

PER BALTIMORE CITY...ALL HAVE TO WEAR MASKS

Consignor - 20% commission on sold items

Consignors you will need: an email address, printer to print your sale tags.

Print on heavy / index WHITE PAPER ONLY (no colored paper)

Make your sales tags at home, No sale tags made at drop-off.

go to: www.myconsignmentmanager.com

- Click “**REGISTER**” and fill out form.
- An email confirmation will be sent to you.
click on link to activate your account. (Please store acc info on your phone)

YOU HAVE JUST CREATED A USER ACCOUNT with “My Consignment Manager” software

NOW YOU HAVE TO REGISTER WITH THIS SALE.

1. Log on to www.myconsignmentmanager.com
2. Click on “**Select a Consignment**” menu option at top
3. Click on “**Find a Partner Consignment**”
4. Follow the prompts...to **Baltimore Ski Swap**

Now Register with Baltimore Ski Swap

When finished registering with both software and BSS event...sign in with...

www.myconsignmentmanager.com/swapexpert

click on sign in

click on “Manage Items” to start making sale tags

TAG TEMPLATE:

Click on “ADD” ...6 items

Category – a drop down menu of choices

Size – a drop down menu of sizes for clothing, equipment or not applicable

Brand – type in brand and style

Description – type in information so we can find your item if tag comes off. *Ex. Colors*

Price – drop down menu of prices. Min is \$5.00

Do Not Check Discount...we don't discount

Check “Donate” if you are not picking up unsold items

Add Item – used only if you have multiples of same item

Check “Clear Desc Field”

Click “**ADD**” if continuing to add another item

Click “**CLOSE**” if you are finished adding...this will save what you have typed

TO EDIT ITEM:

Click on item...then click on edit...edit item...save changes.

Print a new tag if you have already printed tag(s).

TO PRINT TAGS: *White heavy/index paper...no colored paper*

Each page contains 25 tags...we use a 6-tag divided paper so only print in increments of 6...6 / 12 / 18 / 24 items...or you'll waste your paper.

Select/Click on the tags you want printed from that page.

Click on **PRINT**...Chose **6 per page** on drop-down option

It will create a file...at bottom left of screen...click and open that file and **PRINT**.

When finished printing that file page...close it.

MAKE SURE YOU PUT THE CORRECT TAG ON YOUR ITEMS...CHECK PRICES

APPLY TAGS:

There will be supplies at sign in to attach your tags to items

Tagging guns / tape / plastic bags for tags on boots & skis

you can tape sale tags onto top part of skis

Please do not use safety pins to attach sale tags to clothing, use a tagging gun.

All clothing items have to be on hangers...hangers will be available at sign-in.

All boots need to be tied together...with enough length of rope/string for walking.

String will be available at sign-in.

Print and Bring "Inventory Report" of your consignment items...click on "Event Navigation" at top of tagging page.

DROP-OFF / CHECK IN CONSIGNED ITEMS...bring printed list of consignment items.

On back side of building come in door marked "Consignors".

Sign-in, place all your items on an empty table and an associate will check your items into the sale.

- **Friday, Nov 12, from 4-7pm**
- **NO CONSIGNMENT DROP-OFF ON SATURDAY.**

CONSIGNORS ... BEFORE CONSIGNING...

YOU HAVE TO BE ABLE TO PICK UP UNSOLD ITEMS AT

Saturday, Nov 13, 2021 4-5pm

We leave this building with everything.

We do not store consignor items.

Accepting: skis, boards, boots, poles, helmets, goggles, Outerwear: jackets, pants, hats, gloves, base layers, bags/packs, racks, sleds, snow sports fun equipment, and Vintage equipment (before 1960)

Not Accepting: straight skis, rear entry boots. Items too worn, old, stained, or out of style, bindings no longer usable* (have to be on "Ski Industry Indemnity List" to be sold). and anything we know from past sales that won't sell!

The rules

1. Equipment can't be older than 8 years / 2013
2. All items must be in sellable clean condition
3. Items must be relevant for snow sports
4. Items are subject to refusal
5. Items cannot be removed once consigned
6. Prices cannot be changed once consigned
7. Only **24 items** per consignor.

*if you have more items, please contact BaltimoreSkiSwap@aol.com

Pick-up of unsold items, Saturday, Nov 13, 2021, 4-5pm

Bring Copy of "Settlement Report"...click

"Event Navigation" at top of tagging page

- **Building closes after 5pm pick-up time.**
- Unclaimed items are considered donations.
- We do not store consigned unsold items.
- Commission checks are sent out within 2 weeks.

For any questions email BaltimoreSkiSwap@aol.com