



Download & Print Instructions For Making Sale Tags

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:

- Log on to www.myconsignmentmanager.com
- Click on **"Select a Consignment" menu option** at top
- Click on **"Find a Partner Consignment"**
- Follow the prompts

Now Register with Frederick Ski Swap

- myconsignmentmanager.com/swapexpert
- Click on "Frederick Ski Swap 2021"
- 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.
Minimum 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.