



## Thanks for consigning with Green Jeans Consignment!

Consigning is easy, fun and rewarding, if you carefully follow the steps below!

Visit our website, [www.greenjeanssale.com](http://www.greenjeanssale.com) for easy How-To videos (click on the *consignor tab* to see videos)!

### Registration

- 1) Register as a consignor at [www.myconsignmentmanger.com/greenjeanssale](http://www.myconsignmentmanger.com/greenjeanssale)
- 2) Pick specific sale location and pay registration fee - prompted when registering.
- 3) Once registered, reserve a time to drop off at the sale, located in My Consignment Manager (MyCM). Be sure to pick your time early! Slots fill up very quickly!
- 4) Decide if you you'd like to volunteer. Volunteers earn an extra 5-10% and they are able to shop first! These slots also fill up quickly!

### Merchandise Prep

- 1) Gather clothing, shoes, handbags, jewelry, hats, scarves, jackets for the sale.
- 2) Be sure to check for stains, rips, missing buttons, or very worn clothing and remove them from your consignment pile. Green Jeans shoppers are looking for very gently used, current, clean, crisp items.
- 3) Please visit our website for brands we DO NOT ACCEPT. Our shoppers are looking for brand name, designer or boutique items.
- 4) Green Jeans highly recommends dry cleaning, ironing or steaming clothing prior to bringing to the sale. This will make your clothing item stand out to shoppers.
- 5) Hang all clothing on appropriate hangers. Shirts and tops must be hung on shirt hangers and all bottoms must be secured on bottom clip pant hangers, not folded over the bottom of the hanger. Safety pinning bottoms to hangers is not accepted. Hangers must point to the left or look like a question mark.
- 6) Secure all buttons and zippers.
- 7) If you have clothing sets, rubberband the hangers together to be sure they do not get separated.
- 8) Organize clothing into like groups: shirts, sweaters, pants, skirts, dresses, blazers, etc. This will help the pricing and uploading process go faster.
- 9) Shoe boxes will not be returned after the sale or displayed during the sale.

### Pricing and Tagging

**Please have 65# or larger cardstock (light color), safety pins, packing tape and ribbon on hand**

- 1) Go to online registration site- [www.myconsignmentmanager.com/greenjeanssale](http://www.myconsignmentmanager.com/greenjeanssale)
- 2) Go to Enter Items tab (at top of site)
- 3) Start with first piece of clothing:
  - a. Select a price
  - b. Mark discount, if you would like items 50% off the last day
  - c. Mark donate, if you would like your unsold items to be donated after the sale
  - d. Mark size and type a short, but SPECIFIC description (at minimum, include brand and color). This is important in the event your tag gets separated from your clothing item. Items without tags will not be sold.
  - e. If you have organized your items into categories prior to entering items, you will spend less time changing categories, making entering items go faster!
  - f. Click add item.

g. If you have multiple items that are the same, you may “Power Tag” by selecting the number of tags you need from the drop down box and clicking “add items”.

- 4) If you need to edit one item, check the box next to it and click edit item at top of list and edit as needed.
- 5) Enter Items screen will restart with a clean screen every time you log out. Your items are not deleted - they can be found in the Manage Inventory screen.
- 6) If you need to edit multiple items, go to Manage Inventory at top of the screen this will allow you to see ALL of your entered inventory here. You can edit any item(s) on this screen- you can select or de-select donate/discount options. You can also remove items on this screen.
- 7) When you have entered all of your items and are done editing- it is time to print your tags.
- 8) Have your 65# or heavier cardstock ready. Go to Print Tags Tab, select all entries to be shown on ONE page, check all items (by clicking on the check all box), then click the Generate Tags button. Follow the prompts.
- 9) Cut out tags, should print 8 tags/sheet.
- 10) Use a tagging gun or safety pin to attach tag to TOP RIGHT of clothing item (IF material will not show holes) or on the tag inside garment. You can also use a hole punch and ribbon and thread through a button hole!
- 11) Attach tags to handbags, belts, jewelry, and other accessories with a hole punched tag and ribbon if appropriate. Try to avoid placing jewelry in Ziploc bags. Items in bags do not sell as well as women love to touch and feel before purchasing!
- 12) Attach tags to shoes the best way that is secure. Options: Use packing tape and attach to inside sole or bottom of shoes (not taping over barcode) or use ribbon and hole punched tag to secure to strap or lace hole.

### **Drop off of clothing items**

- 1) Organize all clothing by like clothing prior to drop off at sale site (ie. Place shirt, bottoms, skirts, sweaters, jackets together).
- 2) Arrive at drop off at time selected. Please allow 30-45 minutes at drop off (Clothing items will be inspected with you present. Items not accepted will be given back to you at that time).
- 3) Consignor will be required to review and sign consignor agreement (you have agreed to this agreement when registering).
- 4) Consignors are allowed to come to VIP Presale the evening prior to public sale opening.
- 5) You can log into your registration site to view items sold at the end of each sale day. Click on View Settlement Report to see your sales!!
- 6) REMINDER! Clothing pick-up is the evening of the last sale day. If you do not pick up your items during the designated times (found on the website) your items will be donated! No exceptions!**