

Savvy Mom Sale Step-by-Step Consignor Prep Guide

We hope that both First-Time & Returning Consignors find this very helpful!

Gather the following supplies:

- White Card stock
- Scissors
- Safety Pins
- Ziploc bags
- Zip Ties
- Clear Packing Tape
- Hangers
- **Printer is required to print tags.
- Items that also come in handy are shrink wrap/Saran Wrap for puzzles & a hole punch

Step by Step Instructions

1. Go to www.SavvyMomSale.com
2. Click New or Returning Consignor Login. (A new window will open.)
 - a. Returning Consignor: simply enter your Consignor Number and Password then click Login. Register for the upcoming sale by signing the consignor agreement. You can now enter your items into the system.
 - b. First Time Consignor: Enter your information and click Submit.
5. Consignor Agreement: Read over the consignor agreement and type YES and then Submit.
6. You will automatically be returned to the Consignor Login Screen
7. You will receive an email with your Consignor number.
8. From the Consignor Login screen enter your Consignor Number and Password then click Login.
9. Consignor Homepage: You are able to manage your inventory & print tags. It also shows registration status, worker status, *estimated* earnings, sold items and seller report.
10. As soon as possible, register to volunteer! These spots are limited & go quickly!

The Savvy Mom Sale

Consignor Homepage																	
Welcome to the consignor homepage for																	
Activities: Un-register For Our Upcoming Sale Update My Account Information Volunteer To Work Work With Consigned Inventory View/Approve Seller Agreement Logout	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #d9d9d9; padding: 2px;">REGISTRATION STATUS:</td> <td style="text-align: center; color: green; font-weight: bold; padding: 2px;">REGISTERED</td> </tr> <tr> <td style="background-color: #d9d9d9; padding: 2px;">Seller Agreement:</td> <td style="text-align: center; color: green; font-weight: bold; padding: 2px;">SIGNED</td> </tr> <tr> <td style="background-color: #d9d9d9; padding: 2px;">Worker Agreement:</td> <td style="text-align: center; font-weight: bold; padding: 2px;">NOT APPLICABLE</td> </tr> <tr> <td style="background-color: #d9d9d9; padding: 2px;">Assigned Volunteer Shifts:</td> <td style="text-align: center; color: red; font-weight: bold; padding: 2px;">❗ YOU ARE NOT SIGNED UP TO VOLUNTEER</td> </tr> <tr> <td style="background-color: #d9d9d9; padding: 2px;">Estimated Earnings:</td> <td style="text-align: center; padding: 2px;"> \$0.00 (as of 1/19/2015 1:31:15 AM CST) (Note: an estimate based on our default consignment percentage) </td> </tr> <tr> <td style="background-color: #d9d9d9; padding: 2px;">Sold Items Listing:</td> <td style="text-align: center; padding: 2px;">View Sold Items</td> </tr> <tr> <td style="background-color: #d9d9d9; padding: 2px;">Seller Report:</td> <td style="text-align: center; padding: 2px;">View Seller Report</td> </tr> <tr> <td style="background-color: #d9d9d9; padding: 2px;">Donation Report:</td> <td style="text-align: center; padding: 2px;">View Donation Report</td> </tr> </table>	REGISTRATION STATUS:	REGISTERED	Seller Agreement:	SIGNED	Worker Agreement:	NOT APPLICABLE	Assigned Volunteer Shifts:	❗ YOU ARE NOT SIGNED UP TO VOLUNTEER	Estimated Earnings:	\$0.00 (as of 1/19/2015 1:31:15 AM CST) (Note: an estimate based on our default consignment percentage)	Sold Items Listing:	View Sold Items	Seller Report:	View Seller Report	Donation Report:	View Donation Report
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11. To start entering items, Click 'Work with Consigned Inventory'
12. From the Consignor Item Entry screen, click 'Work with My Consigned Items (Active Inventory)'

The Savvy Mom Sale

Consignor Item Entry

Welcome back,

You are currently REGISTERED for our upcoming sale.
Please choose from one of the following options:

[Work With My Consigned Items \(Active Inventory\)](#)
(Add items, edit already entered items, or delete items)

13. This will bring you to the Work with Consigned Items screen, from here you can enter each item into the system.

The Savvy Mom Sale

Work With Consigned Items

Use this screen to Add, Edit, or Delete items you are planning to bring to our upcoming sale. Items you entered for prior sales are by default 'inactive' and may not appear in this list. click [HERE](#) to view those items. Your tags will be printed exactly as you enter your items here. **Fields in bold are required.**

Things To Remember:

- Only items you plan to bring to our upcoming sale ('active items') are listed here. Click [HERE](#) to 'activate' items from past sales.
- You can quit and finish later. Your items will be saved.
- You may not price an item less than \$.50 and you must price items in .50 cent increments.

You are entering items for consignor #:

Fill in the information below and click "Submit Item" to enter a new item.

Category:

Size:

Description Line 1:

Description Line 2:

Price: (ex: 3.00) \$ **Qty:**

Check To Discount Check To Donate

[I'm finished for now](#)

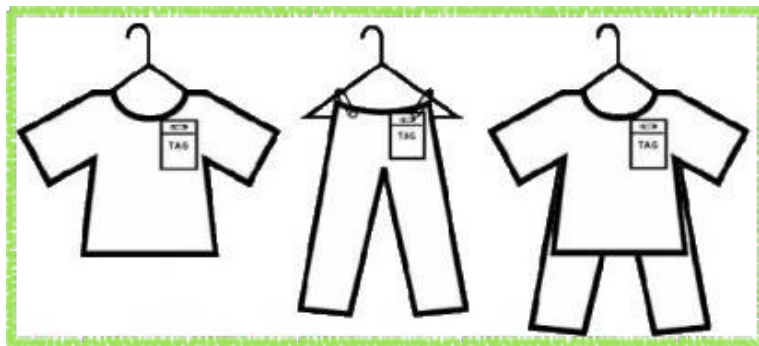
By default, only the last 5 items entered show. Check here to display all items

Not seeing inventory from past sales? It is probably INACTIVE. Click [HERE](#) to make it active.
(These buttons apply ONLY TO ACTIVE INVENTORY, and applies to ALL ACTIVE inventory, not just what may be displayed in an abbreviated list below.)

Items: 108 Value: \$390.50

Select	Item#	Description	Category	Size	Price	Discount	Donate	Sold?		
<input type="checkbox"/>	2736	BONNIE JEAN Blue & Green Plaid dress w/ ruffles	Clothing - Girls	6	\$3.50	Yes	No	No	Edit	Delete
<input type="checkbox"/>	2735	BLUBERRI BOULEVARD Blue Halter Sundress	Clothing - Girls	6	\$4.00	No	No	No	Edit	Delete
<input type="checkbox"/>	2734	GYMBOREE Navy Sweater w/ Red Tulips	Clothing - Girls	5	\$3.00	No	No	No	Edit	Delete
<input type="checkbox"/>	2733	GYMBOREE Yellow Long Skirt w/ sunflower	Clothing - Girls	5	\$3.00	No	No	No	Edit	Delete
<input type="checkbox"/>	2732	GYMBOREE white dress w/ colorful ladybugs	Clothing - Girls	6	\$3.00	No	No	No	Edit	Delete

14. You will be able to Select the Category & Size, enter a detailed Description, Price, check the box if you want it to be discounted, & check the box if you want it donated. Then, click 'Submit.'
15. Repeat this step for each item. The system will remember the category, size, & if you checked discount and/or donate after you click 'Submit'
16. Helpful tips: only the last 5 items will be displayed. If you want to see ALL of your items displayed at the bottom, then you have to click the box just below the "I'm finished for now" link. If you have duplicates of the exact same item, you can use the quantity box to enter the number of tags that you need with the same description..
17. When you are finished entering items, click "I'm finished for now"
(All of the items you gave entered will be saved & you can add additional items at a later time.)
- 18 You will be returned to the Consignor Item entry screen.
19. To Print Tags: click on one of the options: Print All Tags, Print Selected Tags, Print All Tags as PDF.
20. Use White card stock to print tags. Regular computer paper will NOT be accepted. Make sure that the barcodes print clearly.
21. 10 tags are printed on each sheet. Cut out individual tags.
22. Use Safety Pins to attach the tags to clothes. Pin the tag in the upper right corner of the clothes. Sometimes pinning throughout the seam is the best option to avoid holes/snagging.)



23. Use clear packing tape to attach the tags to toys and larger items. Ziploc bags are great for securing small items. Put the tag inside of the bag & seal the opening with packing tape.
24. Zip ties are perfect for shoes. Use a hole punch to put 2 holes at the top of the tag. Run the zip tie through the holes & loop through the shoe straps or shoe string holes.



25. To protect & keep wooden puzzle pieces together, shrink wrap works great & can be fun to use, too! Saran Wrap can also be used:



26. Sort your clothing by gender & size. We will also have special spots for boutique items, swim suits, uniforms, dance wear, & dress up clothing. Bundle each group together with rubber bands or layer them in your tote in an alternating fashion.
27. Drop off your items during the Consignor Drop off date & time.
28. Spread the word about the sale to increase your earnings!
29. Every night, you can log into your account to what items have sold.
30. Please, please, please don't forget to pick up your items following the sale!

If you have more questions, please look over the website www.SavvyMomSale.com, post your question to our Facebook page: www.facebook.com/groups/SavvyMomSale, email us at SavvyMomSale@bellsouth.net, or send a text to 251-533-4387.

Please note: as the sale gets closer, our response time may be slower because we are prepping everything for the sale & tagging, too! Thank you for participating in our sale!