



# Kingdom Kids Consignment Sale

## My Sale Manager Barcode System (MSM) Instructions for Registering/Using

**PLEASE ONLY REGISTER ONCE. IF YOU ARE UNSURE ON WHETHER OR NOT YOU HAVE REGISTERED IN THE PAST OR YOU HAVE FORGOTTEN YOUR SELLER ID & PASSWORD, PLEASE CONTACT US.**

### **Creating an Account (First Time Users):**

1. To begin, click on “Information/Forms” at the top of the Kingdom Kids Consignment homepage.
2. Click on the “New Consignor Registration” link which will take you to the My Sale Manager website.
3. Fill out the required information in the form to receive your consignor number (will be a four-digit number). Note: this is the consignor number (seller id) you should use on all forms, even if you have sold with us in the past with a different number/id.
4. Once you fill out and submit, a message box will appear with your consignor number. Write down your consignor number and password for future reference. You will need them to login from here on out.
5. Hit “Continue” from this screen to go to the Login screen.

### **Registering (Returning Users):**

1. If you registered on MSM during a previous sale, you can go directly to the Login screen by clicking the “My Sale Manager Homepage” link located under “Information/Forms” at the top of the Kingdom Kids Consignment homepage.

**Once you have registered, it is time to get started creating tags!!!!**

### **Entering Items/Creating Tags:**

1. Login to go to your personal consignor homepage. From this screen, you can create and print tags, manage your inventory, view reports, etc.
2. It is helpful if you first sort your items by clothing, toys, shoes, etc. Then sort clothing by size and gender. Doing this ahead of time will make the process go faster as all you will have to change from one item to the next is the description and price.
3. To create tags, click on "Work with Consigned Inventory".
4. Click "Work with My Consigned Items (Active Inventory)".
5. Fill in information for item you are creating tag for and hit SUBMIT ITEM. Once you submit, the item will appear in the list at the bottom of the page.
6. Be sure to pay attention to the Discount and Donate option for each item you are creating a tag for.
7. You may choose to continue to add items or choose "I'm finished for now". You do not have to Save anything. All items entered will be automatically saved into your inventory list.
8. Once you have finished or are ready to print tags for the items entered at that point, return to your personal consignor homepage and choose either "Print All Tags" or "Print Selected Tags".
9. It may help to turn off your pop-up blocker while printing as the tags selected to print will open in a new window.
10. PLEASE PRINT ON WHITE CARDSTOCK. The scanner does not read some colored paper.
11. DO NOT PRINT ON LABELS. We must be able to remove the tag when an item sells.
12. The tags do not have to be printed at the time you create them. You can print and re-print at any time. Your inventory list will show you what items you have already printed tags for.

### **Reminders and Helpful Hints:**

1. It is helpful if you first sort your items by clothing, toys, shoes, etc. Then sort clothing by size and gender. Doing this ahead of time will make the process go faster as all you will have to change from one item to the next is the description and price.
2. Be sure to pay attention to the Discount and Donate option for each item you are creating a tag for.
3. PLEASE PRINT ON WHITE CARDSTOCK ONLY.
4. Use the normal setting when printing rather than "Best Quality". The scanner has problems reading the barcode if it is too dark.
5. DO NOT PUT TAPE OVER THE BARCODE.
6. If you have any trouble or have any questions, please contact Lori Goolsby at [craig.goolsby@charter.net](mailto:craig.goolsby@charter.net).