



Directions for Using LexFUN!'s Consignment Sale Website

www.myconsignmentmanager.com/lexfun

Becoming a Seller is Easy!

Consigning your clothes and toys is super easy! Just log onto our special consignment sale website at www.myconsignmentmanager.com/lexfun and create your own barcode price tags.


If you consigned last year, use the “**Returning Sellers**” section and click “**Register**” (to register for the 2012 Sale).

If this is your first year consigning, use the “**New Sellers**” section. Don't worry – it's easy to do! And it's much quicker than handwriting price tags.


Here are step-by-step directions for our New Sellers:

I. Create a User ID and Password

1. Go to our Consignment Sale website at www.myconsignmentmanager.com/lexfun
2. Under the “**New Sellers/Volunteers**” section, click on “**Create User Account**”.

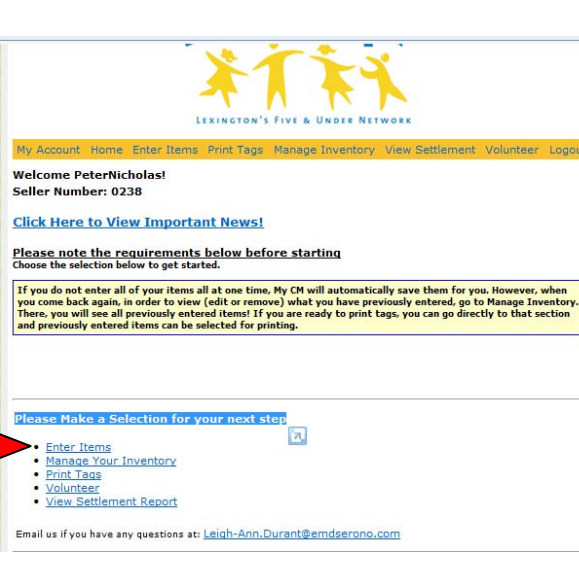
Screen shot	Instructions
	<ul style="list-style-type: none">• Chose a user name and password; no spaces, hyphens or special characters• Fill out your contact information• Under the “Terms and Conditions” section, check the box to agree to the terms• Click on “Create Account”


3. Register for our 2012 Consignment Sale. After creating a User ID, you will be brought to a screen which reads “Sale’s Registration Options”.


Screen shot	Instructions
	<ul style="list-style-type: none"> • Sellers: Click on “Register me”. You will then be brought to a page with your seller number and password.

II. Enter Your Items

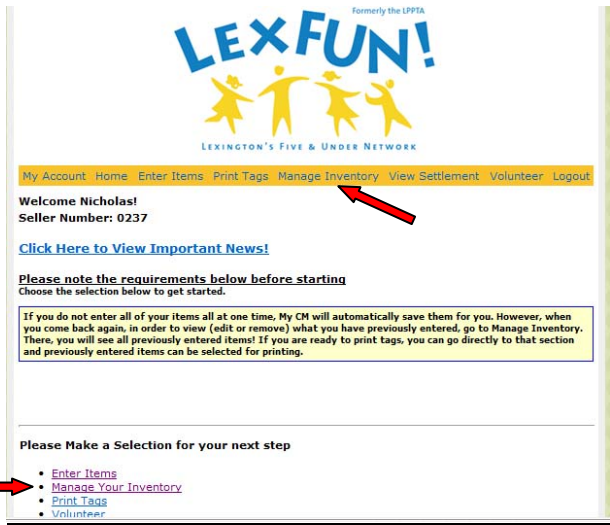
Now you can enter the items you want to sell.

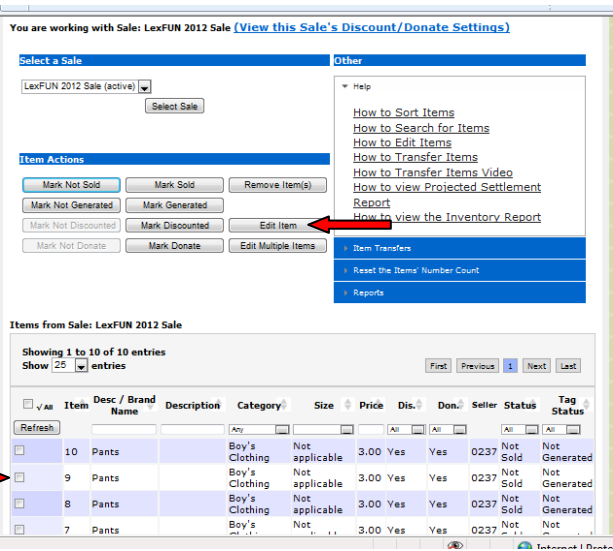
Screen shot	Instructions
	<p>Under the section reading “Please Make a Selection for your next step”:</p> <ul style="list-style-type: none"> • Click on “Enter Items” <p>On the next screen you’ll be asked to enter your User ID and password</p>

Screen shot	Instructions
<p>How to Enter Items</p>  <p>The screenshot shows the LexFUN! website interface for adding items. At the top is the LexFUN! logo with the tagline 'LEXINGTON'S FIVE & UNDER NETWORK'. Below the logo is a navigation bar with links: My Account, Home, Enter Items, Print Tags, Manage Inventory, View Settlement, Volunteer, Logout. The main heading is 'Add / Remove / Edit Items'. A warning message states: 'Please do not use too many capital letters in the item's Description fields. You may have to edit your description later if it overruns the tag's field.' The form contains several input fields: 'Consignment' (LexFUN 2012 Sale), 'Price' (please select a price), 'Seller Number' (0238), 'Size' (Not applicable), 'Description/Brand Name', 'Description', and 'Category' (Boy's Clothing). There are also checkboxes for 'Discount' and 'Donate'. A 'Power Tagger' section allows creating 1 item(s) with the same information. A red arrow points to the 'Add Item(s)' button. At the bottom, there are 'Edit Item' and 'Remove Item(s)' buttons, and a table header with columns: Item, Desc / Brand Name, Description, Category, Size, Price, Dis, Don. The table currently shows 'Showing 0 to 0 of 0 entries' and 'No data available in table'.</p>	<p>Enter your items. Only 3 fields are mandatory; the rest can be left blank if you don't want to fill them in.</p> <ul style="list-style-type: none"> • <u>Price</u>: Mandatory Field – Chose a price from the drop down menu (must be in whole dollar increments and no cents), then press “tab” key to take you to next field. • <u>Size</u>: Mandatory Field – Chose a size or chose “not applicable” (for toys, strollers, etc.) then press “tab” key. • <u>Description/Brand name</u>: Optional Field – you can leave blank. Or you can type in a brand name (e.g., Carters, Polo, Old Navy, Fisher Price, Graco, etc.). Then press “tab” key. • <u>Description</u>: Optional Field – you can leave blank. Or you can type in a description (e.g., pants, sweater). Then press “tab” key. List of possible descriptions appears on LexFUN!’s “2012 Pricing Guidelines” (available on LexFUN! website). • <u>Category</u>: Mandatory Field – Chose a category from the drop down menu. Use “Miscellaneous” if no other category describes your item. Then press “tab” key. List of possible categories appears on LexFUN!’s “2012 Pricing Guidelines”. • Click “Add Item(s)”. <ul style="list-style-type: none"> ○ This saves the item to your “inventory” list (in blue at bottom of the screen). ○ Your list will appear at the bottom of the screen <u>until</u> you log out. <u>Thereafter</u>, your inventory list can be viewed via the “Manage Inventory” tab. • To add another item, fill out the fields again with information on the next item (the price, size, etc.) and click “Add Item(s)” again. • <u>NOTE</u>: Ignore the “Discount/Donate” fields: All items not sold will be donated to local charities

<p>Screen shot</p>  <p>Save Time with Power Tagging!</p> <p>My Account Home Enter Items Print Tags Manage Inventory View Settlement Volunteer Logout</p> <p>Add / Remove / Edit Items</p> <p>Please do not use too many capital letters in the item's Description fields. You may have to edit your description later if it overruns the tag's field.</p> <p>Consignment: LexFUN 2012 Sale Seller Number: 0237</p> <p>Price: 3.00 Size: Not applicable</p> <p>Discount: <input checked="" type="checkbox"/> (check if yes) Description/Brand Name: Pants</p> <p>Donate: <input checked="" type="checkbox"/> (check if yes) Description:</p> <p>Category: Boy's Clothing</p> <p>Power Tagger: I want to create 10 item(s) with the same information</p> <p>Add Item(s)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Desc / Brand Name</th> <th>Description</th> <th>Category</th> <th>Size</th> <th>Price</th> <th>Dis.</th> <th>Don.</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> 1</td><td>Pants</td><td></td><td>Boy's Clothing</td><td>Not applicable</td><td>\$3.00</td><td>Yes</td><td>Yes</td></tr> <tr><td><input type="checkbox"/> 2</td><td>Pants</td><td></td><td>Boy's Clothing</td><td>Not applicable</td><td>\$3.00</td><td>Yes</td><td>Yes</td></tr> <tr><td><input type="checkbox"/> 3</td><td>Pants</td><td></td><td>Boy's Clothing</td><td>Not applicable</td><td>\$3.00</td><td>Yes</td><td>Yes</td></tr> <tr><td><input type="checkbox"/> 4</td><td>Pants</td><td></td><td>Boy's Clothing</td><td>Not applicable</td><td>\$3.00</td><td>Yes</td><td>Yes</td></tr> <tr><td><input type="checkbox"/> 5</td><td>Pants</td><td></td><td>Boy's Clothing</td><td>Not applicable</td><td>\$3.00</td><td>Yes</td><td>Yes</td></tr> <tr><td><input type="checkbox"/> 6</td><td>Pants</td><td></td><td>Boy's Clothing</td><td>Not applicable</td><td>\$3.00</td><td>Yes</td><td>Yes</td></tr> <tr><td><input type="checkbox"/> 7</td><td>Pants</td><td></td><td>Boy's Clothing</td><td>Not applicable</td><td>\$3.00</td><td>Yes</td><td>Yes</td></tr> <tr><td><input type="checkbox"/> 8</td><td>Pants</td><td></td><td>Boy's Clothing</td><td>Not applicable</td><td>\$3.00</td><td>Yes</td><td>Yes</td></tr> <tr><td><input type="checkbox"/> 9</td><td>Pants</td><td></td><td>Boy's Clothing</td><td>Not applicable</td><td>\$3.00</td><td>Yes</td><td>Yes</td></tr> <tr><td><input type="checkbox"/> 10</td><td>Pants</td><td></td><td>Boy's Clothing</td><td>Not applicable</td><td>\$3.00</td><td>Yes</td><td>Yes</td></tr> </tbody> </table> <p>Showing 1 to 10 of 10 entries</p>	Item	Desc / Brand Name	Description	Category	Size	Price	Dis.	Don.	<input type="checkbox"/> 1	Pants		Boy's Clothing	Not applicable	\$3.00	Yes	Yes	<input type="checkbox"/> 2	Pants		Boy's Clothing	Not applicable	\$3.00	Yes	Yes	<input type="checkbox"/> 3	Pants		Boy's Clothing	Not applicable	\$3.00	Yes	Yes	<input type="checkbox"/> 4	Pants		Boy's Clothing	Not applicable	\$3.00	Yes	Yes	<input type="checkbox"/> 5	Pants		Boy's Clothing	Not applicable	\$3.00	Yes	Yes	<input type="checkbox"/> 6	Pants		Boy's Clothing	Not applicable	\$3.00	Yes	Yes	<input type="checkbox"/> 7	Pants		Boy's Clothing	Not applicable	\$3.00	Yes	Yes	<input type="checkbox"/> 8	Pants		Boy's Clothing	Not applicable	\$3.00	Yes	Yes	<input type="checkbox"/> 9	Pants		Boy's Clothing	Not applicable	\$3.00	Yes	Yes	<input type="checkbox"/> 10	Pants		Boy's Clothing	Not applicable	\$3.00	Yes	Yes	<p>Instructions</p> <p>If you have more than one item that you want to sell for the same price (e.g., 10 pairs of boy's pants for \$3.00 each or 20 books for \$1.00 each), you can save a lot of time by using the "Power Tagger" feature. It's really easy!! You can create over 200 tags in one minute!</p> <p>You only have to enter 3 fields – price, size (but you can chose "Not applicable") and category (but you can chose "Miscellaneous" to cover many different items). You can enter other fields if you want to, but you don't have to.</p> <ul style="list-style-type: none"> • In the section called "Power Tagger: I want to create ___ items(s) with the same information", chose how many tags you want to create (pick any number of tags up to 20 tags). • Then click "Add Item(s)". <ul style="list-style-type: none"> ○ This saves the items to your "inventory" list (in blue at bottom of screen).
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If you need to edit any items after entering them, click on "Manage Inventory"

<p>Screen shot</p> <p>How to Edit Items</p>  <p>Formerly the LPPTA</p> <p>LEXFUN!</p> <p>LEXINGTON'S FIVE & UNDER NETWORK</p> <p>My Account Home Enter Items Print Tags Manage Inventory View Settlement Volunteer Logout</p> <p>Welcome Nicholas! Seller Number: 0237</p> <p>Click Here to View Important News!</p> <p>Please note the requirements below before starting Choose the selection below to get started.</p> <p>If you do not enter all of your items all at one time, My CM will automatically save them for you. However, when you come back again, in order to view (edit or remove) what you have previously entered, go to Manage Inventory. There, you will see all previously entered items! If you are ready to print tags, you can go directly to that section and previously entered items can be selected for printing.</p> <p>Please Make a Selection for your next step</p> <ul style="list-style-type: none"> • Enter Items • Manage Your Inventory • Print Tags • Volunteer 	<p>Instructions</p> <p>Click on "Manage Inventory"</p> <ul style="list-style-type: none"> ○ This link is in two different places – in the yellow tool bar at the top and under the "Please Make a Selection for your next step" section
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<p>How to Edit Items</p>  <p>You are working with Sale: LexFUN 2012 Sale (View this Sale's Discount/Donate Settings)</p> <p>Select a Sale: LexFUN 2012 Sale (active) [Select Sale]</p> <p>Item Actions:</p> <p>Mark Not Sold Mark Sold Remove Item(s)</p> <p>Mark Not Generated Mark Generated</p> <p>Mark Not Discounted Mark Discounted Edit Item</p> <p>Mark Not Donate Mark Donate Edit Multiple Items</p> <p>Items from Sale: LexFUN 2012 Sale</p> <p>Showing 1 to 10 of 10 entries</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Desc / Brand Name</th> <th>Description</th> <th>Category</th> <th>Size</th> <th>Price</th> <th>Dis.</th> <th>Don.</th> <th>Seller</th> <th>Status</th> <th>Tag Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>10</td> <td>Pants</td> <td>Boy's Clothing</td> <td>Not applicable</td> <td>3.00</td> <td>Yes</td> <td>Yes</td> <td>0237</td> <td>Not Sold</td> <td>Not Generated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9</td> <td>Pants</td> <td>Boy's Clothing</td> <td>Not applicable</td> <td>3.00</td> <td>Yes</td> <td>Yes</td> <td>0237</td> <td>Not Sold</td> <td>Not Generated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>8</td> <td>Pants</td> <td>Boy's Clothing</td> <td>Not applicable</td> <td>3.00</td> <td>Yes</td> <td>Yes</td> <td>0237</td> <td>Not Sold</td> <td>Not Generated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>7</td> <td>Pants</td> <td>Boy's Clothing</td> <td>Not applicable</td> <td>3.00</td> <td>Yes</td> <td>Yes</td> <td>0237</td> <td>Not Sold</td> <td>Not Generated</td> </tr> </tbody> </table>	Item	Desc / Brand Name	Description	Category	Size	Price	Dis.	Don.	Seller	Status	Tag Status	<input type="checkbox"/>	10	Pants	Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated	<input type="checkbox"/>	9	Pants	Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated	<input type="checkbox"/>	8	Pants	Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated	<input type="checkbox"/>	7	Pants	Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated	<p>After you click “Manage Inventory” then</p> <ul style="list-style-type: none"> • Check the box (“<input type="checkbox"/>”) by the item you want to edit (boxes are on the far left-hand side of screen) • Then click the “Edit Item” button (located near top of screen) • Now edit whatever information you want (e.g., change price, description, etc.), then click “Update Item”
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III. Print Your Barcode Price Tags

After entering your items, you are ready to print your price tags. There are 2 ways to print price tags. Either print them yourself at home or email the price tags to Wales Copy in Lexington Center to print (directions below).

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<p>How to Print Tags</p>  <p>LEXFUN! LEXINGTON'S FIVE & UNDER NETWORK</p> <p>My Account Home Enter Items Print Tags Manage Inventory View Settlement Volunteer Logout</p> <p>Generate and Print Tags</p> <p>Generate Tags for Sale: LexFUN 2012 Sale</p> <p>Click Here to View Instructions to Generate Your Tags' Printout</p> <p>Showing 1 to 10 of 10 entries</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Category</th> <th>Size</th> <th>Price</th> <th>Dis.</th> <th>Don.</th> <th>Seller</th> <th>Status</th> <th>Tag Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>10</td> <td>Pants</td> <td>Boy's Clothing</td> <td>Not applicable</td> <td>3.00</td> <td>Yes</td> <td>Yes</td> <td>0237</td> <td>Not Sold</td> <td>Not Generated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>9</td> <td>Pants</td> <td>Boy's Clothing</td> <td>Not applicable</td> <td>3.00</td> <td>Yes</td> <td>Yes</td> <td>0237</td> <td>Not Sold</td> <td>Not Generated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>8</td> <td>Pants</td> <td>Boy's Clothing</td> <td>Not applicable</td> <td>3.00</td> <td>Yes</td> <td>Yes</td> <td>0237</td> <td>Not Sold</td> <td>Not Generated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>7</td> <td>Pants</td> <td>Boy's Clothing</td> <td>Not applicable</td> <td>3.00</td> <td>Yes</td> <td>Yes</td> <td>0237</td> <td>Not Sold</td> <td>Not Generated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>6</td> <td>Pants</td> <td>Boy's Clothing</td> <td>Not applicable</td> <td>3.00</td> <td>Yes</td> <td>Yes</td> <td>0237</td> <td>Not Sold</td> <td>Not Generated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>5</td> <td>Pants</td> <td>Boy's Clothing</td> <td>Not applicable</td> <td>3.00</td> <td>Yes</td> <td>Yes</td> <td>0237</td> <td>Not Sold</td> <td>Not Generated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4</td> <td>Pants</td> <td>Boy's Clothing</td> <td>Not applicable</td> <td>3.00</td> <td>Yes</td> <td>Yes</td> <td>0237</td> <td>Not Sold</td> <td>Not Generated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3</td> <td>Pants</td> <td>Boy's Clothing</td> <td>Not applicable</td> <td>3.00</td> <td>Yes</td> <td>Yes</td> <td>0237</td> <td>Not Sold</td> <td>Not Generated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>Pants</td> <td>Boy's Clothing</td> <td>Not applicable</td> <td>3.00</td> <td>Yes</td> <td>Yes</td> <td>0237</td> <td>Not Sold</td> <td>Not Generated</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>Pants</td> <td>Boy's Clothing</td> <td>Not applicable</td> <td>3.00</td> <td>Yes</td> <td>Yes</td> <td>0237</td> <td>Not Sold</td> <td>Not Generated</td> </tr> </tbody> </table>	Item	Description	Category	Size	Price	Dis.	Don.	Seller	Status	Tag Status	<input type="checkbox"/>	10	Pants	Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated	<input type="checkbox"/>	9	Pants	Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated	<input type="checkbox"/>	8	Pants	Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated	<input type="checkbox"/>	7	Pants	Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated	<input type="checkbox"/>	6	Pants	Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated	<input type="checkbox"/>	5	Pants	Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated	<input type="checkbox"/>	4	Pants	Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated	<input type="checkbox"/>	3	Pants	Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated	<input type="checkbox"/>	2	Pants	Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated	<input type="checkbox"/>	1	Pants	Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated	<p>If you want, you can watch a video that shows you how to print tags. Just click on the “Click Here to View Instructions to Generate Your Tags' Printout”.</p> <p>Otherwise, follow the printing directions below.</p>
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Screen shot

How to Print Tags

My Account Home Enter Items Print Tags Manage Inventory View Settlement Volunteer Logout

Generate and Print Tags

Generate Tags for Sale: LexFUN 2012 Sale

[Click Here to View Instructions to Generate Your Tags' Printout](#)

Showing 1 to 10 of 10 entries

Show 216 entries

Generate Tags

Item#	Description	Description2	Category	Size	Price	Dia.	Don.	Seller #	Status	Tag Status
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2	Pants		Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated
1	Pants		Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated

Showing 1 to 10 of 10 entries

Show 216 entries

In order to view and print your tags, you need Acrobat Reader
Download Acrobat Reader for free [Here](#)

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Version 2.7.6

Instructions

There are six quick, easy steps to print your tags:

- First, find the “**Tag Status**” column in the far right hand column. Using the pull down menu, chose which price tags to generate. You have three choices: “All”, “Generated” (i.e., tags previously generated and printed), and “Not Generated” (tags not previously generated and printed)
- Second, select the number of tags to show on your screen. We recommend choosing **216**.

Show entries

- Third, click the box (“”) next to “**✓All**”
- Fourth, click “**Generate Tags**”
- Fifth, a link will appear that says “**Click Here to Open Your Tags Document**” – click on it to open a PDF document with your price tags.

Step Six: Print

- You can print your tags yourself or email them to Wales Copy to print for you.
- To print them yourself, with the PDF document open, select “**File**” then “**Print**”
 - **IMPORTANT:** You have to print your price tags on white cardstock (60, 67 or 110 pound). Why? This is the only type of paper that our bar code scanners can read from. The scanners cannot read bar codes printed on regular printer paper and we will have to manually enter all the numbers from your tags!!
- To email them to Wales Copy:
 - Save your tags as a PDF and send to Karen at Karen@walescopy.com. Tell her you’re a seller with the LexFUN! Consignment Sale and ask to have your tags printed on white cardstock.
 - The cost is 15¢ per page (about 2¢ per tag)
 - Pick up your price tags at Wales Copy, 1810 Mass Ave, Lexington, MA, 781-861-8368

My Account Home Enter Items Print Tags Manage Inventory View Settlement Volunteer Logout

Generate and Print Tags

Generate Tags for Sale: LexFUN 2012 Sale

[Click Here to View Instructions to Generate Your Tags' Printout](#)

Showing 1 to 10 of 10 entries

Show 216 entries

Generate Tags

[Click Here to Open Your Tags Document](#)

Item#	Description	Description2	Category	Size	Price	Dia.	Don.	Seller #	Status	Tag Status
10	Pants		Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated
9	Pants		Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated
8	Pants		Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated
7	Pants		Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated
6	Pants		Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated
5	Pants		Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated
4	Pants		Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated
3	Pants		Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated
2	Pants		Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated
1	Pants		Boy's Clothing	Not applicable	3.00	Yes	Yes	0237	Not Sold	Not Generated

Showing 1 to 10 of 10 entries

Show 216 entries


In order to view and print your tags, you need Acrobat Reader
Download Acrobat Reader for free [Here](#)

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Version 2.7.6

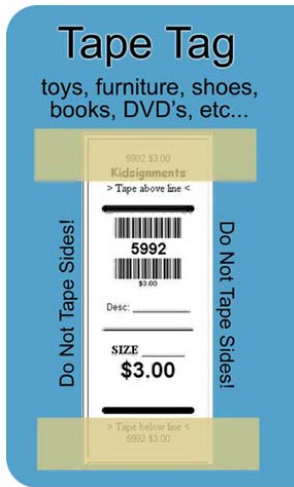
Printing Tips

- Paper
 - **IMPORTANT:** You have to print your price tags on white cardstock (60, 67 or 110 pound). Why? This is the only type of paper that our bar code scanners can read from. The scanners cannot read bar codes printed on regular printer paper and we will have to manually enter all the numbers from your tags!!
 - Use white cardstock, no colored cardstock
- Printer:
 - Best Printer: ink jets with normal toner (don't use a dot matrix printer; scanners can't read dot matrix barcodes)
- Print Settings:
 - Use "normal" or "draft" settings ("best" setting is too dark and causes barcodes to bleed)
 - Print with "Black Cartridge" only. No blue, red or other color of ink.
- Barcodes:
 - Make sure the barcodes are crisp and clear and not bleeding (otherwise, the scanners won't be able to read them)

How to Attach Price Tags

<p>Clothes</p> 	<ul style="list-style-type: none">• Attach price tags with safety pins<ul style="list-style-type: none">○ Pants and shorts should be folded and price tags pinned to upper-right side○ All other clothes should be put on hangers. Hangers should be positioned so that the top of the hanger forms a question mark when looking at the front of the garment. Price tags should be pinned to upper right side (when looking at front of garment)
<p>Shoes</p> 	<ul style="list-style-type: none">• Ties shoes together or put them in a clear ziplock bag (if they will fit)• Attach price tags with clear packing tape (masking tape and scotch tape tend to not hold well so your tag may come off during the sale)<ul style="list-style-type: none">○ Do not put tape <u>on</u> or <u>over</u> the barcode (the barcode scanners can't read through tape)○ All tags need to be removed at check out so don't tape the tag so securely it can't be removed

Toys and Equipment



- Attach price tags with clear packing tape (masking tape and scotch tape tend to not hold well so your tag may come off during the sale)
 - Do not put tape on or over the barcode (the barcode scanners can't read through tape)
 - All tags need to be removed at check out so don't tape the tag so securely it can't be removed

Books



- Attach price tags with clear packing tape (masking tape and scotch tape tend to not hold well so your tag may come off during the sale)
 - Attach to back cover of book
 - Do not put tape on or over the barcode (the barcode scanners can't read through tape)
 - All tags need to be removed at check out so don't tape the tag so securely it can't be removed