



Getting Items Ready

CLOTHES

THE BETTER THEY LOOK—THE BETTER THEY SELL!

Clean, iron and make sure that clothes are FREE of all stains and are in excellent condition.

Hang all clothing with the hanger facing to the left (like a question mark-?).

Use plastic or wire coated hangers. Make sure hangers are size 'appropriate' for the item.

Spring/Summer clothing will be accepted for the February Sale.

Fall/Winter clothing will be accepted for the August Sale.

We accept sizes Newborn-Preteen with a limit on infant sizes 0-9mo. (15 per size/per gender)

Safety pin all pants, skirts, shorts and capris to the top of the hanger. Do NOT fold over hanger.

Clothing sets and accessories should be rubber band or zip tied together.

Clothing should be sorted by gender and size before drop off.

All clothing must be up-to-date.

SHOES

Shoes must be in excellent condition.

Shoe must be attached securely together. *Zip Ties work GREAT!

Securely attach the index card to the shoe with a zip tie or safety pin.

<https://www.switcharooconsignment.com>



Unsold shoes will not be sorted but can be claimed at pick up.

BEDDING and BLANKETS

Bedding should be placed in large plastic bags or tied together with ribbon or placed over a hanger.

Blankets should be folded over and pinned on a hanger.

Small receiving blankets can be grouped together.

LOOSE ITEMS

Bottles, bibs, rattles, socks, booties, bows, etc. should be grouped together appropriately in ziplock bags. Seal with clear packing tape. Tape index card to the bag.

TOYS and BABY EQUIPMENT

Check <http://www.cpsc.gov> for any recalled items. Switch-A-Roos is not responsible for any recalled items that are sold or bought during the sale.

All items must be VERY clean and in working order. Include manufactures instructions if available.

Install working batteries.

Place small parts or pieces in a Ziploc bag and tape securely to the item.

Games should be taped close and include all pieces.

Puzzles should be wrapped securely in Saran Wrap or large Ziplock to keep pieces together.

Place small pieces and toys in Ziploc bags and tape securely with packing tape.

<https://www.switcharooconsignment.com>



Securely attach an index card to each item with tape or ziptie.

*All drop side cribs must have kit installed to be accepted.

Only current, like-new and popular stuffed animals will be accepted- limit 10 per consignor. All unsold stuffed animals will be donated.

NO CARSEATS WILL BE ACCEPTED!

HOME FURNISHING

Make sure all items are clean and included all pieces.

All furniture should be put together at the sale. Be sure to bring tools to assemble your items.

All electronics should be in working condition.



Tagging/Consignor Instructions

- Log in or Register as a new consignors.
- Get Card Stock.
- Gather and organize! Make sure that everything is FREE of stain and in working condition.
- Enter your items online.
- When you have finished entering your items, print barcode on card stock paper.
- Drop off your items.
- Shop!
- Pick up your unsold items and CHECK!
- Click on "[Switch-A-School 101](#)" for a detailed consigning manual. This manual will teach you everything you need to know including the tagging and barcode instructions!

Tagging deadline: Check your location calendar for Columbia!!!

Our barcode tagging system is simple, quick, and easy!

- Our online tagging system will save you 50% or more time when preparing your items.
- Insure checkout accuracy and human keystroke errors.
- Speed up checkout time.
- Track your sales during the sale!
- Inventory sold will be tracked per day and sales are uploaded every evening after closing.

DIRECTIONS FOR ENTERING YOUR ITEMS

1. Register as a Consignor for [Columbia](#).
2. Log into your Consignor account.

<https://www.switcharoodsconsignment.com>



3. Once you log in you will see your Consignor Home Page. Scroll down and register for our upcoming sale, Un-register for our upcoming sale, Schedule your drop off appointment, Sign Up to volunteer, and sign the consignor agreement and worker agreement.
4. To enter items, click on "Activities Menu" that is located at the top. A drop-down menu will appear.
5. Click on "Work with my consigned items"
6. This will put you into the inventory portal, where you add the items you would like to consign.
7. The printing tag utility is available on the "Work with your consignor inventory" link. Please be sure to disable pop up blockers when you are printing because your tags pop up in a new window for printing.

*Please Note: Once you have printed your tags out – YOU CANNOT EDIT THE PRICE OF YOUR ITEM! The price is encoded on the barcode and prices must match in the system. ***If you edit the price, you must print out a new tag.***

BARCODE PRINTING TIPS

To ensure we are able to sell as many of your items as we can during peak times without making any errors or missing any items, it is very important that your tags are scannable. Great features of our sale like nightly sales updates and quick check delivery are dependent on scannable barcodes.

The printed quality of your barcode is *very important!* Please print a page of 3 or 4 test tags to see how they look. Use a critical eye when checking the quality of the barcodes.

If your barcodes look like this, you are good to go.



If it looks like one of the barcodes below, realign your print cartridge and try again. Print tags using the NORMAL or DRAFT setting, not high quality – ink will be too dark!



<https://www.switcharooconsignment.com>



If it looks like this, replace your ink cartridge and align the new one.



OTHER OPTIONS FOR PRINTING TAGS:

If you do not have access to a printer, please go to our [contact page and e-mail us for other options.](#)

TAGGING TIPS

- Use white or pastel card stock for printing.
- Do not use plain paper. If you use plain paper for your tags, you will be asked to redo them at drop off.
- Use black ink on the *normal or draft print setting*. Best quality is too dark and the barcode may bleed.
- When printing your tags, please print in Internet Explorer. (Sometimes when printing using Mozilla Firefox, the description looks like jibberish.)

THE IMPORTANCE OF GOOD ITEM DESCRIPTIONS

- Please enter GOOD item descriptions!
- If a card is lost from an item, the only way we can match it to the correct item is with the description you enter! For example, if your description is DRESS, this does not help us locate the correct dress. We could have 4 dresses with a lost tag.
- Please include brand, color, and 2-piece, if applicable.
- "New" and "Only Worn Once" on descriptions can make your item more appealing to a buyer!

TAG EXAMPLE

You will be able to print 6 tags per page. You must use card stock weight paper! It can be purchased at any office supply store, Walmart or Target. White is preferred!

<https://www.switchar Roosconsignment.com>



● PIN HERE ●

Cons#: 2 / \$8.50 / Item#: 248

Switch-A-Roos of Spartanburg SC

2

Item #248

Size:

2T

**Pink Check Kelly Kids
W/ white sailboats**
Clothing - Girls

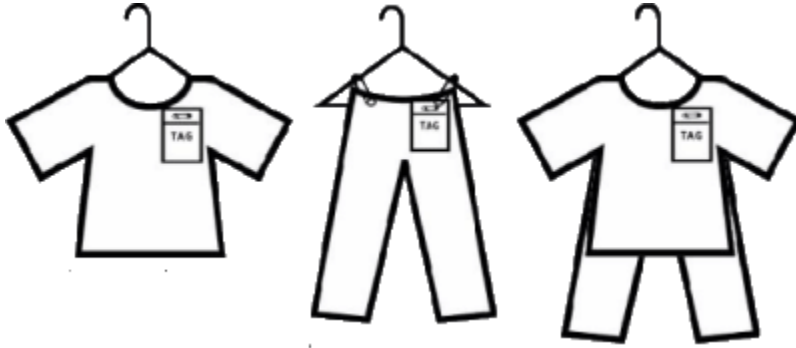


\$8.50
(Discount: Yes)

Resort Code: 0419



2 \$8.50 248



If you are using a tagging gun, PLEASE attach your tag to the inside label tag or place in a seam of the garment. **DO NOT make a hole in the garment.**

Please note hanger direction and tag placement. This is how your items should look prior to bringing to drop off.

- On clothing garments, attach the tags like the picture above.
- All clothing items should be hung with the hanger hook facing in the left direction, like a ? mark.
- Please use safety pins when hanging pants and skirts at the TOP of the hanger. Do not fold them over the hanger as customers cannot see them well.** Note – Please do not combine outfits with different sizes.

For directions to properly hang and tag clothes, [please click here to watch the Consignor 101 Videos.](#)