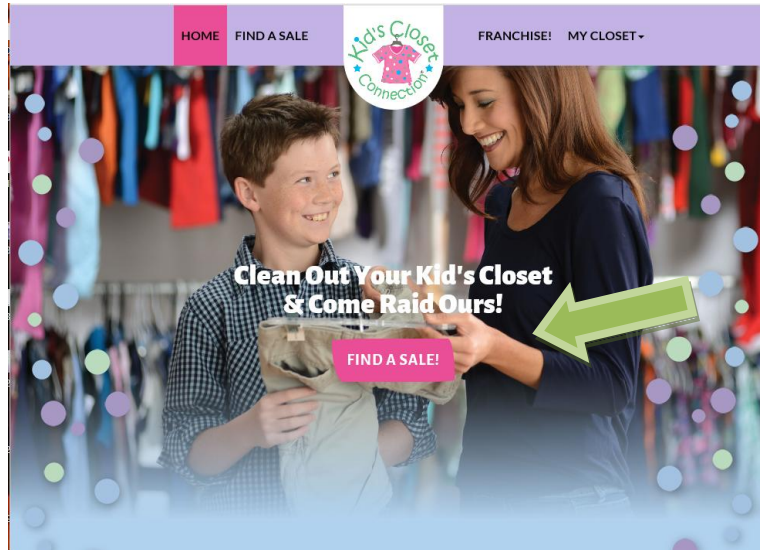


# Consignor Registration Tutorial

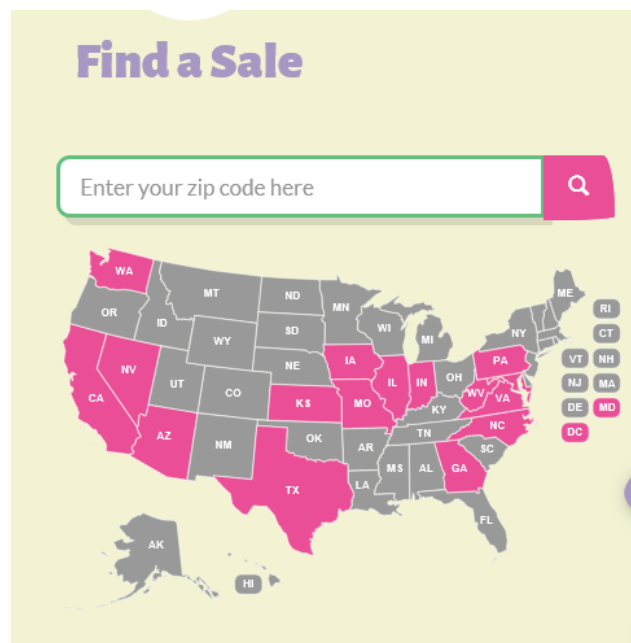
Existing Consignors: See Below

## New Consignors:

1. Go to [www.Kidscloset.biz](http://www.Kidscloset.biz) and click on the "Find A Sale" link.



2. Select the Sale you would like to consign/volunteer or enter your zip code.



3. Click on "Consign" next to the name of the sale you would like to participate in.

Kansas Sales:			
Sale:	Dates:	Locations:	More Info:
Gardner, Kansas	April 06, 2017 - April 09, 2017	Johnson County Fairgrounds 4H Building 178 E Washington St Gardner, Kansas 66030	<a href="#">More Info</a>   <a href="#">Consign</a>   <a href="#">Volunteer</a>
Lawrence, KS	March 30, 2017 - April 01, 2017	FIRST BAPTIST CHURCH 1330 Kasold Drive Lawrence, Kansas 66049	<a href="#">More Info</a>   <a href="#">Consign</a>   <a href="#">Volunteer</a>
Overland Park, KS	April 12, 2017 - April 15, 2017	Overland Park Convention Center 6000 College Blvd. Overland Park, Kansas 66211	<a href="#">More Info</a>   <a href="#">Consign</a>   <a href="#">Volunteer</a>
Topeka, KS	March 09, 2017 - March 11, 2017	Sunrise Optimist Club 720 NW 50th Street Topeka, Kansas 66618	<a href="#">More Info</a>   <a href="#">Consign</a>   <a href="#">Volunteer</a>
Wichita, KS	February 08, 2017 - February 11, 2017	Wichita Hoops 5260 N. Toler Drive Bel Aire, Kansas 67226	<a href="#">More Info</a>   <a href="#">Consign</a>   <a href="#">Volunteer</a>

4. Create a username and password. Fill in all personal information.

HOME FIND A SALE
FRANCHISE! Gardner, Kansas ▾

## Gardner, Kansas - Register to Consign

If you already have an account, please [Login](#)

**Login Information**

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**User Name:**

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**Password:**

---

**Password Confirmation:**

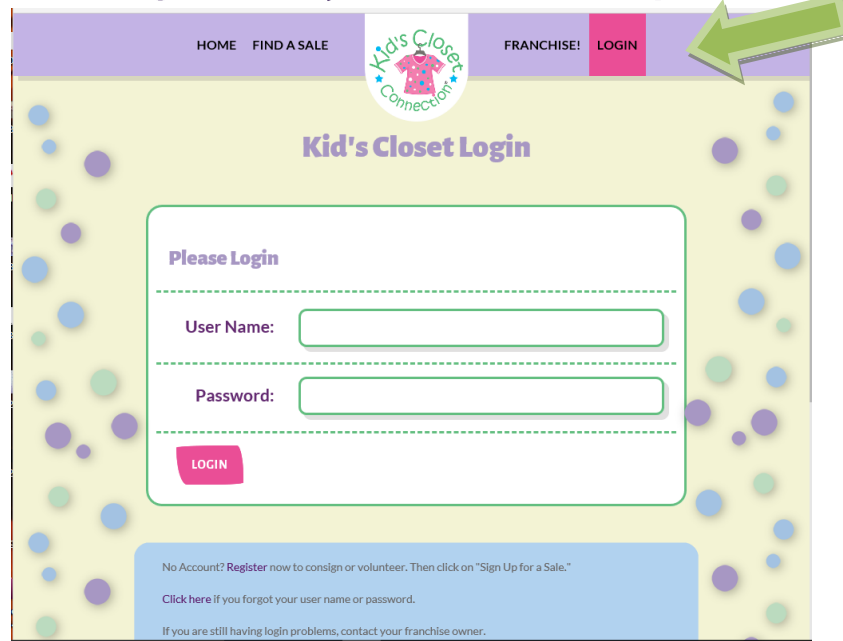
5. Once you have created an account, you will come to your Control Panel . Be sure to select a day/time to drop off your items and consider volunteering for extra incentives



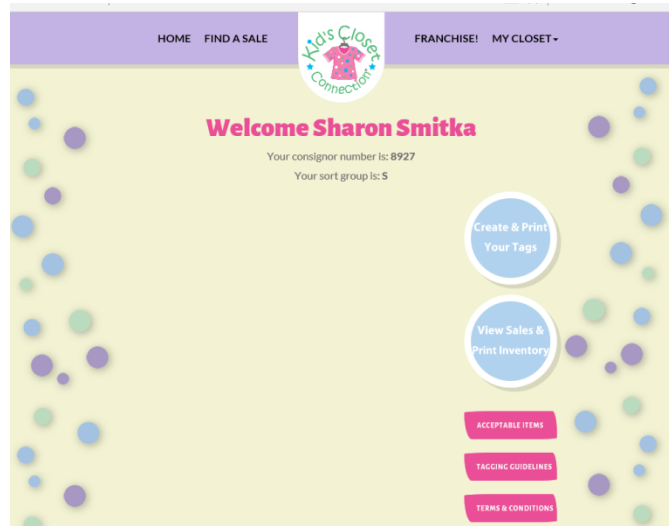
**SEE BELOW- For Creating and Printing Your Tags!**

### ***Existing Consignors:***

1. Click "Login" and sign in with your username and password.



2. Once you have logged in or created an account, you will come to your Control Panel.

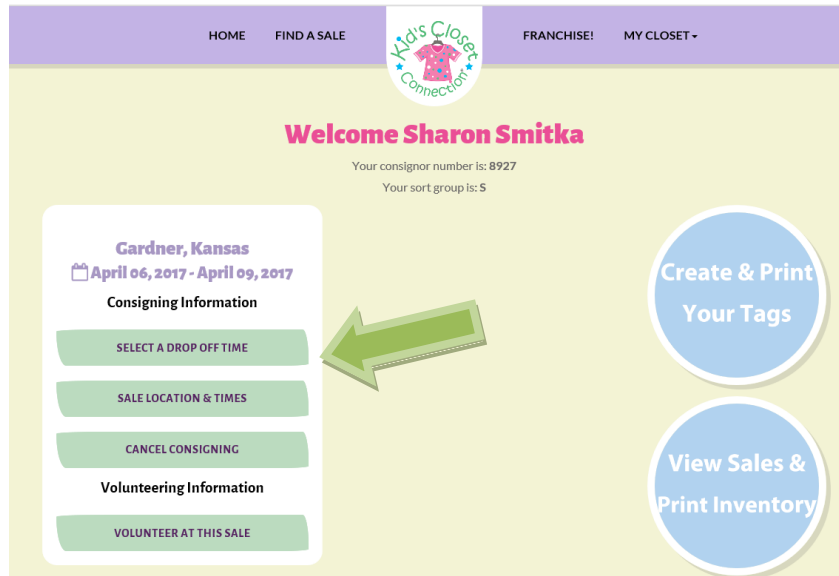


3. Select the sale you would like to consign/volunteer by clicking the "Find a Sale" link at the top of the page, and select sale, and click "consign"

The screenshot shows the "Find a Sale" page. The navigation bar includes HOME, FIND A SALE (highlighted in pink), FRANCHISE!, and MY CLOSET. Below the navigation bar is a table of available sales. A green arrow points to the "More Info" column of the first row. The table has four columns: Sale, Dates, Locations, and More Info.

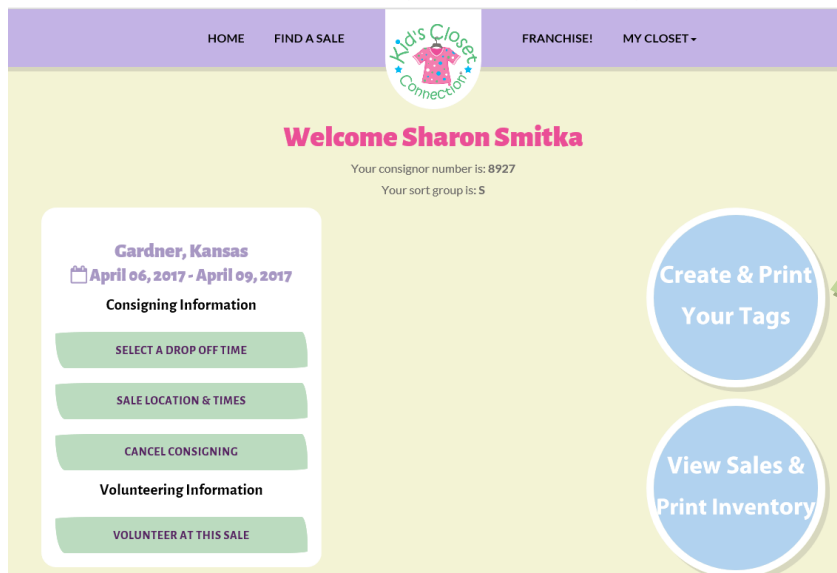
Sale:	Dates:	Locations:	More Info:
Gardner, Kansas	April 06, 2017 - April 09, 2017	Johnson County Fairgrounds 4H Building 178 E Washington St Gardner, Kansas 66030	More Info   Consign   Volunteer
Lawrence, KS	March 30, 2017 - April 01, 2017	FIRST BAPTIST CHURCH 1330 Kasold Drive Lawrence, Kansas 66049	More Info   Consign   Volunteer
Overland Park, KS	April 12, 2017 - April 15, 2017	Overland Park Convention Center 6000 College Blvd. Overland Park, Kansas 66211	More Info   Consign   Volunteer
Topeka, KS	March 09, 2017 - March 11, 2017	Sunrise Optimist Club 720 NW 50th Street Topeka, Kansas 66610	More Info   Consign   Volunteer
Wichita, KS	February 08, 2017 - February 11, 2017	Wichita Hoops 5260 N. Toler Drive Bel Aire, Kansas 67226	More Info   Consign   Volunteer

4. You will come to your Control Panel where you want to make sure you sign up for a drop off day/time. Also, consider volunteering for extra incentives!



### Creating and Printing Your Tags:

1. Click the Big blue button on the side titled "Create and Print Your Tags" to start entering items into your inventory.



2. Click "Add an Item" to start entering items. You can use our NEW voice entry on your smart phone to make item entry even quicker! (See instructions on website for voice entry!)

**Active Inventory**

Your consignee number is: 8927  
Your sort group is: S

*We ask that at least 1/2 of your items you are bringing to the sale be marked 50% off on the last day.*

Your unsold inventory has a value of \$74.50.

Search Inventory

Status	Item Number	Description	Size	Price	Last Day Discount?	Donate	Actions
Select All							
<input type="checkbox"/>	15711129	Wagon		\$4.00	No	No	Not Bringing   Edit   Delete
<input type="checkbox"/>	15711128	Girls T Shirt	3t	\$4.00	No	No	Not Bringing   Edit   Delete
<input type="checkbox"/>	15711127	Boys Orange T Shirt	4 t	\$3.00	Yes	No	Not Bringing   Edit   Delete
<input type="checkbox"/>	15711126	Boys Orange T Shirt	4 t	\$3.00	Yes	No	Not Bringing   Edit   Delete
<input type="checkbox"/>	15711125	Boys Orange Shirt	2t	\$3.00	Yes	No	Not Bringing   Edit   Delete

3. Input your information, one line at a time, and then click on "Add" If you would like to create multiple tags for similar items (items with the same desc., price etc.), enter a quantity other than one . Repeat entering information and clicking on "Add" until you're done entering items. Then click "Back" to return to your Control Panel. You can always come back and add items later.

**Add Item(s)**

Description:

Item Size:

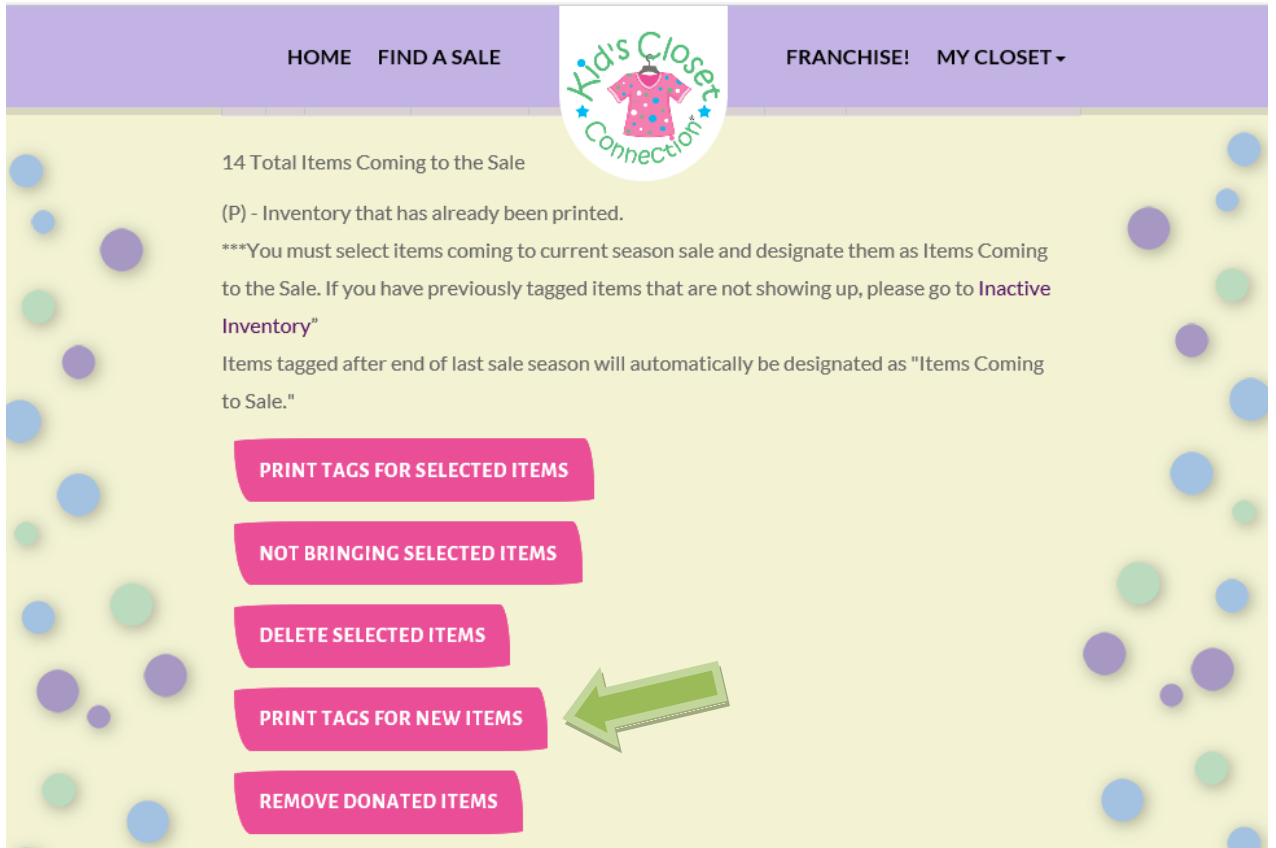
Price:

Quantity:

Last Day Discount?:  Yes  No

Donate?:  Yes  No


4. Click on "Print Tags for New Items" to print tags you just entered (or have not printed yet) To reprint particular tag, click on box next to item and then click on "Print Tags for Selected Items"



5. This will create a PDF image that you can print on your printer (8 tags per 8 1/2 x 11 sheet of paper). If the tags do not show up, you need to download "Adobe Reader" It is a free download.



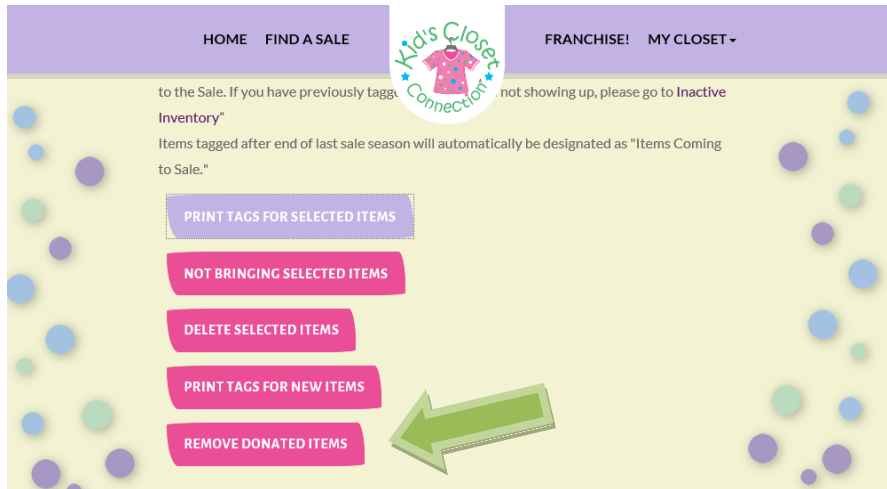
6. Be sure to print on non-recycled, high quality, bright (>93) paper. Make sure that you are printing 100% of the size and NOT “page scaling” or “print to scale”. The lines on the barcode should be clearly distinguishable from each other. If they are blurry or wavy, realign your printer and/or use high quality white paper. Please do not print on any dark colored paper.
7. If you decide that you do not want to bring a particular item(s) to the current season’s sale, please check the box(es) by those items and click “Not Bringing to Sale” (red arrow) Remember, you can edit or delete any item in your inventory. This will prevent this item from showing up on your unsold inventory list for pick-up.

HOME		FIND A SALE				FRANCHISE!		MY CLOSET ▾	
<input checked="" type="checkbox"/>	15707483	Boys Orange T Shirt	5t		yes	No	Not Bringing   Edit   Delete		
<input type="checkbox"/>	15707479	Boys Orange Striped T Shirt		\$3.00	No	No	Not Bringing   Edit   Delete		
<input type="checkbox"/>	15705574	test	2t	\$10.00	Yes	No	Not Bringing   Edit   Delete		
<input type="checkbox"/>	15705573	test	2t	\$10.00	Yes	No	Not Bringing   Edit   Delete		
<input type="checkbox"/>	15705571	test4	2t	\$10.00	Yes	No	Not Bringing   Edit   Delete		
<input type="checkbox"/>	15705570	test4	2t	\$10.00	Yes	No	Not Bringing   Edit   Delete		
<input type="checkbox"/>	15669236	Test	1	\$4.00	Yes	No	Not Bringing   Edit   Delete		

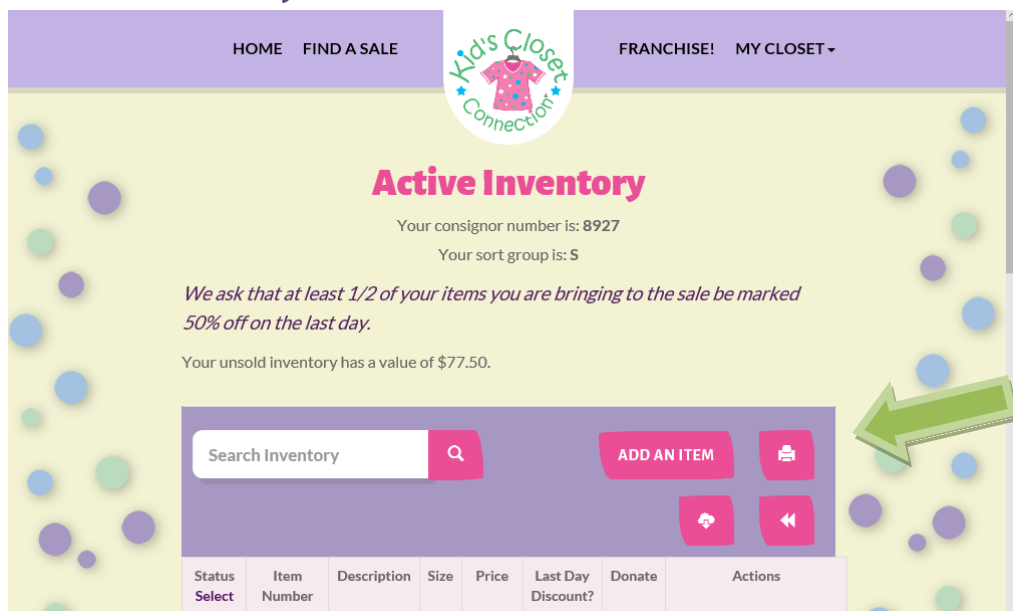
14 Total Items Coming to the Sale



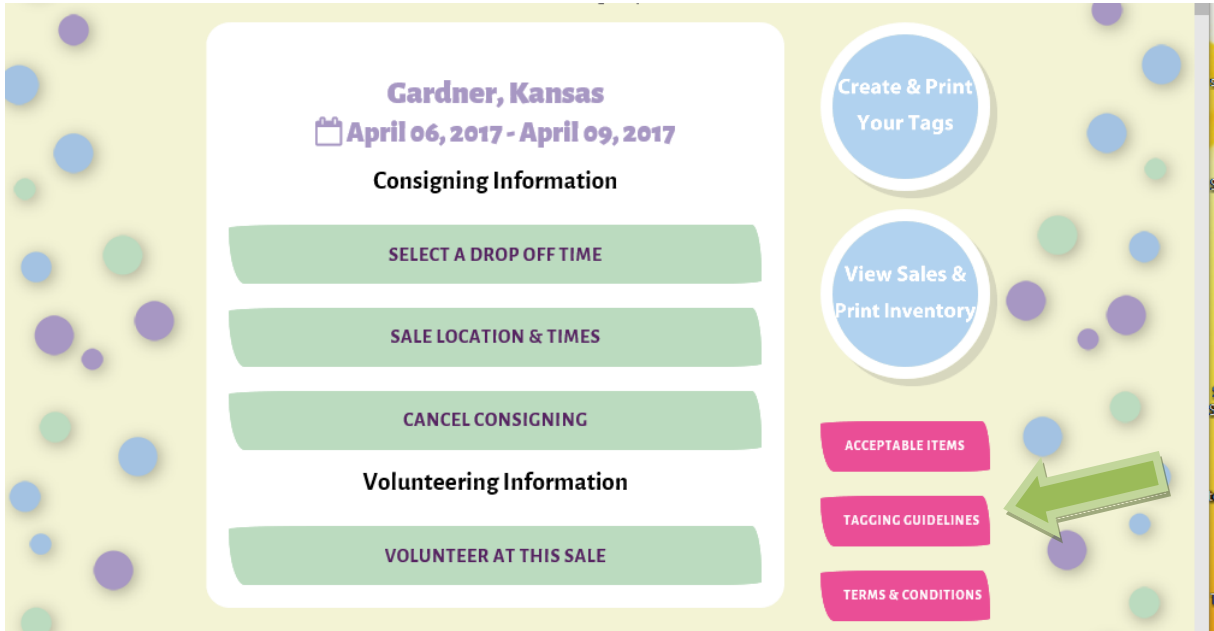
8. If you have selected to “Donate” any items, you can “Remove Donated Items” from your inventory after the sale has concluded. Those items can then be viewed on your “Donated Items” report, which you can print for tax purposes. This will remove the item from your current inventory list.



9. You can also print your “Active Inventory”. You can also “Download” your Active Inventory.



**10. Additional information about Acceptable Items and Tagging Guidelines can be found on the side of your Control Panel.**



**11. You can also navigate to your Inactive Inventory, Sold items Report and Donated Items Report by clicking on My Closet at the top of the page.**

