

# MY CONSIGNMENT MANAGER INSTRUCTIONS FOR REGISTERING AND USING

Go to [www.myconsignmentmanager.com/cfumc](http://www.myconsignmentmanager.com/cfumc)

The screenshot shows the 'Welcome to our Registration and Tagging System.' page. It has a yellow background and a green header with the CFUMC logo. The page is divided into three main sections: 'New Users', 'Returning Users', and 'Mailing list'. Under 'New Users', there is a 'Create user Account' button. Under 'Returning Users', there are 'Register Here' and 'Login' buttons. At the bottom, there is a 'Back to our home page' link.

## CFUMW's My Consignment Manager Log In Screen

As the instructions state, if you are new to My Consignment Manager, click on: **CREATE USER ACCOUNT** ▶

(go to First Time Users)

If you have used My Consignment Manager before, either with our sale or another sale click on:

**REGISTER HERE** ▶

(go to Returning Users)

The screenshot shows the 'Create Your User Account' form. It has a yellow background and a green header with the CFUMC logo. The form is divided into several sections: 'Choose a User Name and Password', 'Enter Personal Information', 'Enter Contact Information', and 'Enter Address'. Each section contains several input fields for text, email, and phone numbers. There are also dropdown menus for 'State' and 'Profession'. At the bottom, there is a 'Terms and Conditions' section with a checkbox and a 'Create Account' button.

## First Time Users

After you have clicked on **CREATE USER ACCOUNT**, complete the on-line form to set up your username and password.

Be sure to read the terms and conditions and then click the box to accept.

Please note that your user id and password are case sensitive.

Fill out all fields and click: **CREATE ACCOUNT** ▶

## REGISTRATION



### Returning Users

If you have used My Consignment Manager before you will simply enter your previously created user id and password to register for our sale.

You will be taken to the **SALES REGISTRATION OPTIONS** page to register for the upcoming sale.



### Sale's Registration Options

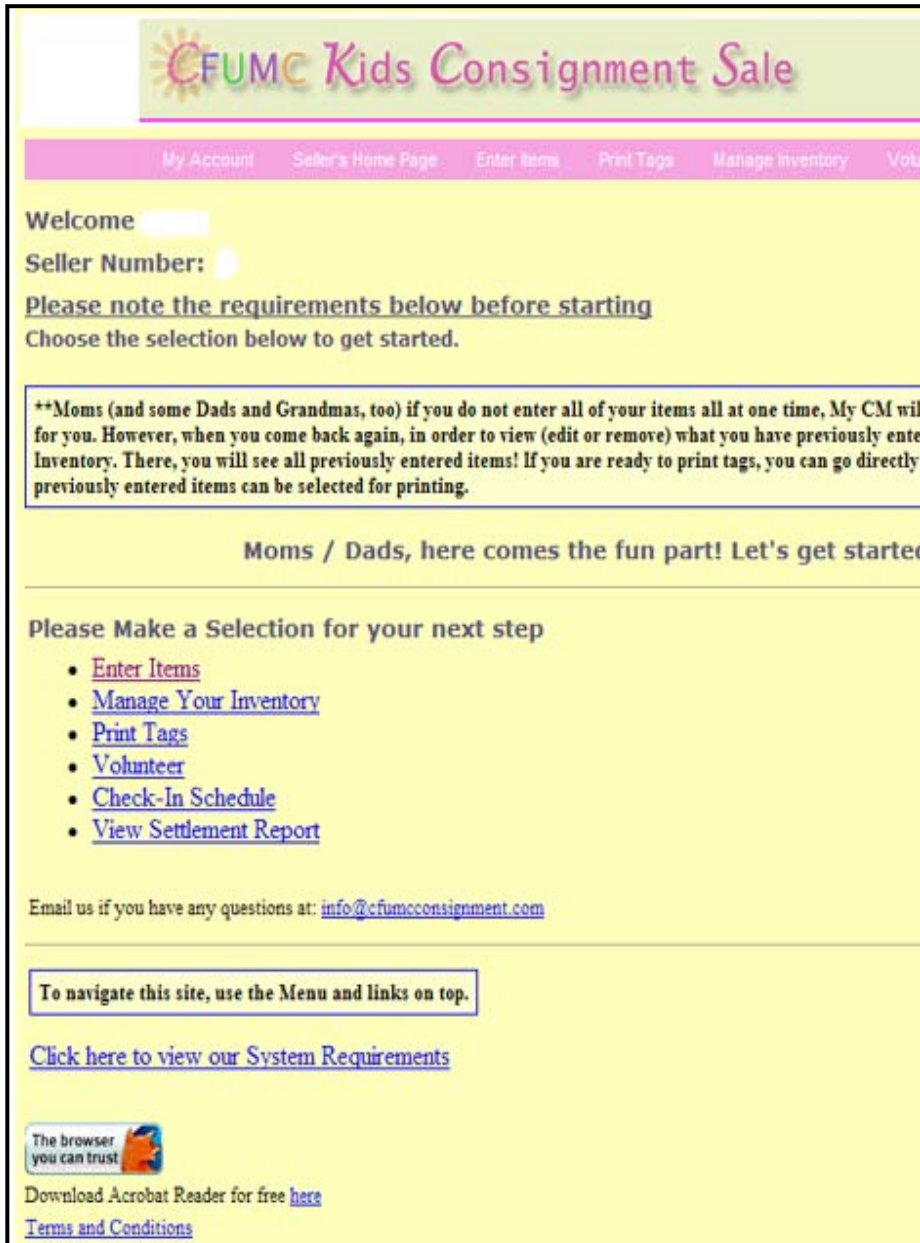
The next step for both first time users and returning users is to register with our sale.

**Enter the seller number you received at activations.** This is the number on your packet. You must use this number even if you have used MyCM before and have another number. Seller numbers from other sales or prior sales cannot be used. Click **REGISTER ME** ▶

**Now that you have registered  
it is time to get started!!**

The next screen is what you will see each time you log in. It is your main page and the way you will manage your items for the CFUMC Consignment sale.

## SELLER'S HOME PAGE



**CFUMC Kids Consignment Sale**

My Account   Seller's Home Page   Enter Items   Print Tags   Manage Inventory   Vol

Welcome [redacted]  
Seller Number: [redacted]

Please note the requirements below before starting  
Choose the selection below to get started.

**\*\*Moms (and some Dads and Grandmas, too) if you do not enter all of your items all at one time, My CM will for you. However, when you come back again, in order to view (edit or remove) what you have previously entered Inventory. There, you will see all previously entered items! If you are ready to print tags, you can go directly previously entered items can be selected for printing.**

Moms / Dads, here comes the fun part! Let's get started

Please Make a Selection for your next step

- [Enter Items](#)
- [Manage Your Inventory](#)
- [Print Tags](#)
- [Volunteer](#)
- [Check-In Schedule](#)
- [View Settlement Report](#)

Email us if you have any questions at: [info@cfumcconsignment.com](mailto:info@cfumcconsignment.com)

To navigate this site, use the Menu and links on top.

[Click here to view our System Requirements](#)

The browser you can trust

Download Acrobat Reader for free [here](#)

[Terms and Conditions](#)

You can navigate to the various screens in My Consignment Manager through this page.

**Enter Items** – the screen to enter your items

**Manage Inventory** – see the items you have entered and edit/delete/add

**Print Tags** – you can select the tags to print

**Volunteer** – we will still schedule volunteers via email and phone. Contact Carol Lieb at [carol.liebconsvol@yahoo.com](mailto:carol.liebconsvol@yahoo.com) to schedule your volunteer and childcare shifts.

**Check-in Schedule** – this is when you are bringing your items to the church. There are many shifts available. Go ahead and sign up for your time early.

**View Settlement Report** – this report allows you to see which items are selling during the sale. You can download this report each morning of the sale from the individual seller page. The items will not be updated on the "manage inventory" page until the sale has ended.

## CHECK-IN SCHEDULE



[My Account](#)   [Seller's Home Page](#)   [Enter Items](#)   [Print Tags](#)   [Manage Inventory](#)   [Volunteer](#)   [Check-In Schedule](#)

### Check-In Schedule

Currently, you do NOT have any time(s) selected. Please select a time.

**Check-In Appointments**

Add me to selected appointment

Remove me from selected appointment

View available times

	Priority	Status	Date / Time	Seller Name
<input type="radio"/>		open	03/09/2009 at 09:00 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:00 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:00 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:00 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:00 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:15 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:15 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:15 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:15 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:15 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:30 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:30 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:30 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:30 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:30 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:45 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:45 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:45 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:45 AM	<empty>
<input type="radio"/>		open	03/09/2009 at 09:45 AM	<empty>

Use the **Check-in Schedule** to sign up for a time to bring your items to the church the week of the sale. Our shifts are every 15 minutes between 9:00 am and 1:00 pm on Monday and Tuesday and 5:00 pm to 8:00 pm on Monday and 5:00 pm to 6:30 pm on Tuesday.

Sign up early! You can always go back and sign up for a different time (if available).

To select a time, click the radio button on the far left side for the shift you'd like and select **Add me to selected appointment**.

If you have questions about check in times, please contact **Kelly Claudon** at [kclaudon@bellsouth.net](mailto:kclaudon@bellsouth.net).



# MANAGE INVENTORY

**CFUMC Kids Consignment Sale**

My Account   Seller's Home Page   Enter Items   Print Tags   **Manage Inventory**   Volunteer   Check-In Schedule   Logout

### Manage Inventory

To begin managing your items, select your preferred search criteria and then generate your items list. After each change or modification to an Item, you can press the Refresh button to view the most current Inventory List.

**Reset the Items' Number Count**

Please note that you do not need to reset your items numbers when transferring or working with different consignment sales. The system keeps track of the items. Therefore, it does not matter if items in one sale start at 1 and items for another sale start at 42.

**Search Criteria**

- all Items (SOLD, NOT SOLD, and Donated)
- items marked Donated
- items NOT Sold only
- items Sold only
- items marked Printed only
- items marked NOT Printed only

CFUMC/Spring/2009(active)

**Item Actions**

**Item Transfers**

**Projected Settlement Report**

Enter your percentage:   

## Manage Inventory

The **Manage Inventory Screen** allows you to view, search and sort your items in your inventory. Once the sale has ended this page will automatically update showing the items that sold.

## PRINT TAGS & INVENTORY SHEET

**CFUMC Kids Consignment Sale**

My Account   Seller's Home Page   Enter Items   Print Tags   Manage Inventory   Volunteer   Check-In Schedule

### Print Tags

**I want to print**

- all items (marked Printed, NOT Printed, Sold, and NOT Sold)
- items that have NOT been Printed and NOT Sold
- items that have been Printed and NOT Sold

**From Consignment:**

CFUMC/Spring/2009

**Instructions to Generate your Tags' Printout PDF Document**

1. Select the button to find the items and Consignment you want to print and then click on "Generate Items List"
2. Check the items you want to print
3. Verify that the information is correct - what you see is what will print
4. Click on "Generate Tags"
5. Click on the link to download your Tags
6. Save the document in your computer (optional)
7. Print document to your printer

[More Printing Help and Tips](#)

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

### Print Tags

You will be able to print your tags from this screen. Choose the radio button that corresponds to the tags you would like to print and click **Generate Items List**. Click on the items you want included in your tags. You may print a few tags at a time or all of them once you have entered your inventory. If you choose to just print a few tags remember not to click those when you go back to print more later.

Your tags will pop up in another window as a PDF file (you may need to use your "enable pop ups" if you have pop ups blocked). You may save this to your computer if you wish or simply print them.

Remember to print **only** on the paper provided in your packet. The colors are used to sort your items at the end of the sale.

**To view and print your tags, you will need Adobe Reader (free download) – you can download it at this website: <http://get.adobe.com/reader/>**

### Print Inventory Sheet to bring to Receiving:

Go to Manage Inventory (page 6 in packet.) Click to generate an items list. Choose the items you are selling and click "generate printer friendly version". This is found above your inventory list. Print this list and bring to receiving. Make another copy for yourself if you would like but the items will still be in the system for you to view at any time.

## **VOLUNTEERING FOR OUR SALE**

We are **not** using My Consignment Manager this sale for volunteer sign ups.

You may sign up by contacting Carol Lieb via email or phone

We count on our volunteers and treat them VERY WELL!!!!

### **Here are the shifts for volunteering:**

Monday, August 17<sup>th</sup> 8:30am-1:30pm or 4:30-8:30pm

Tuesday, August 18<sup>th</sup> 8:30am-1:30pm or 4:30-8:00pm

Wednesday, August 19<sup>th</sup> 3:00-8:30pm

Thursday, August 20<sup>th</sup> 8:00am-1:30pm or 4:30-8:30pm

Friday, August 21<sup>st</sup> 8:00am-1:30pm

Saturday, August 22<sup>nd</sup> 8:00am-1:30pm or 1:00-6:00pm

### **Volunteering Details:**

You may register for FREE childcare based on availability so sign up early.

Volunteers will receive a meal during their shift.

Volunteers get to shop early on Wed afternoon.

Wednesday shopping time slot is based on hours worked. The more you work, the earlier you shop.

No Experience Required!

If you would like to volunteer contact Carol at:

**Email: [carol.liebconsvol@yahoo.com](mailto:carol.liebconsvol@yahoo.com)**

**Phone: 678.455.5748**

## QUICK TIPS

### GENERAL

- Make sure to access our sale through the following website. You will not be able to access our sale from the My Consignment Sale homepage. We have a special link for our consignors: [www.myconsignmentmanager.com/cfumc](http://www.myconsignmentmanager.com/cfumc)
- **You will need the following on your computer to work with My Consignment Manager**
  - Internet Browser: Internet Explorer or Mozilla FireFox (MSN Explorer and AOL's browser are NOT Supported)
  - JavaScript must be enabled in your Browser
  - Cookies must be enabled in your Browser
  - Acrobat Reader
  - DeskJet Printer
  - 60# card stock paper (provided by CFUMW)
- If you have used My Consignment Manager before with another sale login under Returning Users. New Users register through the new users section.
- When you choose your user name and password remember that they are Case Sensitive.
- Make sure to **enter the seller number you received at activations** and only that number.

### ENTERING ITEMS

- Before entering your items it will save time if you order them by category and size. When using this system you choose the size and category from a drop down box. The box keeps the last selection in it. Therefore, if you are entering a stack of size 4T girl's clothing items it will be 2 less boxes you need to change while working on that stack.
- The system does not generate multiple item tags. If you are selling an outfit that has more than one piece, please make a note of that in the first line of the description. Please make sure you safety pin or tape items together securely. If you'd like to make a copy of a tag and attach to multiple pieces that is okay. Please write "copy" on the bottom of the tag
  - Ex. Description: Gymboree Outfit 3 pieces
  - Description: Green Turtle Pants with matching white shirt and hair bow
- After entering your items, go to the manage inventory tab and make sure everything is entered as you wish. To view your items choose the search criteria you wish and then click on "Generate Items List." There you will see all the items you have entered.
- You may enter your items in multiple sessions. If you enter some items and come back another time to enter more items, you will not see the previous inventory from the "enter items" screen. However, you will find them under the "manage inventory" tab.

### PRINTING TAGS

- When you are ready to print tags click on the print tags button. Click on the radio button corresponding with the items you want to print. Click Generate items list. Select the items you wish to print tags for by using the check boxes on the side. Then click "generate tags." A new page will pop up with a link containing your files. This is a link to a PDF file that can be printed or saved to your personal computer.

- **Note:** the link will not open if you have pop-ups blocked. Either temporarily allow pop-ups from this site or hold down the control key while clicking on the link.
- When printing tags make sure to **only use the paper received in your packet**. This is important to make sure your items will scan and you will be credited for your sales.
- When pinning and taping your tags to your items, please make sure the barcode is visible and not covered with tape!

### **PREPARING FOR DROP OFF**

- Click on "Check In Schedule" and choose from the open times for drop off. This is the time you should bring all of your items to church.
- Make sure all of your clothes are organized into boys and girls clothing and ordered by size.
- Print your items list to bring with you to drop offs. Go to Manage Inventory. Click to generate an items list. Choose the items you are selling and click "generate printer friendly version". This is found above your inventory list. Print this list for CFUMW to keep. Make another copy for yourself if you would like but the items will still be in the system for you to view at any time.

## CONTACT NAMES & INFO FOR QUESTIONS:

	<b>Name</b>	<b>Phone</b>	<b>Email</b>
General	Larren Holt	770.888.9763	<a href="mailto:larrenm@hotmail.com">larrenm@hotmail.com</a>
General	Melody Smallwood	770.888.5830	<a href="mailto:mjsmallwood@bellsouth.net">mjsmallwood@bellsouth.net</a>
Check-in	Kelly Claudon	770.205.0589	<a href="mailto:kclaudon@bellsouth.net">kclaudon@bellsouth.net</a>
Volunteer	Carol Lieb	678.455.5748	<a href="mailto:carol.liebconsvol@yahoo.com">carol.liebconsvol@yahoo.com</a>