



POMBA

Parents of Multiple Births Association – Halifax Region

CHILDREN'S CLOTHING & EQUIPMENT SALE TAGGING TIPS

SPRING 2023

How to prep and tag your items

Seller Tags Overview:

- Only POMBA issued tags created with the MyConsignmentManager system can be used.
- The information on a seller tag includes seller number, item number, price, size, description, barcode, and whether or not the item will be discounted and/or donated.
- Each item you sell MUST have a sale tag attached to it.
- You are allowed to enter up to 1000 items for each sale.
- When an item is sold, the tag is removed at checkout and scanned. The data from the barcode (seller #, item #, and price) are entered in a database program that calculates the totals for each seller.
- Within 24-48 hours of the sale, sellers will be able to check their inventory on-line to see what items sold and their approximate profit.

Creating Sale Tags in MyConsignmentManager:

- You must have access to a computer, printer and Internet with up to date browsers. (If you do not have a printer, you can print the tags at a print shop, such as Staples.)
- Tags must be printed on **white or light beige coloured cardstock**.
- Although we have successfully used the Safari Internet browser, MyCM says it does not support it. To be safe, users should use Chrome, Internet Explorer 9.0 or Mozilla Firefox.
- Tags printed on laser printers most often do not scan at checkout. Therefore, we ask you not to print on laser printers.
- Please ensure that the language setting for your browser is set to English. If it is set to French, you will have trouble with the prices due to the commas for decimals in French.

Blank vs. Detailed Tags:

Sellers have the choice of creating either **DETAILED** or **BLANK** tags.

Detailed Tags: Tags are created one at a time on the computer, typing at least 3 identifying descriptions for each item. This creates a tag that is clear and easy for buyers to read. This may take a little more time in front of the computer, but once the tags are printed, your work is done!

Blank Tags: The quick and easy way to create many tags at one time at different price points. You will spend less time in front of the computer, but will still need to take the time to enter the missing information by hand while actually tagging your items.

Important: All tags must have 3 identifying descriptions written or typed on the tag in addition to the price. Any tags with just the price or with less than 3 identifiers will be pulled for quality control. Note that one of the three descriptions for all clothing must be the size!

Why this matters: every sale, tags come off items. This is unavoidable due to the large amount of items and people going through them, however if we find the tag, and someone wants to buy your item, the only way we can match the two is if we have as much information as possible. If the items states “shirt”, there’s no way we will be able to sell your item once the tag comes off, however if it states “Size 2, t-shirt, red, long sleeve, Old Navy”, we are much more likely to match the item with it’s lost tag.

Creating Detailed Tags:

Log into <https://myconsignmentmanager.com/pomba>

1. Go to **Manage Items**.



MANAGE ITEMS

Add Items, Print Tags, and
Manage Inventory



VOLUNTEER

Manage your Volunteer
Shift(s)



CHECK-IN

Manage your Check-In
Appointment(s)

- Price:** The price can be selected either by mouse or by typing in the digits. Prices start at \$0.50 and go up by \$0.50 increments to a maximum price of \$500.
- Description/Brand Name:** Type the manufacturer or brand name, being careful to stay in the box provided (i.e. Carter’s, Graco) as well as a description of the item - grey sweater,



corduroy pants, dress shoes, etc. You can also list the condition in one of the description lines (i.e. "New" or "Gently Worn"). Try to not use capital letters as they take up more space allowing for fewer characters per line. The system will prompt you if your description is too long for the tag.

- 4. Size:** Choose the size either with your mouse or by typing in the first digit of the size you want (which is faster). You can choose "not applicable" for items where a size is not necessary. You can also choose "blank size" and then nothing will appear for the size on your label. If the sizes available don't match exactly the size on the item, choose the closest size, or use "blank size" and manually write the size on the label.
- 5. Category:** Please note the category will not show on the tag but will inform us on what sells well. By selecting this, you help us monitor the inventory, but it is not a requirement.
- 6. Mark Discount:** This box should be clicked if you would like this item to be discounted 50% during the final hour of our sale from 1pm-2pm. Sellers can pick and choose what items they want to discount and what items they don't.
- 7. Mark Donate:** This box should be clicked if you would like this item to be donated at the end of the sale if it is not sold. **If you are not returning at the end of the sale for the post-sale sort, then make sure you choose this for all items you are selling!**
- 8. Number of tags at this price:** Typically you'd select 1, but it is possible to have multiple items with much of the same information, particularly if it is quite generic or you will add information by hand later.
- 9. Click Add Items:** The system will add the item(s) to your inventory.

Creating Blank Tags:

- 1. Follow the instructions above.** At a minimum, your blank tags will need to include the price. You will also need to select **Allow Discount** and **Allow Donate** if desired, **as those indicators cannot be handwritten.**
- 2. Number of tags at this price.** Using the Power Tagger, enter the number of tags you would like to create with this exact same information. A typical seller would need many tags at the lower price points of \$0.50 to \$5.00 and much fewer tags at the higher price points.



3. Click **Add Items**. The system will add the item(s) to your inventory.

When creating blank tags to use later, you would create many tags at different price points so the above instructions would be followed for all the price points you want to use. You can log back in at any point before the sale to create more tags. So don't worry if you run out and need more.

Are You A New Seller? A typical starting point for new sellers is to create a variety of tags at different price points. Note: tags print out 8 per sheet of cardstock.

\$0.50 – 16 tags	\$2.00 – 32 tags	\$3.50 – 16 tags	\$5.00 – 16 tags	\$10.00 – 8 tags	\$18.00 – 4 tags
\$1.00 – 32 tags	\$2.50 – 16 tags	\$4.00 – 24 tags	\$6.00 – 12 tags	\$12.00 – 4 tags	\$20.00 – 4 tags
\$1.50 – 16 tags	\$3.00 – 24 tags	\$4.50 – 16 tags	\$8.00 – 12 tags	\$15.00 – 4 tags	Higher Numbers – As Needed

Editing Tag Information:

- Previously entered items can be edited at any point. Click **Manage Items**.
- Check the box to the left of the item you would like to edit and click **Edit Item**.
- From here, you can change the price, size, and description.

Editing Donate/Discount Option:

- From the **Manage Inventory** page, check the box next to the item you want to edit and click the icon for the appropriate action (Mark Discounted / Mark Not Discounted / Mark Donated / Mark Not Donated).
- You can perform the same action on multiple items at once by checking all corresponding boxes/items.

If your tags have already been printed, print the new versions you just edited and destroy the old ones. You cannot use the old tags for something else. Each tag has a unique item # and cannot be scanned more than once. Editing the tag information does not change the Item #.

Removing Items:

- You can remove items at any time by checking the box next to the item you would like to delete and clicking **Remove Item**.
- The removed item will not count toward your 1000 item total and will no longer exist in the database.
- Any tag printed before the item was removed will not be recognized when scanned and must be destroyed.



To prepare for the sale, the MyCM system is LOCKED 48 hours prior to sale day. You can still print tags, but no new tags can be created and existing tags cannot be edited.

Important Printing Information:

- Tags must be printed on **white or light beige coloured cardstock**. Cardstock is a heavier paper, with a weight of 65lb to 110lb. It can be found at Staples, Walmart and Michael's.
- Using regular paper is not permitted as it is too flimsy and tends to rip off items. An item without a tag cannot be sold.
- Barcodes printed on coloured cardstock (other than light beige) will not scan and slows down the line at check out.
- Each and every item must have a barcoded POMBA-issued tag created with the MyCM system.
- **A tag can only be scanned once.** Each item you place in the sale must have its own specific tag. **The same tag cannot be photocopied or reprinted and used on multiple items.** Each tag has a unique item number and the system will not allow the same item number to be scanned more than once at checkout.

If your tags are not printed on white or light beige cardstock, your items will be sent to quality control and could be pulled from the sale. If you have more than 12 items removed for quality control.

Printing Your Sale Tags:

1. **Print Tags:** Choose the **Print** option under the **Manage Items** section.
2. **Select the items you want to print:** Check the box at the left for each individual item you want to print. To select all items, check the box at the top of the list on the left.

3. Click on **Generate Tag(s)**: The system will generate a PDF document that you can either print immediately or save on your computer to be printed later.
 - Once you have generated tags, your items will be marked **Generated** under **Tag Status**. This lets you know which tags you have printed and which you have not. If you print your tags but never attach them to your items, you can print them again. You cannot print the same tags multiple times and use them on different items.
4. **Print Your Tags**: Prepare your printer. Load your printer with CARDSTOCK paper. Use a printer with normal toner (no dot matrix printers). Use NORMAL or DRAFT print setting ("Best" quality is too dark and causes the barcodes to bleed).
 - **TIP**: Perform a test print after the first 8-24 items so you can catch any entering mistakes before you continue. Make sure the barcode prints crisp and clear and the lines do not bleed together. If you cannot see white lines between the barcode, reprint using a lower print quality.
5. **Attach your Tags**: Cut the tags up and attach them to each of your items. Be careful to make sure the description matches the item. Confirm that items you marked for **Discount** are denoted with an asterisk (*) and items marked for **Donate** with a "D". You cannot fill this in manually. If you forgot to select Donate or Discount, please edit your tags online and reprint them.

VERY IMPORTANT!! Do NOT print multiple pages of the same PDF file to use more than once. Doing this will result in *duplicate tags* and a penalty that affects your commission. Each tag/item must have a unique barcode created in MyCM. If you are placing 100 items in the sale you must create 100 different tags.

PRINT CODE: If you are prompted for a print code, it is because you logged in from the MyCM homepage and not POMBA's MyCM webpage <http://myconsignmentmanager.com/pomba>. If the problem persists, email sales.pomba@gmail.com

PLEASE NOTE: *Duplicate Tags and Items Not in Inventory*: Due to the additional time needed to reconcile these tags, amounts totaling less than \$10.00 will not be paid out to sellers. Duplicate tags and items not in inventory totaling more than \$10.00 will be subject to 50% commission. Please make sure to follow proper tagging procedures to avoid those penalties.

How to Attach Your Tags:

IMPORTANT: Do NOT tape over the barcode!!! All tags will be removed at checkout, so taping over your tags will drastically slow down the line, and it can damage your items. **Please note that using multiple safety pins, packing tape and staples are not allowed, and your items might be pulled for quality control.** The following recommendations exist to help the sale run smoothly. Proper tagging procedures are designed to keep your tags on your items during the sale, get your items noticed by shoppers, and keep the checkout lines running faster and smoother.

Clothing: Use a hole-punch to make a hole in the upper left hand corner of the tag. Place a safety pin through the hole and attach to clothing on the upper right hand side of the item.

If hanging an item of clothing, make sure the top of the hanger forms a question mark shape when looking at the front of the item. This makes it easier for shoppers to see information about your item as they flip quickly through the many racks. It is recommended to hang fancier or more expensive items.



Books: Use PAINTERS tape. Normal packing tape damages the book when the tag is removed at checkout.

Items packaged in ziplock bags or plastic wrap (good for toys, shoes, accessories): Secure the tag to the **OUTSIDE** of the package.

Larger items and shoes: Use zip ties.

Online Inventory:

Important: If you register and we must delete your registration (ether because you registered too early, or because you have to drop out of the sale), your items will be lost and cannot be retrieved.

- As a seller, you can access your online inventory at any time by logging in to your account.
- Between sales you can remove items from your inventory (i.e. items that sold or that you donated) but you cannot enter new items until a new sale is active.
- Please note that you will not be able to transfer items from previous sales at this sale.