

Registering for the Spring 2011 Sale

1. Visit www.twice-blessed.org, and click on "Returning Consignors Click Here to Register" or "New Consignors Click Here to Register". You will be taken to another page asking for your log-in information.
2. Your user name is your seller number. Your password is the last 4 digits of your home telephone number unless you changed it during a previous sale.
3. Click "Register for Sale." This automatically changes your status in the first box. You will receive a confirmation email.
4. Click "Update my Account Information." Please verify that your personal information is correct, and change your password to something more secure. You will receive a confirmation email.
5. 5. To return to the main menu, click on "Return to Consignor Homepage."

Selecting a Drop-Off Time

1. Click on "Select a Drop-Off Appointment." This will take you to a list of all appointment times. Available times are listed as "OPEN."
2. Click "Sign Up," and you are done! You will receive a confirmation email.
3. If you need to change the time, simply go back to this page and cancel your drop off appointment. It is shown at the top, above all the open times. Then select a new time. You will receive a confirmation email for both the cancellation and the new time.
4. **All selections (and changes) must be made by 10:00 PM, Sunday, March 20, 2011.**
5. To return to the main menu, click on "Return to Consignor Homepage."
6. **** Your drop-off time can NOT coincide with your volunteer shift.** You may choose a time immediately before or after your shift.

Selecting Volunteer Shifts

1. Click on "Volunteer to Work." This will take you to a list of all volunteer shifts. Available times are listed as "OPEN."
2. Click "Sign Up," and you are done! You will receive a confirmation email.
3. If you need to change or cancel a shift, simply go back to this page and click "Leave Shift." They are shown at the top, above all the open times. Then select a new shift, if desired. You will receive a confirmation email for both the cancellation and the new shift.
4. **All selections (and changes) must be made by 10:00 PM, Friday, March 18, 2011.**
5. To return to the main menu, click on "Return to Consignor Homepage."
6. **** Your drop-off time can NOT coincide with your volunteer shift.** You may choose a time immediately before or after your shift.

Want to Shop Early?

1. All sellers and volunteers are invited to shop at our pre-sale on Wednesday, March 23, 2011. This is our way to say "Thanks!"
2. Only one person per seller number may shop – guests are not permitted.
3. When you get to shop:
 - a. Sell and volunteer 3 shifts OR volunteer 4 shifts: enter at 6:00 PM
 - b. Sell and volunteer 2 shifts OR volunteer 3 shifts: enter at 6:30 PM
 - c. Sell and volunteer 1 shift OR volunteer 2 shifts: enter at 7:00 PM
 - d. Sell only OR volunteer 1 shift: enter at 7:30 PM

Need Childcare?

1. Visit http://www.mceachernumc.org/childcare_registration.shtml to request childcare during your volunteer shift(s). Space is limited, and is available on a first-come first-serve basis only.
2. **You must submit your request by Tuesday, March 15, 2011.**
3. **** If you need to cancel childcare for any reason, please contact Susan Koopman (susan@mceachernumc.org) as soon as possible.**

Entering Items to Sell

****** ALL ITEMS MUST BE ENTERED BY 10:00 PM ON SUNDAY, MARCH 20, 2011 ******

1. Click "Work with Consigned Inventory." A page with several options will appear. To get started, click on "Work with my Consigned Items (Active Inventory)."
2. If you have sold with us before and wish to start this sale with item #1, you must first delete all inactive inventory. Click on "Work with my Consigned Items (Inactive Inventory) to do this. If you wish to move things from a previous sale to this sale, you must use this button as well, and you must print a new tag.
3. Fill in the required information for each item. **If you have your items sorted by type and size, this will go faster. The system holds on to the last information entered for these categories. Click on "Submit Item." Quantity should always equal 1 unless you need two duplicate tags for identical but separate items.
4. A list of all items entered will show on the bottom of your screen. You can choose to discount everything with one button, or go through each item separately. You can choose to donate items the same way.
5. If you need to delete an item and still have inventory to enter, the easiest way to keep your numbers from skipping is to edit that item, turning it into something you need to enter.
6. You may access any item previously entered by clicking on "Edit" shown next to it.
7. Items can't be added after 3/20/2011, or during check-in.
8. To exit this page, click "I'm finished for now."
9. You are limited to 150 items (instead of 100 in past sales). Remember that 1 item = 1 tag. You can put more than one article of clothing together in 1 item. Please be sure to reflect this in your description.

During and After the Sale

1. You may check the online system to see what items have sold while the sale is in process!
2. Unsold items are stored in the system – you can add them to a future sale with one click.
3. You will be paid based on what is scanned out during the sale minus our \$6.00 seller fee and 30% of your total, which goes back to the church.

Printing Tags

1. Be sure any pop-up blocking software has been DISABLED.
2. Click "Work with Consigned Inventory." A page with several options will appear. To get started, click on "Print All Tags."
3. A new screen will appear with all of your tags showing. Print this page. Tags may be printed on regular white paper (cardstock is NOT required).
4. Please be sure your barcodes have solid vertical lines – this will insure that they scan correctly.
5. Cut and attach tags as shown on the website (www.twice-blessed.org).
6. You may also select tags to print if you don't need all of them at once or only wish to print tags you have not previously printed. Click "Work with Consigned Inventory." Click on "Print Selected Tags." Check the box next to all items you wish to print. Follow steps 3 and 4.
7. If you make changes to an item in the inventory system after printing its tag, you must print a new tag.

Food Donations

1. Please visit <http://www.twice-blessed.org/volunteer-instructions/food/> to choose items to donate. Breakfast, lunch, dinner, and snacks are served throughout our sale, and your donations make this possible!
2. Your items need to be in the CLC kitchen by 9:30 AM on the date indicated. Feel free to drop them off a day or two in advance.