

How to Use My Consignment Manager (“the KidStuff Tagging System”):

1. From <http://kidstuffsale.com/> go to Sellers → Seller Information
2. Select the sale you want to sell in, then select Register as a Seller
3. Login in (or create a user ID and password, if a new seller)
4. Select Enter Items
5. Choose your Price
6. Check if you want to discount your item (it defaults to “yes”)
7. Check if you want to donate your item (if yes, item will also be discounted)
8. Choose a Size
9. Enter a description (optional)
10. Choose a drop down category for your item and go to step #12.
11. **HAVE MULTIPLES OF LIKE ITEMS??** Use a broad description (i.e. Polo Shirts) and select how many tags you want (highlighted in yellow on screenshot below):

Consignment:  Seller Number:

Price:  Size:

Discount:  (check if yes) Description/Brand Name:

Donate:  (check if yes) Description:

Items marked "Donated" will be marked "Discounted" Category:

**Power Tagger I want to create 10 item(s) with the same information**

12. Click “Add Item(s)”
13. **MADE A MISTAKE ON AN ENTRY?** Check the box next to that item and select “Edit Item” or “Remove Item”

<input type="checkbox"/>	Item	Desc / Brand Name	Description	Category	Size	Price	Dis.	Don.
<input checked="" type="checkbox"/>	2704	polo shirt		Boy's Clothing	2T	2.00	Yes	No

14. When finished making entries, select Print Tags from the top of the page

Home Enter Items Express Tagging **Print Tags** Manage Inventory View Settlement Ambassador Check-In Logout

15. In the first drop down, select the maximum number to Print all entries (see below)
16. Check the “All” checkbox (see below)
17. Click “Generate Tags” (see below)

Showing 1 to 57 of 57 entries Show  entries

Generate Tag(s)  Mark my Item(s) "Generated"

<input checked="" type="checkbox"/>	Item	Desc / Brand Name	Description	Category	Size	Price	Dis.	Don.	Seller#	Status	Tag Status
<input checked="" type="checkbox"/>	1149	Polo shirt	and coordinating shorts	Boy's Clothing	18 Months	\$5.00	No	No	A1025	Not Sold	Generated
<input checked="" type="checkbox"/>	1143	Carter's Polo		Boy's Clothing	18 Months	\$3.50	No	No	A1025	Not Sold	Generated
<input checked="" type="checkbox"/>	1140	Polo Shirt		Boy's Clothing	24 Months	\$3.50	No	No	A1025	Not Sold	Generated
<input checked="" type="checkbox"/>	1139	Polo Shirt		Boy's Clothing	24 Months	\$3.50	No	No	A1025	Not Sold	Generated

18. This will print to a .pdf – you MUST have Adobe to open this file. Choose to save to your computer or to print.

## Benefits of Selling with KidStuff Sale:

- [View exactly how many items you sell daily](#) by tracking your sales in the “View Settlement” tab!
- You [set your own prices](#)! The rule of thumb is about 60-75% off retail for like new quality.
- You decide if you want to [discount and/or donate your items](#) (we encourage it!!)
- Love detail? There’s room to add oodles! Minimalist? Power tag your items in groups! You [determine how detailed \(or not!\) to make your item descriptions](#).
- [POWER TAGGING!!](#) If you have lots of items, group them by size and style, and create multiple tags with one click!
- You [print your tags](#) directly onto cardstock- no stickers or index cards! [Or, send to a partner printer](#) for them to print and cut for you!
- Scan-able barcodes [helps YOUR sale checkout line move faster](#) and reduces the chances for error!
- A [customer-friendly shopping experience](#) featuring a hold area and regularly straightened tables and racks ensures repeat customers to buy your items!
- But we also love our sellers! [Friendly KidStuff staff](#) are always just a phone call or email away to answer all your questions!
- [Quick and easy inventory updates](#) with the removal of sold/donated items from your account!
- [Ease of transferring your inventory](#) if you choose to sell in multiple sales throughout the season or the following season!