

# TAGGING INSTRUCTIONS

All of our tagging is done online. In order to use our system, you must first create an account and register for our sale.

Getting started:

1. **SORT** - Sort clothing by gender and size and grouping non-clothing items together. This will save you a lot of time.
2. **LOG IN** - Log in to your Seller Home Page and click on Enter Items, begin creating your tags.
3. **PRICING** -We suggest pricing items around 1/3 to 1/4 of the price they were when new. Boutique brands, carseats, strollers and big play yard items will sell for more. So price according to what you might pay for that item. If you price your items using our suggestive pricing guide below, you will find that they will sell quickly.

Shirt - \$2-5	Crib - \$60-125
Pants - \$3-8	Dresser Changing Table - \$75-100
Two Piece Sets - \$5-12	High Chair - \$18-40
Dress - \$3-8	Bedding Set - \$10-15
Hat - \$1-3	Exerciser/Walker/Swing - \$15-35
Sleepers/Pajamas - \$1-4	Bathtub - \$3-5
Shoes - \$2-6	Bassinet/Pack and Play - \$15-40
Strollers - \$20-35	Bouncy Seat - \$10-25
Double Stroller - \$45-75	Dvd/Books/Videos - \$2-5

4. **DISCOUNT** - If you want to discount your items for half price day, then you will need to check this box. If not then leave it blank, this is entirely up to you.
5. **DONATE** - If you want to donate your items that do not sell, you will need to check this box Donate, if you choose not to donate leave this box blank.
6. **SIZES, CATEGORIES AND DESCRIPTIONS** - Please use numerical numbers for sizing your clothes. Only use S/M/L for maternity clothing. Also in order to help us with lost tags, you will need to list as much description as possible.

# PRINTING TAGS

Click on Print Tags.

- ⇒ Click on the circle that says Items that have not been printed or sold.
- ⇒ Click on the down arrow and select the sale you are wanting the tags to print for. Then click on Generate List.
- ⇒ Click on the items you want to print, if all check the all box, then click on Generate Tags, a pop up box will appear stating the number of tags to print, click ok.

A page will appear asking the print code.

**For the Corbin Sale, the print code is PL31611227**

A page will appear that has a link that is highlighted in yellow, click on this link, you must have Acrobat Reader downloaded on your computer in order to print your tags, if you do not, you can download it from here.

Wait for the page to load and you will see your tags. Click on the printer icon. You should be ready to print. Click ok. If your tags printed the correct way then click on **red X** at the top of the screen, this will close this page and take you back. If you are finished you can click on the **red X** again and it will close the page.

You do not have to enter and print your tags all at one time.

You can do a few and take a break then do some more at a later date. But this is VERY IMPORTANT, if you do this you will need to follow these printing instructions or you will end up printing tags you previously printed. Following the above directions on entering items, Click on Print Tags, You will want to change the highlighted field to items that have NOT been printed or NOT sold. Then you can follow the rest of the instructions above. Each tag has a different number on it, so you can not photo copy your tags. You must print a tag for each item.

# MORE TIPS FOR TAGGING

Supplies needed: We accept wire or plastic hangers, safety pins, packing tape, ziploc bags, 60-67# white or light pastel card stock paper

Please use safety pins only, no staples or straight pins. These will hold your clothes on better.

Ziploc bags work great for big toys, bedding items, shoes and books. You can place the tag in these bags and tape the top shut. On the books please do not tape the tags on the books, this will tear the paper off the books. No Clothing in Bags!!! unless its Socks! onsies can be grouped together on a hanger.

You can print tags on card stock paper or plain copier paper but remember plain paper is easy to fall off your items and become lost. You can find card stock at Walmart or other office supply store. Only use white card stock or light colored. Please remember to tape all bags shut and make sure that all items are hung securely.