



Switch-A-School

101

Serving the Upstate's Parents for over 10 Years

Owners always on site to help you in any way.

Always working to improve the sale to make it the BEST
for our Consignors, Volunteers and Shoppers.

Our "state of the art" online tagging
system makes

Switch-A-Roos

the most advanced sale in the Upstate.

THIS IS WHY:

- Our consignors receive an online inventory list
- You can watch your sales from the comfort of your home
- You will receive your earnings/check on Pick-up day! WOW!
- Fast and accurate check-out

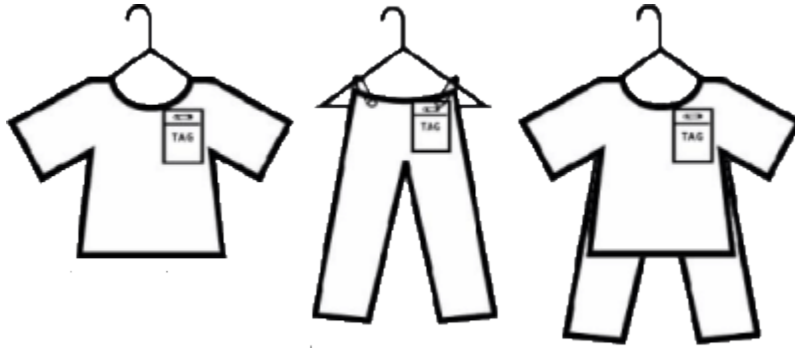
SWITCH-A-ROOS

It Just Makes Sense!!!



Switch-A-School

101



Register for a Consignor ID

- Go to the home page of our website and under "Consignor Registration" click on "Greenville" or "Spartanburg".
- Fill out the Registration form.
- Read and Accept our Consignor Agreement.
- You will receive a message screen with your Consignor number.
- Write your consignor ID and password down in a safe place.
- Continue to the Consignor Login screen and enter your consignor number and password.
- Once you login, you will see your personal homepage. You will see a list of ACTIVITIES to your left.



Switch-A-School

101

1. Getting Ready

What you will need:

- Card Stock for printing tags
- Hangers (Adult hangers for sizes 3T and up)
- Zip Ties
- Safety Pins or Tagging Gun
- Packing Tape

What to sell: ANYTHING for KIDS!

2. Gather and Organize

The more organized you are, the quicker drop off will be. It is helpful to order your items by GENDER and SIZE before you start.

3. Check each Item

Check each item for stain, peeling, missing buttons, tears and rips. We will inspect each item carefully. Please make sure all toys have batteries and work properly.

4. Prepare your items

Wash, Iron, repair buttons, gather loose pieces of toys and do what is necessary to ensure that your items are in excellent condition.



Switch-A-School

101

Items will be returned that do not meet our guidelines. Hang your clothes so that the hanger looks like a "question mark" when looking at the item.

* All clothes 3T and larger **MUST** be on adult size hangers. No exceptions!

5. Enter your items in to the computer.

- Click on the "Enter Items" link on our home page in the "Consignor Section."
- You will enter your Consignor ID and Password
- Under the activities list, click on WORK WITH CONSIGNOR INVENTORY.
- Another screen will appear with Consignor Item Entry.
- Click on "Work with my Consigned Items."
- This will put you into the inventory portal where you add the items you would like to consign.
- Enter your items with a description and price. Try to be very specific. This will help to ensure that if the tag comes off, we can get it back to the correct item.
- You can save your items by clicking "I AM FINISHED FOR NOW." If you are not finished you can come back and add more items at any time.



Switch-A-School

101

Entering More Items To Your Inventory

- To enter more items, Click on the "Enter Items" link on our home page in the "Consignor Section" and log in.
- Your consignor homepage will appear.
- Click on "Work on Consigned Inventory."
- Click on "Work With My Consigned Items (Active Inventory)"
- You can enter and save as many times at you need.

6. Ready to Print?

- PLEASE NOTE: Once you have printed your tags YOU CANNOT EDIT THE PRICE OF YOUR ITEM! The price is encoded on the barcode and prices must match in the system. If you edit the price, you must print out a new tag.
- You can print anytime.
- You **MUST** use card stock to print your barcodes. (If you use plain paper, you will be asked to reprint them at dropoff.)
- The printing tag utility is available on the "Work with Consigned Inventory" that can be found on your consignor homepage. **Please disable all pop up blockers when you are printing because your tags will pop up in a new window.**
- Click on Print Tags.
- Once your tags are viewable, click the print button and you are ready to go!



Switch-A-School

101

- Six tags will print per sheet. Cut the tags apart.
- Attach the tag on the item using a safety pin (do not use small gold pins). If you are using a tagging gun, PLEASE make sure you attach it in the tag or the seam. We cannot accept any clothes with the tagging gun through the front of clothing.



- The printed quality of your barcode is VERY important. Please print a page to see how they look. Use a critical eye when checking the quality of the barcodes. *Print tags using the NORMAL or DRAFT setting, not high quality or the ink will be too dark.*

Below is a sample of a GOOD or clean barcode.



Below are samples of BAD barcodes.



If your barcode looks like the one below, you need to replace your ink cartridge.





Switch-A-School

101

7. Sign-up for a Drop-Off time

- Click on "Drop-Off" Schedule on our home page of the website and login to sign-up.
- Click on the time you would like and you are set!



Switch-A-School

101

Drop-Off Instructions

Please follow instructions to make Drop-off smooth and quick for everyone!

- Follow the signs that will lead you to the drop off area.
- You will be greeted by a volunteer who will direct you into the drop off area.
- Please pull in and unload your items in the designated area.
- We will have rolling carts inside for your convenience. Please do not use to put out clothing. These are for unloading cars only.
- You will park and return to check in.
- You will check in at the registration table
- You will receive your Consignor Information Letter. Please read all information carefully.
- Remember the process usually takes at least 30 min.
- You will be directed to a "Check-In" station for your items to be checked.
- We will place any rejected items in a bag for your convenience.
- You will be asked to place all of your accepted items in the correct location.

*Before arriving for Drop-off, please go through your items one last time to make sure they are free of stains and all toys are clean and working condition. We will be checking closely so we can offer YOU the best items available.



Switch-A-School

101

****Please review the [consignor agreement](#) located on the website and please be sure none of your items are on a recall list. Switch-A-Roos is not responsible for items on any recall list.**

PICK-UP INSTRUCTIONS

- Pick-Up Times can be found on the website
- Know your Consignor Number which is located at the bottom right of your barcode tags.
- You will be directed to your unsold items.
- Make sure that all items belong to you.
- Please bring anything that was misplaced to the front.
- Shoes will be available to pick up, but will not be sorted by "pick-up" number.
- All stuffed animals and VHS will be donated
- Check the "missing tags" and "stained rack". All items will be checked against your inventory list for security.
- Check the "Large Items" section.
- All items not picked up by 6PM will become the property of "Switch-A-Roos".
- You are welcome to send a family member to pick up your items, but they will not be able to identify any of your items that have missing tags.



Switch-A-School

101

PLEASE give to our local charity "Little Steps". This is a great organization that our consignors donate to every year. We will be taking donations during pick-up. You can use this as a tax deduction.

You can find out more about Little Steps at
www.littlesteps.sc.org



Switch-A-School

101

Volunteers

Switch-A-Roos is looking for VOLUNTEERS to help the sale run smooth and efficiently. Volunteering is EASY and FUN! By volunteering you get to shop at the event FIRST! You shop before the consignors and before we open to the public! WOW! In exchange for your help, you will receive 1 VOLUNTEER PRE-SALE PASS to shop at the PRE-SALE PARTY on the Wednesday evening before the sale starts! There are several ways you can volunteer for the event:

1. WORK A 4-HOUR SHIFT

Shifts are available from the first Set-Up day to the Last Pick-Up Day. You must work a complete 4-hour shift.

During your shift you may be.....

- Assisting with Set-Up
- Assisting with Check-In
- Sorting Items
- Organizing Merchandise



Switch-A-School

101

- Assisting shoppers
- Assisting with Check-Out
- Assisting with Shut Down

To SIGN-UP to work a shift during the event, go to the Home Page Menu and select VOLUNTEER SIGN UP and you can view the volunteer schedule. Select a day and time and fill out the information. You will receive an email confirmation with your time and day.

***** We do offer one VOLUNTEER SPECIAL for the event!**
If you volunteer on Sunday night from 6PM-10PM or on the Monday or Tuesday after the sale, you will get to:

****Shop the Volunteer Pre-sale Party on Wednesday evening.

****Shop the $\frac{1}{2}$ off Sale EARLY on Sunday morning at 9AM for the Greenville Sale and 11am for the Spartanburg Sale

****We will waive your Consignor Fee!

2. COPY FLYERS

If you have access to a copier and can make copies for Switch-A-Roos, you can earn a pass to shop the Pre-Sale Party on Wednesday evening.



Switch-A-School

101

You will need to:

- Make 500 copies on BRIGHT-COLORED paper
- Cut the copies in half (total of 1000 flyers)
- Mail 1000 flyers to a designated person
(we will give you the name and address)
- This job must be done in a timely manner

****Space is limited and filled on a first come basis. We will contact you by sending you an email with the name and address of the person who will be receiving the flyers.

To sign up to volunteer for copies please email:

GREENVILLE EVENT racheal@switcharoosconsignment.com
SPARTANBURG EVENT lori@switcharoosconsignment.com



Switch-A-School

101

3. FLYER DELIVERY

You will be required to deliver flyers to a designated area of town. By delivering flyers, you will earn a pass to shop the Volunteer Pre-Sale Party on Wednesday evening.

You will need to:

- Contact us with the area of town that you would like to distribute flyers.
- We will contact you and let you know if the area is available with an attached Flyer Delivery Form.
- You will receive 1000 flyers in the mail.
- You will need to distribute the flyers to at least 20 Mom/Child friendly businesses.
- Leave approximately 50 flyers at each location.
- Be sure to get the owner/manager's approval.
- Fill out the FLYER DELIVERY FORM which includes the Business Name, Address, Owner/Manager's Name and type of business.
- Bring the FLYER DELIVERY FORM to the Volunteer Pre-sale party in order to earn your shopping pass.

*Space is limited and filled on first come basis. We will email you back with approval.



Switch-A-School

101

To sign up to volunteer to deliver flyers contact:

GREENVILLE EVENT racheal@switcharoosconsignment.com

SPARTANBURG EVENT lori@switcharoosconsignment.com

**Join us on [Facebook](#) and Follow our Blog
for helpful hints on making your
consignment experience easier!**