Guidelines to Tagging

TAG YOUR ITEMS

You can enter inventory from a phone, tablet, or computer.

Login to our software.

- Click on "Consignor" & "I am consigning again" This will take you to the consignor homepage
- From the Activities Menu, click on "work with consigned inventory"
- Here you will enter the description, gender, size, type (category of item), price in whole dollar increments.
- Please enter a detailed description in case the tag falls off the item. This does happen, and a detailed description helps our volunteers locate the item and reapply the tag. For example, instead of "book", put in the title of the book. Instead of "dress", put in the brand and color/pattern.
- You may either hand key in your tag information, or you may choose the voice option mode, whichever you are more comfortable with.

Printing Tags

- All tags must be printed on light colored cardstock
- From the Activities Menu, click on Print Tags
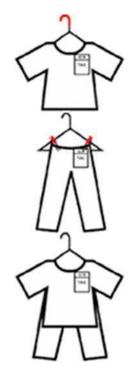- You can choose to print all tags or just print the ones that have not been printed.

Applying The Tag To The Item

For clothing, attach tag vertically on right shoulder (when facing the garment) with a SAFETY PIN or using a TAGGING GUN.

If using a Tagging Gun, please insert gun in seam, under a collar, armpit, or fabric label. The tagging gun creates a bigger hole, so place it somewhere discreet. We will not accept clothing with a tagging gun through the chest.

Pants must be hung front facing, not hung on the crease or folded over. If using a regular hanger and not a pant hanger with clips, please pin on the upper part of the hanger ONLY.

Clothing sets can either be hung on an outfit hanger, or two separate hangers. If using two hangers, rubberband the hangers together.

NO straight pins. NO staples. Amazon has good prices on safety pins.

Shoes
Tie shoes together with string or zip tie through the laces, straps or holes of shoes. Punch a hole in the tag & thread it through the string or zip tie also. Shoes that cannot be zip tied (loafers, flats) should be rubberbanded together & the tag safety pinned to the rubber band. Do NOT tape tag to shoes. Do not bring shoes in shoe box or plastic bag.

Toys & Books
If toy has several parts, strongly secure them together. Use zip ties, storage bags wrapped with clear packing tape to attach items together. Items not securely attached are highly likely to become separated during the sale.

Saran wrap can help seal puzzles and then wrap tape over the saran wrap.

Be careful using tape (especially packing tape), when removing it, it can tear paper to which it is attached.

INACTIVE INVENTORY & RESORT CODES

At the end of a sale, all of the consignor's unsold inventory is moved into their inactive inventory. If the consignor would like to try and sell that item in the next sale, the tag attached to that item will work as long as the price on the tag is not changed. If the consignor wants to change the price of the item, they must print a new tag. If the consignor is using an old tag, they must first reactivate the item, by going to their inactive inventory, clicking the box next to the items they would like to reactivate, scrolling back to the top of the page and clicking the reactivate button. This moves the items from inactive inventory to active inventory. **One important step is to check the resort number.** The resort number is found at the bottom of the tag above the barcode; this number can change from sale to sale. The resort number is different from the consigner number. A person's consignor number never changes, whereas a resort number can change from sale to sale. If the consignor is using an old tag, they need to look at the current resort number listed on a new tag, an if the resort numbers on the old and new tag do not match then they need to mark through the old resort number and write the new resort number on that reused tag. ***CCE will not responsible for items missing during pick up day due to resort code issues.***