

# TUESDAY TAGGING TIPS

Whether this is your first or your fifth consignment sale, tagging can become overwhelming. So here are some tips to increase your efficiency in preparing clothing.

## HOW TO PREPARE YOUR TAGS

1. Gather your items and sort them by size and gender.
2. Login to our [online tagging system](#) using your selling number and password.
3. Click "Work with Consigned Inventory"
4. You will then select a category and size. Enter a complete description of the item, the price, select if you want the item donated if it does not sell, and select if you want the item 50% off on the last day of the sale.
5. All items are to be priced in .50 increments with a minimum price of \$2.00 per item.
6. When sizing your items, S, M, L, XL, are to be used for maternity only.
7. Children's clothes should be with number sizes (12 months, 3T, 5T, etc.)

Item Sizing Chart

Premie	9 Month	2T	10
Newborn	9-12 Month	3T	12
0-3 Months	12 Month	4/4T	14
3 Month	12-18 Month	5/5T	16
3-6 Month	18 Month	6/6X	XS/Small
6 Month	18-24 Month	7	Medium
6-9 Month	24 Month	8	Large/XL

## PRINTING YOUR TAGS

1. You can either print 1 out at a time or all at once.
2. Tags will print 6 to a page of card stock.
- 3. MUST use only medium weight white/light colored card stock for your tags.**
4. Ensure that the tag/barcode is easily legible.
5. If you change ANY item information (price, donation, 1/2 price option, etc) after you've printed the original tag, a NEW tag will need to be printed.
6. See Tagging Prep and Actual Tagging below

## TAGGING PREP

**1. For tagging, make sure you have a comfortable spot to sit with a flat, clear workspace.** You may have little helpers, and it helpful to have extra index cards at hand or paper for them to color on and decorate with stickers, glue, etc. If you're lucky enough to be tagging alone, the process will certainly move much faster!

**2. Ensure that you have an abundance of hanging supplies, and then get more.** It's easy (especially your first time) to underestimate how many items you'll be preparing for sale. Make sure that you have the following:

- hangers that match the size of the clothing you wish to sell
- safety pins
- a lint roller
- a set of small, sharp scissors (to trim any hanging threads)
- tiny zip-ties.
- Packs of cheap, plastic hangers can be purchased at Dollar stores and Big Lots. \*\*Hangers will also be available at Saturday pick up to use for future sales\*\*

**3. Nothing is more frustrating than hitting your pace in tagging only to find out you're out of an essential item.** For making and affixing tags, you will need an ample supply of

- 8x10 card stock (white or light colored)
- safety pins
- tiny zip-ties
- extra hangers of all sizes
- extra safety pins of varying sizes
- a lint roller
- a sharp pair of scissors
- a calculator (for figuring 30-40% of original retail price)
- suggested pricing guide from Two Times Around
- Zip Loc Bags for toys, accessories, shoes, etc.
- packing and scotch tape

## ACTUAL TAGGING

### 4. Information that should be on your item's tag includes:

00 PIN HERE 00		
1052	<u>Size:</u> 2T	
<b>Gymboree Yellow Dress</b>		
Discount: No Donate: Yes	Item: 1	\$5.00
		B
1052 \$5.00		

- your consignor number
- the size of the item
- the brand
- a brief description of the item in case it is separated from its tag
- details of whether there are multiple pieces being sold with the item
- a note if the item is brand new
- the barcode
- price
- whether the item is discount or donated

### How to attach your tags to hanging items

1. All clothing **MUST** be on hangers with the hanger facing to the left.
2. **Safety pin** the tag to the upper right hand side of the clothing item when looking at the front.



3. S, M, L, XL is only acceptable to maternity items and children's clothes should be sized with number sizes (12 M, 2T, 5T, not S, M, or L)
4. Use only 1 hanger for 2 piece outfits. Hang the shirt first, and then pin the pants, skirt or shorts to the back of the shirt at the shoulder seams with TWO safety pins.
5. For smaller items (onesies, sleepers, t-shirts) consider grouping multiple items together to reach the minimum \$2 price or higher.

### How to attach tags to non-hanging items

**Toys-** must include ALL parts. Any tiny, loose pieces are recommended to be packaged in a Zip-loc bag. Attach the bag to the main item with heavy packing tape. Also, tape the bag zipper shut. If a toy requires batteries to operate, they **MUST** be included for acceptance.

**Books and videos-** please do NOT use packing tape on books and videos it makes it difficult to remove the tags. Make sure the videos work and secure tag with two pieces of masking tape or put in Zip-loc bag. Do NOT cover the barcode, we will be unable to scan the tag at checkout.

**Shoes-** must be tied together in pairs by the shoelaces (ribbon or string). Pin the card to the shoelaces or the ribbon. This prevents shoes from being separated and lost/stolen.

**Loose articles-** Bibs, bottles, sippy cups, etc. must be in clear Zip-loc bags with the tag placed outside of the bag. Please Secure the bag closed with tape.

## FINAL SORT

Please do one final sort by gender and size, and rubber band items together into like sizes. Let the volunteers know at the sale that your items have been pre-sorted, and we will be careful to keep them in the order in which you've brought them. Please bring your items in boxes/tubs if you have large volumes of clothing in one size. And remember; leave your little ones at home when bringing your items for drop off.

Happy Tagging and please let us know if you have any questions!

*Two Times Around Consignments!*