

Bright Beginnings Preschool Fall Consignment Sale 2009

Located in the Gym at the First Baptist Church in Loganville
580 Tom Brewer Road

Tuesday September 8, 2009 ~ 7:00pm - 9:00pm Drop off items (by appointment only)

Wednesday, September 9, 2009 ~ 9:30am – 12:00 pm Drop off items (by appointment only)
Wednesday, September 9, 2009 ~ 4pm - 5pm Volunteer Preview Sale (**No Children allowed**)
Wednesday, September 9, 2009 ~ 5pm-6pm Seller Preview Sale

Thursday, September 10, 2009 ~ 9:30am-12:30pm Sale to the General Public
Thursday, September 10, 2009 ~ 5:00pm-7:00pm Sale to General Public

Friday, September 11, 2009 ~ 9:30am – 12:30pm Sale for the General Public – Some Items 25% off

Saturday, September 12, 2009 ~ 9:30am - 1pm Sale to the General Public – Some items 50% off
Saturday, September 12, 2009 ~ 4:00pm – 4:30 pm - Pick-up of all unsold items



FALL AND WINTER ITEMS THAT WILL BE ACCEPTED:

Clothing: Infants, girls, boys, pre-teen clothing up to size 16, including:

Jeans, shirts, sweaters, jackets, coats, school uniforms, dance/gymnastic outfits, pajamas, costumes, etc.

Shoes up to children's size 6.

Other Items: Toys, Barbie Dolls, baby furniture, linens & bedding, baby equipment (swings, walkers, bouncy seats, high chairs, booster seats, & pack-n-plays), riding toys, bicycles, playhouses, slides, kitchens, ball pits, computer games, children's books, home-school books or resources, cassette tapes, DVD's.

Please make sure that items contain all the pieces, have batteries and are in good working order. Please make sure to check that your items have not been part of a recall, obviously we will not be able to sell these items.

ITEMS THAT WILL NOT BE ACCEPTED:

Junior or adult clothing, Undergarments, Maternity Clothing, Stuffed Animals, Potty's, Kids meal Toys, VHS tapes, and items that are violent in nature or that promote ideas contrary to that which we ascribe to in our classroom environments.

HOW TO VOLUNTEER:

- Visit our Website www.brightbeginningsatfbcl.org and then click on the link for the consignment sale and sign up to volunteer for one (or more) of our shifts.
- You will receive a ticket to the Volunteer Preview Sale & you will be entered into a drawing for a prize to be held at each shift!

HOW TO BE A SELLER:

- Visit our Website www.brightbeginningsatfbcl.org and then click on the link for the consignment sale, to register to sell with us, sign up for a drop off time and a volunteer shift.
- If you drop-off more than 25 items, you will receive a ticket to the Seller Preview Sale when you drop off your items.
- You will use the computer tagging system to input each item and to print your tags; you will receive 70% of your sales minus the \$5.00 administration fee. The system is very user friendly, but if you have any problems, we are happy to help!
- Please contact Melissa at 770-554-3154 or email Becky at beckystripling@gmail.com if you have any questions.

HOW TO PREPARE YOUR ITEMS:

- **WASH, IRON, REPAIR** buttons, gather loose pieces of toys, check the batteries and do whatever is necessary to ensure that your items are in excellent condition – they will be more attractive to buyers!
- **Items will be returned that do not meet our quality guidelines.**
- **HANG** clothing on hangers, see the diagram to the right:
- **ORGANIZE** the items you are selling, the more organized you are, the quicker tagging will be! Best you can, order your items by GENDER and SIZE before you start.



HOW TO COMPLETE THE COMPUTER DATA ENTRY: (It's easy, quick & fun!)

- **GATHER** your items in a neat pile beside you at the computer.
- **REGISTER AND TRAIN** - Click "Register to be a seller" (from the Consignment Sale link on our website) then you will be allowed to signup as a consignor. You will be asked for your name, address, email and you will choose a password (Write this down.) You will then be asked to complete some "training" screens to assure that we are on the same wavelength regarding quality, pricing and organization. Once you finish, you will be given a Consignor ID and a Batch number.
- Some of the system's users in the past have used multiple batch numbers, one for clothing items and one for toys and another for books. This is fine, just be sure to write all of your numbers down. (There is a place provided at the end of this packet, for you to use).
- **ENTER** a description and price for each of your items from the pull-down menus provided. Do this carefully and accurately. You will be able to save your work and come back to it later if you'd like.
- Choose if you would like to **DONATE** items which do not sell. You will be able to choose none, all, or select certain items to donate after the sale if they do not sell. Please slash your tags with a bright colored highlighter if you chose to donate.
- **PRINT** your inventory sheet. You can print it after you finish the Donate Screen, or go back to the Check Sales button and pull up your batch. It is optional for you to bring your printed inventory sheet with you to check in.
- **PRINT** your tags. You must use **CARDSTOCK**, please use white or a light color.
- **TAG** your garments. All clothes must be on hangers with the tag safety-pinned to the front left shoulder of garment and the hook turned away from the tag (see diagram below).



All tags must be entered by Midnight Sunday September 6th, 2008.

(The inventory input will be unavailable after that date.)

Each item ***WILL*** be checked at check in and we reserve the right to

REJECT any items that do not meet these standards.

We want to make sure we are able to offer ***QUALITY*** items for sale since we have limited space.

Remember – If you wouldn't buy it, *please don't bring it to sell.*

HELPFUL HINTS:

- Please keep in mind that the system offers a variety of pull down descriptors, however the space that you can “type” in your own description is limited to 14 Characters. The descriptors are for your use only primarily.
- You can use as many different “batches” as you would like. Several of our sellers organize their items into “batches” for easy tagging. For example they may have three different “batches”; one for clothes, one for toys and one for books.
- With this system, the most important part of the tag is the BARCODE please do not cut, write or tape over the barcode. Each item that you enter into the system is assigned a specific barcode – not just each seller.
- If you have sold with us before, and you have some items leftover that did not sell and you want to resell them, you will have to re-enter that item into the system. This system will not allow us to “carry over” merchandise from sale to sale. Obviously if you have a large number of items to re-enter, the most time consuming part will be cutting and re-pinning each tag. One way to get around this is to create a “batch” for all the items you are re-entering into the system, and then when you go to print instead of printing tags on the cardstock, consider printing on labels and then sticking the new label over the old barcode.

PRINTING TROUBLESHOOTING:

- Please keep in mind that you are printing in the Label format, but on Cardstock paper. The system may seem like you have the option to choose between “*labels*” or “*cards*” ~ you do not. Print “labels” (as the system calls them) on cardstock You will get 30 to a page if done properly.
- *Everything but the barcode appears* ~ be sure that you are using Internet Explorer as your browser. Look at the tool bar, just below where the IP address goes. Click on “Tools”; go down to where it says “Internet Options” and click on it. Go over, all the way to the right on the tabs to “Advanced”, and click on it. Then you will scroll about ¾ of the way down under “Printing” and make sure that the box that says “Print background colors and images” is checked. Then Click on “Okay”.
- *The last row of the tags are getting cut off* ~ The best way to make/change the following things it to go to your PRINT PREVIEW screen, then make sure that your page is set to ***Landscape*** not Portrait, then make sure that your margins are set to these numbers: Left-0.25; Top0.25; Right-0.5;Bottom0.25. Make sure that you have ***no*** headers or footers. Lastly make sure that the dropdown menu on your PRINT PREVIEW screen is set to “100%” and not “Shrink to Fit”.
- *None of this is working for me* ~ Call Melissa at 770-554-3154 or 404-245-7938 or e-mail me at melissagmoore@hotmail.com. Chances are I can walk you through it and 9/10 times it will work, I'd rather help you than have you frustrated ~ no question is too small, just call!

HOW TO DROP OFF YOUR ITEMS:

- Arrive a few minutes before your drop-off time.
- The first worker available will check the condition and correct season of your items. Allow 15 minutes for this appointment, possibly longer if you have a large number of items.
- You will be given an envelope to write your address and seller code on, which will be used to mail your check.
- If you have 25 or more items to sell, you will be given a ticker to the Seller Preview Sale.
- Remember to check your sales throughout the various shifts ~ this is really cool to see!

Ready to begin?

Simply go to www.brightbeginningsatfbcl.org to get started.

Questions? Email or call us at:

becky.stripling@gmail.com (Becky)

770-554-3154 (Melissa)

**** Please keep this information for your records, only****

Thanks!!

Consignor ID: _____

Password: _____

Batch Numbers: _____