



Switch-a-School

101

**Serving families for over 17 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  
consignment industry.

THIS IS WHY:

- Fast and easy Voice Entry!
- 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!!!**



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### **NEW CONSIGNORS - Register for a Consignor ID**

- Go to the [home page of our website](#), click on your location, then click on "NEW CONSIGNOR REGISTRATION" link on the left menu. 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 log in, you will be on your personal homepage. You will see your personal information and your status for each area for the upcoming sale.
- You will see an "Activities Menu" drop down box on the left. Click on the box and "Register for the Upcoming Sale."



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## 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 (Only use in the tag of garment and NOT through the clothes)
- Packing Tape

**What to sell: ANYTHING for KIDS!**

**\*\*See detailed list on our website!**

## 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.



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## 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. 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 into the computer.

- Click on the "Enter Items" link on the left menu of the website for your location in the "Consignor Section."
- You will enter your Consignor ID and Password
- You will now be on your "Consignor Homepage"
- Under the "Activities Menu" click on **WORK WITH CONSIGNED INVENTORY.**
- Another screen will appear with Consignor Inventory Menu.
- Click on "ACTIVE INVENTORY."
- This will put you into the inventory portal where you add the items you would like to consign.



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- You will see four choices on ways you can enter your items
  - Mobile Version
  - PC/Laptop Version
  - PC/Laptop VOICE ENTRY (Beta)
  - Mobile VOICE ENTRY (Beta)
- Click on which mode you would like to use to enter your consigned items. Each mode will have a different way to enter items. Fill in the blanks with the appropriate information or read the "INSTRUCIONS" for the mode you have chosen.
- 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.
- If you are not finished you can come stop and come back and add more items at any time.
- If you are using the "Voice Entry" mode, you can watch a video on our "CONSIGNOR 101 VIDEOS" on the Switch-a-Roos website.

## Entering More Items To Your Inventory

- To enter more items, Click on the "RETURNING CONSIGNORS ENTER ITEMS" link on the left menu of the website for your location and log in.
- Your "Consignor Homepage" will appear.
- Click on "Work on Consigned Inventory."
- Click on "Active Inventory."
- You can enter and save as many times as needed.



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## 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 or any other information, 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 drop-off.)
- The printing tag utility is available on the 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!
- 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 to the tag or in the seam. We cannot accept any clothes with the tagging gun barbs through the front of clothing.
- The printed quality of your barcode is VERY important. Please





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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.



## 7. Sign-up for a Drop-Off time

- Click on the "DROP OFF SCHEDULE" link on the left menu of the website for your location and login to sign-up OR you can sign up from your "Consignor Homepage."
- Click on the time you would like and you are set!



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## 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 then need to park your car outside and return to check in your consigned items.
- 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 and baby equipment are clean in good working condition. We will be checking closely so we can offer YOU the best items available.





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**\*\*Please review the consignor agreement located on the website for your location 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.
- 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.
- Check your location's schedule for the item pick-up deadline. All items not picked up by the deadline 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 and you forfeit the option of reporting any missing items.



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## Volunteers

Switch-a-Roos is looking for VOLUNTEERS to help the sale run smoothly 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 one (1) VOLUNTEER PRE-SALE PASS to shop at the PRE-SALE PARTY before the sale starts (check the "SCHEDULE AND LOCATION" link on the website for your location for the correct day/time)! Some locations have more volunteer options for receiving your pass, so check the website for your location for more specific information. However, all locations offer the volunteer pre-sale pass if you:

### 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...



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- Assisting with Set-Up
- Assisting with Check-In
- Sorting Items
- Organizing Merchandise
- 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 of the Switch-a-Roos website](#), select your location, then select "VOLUNTEER INFORMATION/SIGN UP" on the left menu. 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 during our shut down/sorting times, you  
will get to:**

\*\*\*Shop the Volunteer Pre-sale Party.

\*\*\*Shop the  $\frac{1}{2}$  off Sale EARLY before we open to the public.

\*\*\*We will waive your Consignor Fee!



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**Join us on Facebook and Instagram for  
helpful hints on making your  
consignment experience easier!**