

SPELC SELLER TIP SHEET FOR FLASHCONSIGN

Organize your items. This simplifies data entry into the system:

1. Sort items into piles of white and yellow ticketed items.
2. Group similar items, sizes and gender together (i.e, all girls clothing, size 6 together).
3. Items on hangers tend to sell better.

Cleaning up your inventory after previous Sales:

1. If you have previously sold items using FlashConsign, log into your account, then select Manage My Items. The following actions will be available under the *After Sale* menu item above the table which displays your inventory:
 - *Mark Donated Items as Donated*: This will ensure that you have accurate records for which items you donated after not being sold at a previous Sale. This will delete the items from your active inventory.
 - *Delete Sold Items*: This will delete the sold items from your active inventory.

Adding items into your inventory:

1. If you have previously sold items using FlashConsign the item numbers continue from where you left off and will not reset back to #1.
2. **Item Name**: Brand name, pants, overalls, pajamas, dress, shirt, etc. (FYI, only 24 of the 50 characters allowed will print)
3. **Description**: Color, pattern, etc. (FYI, only 35 of the 100 characters allowed will print)
4. **Brand**: There are no Brand names listed – type the Brand name in your Item Name
5. **Size**: Use the smaller of the two sizes, example: 3-6 mos., click on 3 mos.
6. **Price: Must be in \$.50 increments**
7. Category: **Click on the general category that best describes your item**
8. **Discounted**: All white ticketed items **must** be marked as Discounted. A \$ will print on the ticket. They sell at ½ price on Saturday. If you mark the discounted box and print the ticket on yellow paper, FlashConsign will automatically scan it at half price on Saturday. The item will be returned, if not sold.
9. **Donate?**: All white ticketed items **must** be marked as Donate. A ♥ will print on the ticket. Click Do NOT Donate if using a yellow ticket and want item returned to you.
10. When entering similar items, use check marks on left side of “entry screen” to retain similar info on your next item, (i.e, you have 2 pairs of 2T boys pants...leave 2T checked and Children's/Clothing – Boys checked. That info will appear on your next item).
11. **Save/Associate items to SPELC Sale before exiting the website.**

Printing tickets:

1. Print tickets on an Inkjet printer (**no Laser printers**), Normal/High Quality setting, not “Draft”. You do not need to use a color printer. Laser printers do not print well on card stock and our scanners can't read them.
2. Tickets should measure approximately 2” X 2-1/2”. 15 tickets will fit on one sheet of card stock. (15 X 7 = 105 tickets)
3. White ticketed items should have a \$ and ♥ symbol printed on them.
4. Yellow ticketed items **SHOULD NOT** have the \$ and ♥ symbol printed on them. (If ticket has a \$ the item will automatically sell at half price on Saturday.)
5. **Print on white card stock**: Any items that have a \$ and ♥ symbol on them. (These items sell at ½ price on Saturday. Donated if unsold. Sort by clicking Donate and Discounted.
6. **Print on yellow card stock**: Any items you want returned if not sold. Sort by clicking Returned and NOT Discounted
7. FREE Card stock can be picked up at the SPELC Office or individual sheets can be purchased in any office supply copy center.
8. **ALL TICKETS MUST BE PRINTED ON CARD STOCK.**

Please refer to the FlashConsign Consignor Guide for more information.

If you have read the Seller Instructions and our Tips above and need additional assistance, please email our Seller Support Team: ELCSellers@yahoo.com or ConsignmentSale@stphilip-co.org.