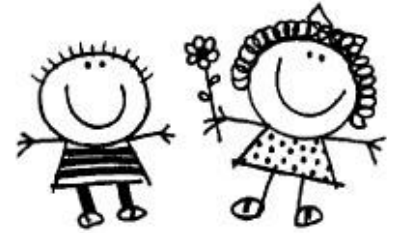


**WELCOME! Thank you for becoming a consignor at a great ministry, the Oakland Baptist Church Children' Consignment Sale!**



**EVERYONE WILL NEED TO REGISTER.** Even if you have consigned with us in past sales, we are asking that everyone re-register so that we can start with a clean database.

## REGISTRATION & LOGIN

**Shortcut:** [NEW CONSIGNOR REGISTRATION](#)

Complete all information and click Submit.

Address: [http://www.mysalemanager.net/reg\\_newconsignor1.aspx](http://www.mysalemanager.net/reg_newconsignor1.aspx)

**Oakland Baptist Church Sale**

**New Consignor Registration**  
Use this form to register as a consignor with our sale. After you have submitted the form, you will be given a consignor number for use at our sale.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_  
Alternate Phone: \_\_\_\_\_ Fax Phone: \_\_\_\_\_  
Create Password: \_\_\_\_\_  
How Did You Hear About Us?  
Other: \_\_\_\_\_  
(If referred by a consignor, select "Other(enter below)" and enter their name)

Submit

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You will receive an email to the email address you provided in your registration. After you receive the email, go to the Consignor Login Page. Login using the consignor number given to you in the email and the password you created in your registration.

At the beginning of each sale, you will be asked to re-register. You will not be required to enter all the information again, just put in your consignor number and verify your information.

**Shortcut:** [CONSIGNOR LOGIN](#)

Address: [http://www.mysalemanager.net/g\\_consignorlogin.aspx](http://www.mysalemanager.net/g_consignorlogin.aspx) - Internet Explorer provided by Dell

**Consignor Login**

Consignor Number: \_\_\_\_\_  
Password: \_\_\_\_\_  
Login

Forgot Your Consignor Number or Password? [Click Here](#)  
Need A Consignor Number? [Click Here](#)  
Trouble Logging In? [Click Here](#)

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## ENTERING YOUR ITEMS

Back to the Consignor Home Page. Once the sale gets started, you will be able to come back here to check your progress. See "Estimated Earnings", "Sold Items Listing" and "Seller Report".

Now the fun begins – Click on "Work with Consigned Inventory" to begin entering your items.

There's no need to worry about Drop off appointments or Volunteer shifts. There is only ONE drop off date and you are notified of this date in frequent emails from us after you register. At this time, we do not have volunteers other than church members work the sale.

The screenshot shows a web browser window with the URL [http://www.mysalemanager.net/hom\\_consignor...](http://www.mysalemanager.net/hom_consignor...). The page features a header with a cartoon illustration of two children and the text "Oakland Baptist Church Sale". Below this is a green bar labeled "Consignor Homepage". The main content area is yellow and contains a welcome message: "Welcome to the consignor homepage for Kim Rosson (#1)". On the left, there is a list of activities: "Register For Our Upcoming Sale", "Un-register For Our Upcoming Sale", "Update My Account Information", "Select a Drop-off Appointment", "Volunteer To Work", and "Work With Consigned Inventory" (highlighted with a red box). On the right, there is a table with the following data:

REGISTRATION STATUS:	REGISTERED
Assigned Drop Off Shifts:	Friday, March 12, 2010 : 6:30:00 PM - 8:30:00 PM
Assigned Volunteer Shifts:	<b>YOU ARE NOT SIGNED UP TO VOLUNTEER</b>
Estimated Earnings:	\$0.00 (as of 6/28/2007 11:41:14 PM CST)
Sold Items Listing:	<a href="#">View Sold Items</a>
Seller Report:	<a href="#">View Seller Report</a>

At the bottom of the page, it says "Copyright © 2010 - MySaleManager.NET, All Rights Reserved."

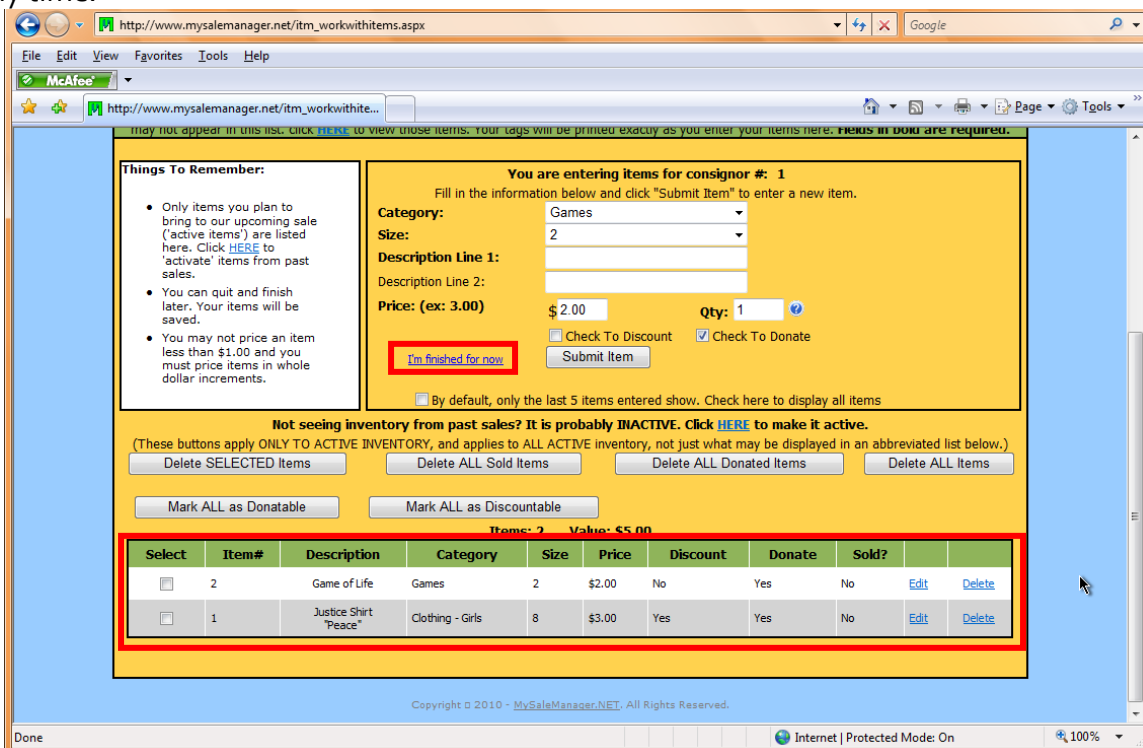
To start adding items, Click on "Work with My Consigned Items (Active Inventory)"

The screenshot shows the "Consignor Item Entry" page. It features the same header as the previous page. The main content area is yellow and contains a welcome message: "Welcome back, Kim". Below this, it says "You are currently REGISTERED for our upcoming sale. Please choose from one of the following options:". There are several options listed: "Work With My Consigned Items (Active Inventory)" (highlighted with a red box), "Work With Past Sale Inventory", "Transfer Inventory to Affiliated Sale", "Print Tags", "View/Print an Inventory Report", and "View Your Sold Items".

**Add your items – be specific on your description. Enter prices in whole dollar increments only.** Make sure you mark the boxes “Check to Discount” if you want your item to be discounted (50% off) on the ½ price day or if you would like to donate this item if not sold after the sale (**We LOVE donated items! Your donated items go to help so many in our community – including local schools and families.**)



A list of items that you have entered will be shown at the bottom of the screen. You can edit any of these items at any time.

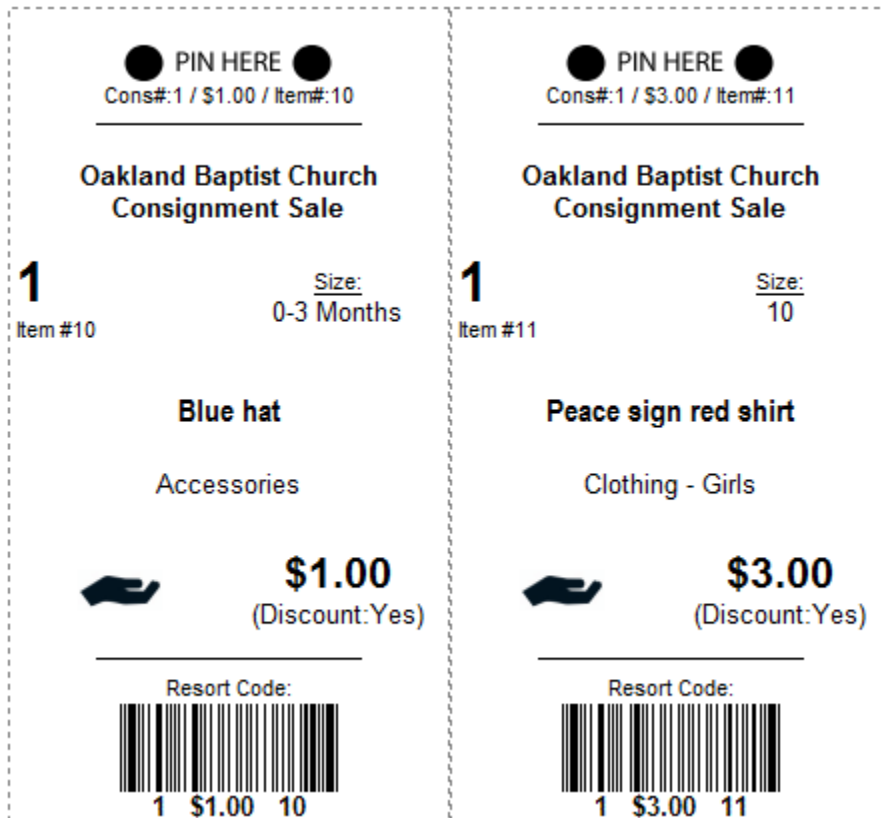


After you have completed entering your items, click on “I’m finished for now” and this will take you back to the consignor entry page where you can print your inventory list and tags.


# PRINTING YOUR TAGS & INVENTORY SHEET



Here's an example of what the "Print Tags" looks like:



**PLEASE ... DO NOT PRINT ON DARK COLORED PAPER** – The scanner cannot read the barcode. If possible, print on card stock paper – this will ensure that your tag does not rip from the pin.

The  indicates the item will be donated.

**Please do not put tape over the bar code or it will not scan correctly.**

Close the window after you have printed your tags.

## **INVENTORY REPORT:**

On the consignor entry page, you can also print your inventory report. **YOU MUST BRING A COPY OF YOUR INVENTORY REPORT WITH YOU WHEN YOU DROP OFF YOUR ITEMS.**



An example of a printed inventory report:



Item ID	Description	Category	Size	Price	Flags	Tag Printed?
1	Justice Shirt "Peace"	Clothing - Girls	8	\$3.00	Discount Donate	Yes
2	Game of Life	Games	2	\$2.00	No Discount Donate	Yes

You will also be able to review which of your items sold during the sale on "View your sold items" on the consignor entry page.

Once done here, you can close the window. This closes out the Consignor website.

### **FORGOT YOUR PASSWORD?**

If you forget your password or consignor number, click on the link on the Login page.



Questions or problems – please contact: [Consignment@Oakland-Baptist.com](mailto:Consignment@Oakland-Baptist.com)

Thank you for your continued support. This sale is a great ministry for our church and reaches those in our community that may not be able to afford to go elsewhere to get clothing, equipment and toys for their children. We feel this sale brings blessings to many.

