CSU Equine Sciences Consignment Tack Sale

Seller Manual 2015
https://www.facebook.com/totrconsignmenttacksale
Table of Contents

1. Benefits
2. Consignment Basics
3. How to Consign
   a. Acceptable items
   b. Unacceptable items
4. Supplies you will need
5. Organizing your inventory
6. My Sale Manager (MSN)
7. Preparing and tagging your inventory
8. The sale weekend
We are excited to introduce the CSU Equine Sciences Consignment Tack Sale. There are many benefits to consigning your tack and equipment to this sale.

- High percentage paid to consignors
- VIP Shopping prior to public opening for you and two friends Friday evening
- Low fees
- Make more money than any garage sale or other consignment or second hand store
- Great location and target audience
- Clean out your tack rooms, trailers, garages, and closets and make money
- More secure than Craigslist
- Organized and fun way to make money
- Free admission

Ready to sign up? Read through the manual to find out more information and to begin the registration process.
Thank you for your interest in consigning with us. We are excited to welcome all new consignors.

Consignor Fees

- Sellers earn 80% of the selling price for all items sold.
- Every seller has a $10 fee to participate in the sale regardless of the number of items consigned. This is to help cover the cost of facility rental, advertising, checkout systems, clothing and tack racks, etc. The $10 Consignor fee will be due at the time of drop-off.
How to Consign

1. Pre-register through My Sale Manager (MSM)
2. Tag/Price your own items using the bar coding system
3. Bring items to sale on drop off day during your assigned time
4. The CSU Equine Sciences Consignment Tack Sale will sell your tack for you
5. ½ Price Sale: Any items you wish to mark down 50% off will go fast during the ½ price sale on Sunday
6. Pick up your unsold items on pick up day
7. Checks (less commission and fee) will be mailed after the sale

Items Accepted

Saddles  Jumps  DVDs
Bridles   Leg boots & wraps  Lunging
Halters & Leads  Hayracks  Equipment
Helmets   Whips & Crops  Wagons and Carts
Tack Boxes  Horse Blankets &  Unopened feed
sheets
Saddle Pads  Coolers  supplements
Saddle Bags  Harnesses  Equine gifts/toys
Show Clothing  Saddle Racks  Breeding & Foaling
Boots      Barn Supplies  supplies
Bits       Buckets and
Spurs      Troughs
Breeches   Equine Books
Unacceptable Items

Jeans
Fencing and Gates
Horse Trailers
Feed
Shavings
Stall Mats
Magazines
VHS Tapes

• Stained clothing, or clothing with holes, missing buttons, broken zippers, or unpleasant odors including cigarette smoke.
• Broken or dirty items. Clean all tack and equipment before bringing to the sale.
• Items not properly packaged, hung up or tagged.
• Due to the overwhelming volume of items we receive and our interest in maintaining a high-quality event for our shoppers, we reserve the right to refuse any item.
Supplies You Will Need

Tagging Supplies

- Tagging gun (optional for use with clothing items)
- Tagging barbs (optional for use with clothing items)
- White or light colored cardstock
- Cable (zip) ties
- Sandwich, quart & gallon sized resalable plastic bags
- Quality packing tape
- Sharpie markers
- Plastic hangers
- Access to a printer

We will have a couple tagging guns for you to borrow during check-in. If you have a lot of clothing to tag, you may want to look into purchasing your own tagging gun. This will speed up the check-in process. There are several companies online that sell the tagging guns, tagging fasteners and extra needles for under $15.

Looking for Hangers?

Call large clothing stores such as Old Navy and request that they collect a bag for you.
Setting Up Your Printer

Poor print jobs mean your items will not scan. Failure to properly print your tags may result in a 10% sales commission increase. Please remember the following items when printing your tags:

- Put your printer on the “draft” setting. Too much ink will cause your tags to smear.
- Align & clean the print heads on your ink jet printer.
- Be sure your paper is loaded in the printer correctly & snugly so that it doesn’t slide around. If your tag has a shadow behind the text, you will need to reprint.
- Laser printers produce the best quality.

Cardstock is Important!

- Do not use regular weight paper
- Only use white or light colored cardstock. No dark or neon colors.
- 65-67lb cardstock is recommended
- Failure to use white or light colored cardstock will result in a 10% deduction of your sale profits.
Organizing Your Inventory

1. Develop a game plan. Don’t wait until the day before the sale to get everything done.
2. Start cleaning out your tack rooms, closets, horse trailers, etc.
3. Decide if it is worthy of consigning, worthy of donating or worthy of the dump.
4. For items worthy of consigning, be sure items are free of stains, tears, holes, etc. Ask yourself, ‘Would I buy this item?’
5. Items sell better if they are cleaned, ironed (clothing), buckled and zipped.
6. If selling DVDs, be sure they are in good condition and not scratched. Tape the case closed so media inside doesn’t come free from the case.
7. If selling books, ensure they are clean and free from torn pages and scribbles.

Pricing Inventory

• You decide the price. We recommend discounting your items too. Many shoppers will come back Sunday for 50% off.
• Price according to what you would be interested in paying for the item given its condition. Overpriced items will not sell.
• To increase profits, make sure items are clean and stain free. Clean all tack. A little elbow grease goes a long way.
My Sale Manager

You will use a web-based program called My Sale Manager (MSM) to price your entire inventory. The program will allow you to create labels you will use to tag your items.

**General Info:** New consignors register [here](http://www.mysalemanager.net/hom_start.aspx?partnercode=TOTR). Once you have registered you will be emailed your consignor number and password to login. After you register for the sale you may begin entering your items.

**Working with inventory:** From the consignor’s homepage, you will be able to sign up for your volunteer shift, enter, price and edit inventory and print barcode tags.

**Entering Inventory:** To start adding inventory, click ‘Work with consigned inventory.’ Next click on ‘Work with my consigned items.’ This will bring you to the screen where you will enter all items you want to sell.

- **Category/Size:** select appropriate category and size. This will help us plan appropriate space for items sold and will provide information to the buyer.
- **Description:** Please enter a detailed description including brand name on the tag. If the tag becomes separated from the item we may be able to match it based on the tag.
- **Price:** Price all items with $0.50 increments and a minimum price of $1.00.
**Quantity Box:** Selling several of the same items at the same price? Enter a ‘quantity’ while entering the tag info. This will increase the number of labels printed.

**Discount Box:** ‘Check to Discount’ If you check this box you are saying it is okay to sell your item for half price on Sunday during our half price sale.

**Editing Inventory:** You can edit the description, price, size at any time by clicking ‘edit’ next to the item you would like to change. Please DO NOT make handwritten changes to your tags. Price and discount information is imbedded into the barcodes.

**Printing Tags:** After you have entered your inventory, click ‘I am finished for now.’ You will be redirected to the Consignor Item Entry Menu where there is an option to print your tags.
Preparing and Tagging Your Inventory

• Hang clothing on plastic hangers that are appropriately sized with the hanger hook turned to the left (like a ‘?’). Please do not use safety pins to attach accessories or clothespins to attach garments to hangers.
• Attach one consignor tag to each item or outfit. Attach the item with a tagging gun through the left armpit, left sleeve or waistband seem.
• Please hide the tag in a seam or label to prevent creating holes in the clothing.
• You may also use a tagging gun to attach multiple items such as top and bottom outfits together so they are not separated on the sales floor.
• Ziploc bags are great for small items that may go together. Seal the top of the bag using clear packing tape. Make sure the tags are attached to the outside of the bag and please do not tape over the barcode. Write your seller number on the outside of the bag using a permanent marker.
• If an item has an existing bar code, please either cover the bar code or make an ‘X’ through it with permanent marker.
• Only boots in very good or excellent used condition will be accepted. Please attach shoes together with zip ties. You may put label on with zip ties or a tagging gun.
• We cannot sell items without tags so please attach your tags securely. Tagging guns work well for clothing and other fabric items. Clear packing tape works well for most other items. Zip ties work well for boots and tack.
The Sale Weekend

Load In: Each consignor will register for a one hour ‘Consignor Drop-Off’ time. Please arrive at your scheduled time. Each consignor will pull up, check in and drop off items. An attendant will direct you to where to park and will watch your items while you park in the adjacent lot. Once your car is parked, your items will be inspected. Once inspected you may put the items out on the floor.

Please consider the following during ‘drop-off:’
- Have all items sorted by category
- Have all tags attached before you arrive
- Allow an hour of time for load in
- Be sure to have all items. Any items not on the floor at the scheduled end of load will not be sold.
Sorting and Tear Down

• Tear down and sorting of inventory will occur beginning at noon on Sunday.
• Consignor pick up is as follows: Last names A-M 1:00-2:00 and N-Z will be from 2:00-3:00. *Any unclaimed items will be donated at 3:30pm.*

Getting Paid

• Earnings checks will be sent to the address you used when registering for the sale.
• Earnings checks will be mailed within 10 business days of the final day of the sale.