

West Seattle Co-Op Preschool Kids SPRING Sale: Saturday, March 4, 2017

Spring and Summer clothes, toys, and equipment!

Sellers Guide

Thank you for being a part of our Fifth Kids Sale.

It will be held at the West Seattle VFW Hall at 3601 S.W. Alaska St, Seattle, WA 98126.

Open to the public from 9:00 a.m. – 1:00 p.m. Select items discounted 50% from 12-1pm

The money raised will go towards scholarships for Co-Op students in need.

PROFITS

All sellers will receive 65% of the selling price. There is a non-refundable Registration Fee of \$10.00 per seller number, charged to sellers. This fee will be deducted from your proceeds.

You can choose to donate your proceeds from this sale to The West Seattle Co-Op Preschool. Please let us know when you drop off your items for the sale.

Registration is open, please follow this link:

[New Consigner Registration](#)

At this sale, we will be offering clothing (sizes Newborn – size 7), toys, games, furniture and baby/kids equipment. We are looking for items of the highest quality and condition. Any stained, damaged, or heavily worn, will be pulled from the sale and returned to the seller. All items should be freshly laundered, stain free, clean smelling and if possible, with all buttons buttoned, snaps snapped, zippers zipped and bows tied.

Toys, puzzles, books and games must be clean, complete, working and include batteries if applicable.

REGISTRATION

Seller Registration is open!

We use a web-based system to manage our sale. Sellers can register for our upcoming sale beginning January 23rd 2017. Please register early as there can be a limited number of sellers.

The last possible day to register to sell will be Wednesday March 1st, unless the maximum number of sellers is reached sooner. After this date seller registration will close.

Registered sellers will continue to have access to the Web system to create and print tags until 11 p.m., Wednesday, March 1st 2017. At that time, the system will be shut down so the final sale inventory can be uploaded to our sale computers.

TO BECOME A SELLER:

To login, you will need to click on “Need a Consignor Number?” It is just below where you can enter in a login and password.

Please fill out the ‘New Consignor Registration Form’ to register as a seller for our sale. Once you have completed the form, click on “Submit”. On the next screen, you will be given a consignor number for use at our sale.

With this number you can start creating tags for your items to sell. This number will be used to keep a record of all your items that have sold at the sale so we can pay you!

Please also make sure to confirm your email address is correct in your profile, as this will be used to send out updates and timely communications about the sale. *Please be assured that your email address will ONLY be used for this* and timely communications about the sale.

If you are having difficulties self-registering, please email WSCPkidsale@gmail.com

*Note: Please disregard the field “Assigned Volunteer Shift” as only parents of students of West Seattle Co-Op preschools work at the Sale.

TAGGING

Once you have registered for the sale, you may begin entering your information to create a tag for each of your items. To start pricing and creating tags for your items, click on “Work with Consigned Inventory” on the website. This is where you will enter your inventory and create your tags. You will print fully barcoded, easy-to-read tags on your home computer (or send to a copy shop such as FedEx Office to be printed off), at your convenience. Tag as many a day as you can.

Please note: A non-refundable \$10 registration fee will be charged for *each* seller number used. This will be taken out of your sellers check at the end of the sale.

Tagging Requirements & Tips:

Save time by sorting clothing by gender & size and then group non-clothing items together.

- Baby clothes don't sell as well alone, consider putting them in sets and bagging them. You can do this with little cars, dolls, or books as well.
- You must create a *unique tag for each item* you plan to sell. DO NOT photocopy a sheet of tags to use on multiple items. Our system creates a unique barcode for *each* item in your inventory, and can only be scanned once. If the same barcode is scanned additional times, the item will appear as "already sold" in our system, and we will not be able to sell the item for you.
- When printing your tags – use white or off-white/cream sturdy paper or card stock. This paper is widely available at office supply stores. DO NOT PRINT ON THIN COPY PAPER. The tags WILL tear, wrinkle and bend. No multicolor, dark colors, texture or patterned paper.
- You can print all tags at once or a few at a time. Tags print 6 to a page; print in increments of six to save paper.
- If you adjust the price of an item after you have printed its tag, you need to print out a new tag for it. Items can only be sold at the price shown in our inventory system (so that your profits are calculated correctly). Therefore, the prices on the tags must match those in the system. Do not manually change prices on printed tags. This can lead to confusion and uncertainty for buyers, and may reduce the chances your item will sell.
- A few Mac users have reported issues with the barcodes of their bottom two tags printing onto a second page when trying to print from the Safari or Firefox browsers. We have the following suggestions to fix this issue:

o In the printer setup, make sure the margin settings on your printer have not been changed.

o Go into print preview (File > Print Preview in your browser) and make sure your tags are set to print at 100%- having a larger percentage will cause items to print onto an additional page.

o Try using the Google Chrome browser.

- Use safety pins to attach tags to clothing – NO STRAIGHT PINS OR STAPLES. You may also use a tagging gun. These can be purchased on eBay (search for retail tagging gun) for around \$10.00. Tags can also be attached to plastic bags with tape. Make sure not to ruin the item by placing holes or tape in inappropriate places.

o When attaching safety pins and tags of tagging guns, attach to the clothing item tag (i.e. where it indicates the size) or on the seam. We want to limit the potential for any bigger holes or tears in the clothing from the pin or tag of the tagging gun.

o Any clothing with holes will be returned to the seller, and the seller may be prohibited from selling in future sales.

Attach tags to other items with scotch tape, masking tape, or painter's tape in a way which will not damage the item, and is easily visible and easily removed.

- **Items we DO NOT accept: Drop side cribs, carseats, diaper genies, potty chairs, training items, underwear, nursing bras, breast pumps, bottles, sippy cups, and stuffed animals/plush toys. Please check that any item being submitted is not a part of any recall. Please visit www.cpse.gov for additional recall information.**

- Sellers' access to the website to enter inventory and print tags will close at 11:00 p.m. on Wednesday, March 1st. This is so we can upload the full sale inventory onto our point-of-sale system. Plan accordingly to avoid a last minute time crunch!

Some Guidelines For The Fields When Creating Tags:

Category: Choose from the drop down menu.

Size: Choose from the drop down menu the size of your item (if applicable.) If not applicable, choose the "Leave Blank" option.

Description Line 1: Specify the Brand (max 24 Characters)

Description Line 2: Description of the item – give as much detail as possible. We can now search the database to find items that get separated from their tags during the sale. It is much easier to match a lost tag to a "green shirt w/ dinosaur" than to a "shirt". (max. 24 Characters)

Price: The minimum price that you will be able to assign to an item will be \$0.50 and all prices should be in increments of \$0.50. When pricing, consider size, condition, rarity and brand name of your items.

Recommended price ranges for clothing items are:

Children's Clothing

Tops: \$1.00 – \$6.00

Pants: \$1.00 – \$4.00

Dresses: \$2.00 – \$12.00

Sleepwear: \$1.00 – \$3.00

Shoes/boots: \$1.00-\$5.00/pair

Coats: \$5.00 – \$20.00

We have noticed shoppers at other sales using their smartphones to “comparison shop”, especially for larger/big ticket items such as strollers, furniture and baby gear. It may be helpful to do a quick online price check for these types of items, so you can set your pricing competitively and increase your item's chance of sale.

Quantity: This field allows you to easily enter multiple “like” items without having to enter each one individually.

Check to Discount: Check this box if you would like your item to be discounted 50% for the final hour of the sale.

Check to Donate: Check the box if you want the item donated if it doesn't sell. “Yes” will indicate that you want us to donate the item on your behalf. Please consider donating your unsold items, as Westside baby will benefit from these donations. After the sale, the seller can print off a report of the items that were donated for tax purposes (“View/Print an Inventory Report”). If you check “yes” to donate, you will automatically be checked “yes” to discount.

PROFITS

All sellers will receive 65% of the selling price. There is a non-refundable Registration Fee of \$10.00 per seller number, charged to sellers. This fee will be deducted from your proceeds.

You can choose to donate your proceeds from this sale to The West Seattle Co-Op Preschool. Please let us know when you drop off your items for the sale.

DROP OFF

Drop off is Friday, March 3 between 5:00 p.m. – 7:00 p.m. at West Seattle VFW at 36th & S.W. Alaska. Please enter on the 36th side. Items should be sorted Boy/Girl and folded by size. Due to space limitations and heavy items being moved in quickly, please leave children at home. Items

not donated will be returned in bags supplied by the sale. Consider dropping off your items packed in boxes or Tupperware bins marked clearly with your consignor number. These will be returned to you at pick-up.

PICK UP

Pick up is Saturday, March 4th from 3-3:30pm. Items not picked up by 3:30 p.m. will be donated. The West Seattle Co-Op Preschools is not responsible for untagged, lost or stolen items. No exceptions will be made. The tags of sold items WILL NOT be returned to the seller. Instead, a printed list of all your sold items can be generated through the software.

This information will also be available to view online within 24 hours after the sale ends. Choose “Work with Consigned Inventory” then pick “View Your Sold Items”.

Checks will be mailed on Monday March 6th.

West Seattle Co-Op Preschool reserves the right to refuse to sell unacceptable items. Poor quality items will be pulled from the tables and tags will be marked as unacceptable merchandise. Repeat offenders will be prohibited from selling at future sales. West Seattle Co-Op Preschools are not responsible for any items that are lost, stolen or accidentally donated items. No Exceptions.

All sales are final.

Keep checking our Facebook page for updates* LIKE it* share with friends! <https://www.facebook.com/WSCPkidsale>

South Seattle College Cooperative Preschool Program Kids Sale