

## Made4kids To Do List 2020

- Register for the sale
- Choose a Check in/drop off time
- Choose a volunteer slot (you earn early shopping privileges)
- Make sure items are clean (free of smoke, animal, food, or musty smells)
- Hang your items (tops) on the hangers with the hanger when looking at it looks like a question mark (?). Use smaller safety pins to secure it if necessary. All pants should be hung on the top part of the hanger not the bottom and need to use large safety pins(to hold the weight of the pants).
- If you have items that have been in the sale for at least a couple of years, have not sold and/or are out of fashion please consider not putting it back through the sale.
- Enter items into the database. Be sure to include the category (boys, girls, etc..) please don't list everything as miscellaneous. Everything has a place at the sale. Include the sizes for clothing (Jr's girls pants are numbers)
  - Include Description 1 as the brand and Description 2 as the color/pattern (describe the items so if the tag comes off we can look it up in the inventory and make a new tag for it to be sold.
  - Mark your items half price or donate
  - Double check you don't have duplicate tags and everything is correct
- You have to Generate your tags or they will not be in the inventory to sell
- Using low setting quality on your printer Print your tags. High quality causes a thick barcode and the tag cannot be scanned to sell.
- You must Print your inventory sheet and bring it with you. We may not have a way to print these.
  - If you are donating all of your items please write donate at the top of your sheet
  - Mark off any items you did not bring
  - Make sure all items that need batteries or light bulbs have them
  - Make sure to clean all your big items. If they are not clean they will be rejected.
- Bring a bin(s) with you with your seller number on it. One bin for each 75 items. If you are donating all of your items you may use a cardboard box with your seller number and Donate on it.