

BHPTO Resale

Seller Introductory Information

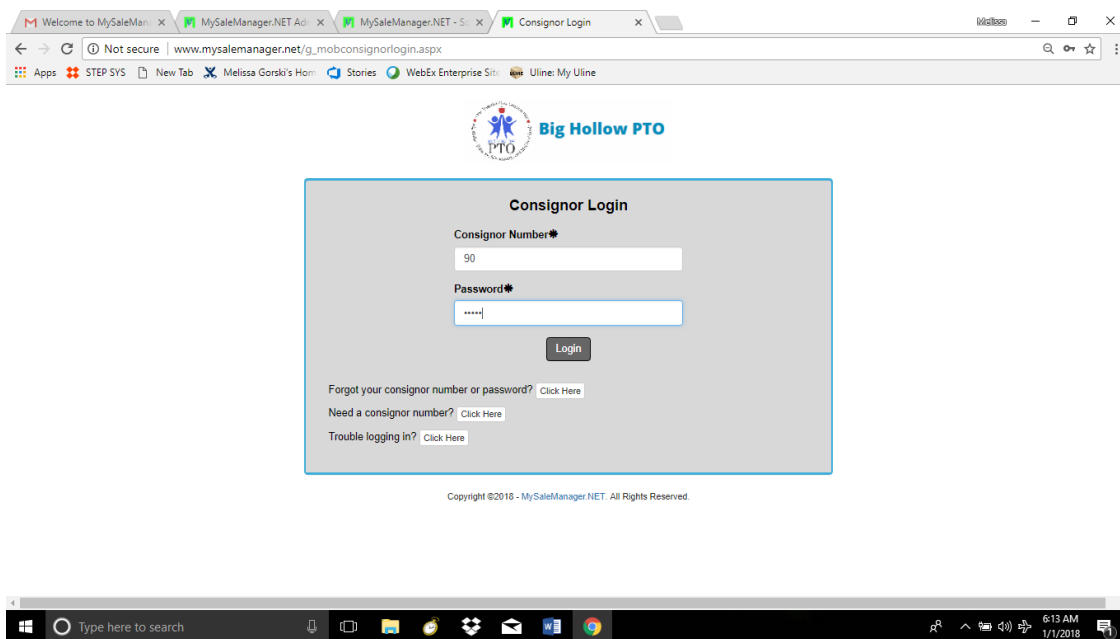
Registration, Entering Inventory, Printing Tags
Last Update: January 14, 2018

Resale Contact Information
Melissa Gorski
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Registration

Existing Consignor - An existing consignor is one who signed up with the BHPTO to sell for the Fall 2017 Resale. Your information was used to create a temporary profile in our online resale system.

- Go to www.mysalemanager.net/hom_start.aspx?partnercode=BHPT
- Enter last year's Seller Number.
- Click on the option for *Forgot your password*. An email will be sent with password information to the email address you provided for the last Resale.
 - If this email has changed, please email Melissa Gorski with your new email address and seller number to update **BEFORE** continuing with registration if you want to keep the same seller number.



New Consignor – A new consignor is one who has never signed up for a BHPTO Resale or who did not sell for the Fall 2017 Resale.

- Go to www.mysalemanager.net/hom_start.aspx?partnercode=BHPT
- Select *Need a Consignor Number*
- Fill out required information and click Submit.
- Note: If you have a Seller Number you would like to use, please enter it. The system will tell you if a number is available or not when you click submit!
- If successful you will receive the following message: *Thank you for registering as a consignor with our sale! Your consignor number is 999. You should also receive an email with this information in the next few minutes. You will now be taken to the consignor login screen where you can log in to your consignor account.*

Consignor Options

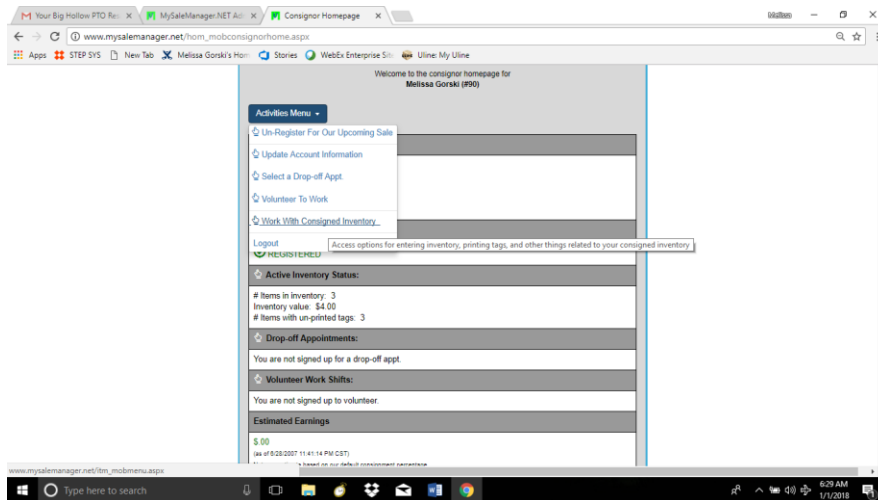
Once you access your account, the landing page should take you to Consignor Options. Please tour all options available to you as a Seller.



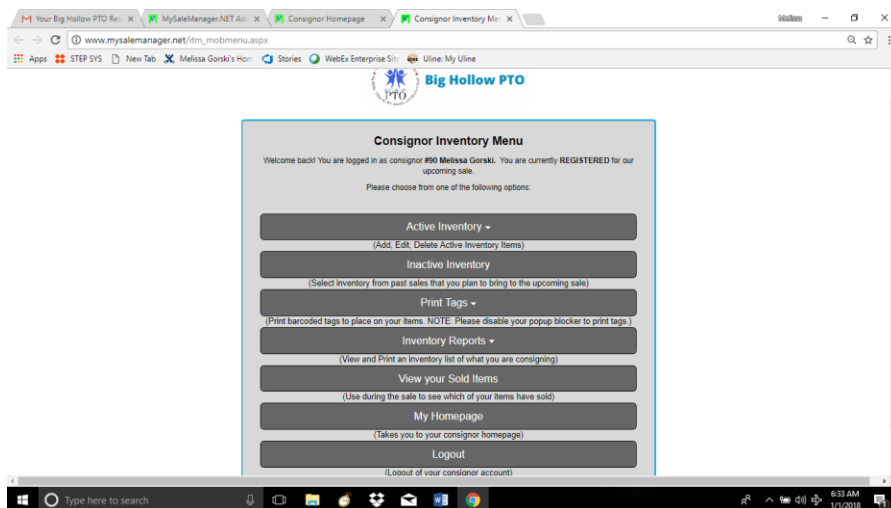
- Register/Unregister – Go here to select whether you are participating in the upcoming Resale. This can be done at any point prior to your drop off appointment.
- Edit My Consignor Info - Once you are in the system, update your mailing address and other contact info. Please note we are mailing your check for all Resales now!
- Get a Drop Off Appt – Once appointments for drop off are available you will go here to select an available time.
- My Homepage – You will use this link to enter information related to the items you are selling.
- Log Out – Formally logs you out of the system.

Entering Inventory

Go to My Homepage from your Consignor options. You will see a recap of all your Seller related information. Any title bar with a white-glove hand is a clickable link.



To access the inventory screen use the Activities Menu and select *Work with Consigned Inventory* from the activated drop down. This action takes you to the Consignor Inventory Menu. The available options from this menu are self-explanatory and a brief explanation has been provided. As a Seller you will want to start entering under *Active Inventory*.



Enter information for each item by entering required fields including Category, Size, Description1, Price and Quantity and then clicking the *Submit Item* button. Your item will be added to the “spreadsheet” below the data entry area.

Work With Consigned Items (Active Inventory)

Use this screen to Add, Edit, or Delete items you are planning to bring to our upcoming sale. Your tags will be printed exactly as you enter your items here. Fields with an asterisk are required. For the best experience, avoid using the BACK button in your browser while working with inventory.

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 \$.25 and you must price items in .50 cent increments.
- Items you mark for donation are automatically marked as discountable.

Category* Accessories Size* 0

Description Line 1 (24 characters max)* Description Line 2 (24 characters max)

Price* Quantity* 1

Item can be DISCOUNTED Item can be DONATED

Return to Inventory Menu Submit Item

Check/Uncheck All Inventory Icon Legend Inventory Functions

Items: 3 Value: \$4.00

Filter Inventory by Description = Refresh Results

Only the last 5 items you have entered are shown below. Check this box to show all items

Select	Item #	Description	Category	Size	Price	Discount	Donate	Tag Printed	Sold
<input checked="" type="checkbox"/>									

Hint: Enter more items faster!!! You can create multiples entries for the same type of item by using the quantity field and then edit each item to add/change specific details once added. In the example provided, five of the same tag were created using very basic information. You can now edit details for each line to change any detail.

Note – If you print a tag and then change the details on that tag, it must be reprinted!

Price* 1.00 Quantity* 1

Item can be DISCOUNTED Item can be DONATED

Return to Inventory Menu Submit Item

Check/Uncheck All Inventory Icon Legend Inventory Functions

Items: 8 Value: \$9.00

Filter Inventory by Description = Refresh Results

Only the last 5 items you have entered are shown below. Check this box to show all items

Select	Item #	Description	Category	Size	Price	Discount	Donate	Tag Printed	Sold	Edit	Delete
<input checked="" type="checkbox"/>	8	Girls Shorts	Clothing - Girls	4T	\$1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Edit	Delete
<input type="checkbox"/>	7	Girls Shorts	Clothing - Girls	4T	\$1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Edit	Delete
<input type="checkbox"/>	6	Girls Shorts	Clothing - Girls	4T	\$1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Edit	Delete
<input type="checkbox"/>	5	Girls Shorts	Clothing - Girls	4T	\$1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Edit	Delete
<input type="checkbox"/>	4	Girls Shorts	Clothing - Girls	4T	\$1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Edit	Delete

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Print Tags

You can print tags on one or all your items at any time. No more running out to pick them up or having them sent home. You can enter and print tags all year long!!!!

- Select the Return to Inventory Menu to return to your consignor menu.
- Follow the on-screen instructions for printing tags.
- The system knows if you have printed a tag for an item before. You can select Print All Tags or only "Unprinted" tags.
- There are many filtering options available to you. Follow the onscreen options to print the tags you want.
- Please remember to use a lightweight cardstock. Regular paper is NOT recommended as the paper is too thin to guarantee it will stay adhered with the safety pin.
- OLD TAGS still on your items? No worries!- Consider printing on sticky paper/labels and just affixing the new version to your old tag or print and staple the new tags in two places (top and bottom).
- NOTE - If you would like to retain a copy of your tags to print at any time check the *Generate Tags in PDF Format* box. This tells the system to generate a pdf that you can save and print at any time. If you do not check this box, the tags will launch into a web-based window for printing.

Select Tags To Print

Use this screen to print tags to place on the items you are consigning at our upcoming sale.

IMPORTANT! The tags you generate for printing will appear in a new window. Please configure your browser's popup blocker to allow popups if your tags do not appear in a new window after you click one of the Tag Printing Option buttons.

Return To Inventory Menu Inventory Icon Legend

Tag Printing Options

Print Selected Tags Print All Tags Print All Un-Printed Tags

Print Only Discount Tags

Print Only Donate Tags

Generate Tags in PDF Format

Check/Uncheck All

Show Only Un-Printed Tags Below

Item Information


Tag Information

● PIN HERE ●
Cons#:90 / \$1.00 / Item#:8


Big Hollow PTO Resale

90 Size:
4T
Item #8

Girls Shorts
Clothing - Girls

 **\$1.00**
(Discount:Yes)

Resort Code: **1**


90 \$1.00 8

Features of the tag

- This is a vertical format tag.
- Information on the tag (top left to bottom right): PIN GUIDE, sale name, consignor id, size, item id, description lines 1 and 2, category, donate indicator, price, discount indicator, resort code, barcode.
- Tag has a light dotted border to indicate cut lines.
- Donate indicator on this tag is a black open hand.
 - If the black hand is on the tag, it is donate.
 - No hand (white space) indicates no donate.
- Discount is indicated on this tag below the price.
 - If discounted it will say "(Discount:Yes)".
 - If it is not to be discounted, it will say "(Discount:No)".
- The caption under the barcode is CONSIGNOR #, PRICE, ITEM ID.
- Resort code is just above the barcode will be used by the resale committee to sort items at the end of the resale.
- Tag prints 6 per page (2 rows of 3 tags per row) when a full page is printed.

Everything needed to input the item manually into the POS is printed on the tag, in multiple locations. Do not manually add/change/remove information from this tag or we will not be able to sell your item.