **{Your Organization Name}** receives **40%** from each sale.
- All sellers must sign a waiver acknowledging that **{Your Organization Name}** is NOT responsible for any lost and/or damaged items. If you do not sign the waiver, your items WILL NOT BE ACCEPTED.
- **{Your Organization Name}** Committee members will make the final decision as to the acceptability of resale items.
- If you are donating your unsold items and want your check mailed to you, bring a SELF ADDRESSED, STAMPED ENVELOPE (with SELLER # written on it) to receiving. Your check will be mailed to you and your items will be donated to charity.
- Unsold items MUST be picked up **{Your receiving dates and times}** OR they will be donated to charity.

Tag Specifications

- We HIGHLY SUGGEST that all tags be printed on white card stock to ensure that the tag does not become ripped off or damaged, thus rendering it unreadable and your item unsellable.
- Using our resale software, you must describe your item, set a price, specify if you want any items sold at half-price from **{Your half price sale time}** (OPTIONAL) and if you want to pick up unsold items after the sale has ended or if you want them donated to charity. See page 6 for example.

General Requirements

- All items submitted to the resale will be inspected for cleanliness and quality.
- Only CLEAN items IN GOOD CONDITION will be accepted. All large toys and outdoor play equipment must be clean and free of dirt and water. All electronic toys will be tested with batteries to ensure proper working condition.
- Dirty or broken toys will not be placed on sales floor.
- Each item must have a fully completed price tag SECURELY attached.
- There is a **#{your minimum amount}** minimum on all items. You may package several items in a clear plastic bag and sell as one item.
- Items MUST be priced in **#{Your increment amount}** increments.

Seller Pricing Guide

- Shoppers are looking for great deals so price your items competitively.
- A good rule to follow when pricing items is to price them around 25% or less of their original cost.

ITEMS THAT DO NOT MEET TOY SALE CRITERIA WILL NOT BE ACCEPTED! THE DECISION OF THE **{Your Organization Name}** COMMITTEE MEMBERS IS FINAL

Packaging items for the sale

- 1) Several small toys (small action figures, dolls, cars, books, etc.) may be packaged together and sold as one item. Items being sold together must be firmly bound together and clearly labeled as such.
- 2) WOODEN BOARD puzzles (Melissa & Doug, etc.) should be assembled on the board and TIGHTLY wrapped in clear plastic wrap or plastic bags and SECURELY sealed shut with clear packing tape.
- 3) DO NOT TAPE GAME OR CARDBOARD PUZZLE BOXES (100 pieces or less) CLOSED. Pieces will be counted!!
- 4) We HIGHLY SUGGEST packaging your books together in bundles in order to increase the likelihood them selling. When packaging multiple books together, use clear packing tape to bind them or place them in a Ziplock bag. Tape the tag to the outside of the bag. Also include the number of books on the item description.
- 5) When using plastic bags for packaging, the bags should also be sealed shut with clear packing tape.
- 6) All electronic toys will be tested for quality before placement on the sales floor.

7) Electronic items MAY sell better with batteries in them.

**Good packaging & labeling will help sell your toys and guard against items being lost.
Any item that does not pass our quality standards will not be put out for sale.**

Acceptable Items

Toys	Children's books	Original movie DVDs	Small slides
Games	Electronic toys	Small play gyms	Puzzles
Preschool toys	Educational books	Toy boxes/storage	Child size furniture
Unopened arts & crafts	Computer games	Video games	Video game systems/accessories
Building toys	Riding toys	Bikes/scooters	Little Tikes toys
Dolls & doll furniture	Sports equipment/uniforms	Dress-up clothes & accessories	Spirit wear (Beebe only)
Roller/ice skates	Halloween costumes	Strollers	Child bike seats
Clothes sized 0-18	Shoes size 0-12	Coats	

Unacceptable Items

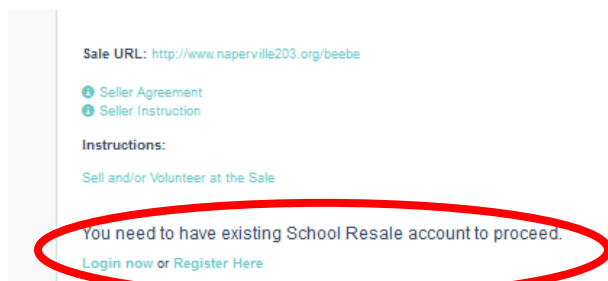
Stuffed toys/animals	Foam chairs	Cribs (any type)	Crib mattresses
Bathtubs	Sleeping bags	Bedding	Bassinets
Play pens	Potty chairs	High chairs	Infant swings
Car seats			

Please feel free to bring unacceptable items for donation only... they will not be put on the sales floor but will go to a good home

Getting Started

To access the resale software, go to the sale home page ([{your myschoolresale sale home page link}](#)) and click on "Beebe Toy Resale" on the right side of the page, then "Seller Login". Or you can use this URL to access seller login: [{your myschoolresale sale home page link}](#))

- You will have to register to become a seller or volunteer (or both!) using the "Register here" link at the bottom of your screen.

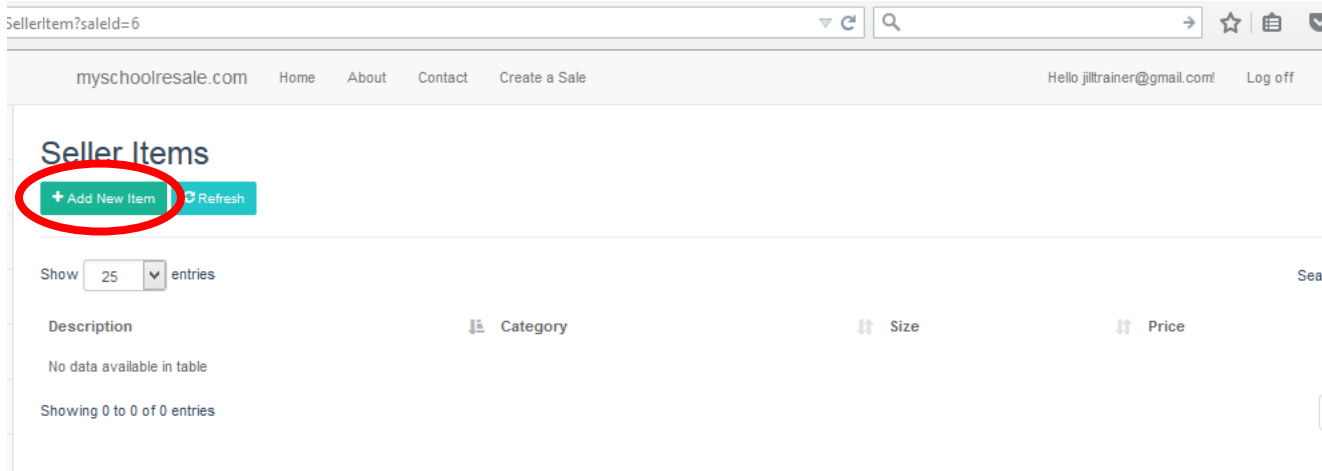


- Add your email and create a password. A link will be sent to your email titled "Confirm your account at MySchoolResale.com." Click on the link to confirm your registration.

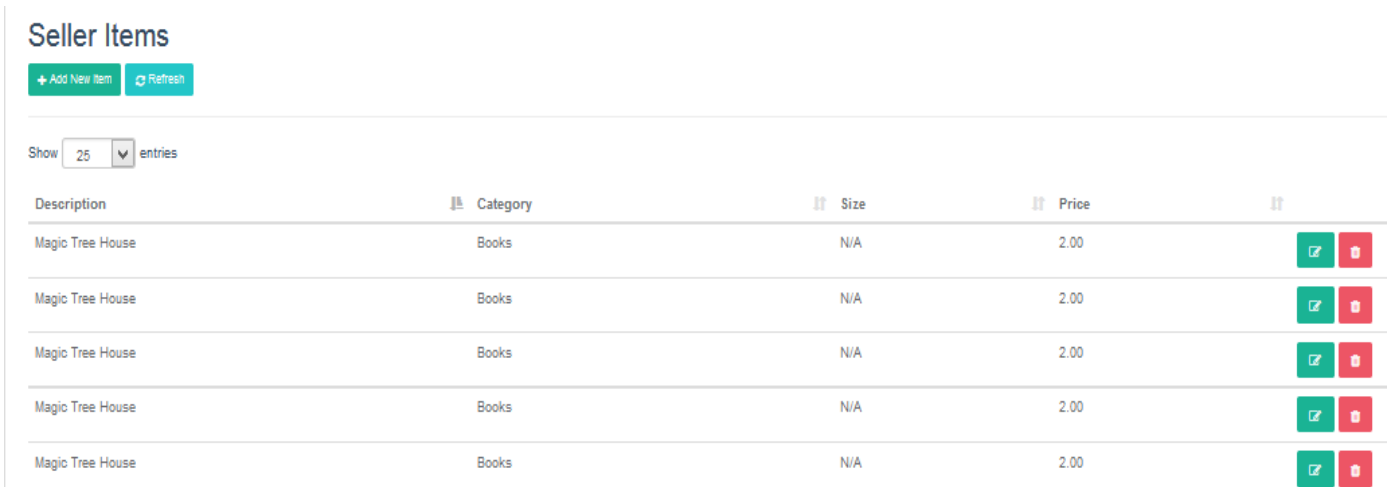
- Once back in the resale site, click the "Sell and/or Volunteer at the Sale" link at the bottom of your screen. You will need to fill out your information, read and agree to the Seller Agreement terms and conditions. You can also click the "Volunteer" box at the bottom of the screen if you would like to volunteer for the sale.

- Click on "Work with Consigned Inventory". ?

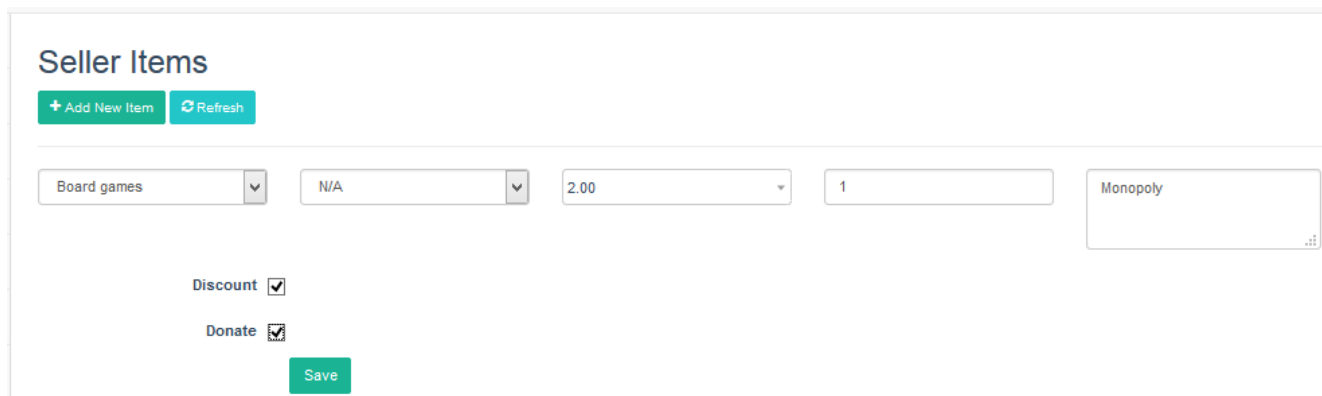
- Click on “Add New Item” to add items to your sale inventory.



- Complete item information. 1) Category, 2) Size (only needed for dress-up/Halloween costumes, Sportswear & Spirit wear, choose “N/A” for items other than those previously mentioned), 3) Price, 4) Description, 5) Click the box to the right of “Discount” if you would like the item to be sold at half-price from 1:00pm-2:00pm (this is OPTIONAL), 6) Click the box to the right of “Donate” if you would like this item to be donated to charity if it is not sold at the sale (this is OPTIONAL). When you have completed the necessary information, click “Save” to save the information. Then repeat



this process for each item of your sale inventory.



- To view a report of your inventory, click “” (next to the submit item button) to go back to the main page, then select “View/Print an Inventory Report”. This will show you a list of your inventoried items: description, category, size (leave at default of 1 unless applicable), price selected, selection for half-price sale, selection for charity donation if not sold.

- An inventory report can be seen in the example below:

Description	Category	Size	Price
Magic Tree House	Books	N/A	2.00
Magic Tree House	Books	N/A	2.00
Magic Tree House	Books	N/A	2.00
Magic Tree House	Books	N/A	2.00
Magic Tree House	Books	N/A	2.00
Magic Tree House	Books	N/A	2.00
Monopoly	Board games	N/A	2.00
Trek Boys Bike 12'	Bikes/Scooters	N/A	20.00

-Once you have completed information for all of your items, you are ready to print your tags. It is highly recommended that tags be printed on white card stock. To print tags, go to the main screen and select “Print all Tags” to print a tag for every item inventoried. If you add items after you have printed a majority of your tags, use the “Print Selected Tags” option to choose only select tags to print. Printed tags must be cut and taped or pinned to sale items.

ID	Description	Category	Size	Price
A 0000300008	big wheel	0-3 Toys	3-6 mos	3.00
A 0000300012	diapers	Accessories - Boys	6-12 mos	5.50
A 0000300013	something	Bath	6-12 mos	8.50
A 0000300014	something	Bath	6-12 mos	8.50
A 0000300015	something	Bath	6-12 mos	8.50
A 0000300016	something	Bath	6-12 mos	8.50
A 0000300017	something	Bath	6-12 mos	8.50

-Example tags can be seen below.

Print QR

A 12

Board games
Monopoly
\$ 2.00
Donate: **YES**
Discount: YES

0000600087

A 12

Bikes/Scooters
Trek Boys Bike 12'
\$ 20.00
Donate: **NO**
Discount: YES

0000600088

A 12

Books
Magic Tree House
\$ 2.00
Donate: **YES**
Discount: YES

0000600089

A 12

Books
Magic Tree House
\$ 2.00
Donate: **YES**
Discount: YES

0000600090

A 12

Books
Magic Tree House
\$ 2.00
Donate: **YES**
Discount: YES

0000600091

A 12

Books
Magic Tree House
\$ 2.00
Donate: **YES**
Discount: YES

0000600092

How to affix tags to items

- All price tags should be SECURELY attached with CLEAR PACKING TAPE COVERING THE TOP OF THE TAG over the words "Pin Here".
- DO NOT cover the barcode with tape of any kind.
- Place all tags visibly on the outside front or top of the item.
- If items are placed in Ziplock bags, the tag must be taped to the OUTSIDE of the bag.
- Safety pins may be used to attach price tags to soft items such as costumes or items where tape will not stick. DO NOT USE STRAIGHT PINS to attach tags to clothing.
- All clothing (Halloween/dress-up costumes, sports & spirit wear) MUST BE HUNG ON HANGERS. See examples 1 & 2 below for correct hanging & tagging procedure.
- All shoes and cleats MUST BE held together using a cable tie. Tape the tag to the sole of the shoe if possible. If shoes cannot be held together with a cable tie, you may place them in a Ziplock bag and tape the tag to the outside of the bag. See examples 3 & 4 below.

Example 1 – With clothing facing you...

Hanger hook should point toward your left (like a question mark) as shown



Tag should be pinned near the upper right shoulder

Example 2 – How to hang sports shorts/pants



Example 3 – Shoes cable tied together



Tag should be taped to sole of shoe

Example 4 – Shoes in Ziplock bag

