



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.

1. Create a Seller Account

- If you consigned last year, click “**Register Here**” (to register for the current year’s sale).
- If this is your first year consigning, click “**Create Account.**”

2. Enter Your Items

Once you are logged in, click “**Manage Items.**” Then Click the “**Add**” drop down. The best options are either “**Add (Manual)**” or “**Express Tagging**” (see details on Express Tagging below).

A. Add (Manual)

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- **Category (Required)** – Choose a category from the drop down menu. Use “**Miscellaneous**” or “**Not Applicable**” if no other category describes your item.
- **Size (Required)** – Choose a size for your item or choose “**Not Applicable**” if the item does not have a size.
- **Brand(Desc)** (Optional) – Leave blank or type in a brand name (e.g., Hanna Andersson, Carters, Gap, etc.).
- **Description:** (Optional) – Leave blank or add a description (e.g., pants, sweater).
- **Price (Required)** – Choose a price from the drop down menu (must be in whole dollar increments and no cents).
- **Add 1 Item** (Optional) – This field allows you to print more than one tag that contains the same information. These tags will all be identical. Leave as “Add 1 Item” or select up to 20 tags.
- **Clear Desc Fields** - Keep this selected if the next tag you will be creating will share information with this tag(s) you are creating. If the next tag you are creating is completely different, **uncheck** this field.
- Click “**Add Item(s)**” to save the item(s) to your “inventory” list.

The item will be added to your inventory but the “Add Items” screen will stay up. Click the X to view your whole inventory list.

B. “Express Tagging” – Highly Recommended!

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Discover the time-saving feature used by many of our high volume sellers – Express Tagging! If you have more than one item that you want to sell for the same price (e.g., 10 items of clothing \$3.00 each or 20 books for \$1.00 each), you can save a lot of time by using the “Express Tagging” feature on our Consignment Sale system. It’s really easy!

There are 2 ways to express tag:

1. You enter only the price and the number of items:
 - From the Add dropdown, click Express Tagging and fill in the fields.
2. You enter 3 fields
 - From the Add dropdown, click Add (Manual). At a minimum you must fill in price, size (you can choose "Not applicable"), and category (you can choose "Miscellaneous" to cover many different items). Of course, you can enter other fields if you want to, but with Power Tagging, it is not necessary and all of these tags will say the same thing. Then, from the drop down that defaults to "Add 1 Item," select how many tags you would like to add (up to 20).

Whichever option you choose, to create more tags in batches of 20, repeat the steps above.

Editing Items

- If you need to edit or revise items, find the item(s) in your inventory list and check off the box in the left column.
- Click the "Edits" dropdown and select "Edit Single Item" or "Edit Multiple Items."
 - "Edit Single Item": Edit the field you need to change (e.g., change price, description, etc.), then click "Update".
 - "Edit Multiple Items": This will update the fields on all of these items (even if those fields contain different information). Then click "Update."

Printing Your Tags

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You only want to print tags that have not yet been printed.

- First, click the "All" drop down about the "Printed?" column header and select "Not Printed". Then click the "Refresh" symbol (blue arrows) on the left. You also can use the other fields to narrow down the list further.
- Where it says "Show ___ Entries," select the number of tags to show on your screen. We recommend choosing **216**.
- Click the top left empty checkbox which means you want to select all of the checkboxes in the list.
- Click "Print."
- The PDF of the tags will start downloading automatically.

IMPORTANT: You have to print your price tags on white cardstock (60, 67 or 110 pound). 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 or on colored cardstock.