

# Hendersonville First United Methodist Church

## Floods of Duds

March 18-20, 2010

Children's Consignment Sale

(Benefiting the Children's Ministries Department)

Thank you to all of our consignors and shoppers. Our continued success is because of you. Please come and shop our great selection of clothes, books, toys, baby equipment, etc. Please pay close attention to the changes in our registration process this year.

### QUICK SUMMARY

#### Volunteering

Please sign up for a 3 hour shift via [www.hfumc.org/consign](http://www.hfumc.org/consign) website by clicking on the orange "How to Volunteer" box. Our sale runs smoothly when there is a lot of help. Don't forget- volunteering gets you into the sale before the consignors! Anyone can volunteer- moms, dads, grandmas, grandpas, aunts, uncles, cousins and friends. All are welcomed! Volunteer for a Saturday cleanup shift and receive a coupon for our next sale. (See Step 9:D for further instructions on volunteering)



#### Important Website Information

- You will need to use this website ([www.hfumc.org/consign](http://www.hfumc.org/consign)) for **ALL** login, use and registrations for the Floods of Duds Children's Consignment Sale. Using this link will allow you many advantages: **NO PRINT CODES**, maneuverability through the system, and our great logo banner! This also will give you the ability to return to the Seller's Homepage at any time so you can have the options of step-by-step instructions if needed.
- Menu Bar Options:** You will see the following menu when you visit [www.hfumc.org/consign](http://www.hfumc.org/consign).

Detailed Consignor Instructions	Printer Friendly Instructions	How to Volunteer	Register for Sale/ User Login	Frequently Asked Questions
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Detailed Consignor Instructions	Click this button for detailed instructions on how our sale is organized. You will see step-by-step instructions on how to register, enter items into our online system, as well as how to tag and organize your items.
Printer Friendly Instructions	Click this button to upload a PDF version of the step-by-step instructions, so that you can easily print them and keep them handy while you are getting ready for our sale.
How to Volunteer	Click this button to read instructions on the easiest way to volunteer.
Register for Sale/User Login	This is the most important button on this menu. You will use this button <b>every time</b> you need to login to enter an item in our online system, update your inventory, print your tags, schedule a check-in time or volunteer time, etc.
Frequently Asked Questions	If you have a question regarding the sale, click here first! If you cannot find the answer here, e-mail your question to <a href="mailto:floodsofduds@gmail.com">floodsofduds@gmail.com</a> .

## Your Benefits

- You can electronically enter your tags, which will save you 50-60% of your time.
- You can print Inventory Sheets for all of your items.
- You can also print a donation list for your tax filings.
- You can reuse your items for future sales with us and for other sales which use myconsignmentmanager.
- You can view which items have sold at our sale on a nightly basis and then reconcile the total when the sale is complete.
- You can calculate your potential sales in dollars.
- There will be fewer errors on your part and ours. Consignors sometimes leave off price or their consignor # and we sometimes make mathematical errors.
- Best of all—you **get your check on Sunday** when you pick up your unsold items!!!!

## CONSIGNING STEPS

### STEP 1 – OBTAINING A CONSIGNOR NUMBER:

- If this is your first time consigning with our sale, you will need a consignor number. You may choose any consignor number, however if it is already in use you will need to choose another number. This will be part of the registration process (green button below.) The system will alert you if the number you choose is already taken.
- **If you are a previous consignor, you MUST use your previous consignor number. It will automatically display when you register for the sale by logging in under your previously assigned username and password.**

### STEP 2 – REGISTERING FOR OUR SALE:

- Click on the green button (Register/User Login) to complete your registration. You MUST register directly through this website in order to avoid use of a print code! See our instructions for our online system! (Step 9)
- **ALL PARTICIPATION WILL BE ONLINE FOR THIS SALE. THERE WILL BE NO MANUAL TAGGING!**

### STEP 3 – SCHEDULING A DROP OFF APPOINTMENT:

- Once you have completed the registration process, you MUST schedule an appointment to drop off your items. You must schedule this while you are logged in to your seller's page (green button). See our instructions for our online system! (Step 9)
- **No one will be allowed to drop off their items without a scheduled appointment.**

### STEP 4 – DECIDING WHAT TO SELL:

- All items will be inspected for cleanliness, holes, stains, missing parts, proper tagging and if it is a toy, that it is operational. We will also not be accepting any clothing that is out of date or season. Clothing must be in very good condition. There are limits on some items, so please choose your items carefully. Please see the items below that we do & do not accept.
- **You must have a minimum of 30 items to participate in the sale.**

#### Items we accept:

- Spring/Summer Girls Clothing Size 2-20
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- Spring/Summer Girls Clothing Size 0-24m (**limit 40 pieces**)
- Spring/Summer Boys Clothing Size 0-24m (**limit 40 pieces**)
- Spring/Summer Girls Junior Clothing (**current styles only – within last 3 seasons**)
- Spring/Summer Boys Junior Clothing (**current styles only – within last 3 seasons**)
- Maternity Clothing (**limit 10 pieces**)
- Outerwear: light weight jackets, raincoats, rain boots
- Seasonal Shoes (**limit 10 pairs**) – sport shoes, dress shoes, tennis shoes, roller blades, cleats, dance shoes, sandals
- Holiday clothing – Easter, 4th of July
- Baby Equipment: beds, strollers, high chairs, furniture, etc. – **must be completely assembled and clean**
- Sports Equipment
- Dress-up Costumes
- Toys in working condition with batteries as necessary
- Children's videos (**VHS limit of 10**), DVD's, books, games and electronic games (with batteries) in working condition
- Stuffed animals (**limit 5**)
- Children's Accessories—belts, purses, hair bows, caps, etc.
- Child-related household items, such as bedding, pictures and frames, and decorative items
- Any kid's item in good condition!!

#### Items we do NOT accept:

*(If any of the following are consigned, and missed inadvertently at check in, we will hold the item at the cashiers table and return to you at the final sort time.)*

- Out-of-date and/or out of season clothing
- Socks or tights, unless pinned to a matching outfit
- Adult clothing for men or women
- Underwear or Training Pants
- Battery-operated toys or games without batteries
- Items with stains, missing or broken parts
- Items that have more than one piece and are not bundled together so that pieces cannot become separated. (bedding sets, toys, games, costumes, etc.) Suggestion: Use XL ziplock bags or original containers.
- Unassembled Furniture
- Car Seats, unless they are a part of a stroller set
- Items that are not cleaned to show their best potential
- Items with detectable odors ie: smoke, pets, etc.
- Any recalled item or item containing lead (Check [www.cspc.gov](http://www.cspc.gov) for a listing of these items) Car Seats, unless they are a part of a stroller set

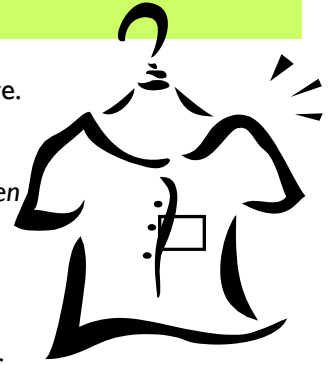
## STEP 5 – PRICING YOUR ITEMS:

You set the price of all items! PRICE TO SELL!! Use \$1.00 and \$.50 increments only! (NO \$.75 or \$.25) Ask yourself: “Would I buy these items at the price I am asking?” Usually the majority of consignors use the rule of thumb “do not price more than 50% of what it was purchased for”. Keep in mind the age and condition of the item. You will receive 75% of your asking price and the other 25% will go to the HFUMC Children’s Ministries.

## STEP 6 -- PREPARING AND TAGGING YOUR ITEMS:

### Clothing & Hangers

- Clothing size 2T and up must be on wire hangers, 0 to 24 month items can use plastic or wire.
- This is for the protection of the items.
- Clothing should be fastened to the hanger in a secure fashion.
- The hook of the hanger should face toward the right shoulder of the item (*it will appear left when you look at it laying flat and face up*).
- If your tags are pinned incorrectly we will ask you to re-pin them, so that they will show properly when hanging on the racks
- If the item has multiple pieces, pin them all together.
- Pants on a paper covered hanger will slide less and look neater, helping them to be seen better.
- Dry Cleaners will give you hangers or you can purchase light-weight wire hangers from Wal-Mart, Dollar General, etc.



### Toys

- Toys with small parts should be placed in a ziploc bag, with the bag securely taped with thick clear tape. If small parts go with a larger item, please secure the bag to the larger item with packing tape.
- NOTE: Toys that are not securely taped will be opened up and played with by children of shoppers. We do our best to keep this from happening, but when we are busy it is not always possible.

### Shoes

- Shoes should be placed in a ziploc bag with the tag taped to the outside of the bag. You may want to attach the shoes to each other with zip ties to ensure they stay together in case the bag is opened during the sale by a shopper.

## STEP 7 - PARTICIPATING IN THE SALE:

### PARTICIPATION FEE:

As in past seasons, there is a participation fee. This fee is \$6 for volunteering consignors and \$8 for non-volunteering consignors. This amount is deducted from your earnings and is reflected as a deduction in your net check amount.

### DROP-OFF INFO:

- Drop-Offs are by appointment only!** You must schedule your appointment online in one of the available time slots. If you need assistance with scheduling your appointment online, please e-mail us at [floodsofduds@gmail.com](mailto:floodsofduds@gmail.com). Once you have scheduled your appointment, please make a note of it. If you discover that you are unable to keep this appointment, you can reschedule your appointment online through your seller’s page by logging in (green button- Register/Login) Please delete your prior appointment time and schedule another one in any remaining time slots.
- PLEASE SELECT YOUR DROP-OFF TIME AS EARLY AS POSSIBLE! THE SLOTS FILL UP FAST AND NO ONE IS GUARANTEED A SPECIFIC DROP-OFF TIME!**
- At the last minute (once drop-off times have begun), if you are not able to keep your appointment, please contact us at 615-491-0780 to cancel. This is in consideration of other consignors who may be able to fill the drop off time slot and of the volunteers who are working drop off.
- **CLOTHES MUST BE SORTED BY SIZE AND GENDER TO SPEED UP THE DROP-OFF PROCESS!** If your clothing items are not properly sorted, you will be asked to sort them before we begin the inspection process.

### PREVIEW SALE INFO:

As a consignor and/or volunteer, you will be given a pass to shop at the preview sale before the sale opens to the public. There will be **ONE** pass given out per consignor/volunteer. This pass will admit only ONE person into the pre-sale. Please make a note of times listed. If you want the best choices, become a volunteer and be the first to shop!

**NO STROLLERS will be allowed at the preview sale!**

### PICK UP INFO:

At pick up time, your unsold items will be sorted by consignor number. We ask that you please look through your items and make sure that everything in your stack belongs to you. We do our best to sort everything correctly, but it is a huge task and mistakes could be made. Once you have checked through your remaining items, please come to the table in front of the gym to receive your check. **ATTENTION: Any items not picked up by 5:00 pm on Sunday will be removed from the property and donated to a local charity. If you cannot be at pick-up, please send someone else to get your items.**

## STEP 8 -- SALE DATES:

### Drop Off Dates:

Sunday, March 14th	5-8 pm
Monday, March 15th	9-12 am, 5-8 pm
Tuesday, March 16th	9-12 am, 5-8 pm

### Sale Dates:

Wednesday, March 17th	5:30-7:00 pm	Preview Sale (For <b>VOLUNTEERS</b> only)
	7:00-8:30 pm	Preview Sale (For <b>Consignors &amp; Volunteers</b> only)
Thursday, March 18th	9 am to 7 pm	Public Sale
Friday, March 19th	9 am to 7 pm	Public Sale
Saturday, March 20th	9 am to 2 pm	(50% off discounted items)

### Pick Up Date:

Sunday, March 21st 10:30 am to 5:00 pm *(Items not picked up by this time will be donated to a local charity! Items cannot be held in the gym past 5:00pm on Sunday)*

## STEP 9 -- USING OUR ONLINE SYSTEM TO REGISTER & ENTER ITEMS (Steps A-J)

**Attention ALL SELLERS!!** Please follow Steps A-J to Register Online, Enter Items and Manage your Inventory

### **A. Click on the Green Box** *(Register for Sale/User Login)*

This will bring you to our Registration/Log In page.

### **B. Register For Sale**

#### **NEW USERS:**

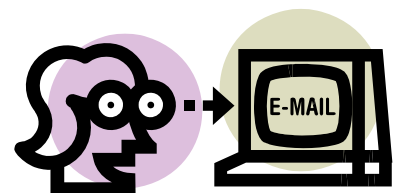
- Click on "Create User" Account Button.
  - Complete the information on the screen to successfully create your account.
  - Click "Create Account" button to continue.
  - On the "Sale's Registration Options" page, click on the Seller # box and select a consignors number (three digits or less) you would like to use. If you select a number that has already been taken, you will be instructed to try again.
  - Complete the "how did you hear about us" section and then click "Register Me."
- DO NOT CLICK REGISTER ME AS A VOLUNTEER ONLY IF YOU ARE GOING TO BE A SELLER!!!!** You will be given the option to volunteer on the next page.

#### **RETURNING USERS:**

- Click on Register here.
  - Enter your user id and password. If you have forgotten either one, please use the links provided to have them emailed to you.
  - On the "Sale's Registration Options" page, your previous consignors # will appear in the Seller # box. **DO NOT CHANGE THIS NUMBER!**
  - Complete the "how did you hear about us" section and then click "Register Me."
- DO NOT CLICK REGISTER ME AS A VOLUNTEER ONLY IF YOU ARE GOING TO BE A SELLER!!!!** You will be given the option to volunteer on the next page.

**PLEASE NOTE:** Once you have successfully registered with our spring sale, you will automatically be directed to the Floods of Duds home page. This is our new screen! It is different, but with an easy to follow bullet menu which will take you through the next steps! The following options will appear: Enter Items, Manage Your Inventory, Print Tags, Volunteer, Check-In Schedule, and View Settlement Report. Follow the instructions below as a guide to the site.

**CHECK YOUR EMAIL:** PLEASE check your email account for a confirmation email that will let you know you have successfully registered for the sale! If you do not receive this email please check your contact info and update it as needed!



## C. Check-in Schedule

It is very important at this time to sign up for a check-in appointment. **YOU MUST HAVE AN APPOINTMENT TO DROP OFF YOUR ITEMS.** For the best selection of times, do this as soon as you have registered for the sale. On the Floods of Duds Home Page select "Check-In Schedule". Then choose a time slot to bring your items. Only open time slots will appear for your selection. **NOTE:** If it becomes necessary to change your check-in time, you can do this online by deselecting your chosen time and reselecting another time. **Out of courtesy to other consignors, please do not wait until the last minute to make changes.**

## D. Volunteer

Another very important aspect of our sale is our volunteer staff! It takes approximately 200 volunteers over the 7 day time period to run this sale efficiently and effectively. If you would be interested in being a consignor who volunteers, you can sign up to do this online. From the Floods of Duds Home page, select "Volunteer" and select a time slot for volunteering. By volunteering, you will have the opportunity to shop first and you will be helping our sale run in the smoothest manner possible. Again, out of courtesy for others, if you need to make a change to your volunteer time slot, do this as soon as you know it is necessary. **As with check-in times, any changes can get completed online before the sale begins. If you must change or cancel after the sale begins, please call 491-0780.**

## E. Enter Items

Choose "Enter Items AND enter all requested information, including:

- a. discount – check this box only if you would like your item to be sold for 50% off on Saturday
- b. donate – check this box if you plan to immediately donate this item if it has not sold by the end of the sale
- c. size – please use numbers, i.e.: 4T, 5, 6, and not letters, i.e.: S, M, L, etc. (unless the item is a maternity item)
- d. description/brand name – 2 lines are provided, so be as detailed as you want
- e. price – select price from drop-down menu; prices are in \$.50 increments
- f. category – select a category from the drop-down menu
- g. **NOTE:** Your seller number is pre-filled so the correct number will always be on your tags!!!
  - p After entering your item, click "Add item". Your item is now saved in your inventory and you can enter your next item.
  - p **HINT:** The process goes faster if your clothing is sorted by gender, size and brand. This is because certain fields retain their previous information after an item has been entered, thus allowing you to tab through those fields making the entry process even faster! **TIP:** You can put the brand on line 1 of the description and more detail on line 2.  
Example: Description Line 1: Gap,  
Description Line 2: denim dress.

## F. Print Tags

- You can either print tags as you go (**ON LIGHT-COLORED CARDSTOCK ONLY**) or after you have entered all your items. You will print 8 tags to one sheet of cardstock. If you print as you go, print in increments of 8 so you don't waste your cardstock. See Instruction Summary for information about cardstock.
- Select which group of tags you want to print from the options available. Typically, this will be "Items that have not been printed and not sold". Select our Spring Sale from the drop-down menu.
- Click on "Generate Items List". (Read instructions to generate tags at top right of screen.)
- Check tags to print. If you are choosing to print all your tags, you can select the box at the top of the items list and it will automatically select all of your items.  
Click on "Generate tags".
- You will no longer need to enter a print code if you registered through the [www.hfumc.org/consign](http://www.hfumc.org/consign) website!  
In order for your tags to generate properly, you must have your web browser set to allow pop-ups for this website. The tags cannot generate unless this is done!!! If you set the website to allow pop-ups and you still have problems viewing your tags, please e-mail [floodsofduds@gmail.com](mailto:floodsofduds@gmail.com) for assistance.
- Click on the link provided to download your tag file. Your tags to print will appear on your screen. Save your tags in a pdf file to your hard drive in case you can't get online for some reason. You can print from your hard drive if this happens.
- Click on your printer icon to print your tags.
- Cut tags and attach as directed in the printer friendly version of our flyer. Be careful not to attach two tags to one item. If you are short a tag when you are done, look to see if you have pinned two tags to one item. This has happened at previous sales and we noticed it at check out.
- For further printing assistance and tips, click on "More Printing Help & Tips" on the Flood of Duds Print Tags Page!

**IMPORTANT!!! READ THE FOLLOWING RULES FOR PRINTING TO ENSURE YOUR CARDS WILL SCAN PROPERLY!**



- Only use white, light or pastel colored cardstock – NO dark colored paper! White is best.
- Do not use textured paper – the barcodes will bleed!
- Use the correct paper weight – 60# to 67# cardstock is great.
- DO NOT put any tape over the barcode – please remember this when taping tags to non-clothing items.
- DO NOT use a dot matrix printer; only use a printer with normal toner.
- If your bar codes are: fuzzy, wavy, purple, faded, look like they have been erased please change your ink cartridge and reprint. You may need to use a different printer.
- You must use NORMAL or DRAFT print setting – best quality is too dark and causes the barcodes to bleed – you need to test one page of tags and make sure the barcodes are crisp and clear and not bleeding.
- Make sure if you have a color printer, that you have selected “black cartridge only” from the printing properties screen. Otherwise, the tags can appear purple and blurry causing them not to scan.
- Ink jet printers are preferable, but a laser printer will work most of the time.
- If you see a problem, you may need to replace your ink cartridge!
- WARNING – If any of these rules are broken, your tags may not scan! If we have to manually input your tags into the system, input errors may be made! It also takes a great deal of time for scanners to enter manual tags. Please do your best to follow these rules to ensure proper scanning!
- **NOTE: WE WILL BE PERFORMING A TEST SCAN OF YOUR TAGS WHEN YOU COME TO CHECK IN YOUR ITEMS!!! IF WE CANNOT GET A GOOD SAMPLE OF YOUR TAGS TO SCAN, YOU WILL BE ASKED TO REPRINT AND RETAG YOUR ITEMS!!!!**

## G. Manage Inventory

When you have entered all of your items, please print an inventory list to bring to check-in/drop-off. We will need this listing in order to mark off the items that are not accepted into the sale. Print this list by taking the following steps:

1. Select “All Items”
2. In the drop-down box below, select our current Spring sale
3. Click on “Generate Items List”
4. Click on “Generate Printer Friendly Report” (in big blue letters, located next to total items displayed.)
5. Print a copy of the list to bring to your check-in appointment!

After your items have been checked in, you need to remove all rejected items from this page so they are no longer in your inventory. This can be done by taking the following steps under “Manage Inventory”:

1. Follow the same steps a through c above
2. Select the items that need to be removed from your inventory
3. Choose “Remove Item(s)” from the options at the top right of the screen

You can project your sales from here.

You can transfer items to another consignment sale or into our sale through this menu. This can be done even if different tag formats are used for each sale. See instructions below for transferring items into our sale.

## H. Transfer Items from Prior Sale

- Go to “Manage Inventory”
- Select “Items NOT sold only”; select previous sales from which you wish to transfer items; then click on “Generate Items List”
- Check all items you want to transfer
- Select the sale you want the items moved to from the drop-down box; select our Fall sale
- Click on “Transfer Item(s) to Consignment”
- Your items have now been moved to the current sale and you have not had to retype anything!

## I. Viewing Your Projected Earnings

Once the sale is underway, we will update the system nightly with items that have sold during the day. To view your projected settlement, follow these steps:

- Go to your account at [www.hfumc.org/consign](http://www.hfumc.org/consign), choose Register/Login and login with user id and password.
- Click on the option “View Settlement Report”.
- If you see no items sold, then click on “Reconcile these items with your inventory”. By clicking here, the scanned items in your settlement report will reconcile to your inventory listing. Now when you go to manage inventory, all scanned ticket items will be marked as sold. They will not show as sold in your inventory listing until you complete this step!

From this page, you can see what your projected cumulative earnings will be! How exciting!

## J. Reconciling Your Items to Your Inventory

- This is the last, but very important step, in completing your participation in this sale.
- Once we have scanned all items into the system and all the checks have been printed, we will notify you to reconcile your items to your inventory listing.
- Detailed instructions for completing this final step will be provided to you in an e-mail once it is time for you to reconcile your items.

## SPECIAL TIPS

1. **Clothes that are clean, smell fresh, and pressed, with buttons and zippers closed, look newer and generally sell better.**
2. **Sets** tend to sell better than separate items, so match up separates if you can.
3. **Toys and Baby Items** which require batteries **MUST** include working batteries with them.
4. **Baby Furniture, Equipment and Toys** must be clean, have ALL parts, and any small pieces should be in a Ziploc bag securely attached to the main part with packaging tape.
5. **Clear Packaging Tape** is great for securing the bags so small hands can't reach in. Please don't use masking tape or scotch tape, IT WILL NOT HOLD!
6. **Equipment** needs to be completely assembled at drop off. Remember car seats are only allowed if they are part of a stroller set.
7. **Our sale** will attract many buyers. It is important to securely pin the tag on your item and use a new tag if you have changes.

**PLEASE HELP US MAINTAIN THE HIGH STANDARDS THAT YOU HAVE HELPED SET BY CHECKING YOUR ITEMS BEFORE BRINGING THEM IN!!!!**

## ADDITIONAL INFORMATION

- **NEED HELP REGISTERING** If you are unsure about using the website and would like to attend an informal training session, please contact Cay Barton at [cay.barton@hfumc.org](mailto:cay.barton@hfumc.org) if you are interested. We will arrange a training class if enough interest exists. You will be surprised just how easy and efficient this system is!!
- **SPACE IS LIMITED:** Please Remember – Space is limited. If you register and do not participate, you are preventing someone else from participating. If you find you cannot honor your registration, please remove yourself from the sale. If you do not, we will ask you not to participate in the next sale. Thank you for this act of fairness.
- **LOCATION OF SALE:** First United Methodist Church Christian Life Center  
217 East Main Street  
Hendersonville, TN 37075
- **WHY SALE IN A CONSIGNMENT SALE:** Make extra \$\$ from clothes, toys, furniture, etc. that you no longer need! Perform your own “Clean Sweep” and create space you do need! No need to advertise, set up tables, sit outside during a garage sale.
- **WHAT DO I GET?:** You will be paid 75% of your selling price – minus a \$6.00 (volunteers) or \$8.00 (non-volunteers) participation fee. You will receive your profits on Sunday following the close of the sale on Saturday!
- **PLEASE UPDATE YOUR CONTACT INFORMATION FOR US AND YOU SO COMMUNICATION THROUGH OUT THE SALE IS FAST AND EASY!** You may do this by logging on to the Floods of Duds homepage and choosing the option “My Account” (located in the blue line right under our logo!). From here you can update contact information including your address, email address, and password. We must have a valid email address for you to receive necessary communications throughout the sale!
- **HOW DO I VOLUNTEER?** Click on the orange button online at [www.hfumc.org/consign](http://www.hfumc.org/consign).