



# TAG SALE GUIDELINES

## MyCM How-To

Please read the attached Guidelines for further detailed information about how to use My Consignment Manager (MyCM)

### Getting Started:

Sellers are required to use MyCM to tag all of their items for the Sale. It is helpful to know your seller number assigned to you by Ways and Means. If you don't have one or forget your number, please contact them.

Go to

<https://www.myconsignmentmanager.com/wcmultiples>

*Please only use the club's personalized website. Using myconsignmentmanager.com will not link you to OUR sale properly.*



**New Sellers** *(if you have never used MyCM within our club before)*

**Click here to set-up a MyCM account after getting a seller number from Ways & Means**

## Welcome

If you already have a MyCM account, do not create a new account; simply sign-in below.

Create Account

**Returning Sellers,  
Click register to register for the current sale.**

## Available Events

2020 Virtual Fall Sale WCMOTMC

Register

Sign-In

**Don't have a seller number, or  
don't remember! Stop Here!  
And contact:  
waysandmeans@wcmultiples.org**



## Event's Registration

Seller

Register me as a Seller:

Please use the seller number given to you by Ways & Means. If you are unsure, forget your number, or are a new seller, please contact Ways and Means for your number! waysandmeans@wcmultiples.com

Seller Number:

[Check Seller Number Availability](#)

How did you hear about us?

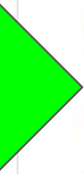
- Please Make a Selection -

Other

Register me

Cancel

**Use your  
assigned  
seller  
number**



**Tag Sale Waiver/Contract will appear in a pop-up screen. All sellers must agree before continuing. A copy of the waiver will be emailed to you with your signup confirmation from MyCM for you to review. The next pop-up box will ask you to verify your information. It is important that your current address is listed. Your proceeds check will be mailed to the address entered here.**

**Please verify your email before going forward**

### Registration Status

- ⚠ Email not Verified!  
Press here to Verify your Email Address
- 👤 Seller Registration  
Complete
- ⚠ Check-In
- ⚠ Volunteer Schedule

### Quick Stats

Event Start Date  
Begins on 10/09/2020 05:30 PM

**The features crossed out are features we do not use. Please do NOT worry about them at this time.**

**Note:**  
After verifying your email by clicking on the link emailed to you by MyCM. You will have to log back in to MyCM, this time click Sign-In



#### MANAGE ITEMS

Add Items, Print Tags, and Manage Inventory



Manage your Volunteer



Manage your Check-In



#### ITEM TRANSFER

Transfer Inventory from other events



#### SETTLEMENT REPORT

Check your Earnings and Sell Through Rate



#### CONTACT US

Kristi Dalton  
waysandmeans@wcmultiples.org

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Click  
Manage  
Items

### Registration Status

**Seller Registration**  
Complete  
**Check-In**  
Closes at: 09/15/2020 12:00 PM  
**Volunteer Schedule**  
Closes at: 09/15/2020 12:00 PM

### Quick Stats

**Event Start Date**  
Begins on 10/09/2020 05:30 PM



**NEW**  
Voice  
To add items

West  
Chester  
Mothers of  
Twins and  
More Club



### MANAGE ITEMS

Add Items, Print Tags, and  
Manage Inventory



### VOLUNTEER

Manage your Volunteer  
Shift(s)



### CHECK-IN

Manage your Check-In  
Appointment(s)

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### Manage Items 2020 Virtual Fall Sale WCMOTMC

Seller: 320

**Add** **Edits** **Delete** **Print**

25 entries

Takes you to the  
Manage item page

Category	Size	Brand(Desc)	Description	Price
No data available				

### Manage Items 2021 WCMOTMC Fall Sale

(Seller: 320)

**Add** **Edits** **Delete** **Print** **?**

- Add (Manual)
- Add (Voice Using Chrome Desktop Only)
- Add (Voice Using Mobile Keyboard Mic)
- Express Tagging

Category	Size	Brand(Desc)	Description	Price
Book-Educational			How-to use water	Solubile co pencils
Book-Educational			Celtic Design Book	
Book-	Not		Set of 3 Books	

# SIZES

Please choose the size that best matches your items based off this chart. We know not all sizes are listed. Every brand has their own sizing. Please use your best judgement based on how it might have compared to other sizes or items your child wore around the same time.

If an item has 2 sizes listed (example: 10/12 or 3-6mths) Please use the LOWER number on the tag.

Boys Clothing	Girls Clothing	Shoes		Costumes	Maternity
Preemie	Preemie	Infant-1	Big Kid 2	Newborn	Womens Small
Newborn	Newborn	Infant-2	Big Kid 2.5	3mths	Womens Medium
3mths	3mths	Infant-3	Big Kid 3	6mths	Womens Large
6mths	6mths	Infant-4	Big Kid 3.5	9mths	Womens XL
9mths	9mths	Toddler 4.5	Big Kid 4	12mths	Womens XXL
12mths	12mths	Toddler 5	Big Kid 4.5	18mths	Womens XXXL
18mths	18mths	Toddler 5.5	Big Kid 5	2T	<b>Formal Gown</b>
2T	2T	Toddler 6	Big Kid 5.5	3T	Womens Small
3T	3T	Toddler 6.5	Big Kid 6	4T/4	Womens Medium
4T/4	4T/4	Toddler 7	Big Kid 6.5	5T/5	Womens Large
5T/5	5T/5	Toddler 7.5	Big Kid 7	6	Womens XL
6	6	Toddler 8	Adult 5	7	Womens XXL
7	7	Toddler 8.5	Adult 5.5	8	Womens XXXL
8	8	Lil Kid 9	Adult 6	10	<b>Sports Equipment</b>
10	10	Lil Kid 9.5	Adult 6.5	12	4T/4
12	12	Lil Kid 10	Adult 7	14	5T/5
14	14	Lil Kid 10.5	Adult 7.5	16	6
16	16	Lil Kid 11	Adult 8	18	7
18	18	Lil Kid 11.5	Adult 8.5	Juniors Small	8
Young Mens Small	Juniors Small	Lil Kid 12	Adult 9	Juniors Medium	10
Young Mens Medium	Juniors Medium	Lil Kid 12.5	Adult 9.5	Juniors Large	12
Young Mens Large	Juniors Large	Lil Kid 13	Adult 10	Juniors XL	14
Young Mens XL	Juniors XL	Lil Kid 13.5	Adult 10.5	Juniors XXL	16
Young Mens XXL	Juniors XXL	Big Kid 1	Adult 11	Juniors XXXL	18
Young Mens XXXL	Juniors XXXL	Big Kid 1.5	Adult 11.5	Young Mens Small	Young Mens Small
<b>Boys Accessories</b>	<b>Girls Accessories</b>	*NOTE use this shoe size list for Sports Shoes	Adult 12	Young Mens Medium	Young Mens Medium
* Note, sizes and items will vary within this category. Sellers should pick Girl or Boy Accessory, Size (if applicable, or Not Applicable if there is no size) in description they will write what type of accessory they have.			Adult 12.5	Young Mens Large	Young Mens Large
<b>In Description Box include what the item is Gloves, Hats, Scarves, Socks, Belts, Tights, Hair Bows/Clips, Underwear, Bras</b>			Adult 13	Young Mens XL	Young Mens XL
			Adult 13.5	Young Mens XXL	Young Mens XXL
			Young Mens XXXL	Young Mens XXXL	
				Juniors Small	Juniors Small
				Juniors Medium	Juniors Medium
				Juniors Large	Juniors Large
				Juniors XL	Juniors XL
				Juniors XXL	Juniors XXL
				Juniors XXXL	Juniors XXXL

# Categories

- Every item should fit within the listed categories available on MyCM
- For these items listed (right) Not Applicable should be selected in the size category.

Infant & Toddler Feeding	Diapers, Bed & Bath	Toys	Books
Breast Pumps	Bassinet	Art/Craft Supplies	Book-Activity
Feeding/Utensils	Bath Accessories	Bike	Book-Board
High Chair	Bathing Equipment	Educational	Book-Chapter
High Chair-Booster	Bathing Towels	Electronics	Book-Comic
Infant Nursing Pillows	Bedding -Children	Games	Book-Early Reader
Nursing Supplies	Bedding Accessories	Party Supplies	Book-Educational
<i>* Bottles, Bibs, Burpcloths, plates, spoons, bowls, nipples (new), Pacifiers (new) all fit under the "Feeding/Utensils category</i>	Bedding-Infant	Puzzles	Book-Homeschool
	Bedding-Toddler	Toy-Boy's	Book-Infant/Toddler
	Blanket	Toy-Girl's	Book-Parenting
<b>Baby Equipment</b>	Changing Table	Toy-Infant	<b>Media</b>
Activity Seat/Mat	Crib Accessories	Toy-Large	DVD/Blue-Ray
Booster Seat	Crib Mattress	Toy-Outdoor	Music
Bouncy Seat	Cribs	Toy-Toddler	
Car Seat	Decorations	Video Game	
Car Seat Accessories	Diaper Bags	<b>Bags</b>	
Car Seat Booster	Diaper Bin	Bookbags	
Exersaucer	Diapers	Bags	
Infant Carrier	Furniture		
Infant Jumperoo	Potty Chair		
Infant Seat	Storage Organization		
Infant Swing	Training Pants- Pull Ups		
Pack and Play	<b>Home Safety</b>		
Shopping Cart Cover	Gates		
Stroller	Home Safety		
Stroller Accessories	Monitors <i>*not a category in MyCM use Home Safety</i>		

**(clothing categories are listed on the previous slide)**





Have more than 1 of the same or similar item?  
You can select how many of the SAME tag you need in the drop down box.

After you click "Add", it will take a few seconds to load. Once it's done you will get a message that it was successfully added.

The pop-up box will stay up and keep the Category and Size information from the last item. This can save some time.

However, if you don't want it to remember the category or size information click the check box that says "Clear Desc Fields" In the bottom right.

If you are done entering you can hit the x at the top right or "close" at the bottom right. This will close the pop-up box.

Once you close you will need to reopen to add more tags, your information in the description box and size box are no longer remembered.

The image shows a screenshot of a form interface with several fields and buttons. A red arrow points from the text 'You can select how many of the SAME tag you need in the drop down box.' to a dropdown menu containing 'Add 1 Item'. Another red arrow points from the text 'click the check box that says "Clear Desc Fields"' to a checkbox labeled 'Clear Desc Fields' at the bottom right of the form. The form includes fields for 'Hoodie', '4.50', 'Discount', 'Donate', 'Add 1 Item', 'Clear Desc Fields', 'Close', and 'Add'. A table header is visible at the top: 'Copy Place Honey, Buddies \$3.50 NO NO NOT'. Below the table, a dropdown menu is set to 'Boy's Clothing', a size dropdown is set to '10', and there is a 'Brand(Desc)' field. A 'Description' field is also present. At the bottom, there is a 'Select a price' dropdown, 'Discount' and 'Donate' checkboxes, and 'Clear Desc Fields', 'Close', and 'Add' buttons.

# Error Messages

Too many words in description box

Symbols or special characters can not be used

Sorry, but the text in the 'Description' text field was too long or it had too many Upper Case letters. You can manually edit this in the field below - tap to insert the cursor at the location where you want to remove words and use the keyboard to backspace.

Boy's Clothing

10

Nike Black Hoodie

Light weight with gray outlined swoosh

6.50

Discount  Donate

The Description field only allows alphanumeric characters and the following special characters: / + - , . ? ! \_ " ' \$ : &

Boy's Clothing

12

Nike Gray Hoodie

Just Do it (hole in sleeve)

4.00

Discount  Donate

# Manage Items

NOTE:  
Pictures are NOT  
Needed for In-Person  
Sales. You will not  
see this option.

**Add:** Click this to add items. A pop-up box will appear for you to continue to add items.

**Delete:** First select the item box of the item or items you wish to delete. Then hit delete.

**Edit:** First select the item or items you need to edit. Then click edit and pick how you need to edit. We'll go over more about editing in another slide.

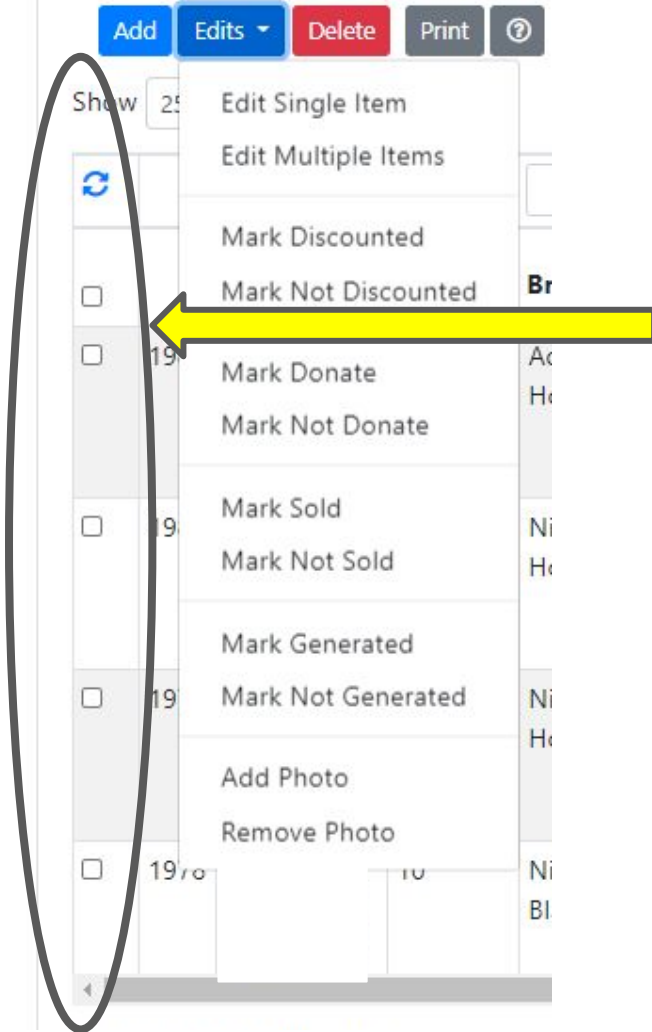
Manage Items 2021 WCMOTMC Fall Sale  
(Seller: 320)

Show 25 entries

	Category	Size	Brand(Desc)	Description	Price	Disc.	Don.	Item Sold?	Printed?	N/A	Approved?
<input type="checkbox"/>	2366 Book-Educational			Mobile colored tiles	\$1.00	No	No	Not Sold	✓	⊗	👍
<input type="checkbox"/>	2365 Book-Educational		Celtic Design Book		\$1.00	No	No	Not Sold	✓	⊗	👍
<input type="checkbox"/>	2364 Book-Chapter	Not applicable	Set of 3 Books		\$3.50	No	No	Not Sold	✓	⊗	👍
<input type="checkbox"/>	2363 Book-Chapter	Not applicable	Disney Fairies Book	Rani in the Mermaid	\$2.00	No	No	Not Sold	✓	⊗	👍
<input type="checkbox"/>	2361 Book-Chapter		Puppy Place 2books	Honey, Bubbles and Boo	\$3.50	No	No	Not Sold	✓	⊗	👍
<input type="checkbox"/>	2357 Boy's Costume	10	Fortnite	Omega	\$5.50	No	No	Not Sold	✓	⊗	👍

# Edits

- ***Be sure to select the item or items you wish to edit before clicking on the edit menu.***
- **Edit Single item:** A pop-up will appear with the information you entered for the selected item you need to edit. This will allow you to edit category, size, description and price.
- **Edit Multiple Items:** A pop-up will appear allowing you change the selected items. Any edits made will apply to all of the items selected. This can be helpful, but should be used carefully.
- **Mark Discount/ Mark Not Discount:** Mark Donate/Mark Not Donate- DO NOT APPLY. We will not be using these features during our sale.
- **Mark Sold/Mark Not Sold:** Mark Sold can be used if you have an item that maybe you have in MyCM from a previous sale, that maybe you've sold another way, and you just need it taken out of your inventory. You can also simply delete the item. Mark Not Sold- not recommended. If you need to mark item not sold it will put the item back into your inventory.
- **Mark Generated/Mark Not Generated:** Generated refers to Printing. Your items will be marked generated/printed on your Manage Items page as you print them. If you misplace or damage a tag and need to reprint you would need to select Mark Not Generated for it show as unprinted.



# Printing

## Manage Items 2021 WCMOTMC Fall Sale

(Seller: 320)

Show  entries

To print more at once edit the number in "Show Entries" this will show more on a page.

Click the drop down box and change to "NOT Generated" then click REFRESH to only print the items that you have not already printed.

Refresh

Selects all items on the current page.

Select the item/items you wish to print.

<input type="checkbox"/>		Category	Size	Brand(Desc)	Description	Price	Disc.	Don.	Item Sold?	Printed?
<input type="checkbox"/>	2366	Book-Educational		How-to use water	Soluble colored pencils	\$1.00	No	No	Not Sold	✓
<input type="checkbox"/>	2365	Book-Educational		Celtic Design Book		\$1.00	No	No	Not Sold	✓
<input type="checkbox"/>	2364	Book-Chapter	Not applicable	Set of 3 Books		\$3.50	No	No	Not Sold	✓
<input type="checkbox"/>	2363	Book-Chapter	Not applicable	Disney Fairies Book	Rani in the Mermaid	\$2.00	No	No	Not Sold	✓
<input type="checkbox"/>	2361	Book-Chapter		Puppy Place 2books	Honey, Bubbles and Boo	\$3.50	No	No	Not Sold	✓
<input type="checkbox"/>	2357	Boy's Costume	10	Fortnite	Omega	\$5.50	No	No	Not Sold	✓

Once you've select the items you wish to print, hit **PRINT**  
Helpful Hint: Remember tags print 8 on a page

# Printing

File will download as a pdf. You can print right away or save the file on your device to print later. I suggest opening the pdf to view it to ensure all of your items have a generated tag. Then save-as to rename the file. MyCM will name the pdf the same name each time. It can be helpful if you are working in batches to save them as different file names as you go.

## Print

Please look for the download button or download arrow at the top or bottom of your device.

Close

Size	Brand(Desc)	Description	Price	Disc.	Don.	Sold?	Printed?	Online item?	Approved?
12	Adidas Red Hoodie	Gray Stripes	\$6.00	No	No	Not Sold	✓	👍	👍
12	Nike Gray Hoodie								
10	Nike Gray Hoodie								
10	Nike Black/Gray								

\*\*\* When Printing as you go- please be careful not to reprint the same tags twice. Each item needs its own individual tag/barcode. To help ensure that you are only printing tags that have not been generated. Go to the right and above PRINTED? click on the drop down box and select "NOT GENERATED", then refresh. This will only allow you to generate tags for the items that have not previously been generated..

13667-kerstimnewbe....p...



## Example of Printed Tags



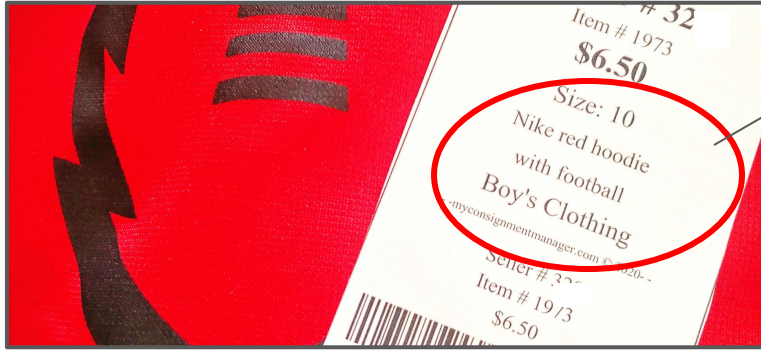
# Printing Tags

- Tags need to be printed on white 8-½ by 11 - 65lb weight cardstock.
- Paper may be purchased from the club.
- You must have an inkjet or laser printer (no dot matrix) using a normal (not best quality) printout.
- Please double check that all tags that have been printed completely.
- PRINT IN LANDSCAPE MODE and be sure to click FIT TO PAGE. Printing in portrait mode will create smaller tags that can easily be lost.
- Tags may not be photo copied or duplicated. If you lose a tag while tagging, you can re-print it only if you are sure it has not already been secured to another item. It is very important that each item has its own barcode.

# Tags



- **Cut and attach tags to the appropriate item. \*This is very IMPORTANT!**



This is where descriptions will be helpful to match up the exact item.



**IMPORTANT: DO NOT DAMAGE YOUR ITEMS.**  
Tags Need to be attached in the seam or the tag of the item, as to not cause damage.  
Tag should be attached prior to Seller Set-Up.



# Transferring Items

On the Main MyCM Screen  
scroll down to the bottom  
**1. Click Item Transfer**



MANAGE ITEMS

Add Items, Print Tags, and  
Manage Inventory



N/A

Manage your n/a Shift(s)



CHECK-IN

Manage your Check-In  
Appointment(s)



ITEM TRANSFER

Transfer Inventory from  
other events



SETTLEMENT REPORT

Check your Earnings and  
Sell Through Rate



CONTACT US

Kristi and Emily  
waysandmeans@wcmultiples.  
org

# Transferring Items

1. Select an event to transfer items from
2. Items being transferred must be unsold. To sort out the unsold items click the drop down box under Status- select UNSOLD- Click Refresh and all of your unsold items will appear. You can transfer all of your items into the current sale.
3. Select the item by checking the box next to the item number you wish to transfer. Then hit Transfer Item(s) Now

**Item Transfers** 2020 Virtual Fall Sale WCMOTMC

1) Select Event to transfer Items From

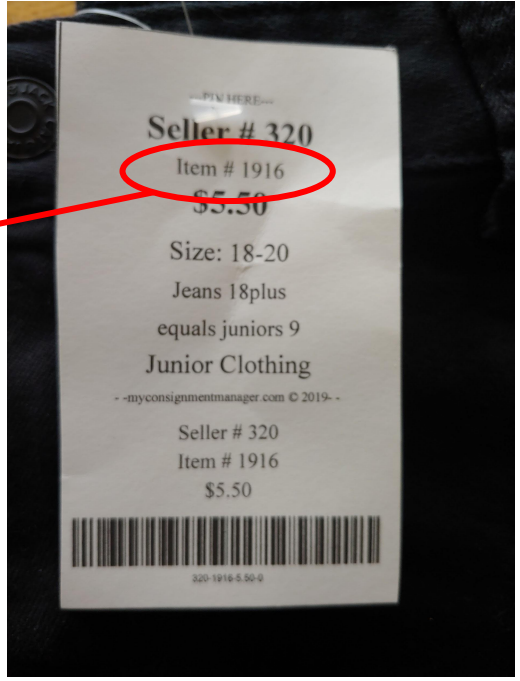
2020 Spring Sale WCMOTMC (closed) - 13061

**Transfer Item(s) Now** ?

Show 25 entries

	tl	tl	tl	tl	tl	tl	tl	tl	tl	Sold Item Status
	Category	Size	Brand(Desc)	Description	Price	Disc.	Don.			
<input type="checkbox"/>	1971	Toy			\$3.00	No	No			Not Sold
<input type="checkbox"/>	1970	Toy			\$3.00	No	No			Not Sold
<input type="checkbox"/>	1969	Toy			\$3.00	No	No			Not Sold

A pop-up box will appear after you hit Transfer Items. You do not need to tag or enter items from past sales again unless you have hit "Reset Item number Count" Or you have changed your seller number , or used MyCM for other sales with a different seller number. None of these will apply to the majority of our sellers. However, you do need to make sure that you have transferred them into the current sale in order for the barcode to be scanned. If not transferred to the current sale, you may not get paid.



Find the items you wish to transfer- Look for the item number on each tag. This will help you locate it in your transferred items in MyCM. This Item is item number 1916

Transfer Item(s) Now



Show 100 entries

	Any	Any				All	All	Not	All	All	All	
	TI	TI	TI	TI	TI	TI	TI	TI	TI	TI	TI	
	Category	Size	Brand(Desc)	Description	Price	Disc.	Don.	Sold Item Status	Printed Status	Online item?	Approved?	
<input type="checkbox"/>	1926	Junior Clothing	Medium		Leggings	\$3.00	No	No	Not Sold	✓	🚫	👍
<input type="checkbox"/>	1924	Junior Clothing	Medium		Leggings	\$3.00	No	No	Not Sold	✓	🚫	👍
<input type="checkbox"/>	1922	Junior Clothing	Medium	Lularoe	Leggings	\$5.00	No	No	Not Sold	✓	🚫	👍
<input type="checkbox"/>	1920	Junior Clothing	Medium	Lularoe	Leggings	\$5.00	No	No	Not Sold	✓	🚫	👍
<input type="checkbox"/>	1919	Junior Clothing	18-20	Jeans 18plus	equals juniors 9	\$5.50	No	No	Not Sold	✓	🚫	👍
<input type="checkbox"/>	1918	Junior Clothing	18-20	Jeans 18plus	equals juniors 9	\$5.50	No	No	Not Sold	✓	🚫	👍
<input type="checkbox"/>	1917	Junior Clothing	18-20	Jeans 18plus	equals juniors 9	\$5.50	No	No	Not Sold	✓	🚫	👍
<input checked="" type="checkbox"/>	1916	Junior Clothing	18-20	Jeans 18plus	equals juniors 9	\$5.50	No	No	Not Sold	✓	🚫	👍
<input type="checkbox"/>	1915	Junior Clothing	18-20	Jeans 18plus	equals juniors 9	\$5.50	No	No	Not Sold	✓	🚫	👍

- Select the item or items you wish to transfer.
- I had item number 1916 to transfer.
- When done selecting the items I wish to transfer- Click the Transfer Item{s} Now button.