

## Labeling/Pricing Items (You do not need to buy tags from website):

1. Register with My Consignment Manager (make sure the address you enter is the one where you want your check mailed). You will be required to pay a \$10 registration fee; this can be paid via Paypal or you can mail us a check.
2. After Registering, Go to {Select a Consignment}. Select {Find a Partner Consignment}. Choose State {TX - Texas} and click {Find Consignment}. Select {Tot2Tot} then click {Select/Register with a Consignment}.
3. Sort all of your items by clothing, toys, equipment etc. Sort clothing by gender and size, then by brand and type with in a size. Pre-sorting your items will save you time when entering prices into the My Consignment Manager software and will ensure your items are sorted properly for drop off.
4. Once sorting is complete, enter your items into the system.
5. Print your tags. Printing can be performed at any time (you can do it all at once or in intervals) . You might need to enter the print code that we will provide to you in your registration email. Make sure you use **white cardstock and normal printing (not fast or best)**.
6. Once your tags are printed, make sure the bar code is readable (if the ink looks like it's bleeding, please set it to a higher quality and reprint—it's a good idea to print 8 labels to start because it prints 8 to a page). If you want to **Donate** an item that does not sell please indicate **YES** on the tag. If you want your items **discounted** (1/2 Price) on Saturday all day (9 am - 2 pm), please indicate **YES** on the tag when entering your item.
7. Cut tags along the dark lines. Safety pin/user tagger gun to adhere tag to garment, careful not to poke holes. Pin the tag onto the garment to the left shoulder or the right side (if garment is facing you), for both shirts, pants and dresses. If you are using a tagger gun, we suggest using a seam to not poke a hole.



8. For other items, tape tag on large visible flat surface. Be careful not to put tape on the barcode. Use masking or packing tape for big ticket items. **Tape 3 sides but not the barcode.**

**\*\*New for Spring 2014\*\*** 9. After all your items are labeled please keep them sorted by size/item type. We will not be individually checking items in this year, and you will assist us in putting items on the correct racks. This will make it easier for you.

10. At seller drop off, please come inside the church **first**. You will sign the consignment waiver, (see other attachment), a W-9 if needed, be given your presale bracelets and be guided on how to bring your items in. Please allow 15 minutes to help us sort your items to where they go on the sales floor. For this reason, we suggest if at all possible no children come to drop off with you. If you are not donating all unsold items, you must also leave a tub, WITH NO TOP, with your seller number clearly labelled on the outside for us to use during the sale and sort into after the sale.

11. At pick up, all your items will be grouped together and put back in your tub that you left at pick up. You are responsible for going through your items, if you'd like, and checking what all is there. We will give you a list of items sold.

**Notes:**

Items without tags cannot be sold and cannot be returned to you. If your tags are missing at drop off you will be asked to take them home.

## Preparing Items for Sale

**Please Note: All items MUST BE in LIKE NEW or EXCELLENT condition. NO EXCEPTIONS!!**

\*We will accept used carseats. They must be accompanied by our Consignor Carseat checklist which can be found [here](#) . The checklist must be filled out, signed and accompany the carseat at drop off.  
We are also accepting cloth diapers that meet our quality standards

Please see our [Product Safety and Recalls page here](#). Each seller is responsible for checking recalls on all items sold with Tot2Tot!

**\*\*New for Spring 2014\*\*** We suggest tagging no more than 200 of your **BEST** items. This makes you the most money because you are picking the highest quality items to put in our sale. We will accept more, however, all sellers will be required to sign our [fast check in waiver](#) and we will not item-by-item check in anyone's inventory.

**Clothing:** All clothing must be freshly laundered and generally free of stains.

- Hang all items on **plastic** hangers of the appropriate size (The hangers don't have to be labeled by size, just make sure children's items are on children's hanger, and adult (maternity) items are on adult hangers).
- Hanger should point over the right shoulder of the garment (see diagram above) (or towards the right side of pants).
- Two piece outfits should be safety pinned together to prevent separation
- Pin all accessories onto the clothing. Please note: Items hung/pinned together cannot be priced separately

**Toys:** All items must be thoroughly cleaned and sanitized

- Place all loose pieces in bags and tape to the item
- Must be in working order

- **Batteries must be working**

Toys canNOT be sold if they have been recalled. Check our [Product Safety page](#) for information. If we find a recalled item, it will not be put out for sale, it will be held in the back.

\*\* We will not accept stuffed animals unless it is battery operated (ie Tickle Me Elmo) or computer interactive (ie webkinz)

**Books and Videos/DVDs:**

- Group books by age (board books, picture, early reader) when possible and place in Ziploc bag
- Videos/DVDs must be in original case or clearly labeled and NOT SCRATCHED.
- Puzzles and games must include all pieces and boxes must be taped shut
- Wrap puzzles with saran wrap and tape closed

**Shoes:**

- Shoes must be clean and treads intact. No holes, tears, dirt or gum!!
- Tie shoelaces together
- Place each pair of shoes in a Ziploc bag and tape closed

**Infant Items** (rattles/bath toys/baby accessories/bottles):

- Group like items by age and type and place in Ziploc bags
- Please include a brief description for items grouped in bags (teethers, rattles, bath toys)

**Cloth Diapers:**

- If selling pocket diapers, one diaper and at least one insert should be in a ziploc bag with the tag taped on 3 sides to the front (do not tape over barcode)
- Diapers should be in like new or gently used condition. No dark stains.

**Big Ticket:** Cribs, Playhouses, Bikes, etc...

- Clean all parts of the item thoroughly and disinfect each part
- NOTE: No drop side cribs will be sold.
- Attach all small parts to the item with a tie or Ziploc bag
- If the item is disassembled attach a photo to it (please disassemble large equipment when possible)
- Attach all instructions with a tie or Ziploc bag
- Pay special attention to cleaning strollers, high chairs; all food must be removed

**\*\*\* ITEMS THAT ARE NOT CLEAN WILL NOT BE ACCEPTED \*\*\***