

Little Flower Consignments

# Consignor Guide



*Last updated Spring 2024*

## Our consignors will ...

Turn clutter into cash by selling gently used kids items.

Reach thousands of shoppers in a single day.

Earn up to 70% on sales (the rest goes to charity).

Feel great about recycling kids clothing and gear.

Shop early for the next season's goodies.

Help many families in need.

Support our charity, Divine Mercy Outreach.



# Contact Little Flower Consignments

Consigning can feel overwhelming, but we are here to help. This guide will help you get started and will also address many of the common questions we get, but please remember that you can also reach out to us with questions at any time.

## Direct Message

DM us on [Facebook](#) or [Instagram](#) - we have multiples volunteers watching those messages so this is often the fastest way to get a response.



## Email

Email us at  
[coordinator@littleflowerconsignments.org](mailto:coordinator@littleflowerconsignments.org)

## Voice Mail

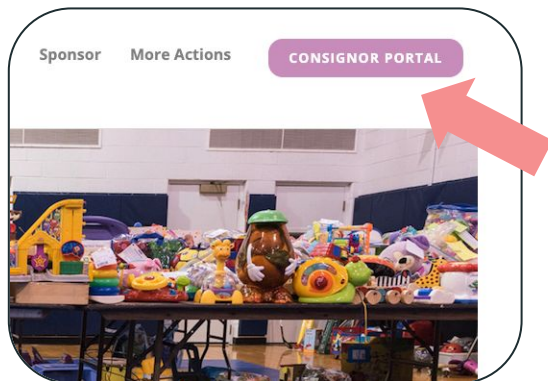
Leave us a voice mail at  
571-510-0221. We do not  
answer this line, it is voice mail  
only.

## Last minute questions...

If it is drop off day or the day of a sale, the best way to reach us is in person because we will be at the sale ourselves :)

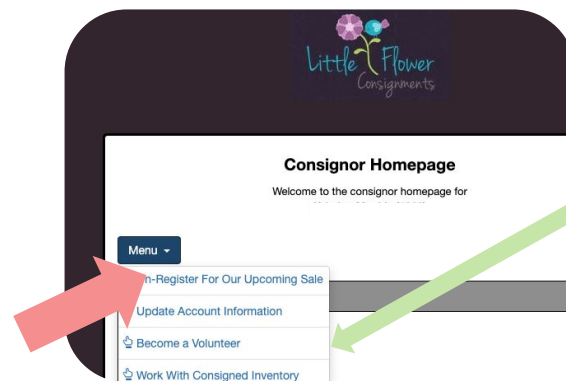
# Register as a Consignor

Visit [LittleFlowerConsignments.org](https://LittleFlowerConsignments.org)



## Consignor Portal

Click the Consignor Portal button in the top right corner to go to our registration and barcoding system.



## Menu

After you log in, select the menu button and register for our upcoming sale.

## TIP

When you register, also sign up to be a volunteer to earn more of your sales.

## Cleaning and Tagging Supplies

**Items that look like they were well cared for will sell best** so take time to clean things up before tagging them. It is helpful to have these supplies on hand.

## Tagging Supplies

- computer or mobile device
- printer with plenty of black ink
- white (or lightly colored) card stock (regular paper will rip)
- scissors
- safety pins
- hangers
- plastic bags
- clear packing tape
- painters tape
- hole punch
- zip ties
- tagging gun with additional barbs
- ribbon or colorful tape to mark hangers (if picking up unsold items)

## Cleaning Supplies

- Detergent and stain remover for clothing and equipment covers
- Clorox wipes to clean toys and baby equipment
- Magic Erasers work great to remove scuffs on shoes ,tires, or toys!



# Gather

Check closets, drawers, bookshelves, and under the bed. Clean out the playroom, garage, and storage room. You'll be amazed at what you find!

Kids cycle through a new wardrobe every 6 months and go through toys and gear even faster!

## FAQ

### Can I sell adult clothing and shoes?

Yes and no - all clothing items sold at our sale are intended for children, but that includes clothing for teens which are often "adult" sizes. All adult sized clothing and shoes must be appropriate for a teen to wear. We will remove inappropriate items from the sales floor. This also applies to accessories, decor and furniture.



## What can you buy or sell at the Little Flower Consignments sale?



### WHAT WE SELL

Toys (indoor and outdoor)  
Infant clothing, blankets, towels, etc.  
Kid's clothing (newborn - junior sizes)  
Maternity clothing  
Children's shoes, sneakers, cleats  
Athletic gear  
Dress up clothes, dancewear  
Books, DVDs, video games  
Games & puzzles  
Crafts & supplies  
Sports equipment  
Bikes, trikes, scooters, & other ride-ons  
Playhouses, play kitchens, train tables  
Bouncy seats, exersaucers, rockers  
High chairs, feeding supplies  
Pack & plays, bassinets, activity mats  
Diaper bins, potty seats, diapers  
Bath toys & supplies, infant tubs  
Car seats, booster seats, strollers  
Playroom, nursery & kid's room furniture  
Baby monitors & safety items  
Baby bags and carriers  
Children's room decor & accessories  
... and so much more!

### WHAT WE DON'T

Recalled items  
Adult clothing (except maternity)  
VHS tapes  
Adult movies, books, games  
Furniture/decor that is not child-related  
Expired car seats  
Stained, broken, or inappropriate items  
Items that have not been cleaned

### SEASONAL ITEMS

#### SPRING SALE

Bathing suits  
Outdoor water toys  
Spring holiday wear  
Raincoats & boots

#### FALL SALE

Halloween costumes  
Winter jackets  
Gloves, hats, scarves  
Snow suits & boots  
Sleds, snow toys  
Winter holiday wear  
Winter PJs, slippers

[LittleFlowerConsignments.org](http://LittleFlowerConsignments.org)

# Organize and Sort

Pick a spot where you can store and prepare your items and stay focused (which we know is easier said than done)!

To get started, sort your items into 3 categories.

## TIP

**Organize while you sort. This will help you later!**

- Create separate piles for each clothing size
- Match up clothing sets
- Keep other similar items together - shoes, books, games, accessories, decor, etc.

## Keep

This is for those items that you (or your child) is not ready to part with just yet. There will also be items with sentimental value that should be kept.

## Sell

Items that you plan to sell must be:  
**Clean** - no stains, odors, or fading  
**Complete** - all pieces & parts are included  
**Compliant** - must not be damaged or recalled

## Toss

Some things have lived a “good life” and need to be retired. Anything that shows excessive wear, is broken, ripped, or incomplete should be tossed.

# Prep or Tag?

Some consignors like to prepare all items before creating tags, while others like to create the tags and attach them while prepping so the next step is up to you.



# Hang Clothing

Hangers should face left so they should look like a question mark when looking at the front of an item.

Put sets on the same hanger when possible and use safety pins to attach items together, and also to the hanger.

Use safety pins to secure loose items to hangers so that they don't fall of.

Use safety pins on the top part of wire hangers for shorts & pants if you do not have pants hangers.

Check for stains again once items are on the hangers.

Button up shirts, zip zippers, tie bows.



## What items do not need hangers?

Infant clothing (onesies, sleepers, small sets) can be placed in bags instead of on hangers. We have bins available for all of those tiny items, including socks, hats, bibs, etc.

## TIP

Use the seam or tag of the clothing when attaching safety pins so items do not tear or get holes.



# Pair Shoes

Shoes must be clean and not too worn to go to another child.

Zip ties are the best for securing shoes together.

- Put the zip tie through lace eyelets when possible
- No laces, look for a heel loop, secure strap, or zipper hole

If it isn't possible to use zip ties, use a clear plastic bag, secured with packing tape.

Do not put shoes in closed top boxes so that they can't be seen by shoppers.

Do not use rubber bands to secure shoes together.

## TIP

Use a hole punch to make a hole in your tag and secure it to the shoes using the same zip tie.



# Pack Books, Games, and Puzzles

Books and puzzles may be sold as individual items or sets. If you are selling multiple books or puzzles, tightly (like wrapping a present) tie them together with ribbon, string or painters tape so they cannot be accidentally separated. Indicate the number included in the set on the tag.

- Use painters tape to secure cardboard boxes to ensure the items are not damaged when tape is removed.
- Put wooden puzzles in a plastic bag or plastic wrap the pieces to the puzzle so they do not get lost.
- Ensure all game and puzzle pieces are included - note on the tag if non-critical pieces are missing.
- For video games and DVDs, be sure the correct disc is included in the box.
- We do not except R-rated movies or Mature rated games.



# Pack Small Items

Smaller toys, games, crafts, decor are placed on tables or shelves.

Accessories, layette, feeding supplies, infant toys will be in bins.

## TIP

Plastic bags secured with packing tape is the best way to secure items and tags. Shoppers sort and move items around throughout the day so pack your items well.





# Prepare Larger Items

Most baby gear, furniture and other bigger toys (bikes, ride ons, play sets, etc) will be in the cafeteria. Items purchased here will be held in the hold bays so shoppers do not have to carry them around.

- Extra parts/pieces can be attached to the item using a plastic bag.
- Note on the tag if there are multiple pieces to an item.
- Attach tags to soft material with a safety pin or tag barb, or attach to plastic/metal with packing tape.



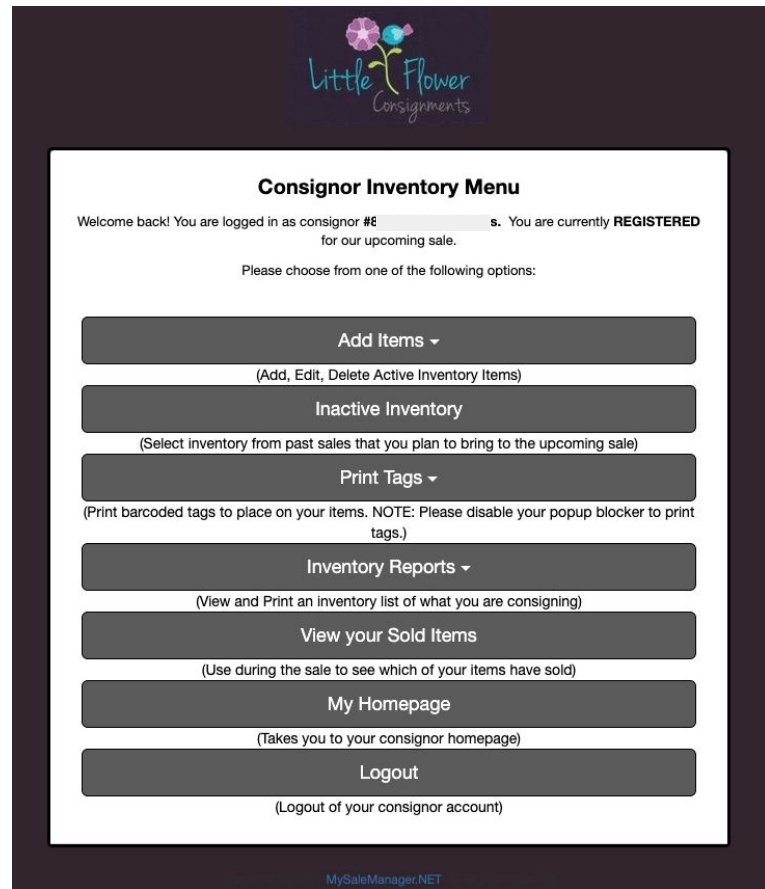
# Create Tags

Go to the Consignor Portal from [LittleFlowerConsignments.org](http://LittleFlowerConsignments.org) and select **Menu > Work With Consigned Inventory**

Use **Add Items** to enter new inventory or to access items that you have already entered for the active sale.

Use **Inactive Inventory** to view items from past sales. You can re-activate any unsold items from past sales that you picked up and plan to try and sell at the upcoming sale.

**Print Tags** gives you options to print your tags all at once or to select specific tags. There is an option to **Print All Unprinted Tags** so that you don't have to keep track of what's been printed.

A screenshot of the "Consignor Inventory Menu" web application. The page has a dark purple header with the "Little Flower Consignments" logo. The main content area is white and contains a welcome message, a list of options, and a footer. The options are: "Add Items" (with a dropdown arrow), "Inactive Inventory", "Print Tags" (with a dropdown arrow), "Inventory Reports" (with a dropdown arrow), "View your Sold Items", "My Homepage", and "Logout". Each option has a brief description below it. The footer includes the text "MySaleManager.NET".

**Consignor Inventory Menu**

Welcome back! You are logged in as consignor #8 s. You are currently **REGISTERED** for our upcoming sale.

Please choose from one of the following options:

- Add Items ▾**  
(Add, Edit, Delete Active Inventory Items)
- Inactive Inventory**  
(Select inventory from past sales that you plan to bring to the upcoming sale)
- Print Tags ▾**  
(Print barcoded tags to place on your items. NOTE: Please disable your popup blocker to print tags.)
- Inventory Reports ▾**  
(View and Print an inventory list of what you are consigning)
- View your Sold Items**  
(Use during the sale to see which of your items have sold)
- My Homepage**  
(Takes you to your consignor homepage)
- Logout**  
(Logout of your consignor account)

MySaleManager.NET

# Add Items

- **Category** is used if we have to look up a missing tag so choose the one that best matches your item.
- **Size** is used to place clothing in the appropriate racks. If clothing size is a range, enter the size that best matches the item.
- Describe the item using the **2 description fields**. These are used to ensure tags match the item being sold and to look up missing tags.
- **Price** is the amount you are asking for the item.
- **Quantity** is usually 1 unless you have multiple of the same item. Multiple tags with unique barcodes will be printed if you enter more than 1.
- Check **Item can be Discounted** if you would like your item to be sold for 50% during the half price sale.
- Check **Item can be Donated** if you do not plan to pick up your item during consignor pickup.

## TIP

Category, size, price, and quantity fields remember your last entry so sorting items before you enter them will save you some time.

**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 \$1.00 and you must price items in .50 cent increments.

[Return to Inventory Menu](#)  
[Print Tags](#)

**Category\***  
Accessories

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


**Price\***

☐ Item can be **DISCOUNTED** 

**Size\***  
0

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

**Quantity\***  
1

☐ Item can be **DONATED** 

[Submit Item](#)

[Check/Uncheck All](#) [Inventory Icon Legend](#) [Inventory Functions](#)

Items: 0 Value: \$0.00

☐ Filter Inventory by Description =  [Refresh Results](#)

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

Only the last 5 items entered show in your active inventory, but you can check the box to display all or use the Filter Inventory to search if you need to edit items.

# Activate Items from Previous Sales

When you have unsold items from a previous sale that you would like to try to sell at the upcoming sale, use **Work With Inactive Inventory**.

To activate, find each item and click on the box next to the item, then click **Activate Selected Items**. This action will move that item or items into your active inventory.

Use **Activate Selected Items** instead of using Active ALL Items to have an accurate representation of your inventory

You may also use the delete functions to remove items that you no longer own from the Inactive Inventory menu.

### Activate Inactive Inventory

Use this screen to select inventory from past sales (inactive inventory) that you plan to bring to our upcoming sale. Inventory you select here will become "active inventory" (inventory that you are bringing to our upcoming sale) and will appear on the "Work With Inventory" screen so that you can edit it and print tags for it (if necessary).

[Return to Inventory Menu](#)

[Inventory Icon Legend](#)

For best results, delete SOLD and DONATED items before making items active.

[Inventory Delete Functions](#)

Please Note: These functions apply only to inactive inventory in your account.

[Delete Selected](#) [Delete All Sold](#) [Delete All Donated](#) [Delete ALL Inactive](#)

[Activate Selected Items](#) [Activate ALL Items](#)

✓	Item Information
<input type="checkbox"/>	<b>Ripley's believe it or not book</b> Item # 6188    Price: \$3.00 Category: Books Size: 0

## TIP

If reactivated items are still tagged from a previous sale, the tags do not have to be reprinted unless you change something on the tag.



# Print Tags

There are many different **Tag Printing Options**. You can Print All Tags, Print Selected Tags, or Print All Un-Printed Tags. Before printing make sure your browser allows pop-ups because the tags appear in a pop-up browser window. Tags can also be saved in PDF format so that they can be printed at a later time or with a different printer.

The tag is the connection to you as the consignor so it is very important your tags print properly or they will not scan during the sale check out.

- ✓ Use white or light colored, non textured card stock paper
- ✓ Check printer ink to ensure barcodes print out clearly
- ✓ Print tags at normal size

- ✗ Do not use regular weight paper - it will tear and tags will be lost
- ✗ Do not use a printer with low ink
- ✗ Do not shrink or enlarge tags
- ✗ Do not use the same tag on multiple items

### 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 to allow popups if your tags do not appear in a new window after you click one of the Tag Printing Options.**

[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

## Barcodes



Good Barcode



Too Light



Too Dark



Misalignment

# Price Your Items

Consignment pricing can be tricky!. Ultimately, the decision is up to you, but there are a few things to keep in mind.

- There will be a lot of items to choose from, all at great prices, so be competitive if you want your items to sell.
- Put a few smaller items together to make your stuff more appealing for purchase – our price minimum is \$1.
- Any item over \$1.00 must be priced in \$0.50 increments (\$1.50, \$2.00, \$2.50, etc)
- Try not to put emotion into your prices – just because it was your favorite dress, doesn't mean others will pay more for it.
- The condition of your item is critical – things that are new or in great shape can be priced higher.
- Some people are very brand loyal and will be willing to pay more for specific brands.
- Clothing size matters – older kids' clothing sells better than infant clothing because there is less of it on the racks.
- Classic toys (ex. Legos) are often the first to go because they are timeless.
- Take advantage of the half price option ("Item can be discounted" checkbox ) if you want to have the best chance of having your items sell.
- Read our post about [maximizing your sales](#).

## Need More Pricing Guidance

Look for online articles about consignment pricing such as:

[Kids' Consignment Sale Pricing Guide from My Frugal Home](#)

[Consignment Mommies Consignment Sale Pricing](#)



# Attaching Tags

After printing your tags on cardstock, cut them to size and attach them securely to your items.

- Safety pins or tagging gun barbs - for clothing and other soft materials - find a seam or the brand tag to ensure the barb/pin does not create a hole in the item.
- Blue painters tape - attach tags to books, games/puzzle boxes or other items that could be damaged by removing the tag
- Packing tape - to attach tags to plastic and metal items
- Zip ties - this is the most secure method for attaching tags to shoes and other items that allow for the zip tie to be attached

## TIP

Make sure shoppers can see your tags - do not place dark tape over the price, consignor number or barcode. It is okay to place clear tape over the tag - it can still be scanned!

## USING A TAGGING GUN

When using a tagging gun, ONLY tag either through the clothing tag at the neck or where the seams meet under the right arm. If not, you will create a hole and permanently damage your item (making it unsellable).



# Sale Week

Congratulations if you have finished all your item prep! Most consignors don't finish until the morning of the sale, but we promise that it gets easier each time you do it.

## TIP

The barcoding system closes at 1pm on the day of the sale. You will no longer be able to enter new tags after 1pm but you can still print out ones that have already been entered.



## SALE WEEK DEADLINES

Wednesday



Volunteer  
Registration Deadline

Thursday



Consignor  
Registration Deadline

Friday  
4-7:30pm



Consignor  
Drop Off

Saturday



Sale Day  
Come Shop!

Saturday  
2:30-3:30pm



Consignor  
Pick Up

# Consignor Drop Off

Consignors are responsible for setting their items out in the appropriate areas unless you are doing Valet Drop Off.

- Follow signs to the side door for consignor drop off (do not use the front door)
- Check-in with a volunteer at the table to get your consignor name tag
- Bring a stroller, cart, or wagon to bring in your items (there is a ramp)
- Place all items in designated places on sales floor. Racks, bins and shelves are clearly labeled, and there are volunteers available to direct you.
- Anything requiring assembly, including cribs, must be put together by the consignor so bring tools if needed.
- All tags must be attached prior to drop off and everything must be dropped off by 8pm.

**Drop off is easier if you are organized!**

Group clothing items by gender and size - use a rubber band to connect hangers so they can quickly be placed on the appropriate rack.

Pack items in bags or boxes by category which is how most things are displayed at the sale.

## TIP

Ask a volunteer for help if you don't know where something goes!





# Sale Security

Our team works hard to ensure your items are safe, but there are hundreds of shoppers viewing thousands of items and sometimes things disappear.

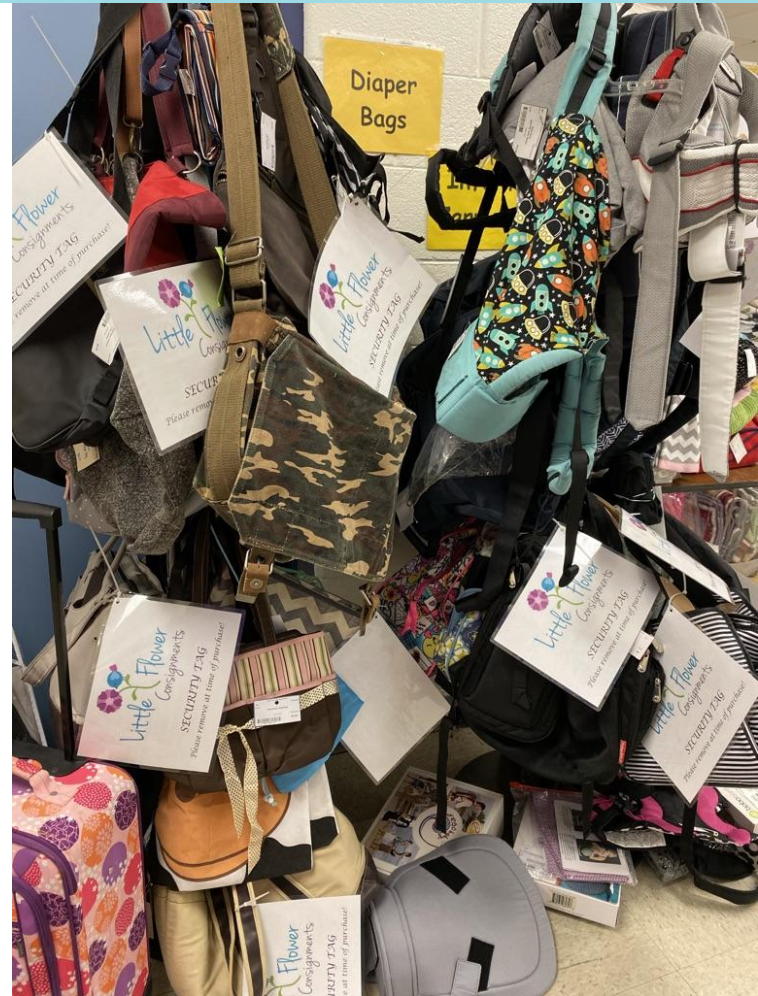
Most of our large ticket items are in the cafeteria and do not leave that room until they are purchased.

Our volunteers also add security tags to items over \$25 that are placed in hallways and in the gym.

Our space is monitored by security cameras at all times and we also have dedicated security volunteers.

## TIP

If you have items over \$25 and want to ensure they have a security tag, ask for one at consignor check in.



# Consignor Pick Up

Unsold items can be picked up on the day of the sale from 2:30pm – 3:30pm ONLY. Consignor pick up is optional and all items that are not picked up will be sold at the Clear the Racks sale in which all proceeds go directly to our charity.

- Consignors are responsible for finding and packing up their own items
- Clothing hangers must be marked to quickly identify your items on the racks (we do not sort by consignor)
- Bring a box, bag, or wagon to collect and transport your items home
- All items will be inspected upon exit to ensure each consignor leaves with the correct items

## Unsold Item Report

The unsold item report lists items that haven't sold and are not marked for donation. This report is usually not finalized until 2:30pm (1:30 CST, per report) because there are many last minute sales right before consignor pickup starts.



## Tagging Tip:

**Mark your hangers with colorful tape or ribbons to quickly identify your items at consignor pick up.**



# Volunteering

Volunteering at the sale is a great way to learn more about the sale, see what shoppers are buying, and get new ideas for pricing and prepping items.

- Consignors who volunteer earn 70% of their sales (50% if you do not volunteer)
- Volunteers shop first to have the best selection and avoid any lines -
  - 6:15am entry (if you work 2 shifts)
  - 6:45am entry (if you work 1 shift)
- Middle and high school students can also volunteer to earn hours
- We have many different types of volunteer shifts available and you do not have to have any experience
- There are volunteer shift times on Friday and Saturday

## We Love Our Volunteers

As a non-profit sale, we are 100% run by volunteers and we could not survive without them.



# Consignor Payments

Consignor checks are mailed to the address on file 1-2 weeks after the sale.

- Consignors who work a volunteer shift receive 70% of their sales
- Consignors who do NOT volunteer receive 50% of their earnings
- You can review your sales in the Consignor Portal throughout the day
  - Sales are usually uploaded each hour - our system is not real time
  - Estimated earnings is based on the volunteer percentage so your check will be less if you do not volunteer
- A \$5 consignor fee will be removed from your earnings, unless you have your fee waived by referring a new consignor or volunteering as a first time consignor

Our system reports show central standard time (CST) so a report that shows a time of 5:50 PM is actually 6:50 PM our time.

REGISTRATION STATUS:	REGISTERED
Seller Agreement:	SIGNED
Worker Agreement:	SIGNED
Assigned Volunteer Shifts:	Saturday, March 12, 2016 : 6:00:00 AM - 6:00:00 PM
Estimated Earnings:	<b>\$410.28</b> (as of 3/14/2016 5:50:24 PM CST) (Note: an estimate based on our default consignment percentage)
Sold Items Listing:	<a href="#">View Sold Items</a>
Seller Report:	<a href="#">View Seller Report</a>
Donation Report:	<a href="#">View Donation Report</a>
Unsold Item Report:	<a href="#">View Unsold Item Report</a>

# What Happens After the Sale?


## TIP

Need hangers for the next sale? We will have bags of them available in the back of the school around 6pm. Come and get them!

After the Clear the Racks part of the sale, we pack up everything that did not sell and donate it to various charities (let us know if you have a charity that may be interested in this). Consignment items are not stored or saved for future sales.

## What should you do next?

- Download your Donation Report from the consignor portal to use as your donation receipt
- Look for your check in the mail in about 2 weeks
- Save the date for the next sale, which is usually in March or September
- Write us a review on [Google](#) or [Facebook](#)
- [Email us](#) with any sale feedback or suggestions



**Please leave us a review!**

Please rate and review us on Facebook or Google. We appreciate hearing about your experience with us.

**"We love Little Flower Consignments"**

# Still have questions?

We couldn't cover everything in this guide  
so feel free to reach out with any questions!



**THANK YOU** for consigning with us ♥