

Tagging and Preparation

A complete guide of supplies needed, instructions on how to prepare your items and how to use our online inventory system.

Supplies Needed:

- White Cardstock (60-67 LB) to print your bar coded cards on (6 cards will print to each page). You can use scissors to cut these out or a scrap booking paper cutter.
- Wire hangers **ONLY**. (Some Dry Cleaners will give you hangers, if you ask.)
- One inch or larger Safety Pins or Tagging Gun.
- Zip ties for items you can't pin.
- Clear packing tape for items you can't pin.
- Plastic zip or slide loc bags (to hold accessories/parts).

Prepare Your Items:

- Wash all clothing, bedding and anything made of cloth.
- Wipe down all toys. Sanitize with Lysol.
- Check for damage, stains, rips and tears.
- Check for missing buttons.
- Iron your clothes. Appearance is everything.
- Tie all ties, button all buttons and zip all zippers.
- Gather your items in a neat pile beside your computer. To make inputting the easiest consignors want to separate clothing by gender and size. For example have 1 pile of 3T girls, 1 pile of 4T boys and 1 pile of books.

*This can be done in stages, it doesn't all need to be done at once. When you are ready to print your tags, make sure your computer is allowing pop ups. The tags pop up in a new window so you need to enable that feature.

Input Information for Tags:

Log onto www.bellatresuresevent.com. At the bottom, you will find a link to the Consignor Homepage. This will allow you to register, sign-up for volunteer and drop-off shifts and input your inventory.

What Information You Will Need to Enter:

Consignor ID - This will be a numerical # that will be assigned to you by our tagging service and will remain the same for future events.

Size - (Numerical Only for children. S, M, L XL may be used for maternity only). Tags with S, M etc. are often placed in the wrong size and they don't sell.

Newborn

3 months

6 months

9 months

12 months

18 months

24 months

2T, 3T, 4T, 5, 6, 7, 8, 9, 10, 12, 14, 16 (18 and 20 boys)

Juniors for girls (Sizes 0, 1, 3 etc.) Please put Juniors for the size and then put size (0, 1, 3 etc.) in the description.

Description -Use this space to sell your item! Is it a Name brand, New or Like New, Retails for..., or Worn once. You want to catch your shopper's attention and help them decide to purchase your item instead of the similar item right next to it. It often comes down to price, however sometimes it's the description. A good description also helps Bella Treasures find its match if it falls off.

Discount - Check this box if you want your item to be sold at ½ price during the 50% sale. If this box is NOT checked the item will sell for full price for the length of the sale.

Donate - Check this box if you would like to donate your unsold items at the end of the sale to Cradles to Crayons. If this box remains unchecked, we will expect you to pick up your unsold items on Saturday during the designated time.

Price - Minimum price on all items must be \$2.00. You may also have .50 increments. If an item will not bring in \$2 by itself bundle items together. PRICE TO SELL! (The tagging service will give you other options for pricing but Bella Treasures would prefer what is stated above.)

Please bring items that are seasonal only. All items must be in good condition, clean, in style, in working condition and free of any odors (smoke, animals, etc.) When in doubt..... leave it out! Please see the **Items You Can Sell** page for more details on clothing guidelines.

How to Prepare Non-Clothing Items:

Any non-clothing item (i.e. toys, books, videos, baby equipment etc.) needs a tag. The tag should then be taped, pinned or zip tied to the object. Please use a strong tape like packing tape. Scotch tape does not hold. **PLEASE ONLY PUT TAPE ON THE TOP AND BOTTOM OF THE TAG, NOT THE ENTIRE TAG** so it can come off at check-out and be scanned.

Toys do not have to be in bags, only small items that go with the toy. For example, if you are bringing a Little People Garage, gather the Little People and cars and put in Ziploc bag and attach to the Garage with zip tie or packing tape. Please note all toys requiring batteries must be supplied by the consignor. Check the Dollar Store.

Group small items such as socks, bottles, etc. in Ziploc bags.

Shoes **MUST** also be placed in Ziploc bags. Tape the card to the inside of the bag.

At drop off inspection, any inconsistencies will have to be redone on your own time.

Baby and Child Equipment: You will need to assemble pack n plays, swings, high chairs, strollers, changing tables, etc. They sell best when displayed. Shoppers like to inspect the product and make sure it's all there in working order. If possible include instruction manuals. If you are selling multiple pieces as a set, please secure price tag to the main piece and in the description note that it's "part 1 of 3".

How to Prepare Your Clothing:

Make sure all wire hangers point to the left like a question mark .



Place tag on the right shoulder if the garment is facing you. Use one inch or larger safety pins on the tags. (No tiny gold pins or straight pins.) Place the pin horizontally in the space allotted on the tag and catch the garment twice.

For two piece outfits you should hang the top first. This item can simply hang. Do not pin to hanger. Turn the hanger around and pin the second piece **directly** to the hanger.

Please bring your clothing sorted by size for a quicker drop-off.



These are examples of how clothing should be hung. Please note all items are pinned to the top wire of the hanger. When possible, please place tags on seams.

Print Your Tags:

When you are finished entering your inventory, click on "I'm finished for now" and you will be taken to the main Consignor Item Entry screen to print tags or an inventory report and view items sold.

Sign-ups:

Did you remember to sign-up for a drop-off shift?

Did you remember to sign-up for a volunteer shift? One shift will increase your percentage to 65%, two shifts 70% and three shifts 75%.