



Directions for Using LexFUN!'s Consignment Sale Website

www.myconsignmentmanager.com/lexfun

Becoming a Seller is Easy!

Consigning your clothes and toys is super easy! Just log onto our special consignment sale website at www.myconsignmentmanager.com/lexfun and create your own barcode price tags.

If you consigned last year, use the “**Returning Sellers**” section and click “**Register Here**” (to register for the current year Sale).

If this is your first year consigning, use the “**New Sellers**” section. Don't worry – it's easy to do!

Here are step-by-step directions:

1. Create a User ID and Password

- a. Go to our Consignment Sale website at www.myconsignmentmanager.com/lexfun
- b. Under the “**New Sellers/Volunteers**” section, click on “**Create User Account**”.
- c. Choose a username and password; no spaces, hyphens or special characters
- d. Fill out your contact information
- e. Under the “Terms and Conditions” section, check the box to agree to the terms
- f. Click on “**Create Account**”
- g. Then register for the current year Consignment Sale. Click on “**Register me**”. You will then be brought to a page with your seller number and password.

2. Enter Your Items

Under the section “**Please Make a Selection for your next step**” click on “**Enter Items**”. Only 3 fields are mandatory; the rest of the fields can be left blank if you don't want to fill them in.

- Price: **Mandatory** Field – Chose a price from the drop down menu (must be in whole dollar increments and no cents), then press “**tab**” key to take you to next field.
- Size: **Mandatory** Field – Chose a size or chose “not applicable” (for toys, strollers, etc.) then press “**tab**” key.
- Description/Brand name: Optional Field – you can leave blank for faster tagging. Or you can type in a brand name (e.g., Carters, Polo, Old Navy, Fisher Price, Graco, etc.). Then press “**tab**” key.
- Description: Optional Field – you can leave blank. Or you can type in a description (e.g., pants, sweater). Then press “**tab**” key.
- Category: **Mandatory** Field – Choose a category from the drop down menu. Use “**Miscellaneous**” if no other category describes your item. Then press “**tab**” key.

Finally, click **“Add Item(s)”**. This saves the item to your “inventory” list (in blue at bottom of the screen).

- Your list will appear at the bottom of the screen until you log out. Thereafter, your inventory list can be viewed via the **“Manage Inventory”** tab.
- To add another item, fill out the fields again with information on the next item (the price, size, etc.) and click **“Add Item(s)”** again.

Save Time with Power Tagging – HIGHLY RECOMMENDED!

If you have more than one item that you want to sell for the same price (e.g., 10 pairs of boy’s pants for \$3.00 each or 20 books for \$1.00 each), you can save a lot of time by using the **“Power Tagger”** feature. It’s really easy! You can create over 200 tags in one minute!

You only have to enter 3 fields – price, size (but you can chose **“Not applicable”**) and category (but you can choose **“Miscellaneous”** to cover many different items).

- In the section called **“Power Tagger: I want to create ___ items(s) with the same information”**, chose how many tags you want to create (pick any number up to 20).
- Then click **“Add Item(s)”**.

Editing Items

If you need to edit or revise items, click on **“Manage Inventory”** (located in the yellow toolbar at the top and under the **“Please Make a Selection for your next step”** section). Then:

- a. Check the box (“”) by the item you want to edit (boxes are on the far left-hand side of screen)
- b. Then click the **“Edit Item”** button (located near top of screen)
- c. Now edit whatever information you want (e.g., change price, description, etc.), then click **“Update Item”**

3. Print Your Barcode Price Tags

There are 2 ways to print price tags – print them yourself or email them to Wales Copy in Lexington Center to print (directions below).

- a. First, click on the **“Print Tags”** link in the yellow bar at the top of the screen. If you want, you can watch a video that shows you how to print tags. Just click on the **“Click Here to View Instructions to Generate Your Tags’ Printout”**. Otherwise, follow the printing directions below.
- b. Next, find the **“Tag Status”** column in the far right hand column. Using the pull down menu, choose which price tags to generate. You have three choices: **“All”**, **“Generated”** (i.e., tags previously generated and printed), and **“Not Generated”** (tags not previously generated and printed)
- c. Select the number of tags to show on your screen (bottom left side of screen). We recommend choosing **216**.
- d. Click the box next to **“√All”**
- e. Click **“Generate Tags”**
- f. A link will appear that says **“Click Here to Open Your Tags Document”** – click on it to open a PDF document with your price tags.

You can print your tags yourself or email them to Wales Copy to print for you.

To print them yourself, with the PDF document open, select **“File”** then **“Print”**

- **IMPORTANT: You have to print your price tags on white cardstock** (60, 67 or 110 pound). Why? This is the only type of paper that our bar code scanners can read from. The scanners cannot read bar codes printed on regular printer paper or on colored

cardstock and we will have to manually enter all the numbers from your tags!!

To email tags to Wales Copy:

- Send the pdf of your tags to Karen at Karen@walescopy.com. Tell her you're a seller with the LexFUN! Consignment Sale and ask to have your tags printed on white cardstock.
- The cost is 15¢ per page (about 2¢ per tag), plus a 50 cent per order cutting charge
- Pick up your price tags at Wales Copy, 1810 Mass Ave, Lexington, MA, 781-861-8368

How to Attach Price Tags - IMPORTANT:

Clothes

- Attach price tags with safety pins or tagging gun
- Pants and shorts should be folded and price tags pinned to upper-right side
- All other clothes should be put on hangers. Hangers should be positioned so that the top of the hanger forms a question mark when looking at the front of the garment. Price tags should be pinned to upper right side (when looking at front of garment)

Shoes

- Tie shoes together or put them in a clear ziplock bag (if they will fit)
- Attach price tags with clear packing tape (masking tape and scotch tape tend to not hold well so your tag may come off during the sale)

Toys and Equipment

- Attach price tags with clear packing tape

Books

- Attach price tags to back cover of book with clear packing tape

Please email Lexfunconsignmentsale@gmail.com with any questions