



Guidelines and Tagging Instructions

Items Accepted by JoCo Kids Consignment Sale:

- Seasonal Clothing: February -> Spring and Summer items ; August -> Fall and Winter items
- Boys & girls clothing 0 months up to youth size 20 (not junior or misses or adult sizes).
- Infant clothing and shoes – We strongly suggest you price these items **LESS THAN 1/3 of the original cost**. These are often given as shower gifts; therefore, they do not sell as well. Please consider letting them go half-price. If you mark them “donate”, they will go half-price and if not sold, they will GREATLY benefit **iChoose Pregnancy Support Services**.
- Children’s shoes
- Dancewear, school uniforms, Scout uniforms, etc.
- Swimwear (Spring/Summer Sale)
- Halloween costumes (Fall/Winter Sale)
- Pretend play, dress-up clothes and dolls
- Underwear – **new only**
- Sports equipment – (NO BIKE HELMETS)
- Toys for infants, toddlers and teens
- Riding toys, bicycles, scooters, etc.
- Puzzles, books, games, home school material
- DVD movies and CDs
- Infant accessories – diaper bags, blankets, potty chairs, bath seats and tubs, bottles (new in package or without nipples), pacifiers (new in package only), breast pumps with all parts and in working order, etc.
- Baby and children’s furniture - gliders, changing tables, bassinets, mattresses, toddler beds, tables/chairs, etc.
- Baby equipment -high-chairs, exersaucers, pack-n-plays, strollers, swings, baby gates, etc.
- Infant/child bedding, sheets, pillows, sleeping bags, picture frames, wall art, mobiles, rugs, lamps, hampers, etc.
- Outdoor play equipment
- Children’s luggage or backpacks
- Children’s dinnerware sets/utensils
- Bedrails and safety items
- Video game systems/accessories/games
- If your child has worn it, read it, played with it or used it and it is in excellent condition, we will accept it

Items NOT Accepted by JoCo Kids Consignment Sale:

- Maternity clothing
- Junior clothing
- Clothing/shoes that are out-of-date or look worn
- Used undergarments
- Clothing with stains, holes, missing buttons or broken zippers
- Any VHS movies
- "R" rated movies
- Toys, equipment or furniture with missing or non-functioning parts
- No stuffed animals unless they are new in the package
- Items that require batteries, unless batteries are included
- Video games rated T for Teen or M for mature
- **Items recalled by the Consumer Products Safety Commission (check out www.cpsc.gov)**
- ABSOLUTELY NO CAR SEATS AND NO BASES
- NO CRIBS OF ANY KIND at this time
- NO MATTRESSES
- Formula or baby food
- Beanbags or Beanbag chairs with tiny pellets inside
- Hoodies or hooded sweaters or jackets that have drawstrings (these have been recalled by CPSC)

Please note that in an interest to provide only the best in merchandise to parents, JoCo Children's Sale reserves and maintains the right to reject any item failing to meet our standards and the requirements set forth above.

Tagging Instructions

Supply List

- Card stock paper (white, light or neon colors)
- Zip ties (these are found in the lighting section of Walmart and Home Improvement stores)
- Safety pins
- Adult- or child-sized wire hangers (preferred) or thin plastic hangers
- Ziploc plastic storage bags (gallon- and quart-sized)
- Clear packing tape (NOT Scotch tape)
- Rubber bands
- Hole punch
- Scissors
- Masking Tape –for attaching tags to books, boxes, etc. (painter's tape works also)

Preparing Your Tags


- **You must use our software to tag items. Handwritten tags or barcoded tags from other sales will not scan in our system. Embedded in each bar code are 4 important things: your consignor number, the price of the item, whether the item will go half-price, and the item number from your inventory.**

- The general rule is the price your items at 1/3 of the original retail price. However, some items (like baby clothes will sell better at 1/4 of the original price. Other items that are in new condition might be priced 1/2 the retail price. Suggested Pricing Guide: <http://goo.gl/bgBh31>
- Tags print 6 to a page. We suggest printing and tagging groups of 30-36 items at a time. However you can enter everything in one sitting, and come back another day to print your tags if you like.
- Create an account. Then login to the tagging system with your username and password. (Look for the green Login button on the Home page of the website: www.jocosale.com)
- Once you login, you will see a screen like this:



- Click on “Enter Items” (see red arrow above).
- Then you will see a screen like this:

- **On the left side of the screenshot above,** you select the price, discount option, and donate option. If you choose to donate, it will automatically discount. If you are willing to give it away, why not let it go half-price?
- **On the right side of the screenshot above,** you select the size, type in your description, and select the category. **All of these can be left blank if you choose to tag more quickly.** Select “blank size” and “blank category” from the drop-down menus if you wish to handwrite these on your printed bar coded tags later.
- **In the bottom middle of the screenshot above,** you select the number of tags you are adding and click the “Add Item(s)” button. Immediately your tags will show up underneath.
- When you are ready to print your tags (you can print immediately or login later and print them), click on the “Print Tags” tab on the blue bar at the top of the page. (See red arrow)
- This is the screen shot you see when you are ready to print:



My Account Choose your language/country: United States/Canada

Home Enter Items Print Tags Manage Inventory View Settlement Volunteer Check-In Logout

Generate and Print Tags

Generate Tags for Sale: JoCo Kids Consignment

[Click Here to View Instructions to Generate Your Tags' Printout](#)

Showing 1 to 21 of 21 entries
 Show 24 entries First Previous 1 Next Last

Generate Tag(s) DO NOT mark my Item(s) "Generated"

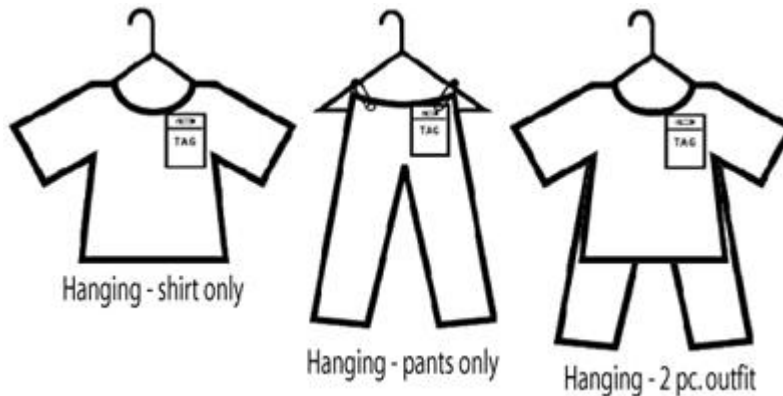
Item	Desc / Brand Name	Description	Category	Size	Price	Dis.	Don.	Seller#	Status	Tag Status
<input type="checkbox"/>	756				\$2.00	No	No	0007	Not Sold	Not Generated
<input type="checkbox"/>	755				\$2.00	No	No	0007	Not Sold	Not Generated
<input type="checkbox"/>	754				\$2.00	No	No	0007	Not Sold	Not Generated
<input type="checkbox"/>	753				\$2.00	No	No	0007	Not Sold	Not Generated
<input type="checkbox"/>	752				\$2.00	No	No	0007	Not Sold	Not Generated
<input type="checkbox"/>	751				\$2.00	No	No	0007	Not Sold	Not Generated
<input type="checkbox"/>	750				\$2.00	No	No	0007	Not Sold	Not Generated
<input type="checkbox"/>	749				\$2.00	No	No	0007	Not Sold	Not Generated
<input type="checkbox"/>	748				\$2.00	No	No	0007	Not Sold	Not Generated
<input type="checkbox"/>	747				\$2.00	No	No	0007	Not Sold	Not

- Select the items from **the list at the bottom of the screen** that you want to print. Click the “Generate Tag(s)” button. The system will give a pop-up window asking you if you want to print ____ # of tags. Select “ok”.
- A .pdf file be created. Print the file (on WHITE or LIGHT colored card stock) Your tags will look similar to this:

0007	12-24 Months Boy's Clothing
--- myconsignmentmanager.com © 2012 ---	
\$3.00	
Blue Jumper with alligators and frogs	
Item #: 757	D
 <small>0007-757-3.00-1</small>	

Tagging Your Items:

- Place all clothing on hangers with the hook facing left, like a question mark as shown below. Safety pin pants to the hanger as shown below. Pants that are thrown over a hanger or are sliding around on the hanger are not merchandised well and will not sell.



- For clothing, punch a hole in the top left of the tag. Use a zip tie to secure the tag to the garment. **Use a belt loop, button holes, or sizing tag to attach the price tag.** Try to keep the tag on the front of the item. You can even run a zip tie through the sleeve of a shirt. **Safety pins should only be used as a last resort if there is nowhere left to attach the tag.** Try not to cause any damage to the clothing with the safety pin- pinning it to a seam should help deter potential damage.
- **You may want to purchase a tagging gun for \$10. Amram Comfort Grip Standard Tag Attaching Tagging Gun**
- If selling a two piece outfit you can hang the top like you would normally hang a shirt on a hanger and then attach the pants to the hanger **or** you can place each piece on a separate hanger and secure the hangers together using rubber bands, packing tape, or zipties.
- For toys and equipment, attach the price tag with clear packing tape. Make sure tags are securely attached to all items.
- For books, games, and other delicate items, consider using masking tape or painter's tape to attach your tags so that the tape will not tear the item when we remove the tag.
- Double check all of your price tags for price, consignor code, and accurate information.
- Select a Check-In appointment time (Check-In is one of the tabs at the top after you login).
- **Bring a self addressed, stamped envelope so that we can mail your payment quickly.**
- When you arrive for pick-up on Monday after the sale, we will go through each item in your pile. We have a team of people and the process usually takes 15-20 minutes. You will sign a form before leaving.
- See the chart below for drop-off, shopping, and pickup times.

Schedule of Events

Date	Event	Time
Monday	Consignor Drop-Offs Appointments Available	5:00 pm— 8:00 pm
Tuesday	Consignor Drop-Offs Appointments Available	5:00 pm— 8:00 pm
Wednesday	Consignor Drop-Offs Appointments Available	9:00 am— 8:00 pm
Thursday	Private Sale: Super Volunteers (volunteering 2 shifts) Regular Volunteers Consignors EARLY BIRD ADMISSION (\$5.00 CASH per adult)	3:00 pm – 7:00 pm 4:00 pm – 7:00 pm 5:00 pm – 7:00 pm 7:00 pm —9:00 pm
Friday	Public Sale: Free Admission	9:00 am – 7:00 pm
Saturday	Public Sale: Free Admission	9:00 am – 5:00pm
Sunday	Private ½ Price Volunteer Sale Public ½ Price Sale Free Admission	12:00 pm – 4:00 pm 1:00 pm – 4:00 pm
Monday	Consignor Pick-Up Doors close at 8:00pm SHARP	10:00 am— 1:00 pm 4:00 pm— 8:00 pm *We are closed from 1pm-4pm