

# Clothing & Gear Sale SELLER'S HANDBOOK

*Everything you need to know to be a seller at the TPOMBA sale.*



**IMPORTANT!** Please read this handbook in its entirety as there have been many changes recently implemented.



Throughout this guide, please look for **PRO TIPS** to ensure a great and successful selling experience!

## PLEASE REMEMBER:

*Make your tagging efforts count!*

*Ways you can help promote our sale:*

- Post a free ad on Kijiji/Craigslist
- Post a flyer in your local school, community centre, Early Years Centre, place of worship, etc...
- Share on your Facebook Page/Groups

Here are our online properties:

- **TPOMBA Facebook page:**  
<https://www.facebook.com/TPOMBA/>
- **Sale Web page**  
<http://www.tpomba.org/page-1862723>
- **Twitter:** <https://twitter.com/TPOMBA>
- **Email:** [clothingsale@tpomba.org](mailto:clothingsale@tpomba.org)

## Saturday, April 1, 2017

Dennis R. Timbrell Recreation Centre  
29 St. Dennis Drive  
North York M3C 3J3  
(416) 395-7972

*Recreation Centre is located near Eglinton and Don Mills, just down the street from the Ontario Science Centre*

### • **ARTICLE DROP-OFF**

Friday, March 31, 2017 6:00–7:30 PM  
Dennis R. Timbrell Rec. Centre,  
29 St. Dennis Drive, North York M3C 3J3

### • **MEMBER SHOPPING\***

Saturday, April 01, 2017 7:30 AM  
Dennis R. Timbrell Rec. Centre,  
29 St. Dennis Drive, North York M3C 3J3  
\*TPOMBA Members/Sister Clubs  
*Note: TPOMBA Members may bring up to 4 guests for member shopping.*

### • **PUBLIC SHOPPING**

Saturday, April 01, 2017 9:00-11:30 AM  
Dennis R. Timbrell Rec. Centre,  
29 St. Dennis Drive, North York M3C 3J3

### • **ARTICLE PICK-UP**

Saturday, April 01, 2017 1:30-2:00 PM  
Dennis R. Timbrell Rec. Centre,  
29 St. Dennis Drive, North York M3C 3J3

## Questions?

Please contact Tara Krane, TPOMBA Sale Coordinator at: [clothingsale@tpomba.org](mailto:clothingsale@tpomba.org)

# SELLER'S HANDBOOK

## TPOMBA CLOTHING & GEAR SALE

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# SELLER REGISTRATION



We now have a new all-inclusive online system for seller registration, volunteer registration, and tagging items. To get started, follow the instructions below:

## Set up a new account and register for the sale

Note: the system will assign you a new seller number if you create a new account. If you have sold at a TPOMBA sale before but have never used the new system, you will be assigned a new number and your items will need to be tagged with the new tags.

For a YouTube video of these steps, please see <https://youtu.be/CCKrCJnJPIE>

1. Go to <https://www.myconsignmentmanager.com/tpomba>.
2. Select *Create user Account* to create your account. You will only need to do this once and then you will use the same user account for each future sale you sell in.
3. Fill out the online form. Click *Create Account*.
4. Make note of your login and password. Click *Ok*.
5. Make note of your seller number and select how you heard about the sale. Click *Register*.
6. Read the TPOMBA waiver and click *I Accept*.

Record your seller info here to keep it handy for future sales:

Login	
Password	
Seller Number	

# TAGGING YOUR ITEMS



Tags need to be attached to *every* item you plan on selling. The tag will include your seller number, the item number, price, size, description, and barcode.

**IMPORTANT!** If you have items tagged with old tags used at previous TPOMBA sales, before the new online tagging system, you will not be able to use the old tags. Please print off labels or brand new tags generated from the online MyConsignmentManager system.

The image shows two examples of tags on a blue background. On the left is an 'Old style tag' with a red 'X' over it. It is a simple form with fields for NAME, DESCRIPTION, SIZE, and PRICE. The text is handwritten: NAME: Smith, NO: 108, DESCRIPTION: Blue sleeper, SIZE: 3M, PRICE: \$1. On the right is a 'New tag' with a green checkmark over it. It is a printed label with fields for Consignor #, Size, Description, Barcode, and Price. The text is printed: Consignor # 0104, Size: 4, Boy's Clothing, Old Navy, Black Sweatpants, Barcode: 0104-3-000, Donate \$3.00. Below each tag is a caption: 'Old style tags will no longer be accepted' and 'Only tags generated by the online system are valid'.

## How to create your tags



To create tags for your items, you will need to have access to a computer with Internet capabilities, a modern Internet browser and a printer that can print on cardstock paper (65-110 lb. weight) or on address labels that you attach to index cards. You will also be able to save your tags and print elsewhere (eg. Library, Staples, etc...) if needed.

For a YouTube video of these steps, please see [https://youtu.be/\\_GUmNeEeJBk](https://youtu.be/_GUmNeEeJBk)

1. Go to <https://www.myconsignmentmanager.com/tpomba>.
2. Select the *Login* button and log in with your user account.
3. Go to Enter Items by clicking on the Enter Items link at the top of the screen.
4. Enter a **price** by selecting from the drop-down menu or typing it in. Prices start at \$1.00 and go up by \$1.00 increments. When pricing your items, ask yourself what you would pay for the same item at a garage sale (1/4 to 1/3 of the original price is typical).
5. **Description/Brand Name** field. Leave blank if you want to create many tags at one time at different price points. Fill in with a description if you want to create a detailed tag that is easier for buyers to read. However, keep in mind that using too many CAPITAL letters may push your description too close to the edge and you will have to re-edit your tags. Upper case letters take up more room than lower case.
6. Choose a **size** by selecting from the drop-down menu or typing in the first digit of the size you want (see *Sizing* chart below for standard sizing to use). You can choose “not applicable” for items where a size is not necessary. You can also choose “blank size” and nothing will appear for the size on your tag.
7. Choose a **category** by selecting from the drop-down menu or typing in the first letter of the category you want. Take a few minutes to familiarize yourself with the categories. If you do not know the category, you can use “Miscellaneous” or “blank category”. If you choose “blank category”, nothing will show up on the label.
8. **Auto-Donations** - You can choose to donate some or all of your unsold items. Only items in the clothing, books and shoes categories will be accepted. These items will not be returned to you. Any items not included in the acceptable categories must be picked up at the end of the sale. Categories are subject to change.
9. Select the **number of tags** to create with this exact same information. Typically, you will want many tags at the lower prices and fewer tags at the higher prices.
10. Click **Add Items**. The system will add the tags to the screen for you to view and print.
11. **ONLY** for old tags – repeat steps 4, 8, 9 & 10. This will create a label to put onto existing tags. This will **ONLY** be allowed for the Spring/Summer 2017 sale. Future sales will require new tags.

### Tag (8 per page):

Consignor # 0104	Size: 4
Boy's Clothing	
Old Navy	
Black Sweatpants	
	
0104-53-00-0	
Donate	\$3.00

### Label (30 per sheet):

0104	\$3.00	D
myconsignmentmanager.com © 2017		
		
0104-34-3.00-0		

## Sizing

- **CHILDREN'S CLOTHING** should be sized as follows:

SIZE TO SELECT FOR TAG	SIZE ON CLOTHING LABEL
0-6 MONTHS	0-3 Months, 0-6 Months, 3 Months, 3-6 Months, 6 Months
6-12 MONTHS	6-12 Months, 9 Months, 12 Months
12-18 MONTHS	12-18 Months, 18 Months
18-24 MONTHS	18-24 Months, 24 Months
2	2, 2T, 2 Toddler, 2-3
3	3, 3T, 3 Toddler, 3X, 3-4
4	4, 4T, 4 Toddler, 4-5
5	5, 5T, 5 Toddler, 5-6
6	6, 6T, 6 Toddler, 6X, 6-7
<b>Follow this pattern up to size 14</b>	

Please do not size children's clothing by weight or use small/medium/large for children's clothes.

- **FOOTWEAR** - Label shoes, boots, skates, etc. by actual size on the footwear, not by 'age' size (except where infant shoes are sized by age, e.g., Robeez).
- **MATERNITY CLOTHING** - Label Small/Medium/Large.

Additional information:

- You can log back into the system at any time before the sale and create more tags so don't worry if you run out and need more.
- **Editing tag information.** Previously entered items can be edited at any point. Click "Manage Inventory" from the menu list or orange menu bar. Check the box to the left of the item you wish to edit and click "Edit Item".



**IMPORTANT!** If you decide to change a tag in the system, you MUST print the new tag and destroy the old tag as only the new tag will be assigned to that specific bar code.

**You cannot use the old tags for something else. Each tag has a unique item number.**

Editing the tag information does not change the item number. If you do not use a new tag, the old tag information will be used, e.g. if you increase the price on the new tag, the lower price will be charged when the tag is scanned.



### How to print and attach tags

**PRO TIPS:** Before you start, please note:

- **Tags must be printed on white or light coloured cardstock. No paper with colour or design will be allowed.** Cardstock paper with a weight of 65lb to 110lb is recommended. *An item cannot be sold without a tag attached.*

- **An item tag can only be used on one item** as each has a unique item number and the system will not allow the same item number to be entered in more than once at checkout. This means you cannot print the same page of tags multiple times.
- **Print your tags using the “normal” or “draft” print setting.** Using the “best quality” print setting may cause the barcode to bleed which will cause problems when the barcode is scanned at checkout.
- **Make sure your printer has a new ink cartridge** before printing, if needed, as the bar code must be clear and completely printed. Any tags with partial bar codes or poorly printed bar codes will be rejected and not allowed on the sale floor as they will not scan properly at checkout.
- **Do not shrink your tags when you print them.** Print out 8 tags on standard letter-sized (8.5 x 11-inch) cardstock. Shrunken tags will not be accepted as the bar codes need to scan cleanly.

### To print your tags, complete the following instructions.

For a YouTube video of these steps, please see <https://youtu.be/GUmNeEeJBk>

1. Choose the **Print Tags** option from the list or the blue menu bar at the top of the page.
2. Check the box at the left for each item you want to print or check the box at the top of the list on the left to select all items.
3. Choose what **Type of Tag**. The options are Full Tags, which prints out 8 tags per page on standard letter-sized (8.5 x 11-inch) cardstock paper containing all the necessary information and Labels, which will only print the barcode, seller number, and donate and print 30 per page on mailing labels (Avery or similar).
4. Click **Generate Tag(s)** to generate a pdf file that you can either save on your computer or a USB stick to be printed later or printed immediately. Once you have done this, your items will be marked as Generated under the 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. **But do not copy or print the same tag more than once to use on more than one item as each barcode is unique and can only be checked out once.**



**PRO TIP:** Perform a test print after creating the first 8-24 items so you can catch any issues with inputted text before you continue. Make sure the barcodes are crisp and clear and the lines do not bleed together.

5. Cut the labels apart and attach the tags to your items.
  - **For clothing:** use a tagging gun or safety pins only, no straight pins or staples.
  - **For footwear:** use elastic bands or zip ties as appropriate.
  - **For books:** use masking or painter’s tape ONLY (no scotch tape, packing tape, duct tape or other) to avoid damage to the item.
  - **For small items** (e.g. shoes, hats, mitts, belts, toys with parts, etc.), completely enclose in **Ziploc bags** with the sale tag inside and clearly visible or use a tagging gun if possible.
  - **For large items** (e.g. strollers, bouncers, other items with manuals), enclose the tag along with the manual in a Ziploc bag and attach the whole bag to the item.
  - **For toys:** use masking tape, elastics or zip ties as appropriate.
  - If taping a sale tag to an object, **please use only masking or painter’s tape on TWO sides of tag only.** Please do not use packing or duct tape as it may damage the item.

**IMPORTANT!** Do not tape over the barcode as it will not scan at checkout.

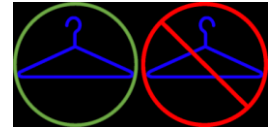


**PRO TIPS:**

- Attach safety pinned tags to the upper right hand side of the clothing item. Doing this consistently will make the shopping experience easier for buyers.
- Attach sale tags securely. If an item has lost its tag, it cannot be sold. Use medium or large safety pins only (no small gold pins that will come out too easily).
- Include the manual where possible, especially strollers, swings, etc. (download a copy if no original)

## SORTING

- All clothing items *must* be on hangers (including infant one-piece diaper shirts). Ensure the top of the hanger forms a question mark shape when looking at the item from the front.
- Sort hangers by size, bundle same size together, i.e. with twist ties, elastics, garbage bags, etc.
- MAXIMUM of 20 articles per family allowed in the 0–6 month category.



**New!**

**IMPORTANT!** The online system will get **locked at noon on Thursday March 30<sup>th</sup> before the sale.** After this time, you will still be able to print your tags, but **you will not be able to create any new tags.**



**PRO TIP** If you haven't completed your tagging by the cut-off time, See: **"How to Create Tags"** for how to create price-only tags that you can "power tag" in advance.

## ITEMS ACCEPTED

### Seasonal guidelines

Items need to be seasonally appropriate. This increases the likelihood that they will be sold and makes for a better and more successful sale.

For the **SPRING** sale, please do not bring snowsuits, winter boots, skates or other fall/winter related items to sell as they will not be put on the sale floor.

For the **FALL** sale, you may include Halloween, Christmas, and snow attire. Please do not bring tank tops, sandals, large outdoor toys or other spring/summer items to sell as they will be removed from the sale floor.

**Exceptions:** Bathing suits, and dress up clothes/costumes may be sold at both sales.

### Quality guidelines

Items must be in good condition: clean, no stains, not broken, puzzles and games must be complete. To protect the integrity of the sale for all members, items that do not adhere to our guidelines will not be accepted. An additional 25% may be deducted from the rebate cheque for submitting items that are rejected or not picked up at the end of the sale. All items will be checked by a team of Quality Control volunteers to ensure they are suitable to sell, not excessively worn, complete, and in working order.







If an item requires batteries, it must have them in the item so buyers can try the item out before purchasing. If the item will not turn on, it will be removed from the sale floor. Inexpensive batteries may be purchased from a dollar store for this purpose.

**Please note that sale volunteer staff have the authority to remove items that do not meet the quality guidelines.**

## Rejected

Items may be rejected for the following reasons:

- poor condition: soiled or damaged
- wrong season
- wrong sizing
- wrong or incomplete price tags or illegible barcodes
- wrong pins
- wrong tape
- unaccepted item (see chart below)
- no batteries to demonstrate item works

 <b>ITEMS ACCEPTED</b> 	 <b>ITEMS NOT ACCEPTED</b> 
<ul style="list-style-type: none"> <li>• <b>Children’s clothing up to size 14</b></li> <li>• <b>Maternity/nursing clothing</b></li> <li>• <b>Shoes, boots</b></li> <li>• <b>Toys</b></li> <li>• <b>Books</b></li> <li>• <b>Puzzles &amp; Games</b> (must be checked by seller for completion)</li> <li>• <b>DVDs</b></li> <li>• <b>Seasonal items</b> such as bicycles and trikes and outdoor play tables, kids’ sporting equipment</li> <li>• <b>Baby gear</b> (e.g. strollers, swings, high chairs, baths, playpens, bottles, bottle warmers, pumps, baby wearing, diaper bags, etc.)</li> <li>• <b>Nursing pillows &amp; gear</b></li> <li>• <b>Training potties &amp; seats</b></li> <li>• <b>Bumbo seats</b> must have the recall repair kit</li> <li>• <b>Infant &amp; children’s linens</b></li> <li>• Large articles (strollers, high chairs, etc.) will be inspected for functionality and basic safety before they can be accepted. Seller must set-up strollers or large items (except play yards).</li> <li>• Strollers must have a lap belt and brakes. Wheels and locking mechanisms on folding models, should all be in working order.</li> <li>• Infant one-piece diaper shirts will be accepted on hangers only.</li> <li>• All battery powered items <b>MUST</b> have working batteries in them in order to be tested.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Underwear, undershirts, socks, tights</b></li> <li>• Used cloth diapers</li> <li>• <b>Car seats</b> (Infant/toddler/booster car seats)</li> <li>• <b>Cribs and crib mattresses</b></li> <li>• <b>Helmets</b> (e.g., bicycle/ ski/ hockey)</li> <li>• <b>Baby walkers</b> (in Canada it is illegal to sell or give them away)</li> <li>• Toys, gear or equipment with <b>missing pieces</b> or that are <b>broken</b>.</li> <li>• <b>Outdated technology:</b> VHS tapes, music cassettes, computer software more than 5 years old.</li> <li>• <b>Pharmaceuticals and formula</b></li> <li>• Children’s clothing <b>over size 14</b></li> <li>• <b>Stuffed animals</b> except for infant sensory/tactile items like Lamaze.</li> <li>• <b>Off season items</b> (see <i>Seasonal Guidelines</i> above).</li> <li>• <b>Non-children items.</b> We do not accept household items, adult craft items, tools or any items not directly related to babies/children/pregnancy.</li> <li>• <b>Any item that has been recalled.</b> Please check Health Canada’s advisories and warnings database for recalled items at <a href="http://www.hc-sc.gc.ca/ahc-asc/media/advisories-avis/index-eng.php">http://www.hc-sc.gc.ca/ahc-asc/media/advisories-avis/index-eng.php</a></li> </ul>



# VOLUNTEERING

## How to register as a sale volunteer

1. Go to [www.myconsignmentmanager.com/tpomba](http://www.myconsignmentmanager.com/tpomba) and register/log in. The Volunteer Contract will need to be agreed to. Sign up for a Friday evening shift and at least one Saturday shift. There is a set limit on the amount of people able to register for a shift. A wait list will be created if all shifts have been filled. Shifts may be subject to change.

## Clothing Sale Volunteers

We love our volunteers! Clothing sale volunteers receive a higher percentage of the proceeds from their items sold and they have exclusive early access to the sale. New volunteers are always needed.

**Volunteers are required to work the Friday shift plus one or both shifts on Saturday.** Partners splitting shifts, must contact the Clothing Sale Coordinator to confirm shifts. Only current members of TPOMBA may be represented.



**Partner Splitting** – If some volunteer shifts will be covered by a partner/spouse please contact the Clothing Sale Coordinator at [clothingsale@tpomba.org](mailto:clothingsale@tpomba.org)

Volunteer shift hours are as follows:

**OPTION 1:** Friday 5:00 p.m. to 10:00 p.m. AND Saturday All-day 7:00 a.m. to 3:00 p.m.

**OPTION 2:** Friday 5:00 p.m. to 10:00 p.m. AND Saturday Morning 7:00 a.m. to 11:30 a.m.

**OPTION 3:** Friday 5:00 p.m. to 10:00 p.m. AND Saturday Afternoon 11:00 a.m. to 3:00 p.m.

A few volunteers are also needed for early set-up on Friday starting at 3:00 pm.

## For all our volunteers

Volunteers shop FIRST and earn MORE! Volunteers may shop on Friday evening after set-up – This does NOT include spouses, parents, guests etc... Volunteers may pay by cheque, debit, VISA, or MasterCard on Friday night.

We will be coordinating a potluck dinner to feed our volunteers while they work on Friday night.

Coffee, snacks and pizza lunch will be provided for Sale Day volunteers (lunch for full day volunteers only).

One last note - If you are volunteering during the sorting process at the end of the sale, please stay until the sorting process is complete and all the racks and tables have been put away before picking up your unsold items. Once all the items are sorted you may take yours out to your car and then return to help finish with the cleanup. Items that are not picked up by 2pm may be donated/discarded and a 25% deduction may be taken from rebate cheques.



**IMPORTANT!** Remember to sign-in **and** sign-out for your volunteer shifts so that we can calculate the correct commission on your sales. A paper sign-in sheet will be available at the Sale venue. When you sign-in, be sure to check the job you will be doing for the shift. Keep in mind that your job may be different on each day, and your shift may be different Sat morning and afternoon shifts.

You do not have to sell to volunteer. Setting up a volunteer only account on this site allows you to access the volunteer sign-up but does not require you to sell.

## Valid Membership

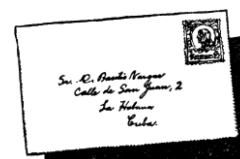
- Our clothing sales have been developed to benefit our members. Only members with up-to-date memberships or Lifetime Memberships may submit articles to the sale.
- TPOMBA members and members of other POMBA clubs may shop on the Saturday morning, during member shopping hours or public shopping hours. A current TPOMBA membership list will be on hand for verification purposes.

## MEMBER REBATES

The table below outlines the % of sale that goes to you, the seller, and what goes to TPOMBA.

Type of Seller	Seller %	TPOMBA %
TPOMBA Member who volunteers for Friday evening and two shifts on Saturday	90	10
TPOMBA Member who volunteers Friday evening and a minimum of one shift on Saturday	80	20
TPOMBA Member – Selling with No volunteer shifts	70	30

Rebate cheques will be mailed to sellers approximately 6–8 weeks after the sale. Sellers must submit a stamped, self-addressed letter-sized envelope at the Friday drop-off. Tags will NOT be returned to sellers.



## DROP OFF and PICK UP

*Drop off your tagged items  
at **Dennis R. Timbrell Recreation Centre**  
**29 St. Dennis Drive, North York, ON M3C 3J3**  
**North side of St. Dennis Drive**  
on Friday March 31  
between 6:00pm and 7:30pm*

### Drive-Through Drop Off

**Friday, March 31, 2017, 6:00 p.m. to 7:30 p.m.**

- Wait in line in your car as instructed by the volunteers.
- All members who are dropping off on the Friday night must use garbage bags or cardboard boxes to drop their items off. No personal bins will be allowed.
- Have your stamped, self-addressed letter-sized envelope ready for the Drop-Off Captain.
- Signatures will be collected in lieu of signed Authorization Forms as online waivers will have been agreed to and completed prior to the sale.
- When they are ready for you, help volunteers unload your car at the curb.
- Items will NOT be accepted after 7:30 p.m.
- Please note that there will be no money accepted at the drop-off to pay for stamps and forgotten envelopes. A supply charge of \$5.00 will be deducted for missing return envelopes.

## Member Shopping

Saturday, April 1, 2017, 7:30 a.m. to 9:00 a.m.



**SAFETY NOTICE:** The sale is crowded and not safe for children. Please try to leave your children at home while you shop. Due to space restrictions, strollers will not be allowed in the sale area.

- TPOMBA members/volunteers are allowed to **bring up to 4 guests** for member shopping.
- Please bring your membership card or identification and you will be checked against a current membership list. Your membership may be renewed online or at the sale.
- Shopping is on a first-come, first-served basis. The Line Manager will assign a number to each person as they join the line. In the interest of fairness, you may not hold a place in line for another member.
- You are welcome to bring a laundry basket and/or bags to carry your purchases as you shop. Note that bags will be checked upon exiting. To be fair to other shoppers, please do not hold on to items that you are not buying; keep what you want and leave other items on the racks for others to buy. Sorting tables are available for you to sort your items often and return unsold items to the racks for others to buy. For safety, please use the Sorting Tables and do not block any area of the floor to complete your sorting.
- If you are pregnant and need help shopping, we are glad to help. Volunteers are available to carry your purchases.
- Payment can be made by cash, debit, VISA, or MasterCard. TPOMBA members with valid membership may also pay by cheque.
- Members of neighbouring POMBA clubs may shop on Saturday morning with their valid club membership and may pay by cash, debit, VISA, or MasterCard.

## Public Shopping

Saturday, April 1, 2017, 9:00 a.m. to 11:30 a.m.

- Payment can be made by cash, debit, VISA, or MasterCard only.
- All shoppers are encouraged to bring their own shopping bags.



## Article Pick-Up

Saturday, April 1, 2017, 1:30 p.m. to 2:00 p.m.

- Park your car. Please wait to ensure that we are ready for pick-up procedures to start.
- If someone else is picking up your items, please ensure the [Pick-Up Authorization Form](#) has been completed and the person picking up your items has the completed form with them.
- All unsold items **MUST** be picked up with the exception of clothing/shoes/books that have been marked for auto donation. We cannot keep unsold items, however, you are welcome to utilize TPOMBA Trade Spot on Facebook to donate or sell items.
- Check the "Not Able To Be Sold" table for any unsold items that may belong to you. These are items that lost their tags during the sale and couldn't be sold.
- Members who do not pick up unsold items will be subjected to the "rejected item" terms and their articles may be left behind and may have an additional 25% deduction taken from their sale proceeds.
- If you're selling items and volunteering on sale day, please stay until the sorting process is complete and all the racks and tables have been put away before picking up your unsold items. Once all the items are sorted you may take yours out to your car and then return to help finish with the cleanup.

If the sorting takes longer than anticipated, please be patient. It's not our intention to keep you waiting and know that we're working as fast as we can! Thanks and happy Selling/Shopping!!

