



Rocking Horse

Tagging Information

The process for preparing your merchandise for the sale is an easy one. Just follow the steps below and you will have registered all of your merchandise before you know it!

Please remember, the more organized you are throughout this process the quicker check-in will be.

You will need hang tags. These will replace the old note cards, although you may leave old note cards on the items in addition to attaching hang tags during this transition. Tags can be purchased from Walmart or Office Depot:



*Walmart: String Tags
1 3/4 x 1 3/32 100pc.*

*Office Depot: White String Tags
1 3/4 x 1 3/32 500pc.*

- 1.) Gather and organize your items – please gather by gender and size before beginning.
- 2.) Prepare your items.
 - CLOTHING – All items must be washed, spot-free and ironed. The better the item looks the more likely it is to sell, and at a non-discounted price!
 - Hang clothing on hangers with the hanger hook facing to the left (Hook should resemble a ? mark as the garment front faces you).
 - Hang tags are to be attached with a safety pin to the upper right corner of the garment front. This must be done prior to the computer entry of the item.
 - TOYS – All toys must be clean, all small pieces attached securely to the item. Toys must be working with fresh batteries included.
 - SMALL ITEMS – All small items should be placed into a zip-lock bag and sealed shut with package tape to ensure pieces will not get lost.

- 3.) Computer entry of items – With all of your items placed by the computer, you may now begin the easy task of registering your items.
- REGISTER – as a consignor. You will be asked to provide name, address, email address and password (*Please write down your password!*).
 - TRAINING – This will allow us to have the same understanding pricing, quality and organization. Once complete, you will be provided a consignor number and a batch number (*Write these down!*). You will need these numbers to access your sale information.
- 4.) Now you are ready to begin “entering” your items. Please use caution to accurately enter the description and price of each of your items. Remember to list the actual size for your clothing – **not S,M,L,XL.**
- DONATION – For the items you wish to have donated following the sale, you may choose **All** or **None**, or you may select each **Individual Item**.
- 5.) TAG and NUMBER your items. Write the items assigned number (provided upon computer entry) onto the tag. This will assist in organization and will speed up the drop-off process.
- 6.) SAVE YOUR ENTRIES – You may save your entries, exit and return at any time to continue the process.
- Go to the CHECK SALES page and pull up your “batch number” to access.
- 7.) PRINT – When you have completed entering all items to be sold you can print your inventory.

NOTE: You MUST bring the inventory printout with you to drop-off!