



K-W POMBA



K-W POMBA
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SELLER HANDBOOK

**FUNRAISING SALE FOR THE
KW PARENTS OF MULTIPLE
BIRTHS ASSOC
THE AUD
400 East Avenue, Kitchener**

SALE PRECENTAGES

All Sellers will receive a base commission of 50% of their sale profits
Volunteering at the KW POMBA sale will increase seller profits:
Please note that Student volunteer hours do not apply.

KW POMBA CLUB MEMBER: membership renewal Sept 1st of each year)
6 hour volunteer shift – 80% Club Member, 20% KW POMBA
3 hour volunteer shift – 70% Club Member, 30% KW POMBA
No volunteer shift— 60% Club Member, 40% KW POMBA

NON MEMBER:

6 hour volunteer shift - 70% Seller, 30% KW POMBA
3 hour volunteer shift - 60% Seller, 40% KW POMBA
No volunteer shift - 50% Seller, 50% KW POMBA

K-W POMBA is a not-for-profit organization serving Kitchener-Waterloo, Cambridge and surrounding areas. Our mission is to provide guidance, support and encouragement to families and expectant families of multiples. We aim to connect our members with each other, and with relevant resources in our community so they can better enjoy their unique parenting experiences. We are volunteer-driven and a proud chapter of Multiple Births Canada.

KW Parents of Multiple Births Association

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IMPORTANT! Please read this handbook in its entirety as there have been many changes



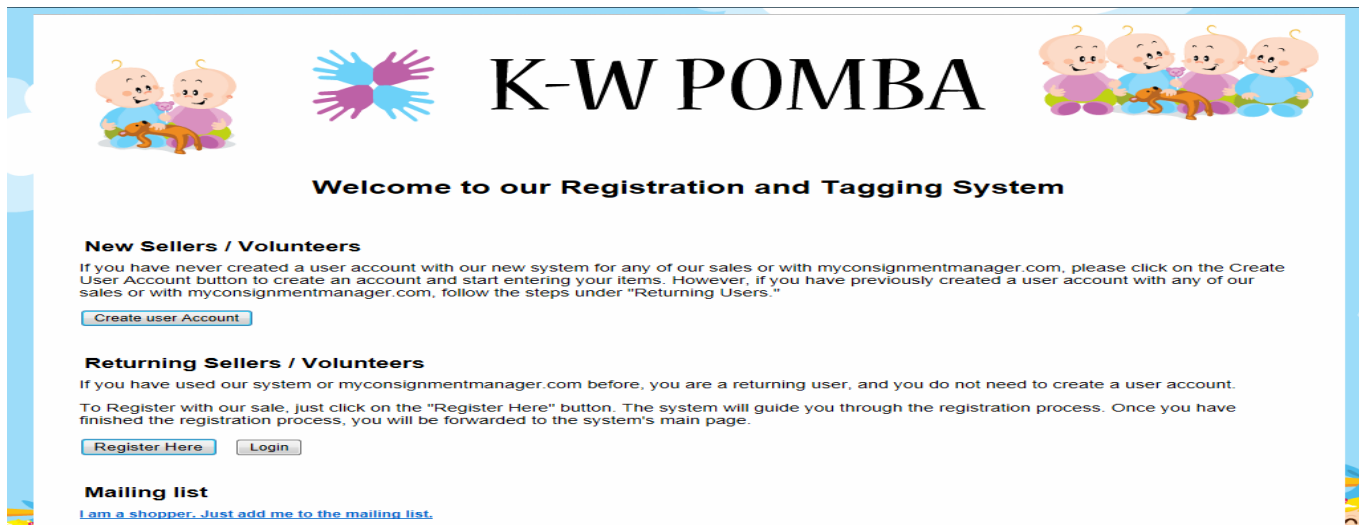
Time	Event
7:00-7:45am	Working volunteers shopping
7:45 am	Expectant parents of Multiples & parents of multiples younger than 6 months shopping
8:15 am	Non-working Members shopping and Multiple Births Canada member shopping
9:00-10:45am	Public Sale, \$2 admission
11:00-12:00pm	Power Hour—Marked Items discounted at 50% off

SELLER REGISTRATION

We have an all-inclusive system for seller and volunteer registration, and tagging items. To get started follow the instructions below:

SET UP A NEW ACCOUNT

1. Go to <https://www.myconsignmentmanager.com/kwpomba>
2. Select **Create user Account** to create your account. **ONLY if you didn't sell at a previous Sales. You will only need to do this once.**
3. Follow the instructions to create and confirm your user account.
4. Every seller will be auto assigned a seller number starting with a 5XXX.



The screenshot shows the K-W POMBA registration and tagging system interface. At the top, there are three cartoon baby icons and the text "K-W POMBA". Below this is the heading "Welcome to our Registration and Tagging System". The interface is divided into three sections: "New Sellers / Volunteers", "Returning Sellers / Volunteers", and "Mailing list".

New Sellers / Volunteers
If you have never created a user account with our new system for any of our sales or with myconsignmentmanager.com, please click on the Create User Account button to create an account and start entering your items. However, if you have previously created a user account with any of our sales or with myconsignmentmanager.com, follow the steps under "Returning Users."

[Create user Account](#)

Returning Sellers / Volunteers
If you have used our system or myconsignmentmanager.com before, you are a returning user, and you do not need to create a user account. To Register with our sale, just click on the "Register Here" button. The system will guide you through the registration process. Once you have finished the registration process, you will be forwarded to the system's main page.

[Register Here](#) [Login](#)

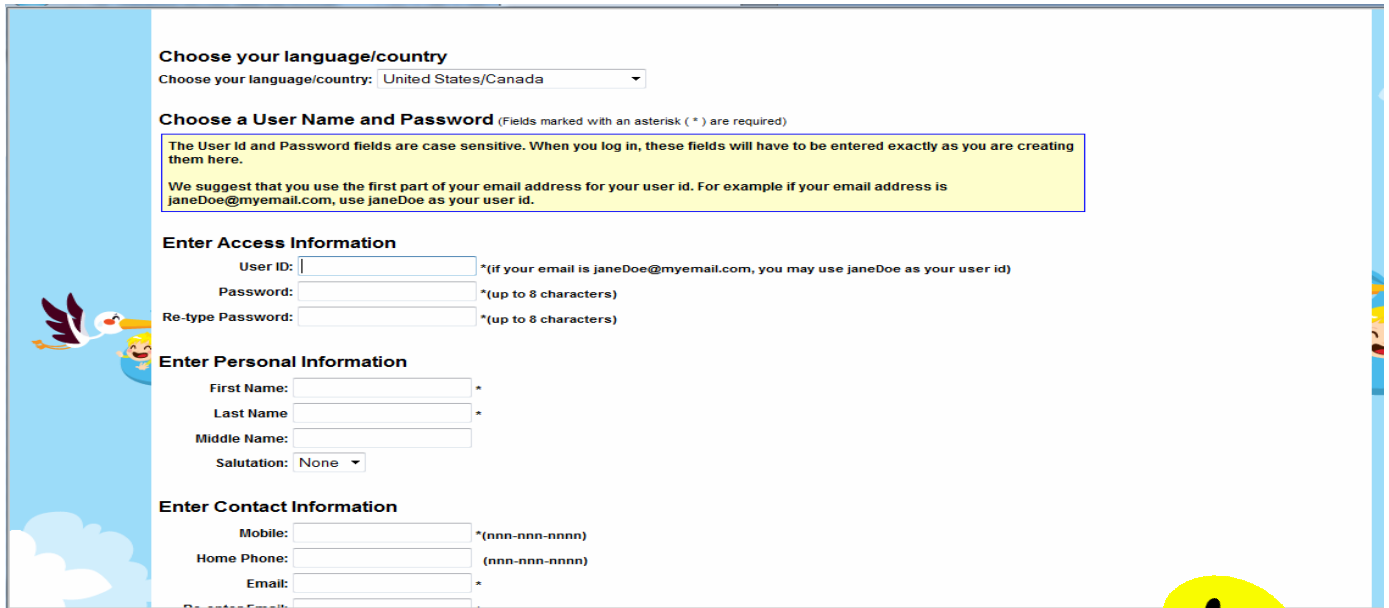
Mailing list
[I am a shopper, just add me to the mailing list.](#)

5. If you sold in a KW POMBA sale prior to FALL 2016 your auto generated seller number will be adjusted to 4XXX where the XXX will be your former seller number (ie; you were seller 102 your adjusted seller number will be 4102). To be sure to have your former # in the referral section shown below select "Other" and indicate your 3 digit KW POMBA seller #. You will receive an email that this has been completed. Your seller number will remain the same for every sale going forward.

Register me as a Seller. (This option will also let you register for a Volunteer)

Returning sellers (prior to Fall2016) without a 4XXX series seller #, should check the box for "Other" & indicate your previous 3 digit #, it will be updated to the 4XXX # series.

How did you hear about us? Other



Choose your language/country
Choose your language/country: United States/Canada

Choose a User Name and Password (Fields marked with an asterisk (*) are required)

The User ID and Password fields are case sensitive. When you log in, these fields will have to be entered exactly as you are creating them here.

We suggest that you use the first part of your email address for your user id. For example if your email address is janeDoe@myemail.com, use janeDoe as your user id.

Enter Access Information

User ID: *(if your email is janeDoe@myemail.com, you may use janeDoe as your user id)

Password: *(up to 8 characters)

Re-type Password: *(up to 8 characters)

Enter Personal Information

First Name: *

Last Name: *

Middle Name:

Salutation: None

Enter Contact Information

Mobile: *(nnn-xxx-xxxx)

Home Phone: (nnn-xxx-xxxx)

Email: *

REGISTERING FOR THE FIRST TIME— TIPS



1. If you have a previous seller number it will be adjusted from the system auto generated seller number once you register.
2. The above screen will appear after selecting **Create User Account**
3. TIP— We suggest that you use the first part of your email address for your user ID. For example if your email address is janedoe@gmail.com, use janedoe as your user ID.
4. Use dashes in your phone number (ie; 519-555-5555) and leave a space for your postal code (ie; N1R 3H6—be sure to use capitals) User ID and password fields are case sensitive. When you log in, these fields will have to be entered exactly as you are creating them in this step. Please use capitals for proper names and addresses.
5. Password can not be more than 8 characters long and no special characters are required (ie; &%\$, capitals, lowercase, etc)
6. Ensure all your contact details are inputted correctly. All cheques will be sent to the address you have on file. **Sellers must maintain their own account details and update changes accordingly—KW POMBA will not be responsible for incorrect details.**
7. **Skip the entry of the middle name field.** Register in the name your cheque is to be issued in. Volunteers & KW POMBA members should ensure that your name is consistent to ensure you receive your correct commission.

REGISTER FOR THE CURRENT SALE

1. If you just completed the New Account registration—you have already been registered for the current sale—skip to the Login step.
2. Go to <https://www.myconsignmentmanager.com/kwpomba>
3. Select the **Register Here** button and login in with your user account.

REGISTRATION COMPLETE & RETURNING TO THE SITE TO PREPARE TAGS:

1. Go to <https://www.myconsignmentmanager.com/kwpomba>
2. Or follow the link from www.kwpomba.ca under the Seller/Vendor Tab.
3. Select the **Login button**.

Returning Sellers / Volunteers

If you have used our system or myconsignmentmanager.com before, you are a returning user, and you do not need to create a user account.

To Register with our sale, just click on the "Register Here" button. The system will guide you through the registration process. Once you have finished the registration process, you will be forwarded to the system's main page.

Register Here

Login

Mailing list

[I am a shopper. Just add me to the mailing list.](#)

TAGGING DEADLINE FOR THE CURRENT SALE 12 NOON on the THURSDAY PRIOR TO THE SALE

All items must be entered before 12 Noon Thursday prior to the sale, to be in the system for the sale.

NO NEW ITEMS CAN BE ENTERED INTO THE SYSTEM AFTER THIS TIME.

THIS INCLUDES TRANSFERRED ITEMS FROM PREVIOUS SALES.

You will still be able to PRINT tags after this time for the last minute tagging.

If you are concerned that you will need tags for the last minute found items - create generic tags – a page or more of 1.00, a page or more of 2.00 etc and have them available to print if you need them.

Email mycm@kwpomba.ca for assistance if you have questions about this.



K-W POMBA



Please Log In

Our site uses cookies and javascript. Whether you are using a mobile device, a laptop or a desk top computer, you must enable cookies and javascript in order to use our site.

The User Id and Password fields are case sensitive. They must be entered exactly as you did when you created your account.

User ID:

[Retrieve your User Id](#)

Password:

[Retrieve your Password](#)

[Click here to retrieve your User Id](#)

[Click here to retrieve your Password](#)



Once logged in you will have access to your “My Account” to update your personal info (address changes, email changes, etc).

Manage your inventory, print tags as well as sign up for Available Volunteer shifts to receive increased sale profit %.



K-W POMBA



[My Account](#)

Choose your language/country:

[Home](#) [Enter Items](#) [Print Tags](#) [Manage Inventory](#) [View Settlement](#) [Volunteer Shifts](#) [Check-In](#) [Logout](#)

Welcome Joanne!

Seller Number: 9104

Choose the selection below to get started

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.

Please Make a Selection for your next step:

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

Email us if you have any questions at vendors@kwpomba.ca

Transfer inventory from a previous KW POMBA sale

1. Note: before transferring your items, you may want to clean up your inventory by deleting sold items.
2. Log into your account at <https://www.myconsignmentmanager.com/kwpomba>.
3. Select *Manage Inventory* from the blue bar menu bar at the top of the page.
4. Select the *Item Transfers* tab from the orange tab bar.
5. Select the previous sale from the drop-down box.
6. Select the current sale from the next drop down box.
7. Select the items in your list that you want to transfer.
8. Click the *Transfer Item(s) Now* button.



TAG ONCE & SELL AT TWO SALES

1. You can organize and tag your items once and sell at other MyCM sales. You use the same seller number (provided there is no overlap in seller numbers) and same tags for both sales

Some things to note:

1. When you register for the KW POMBA sale, you'll be automatically assigned a new seller number by the system. *You must do the following to secure the same number in both sales:*
 - a. When asked how you heard about the sale, select **Other** and **type your MyCM seller number in the text field**. This is an important step and without it we won't know to update your seller number so that it is the same for both sales. Once you've secured the same seller number for both K-W POMBA and your original sale you won't need to do this again – it'll always come up with the correct seller number at future sales.
 - b. Wait until you receive an email letting you know that your seller number has been updated before printing out any new tags.

For a YouTube video of how to register for both the K-W POMBA and other MyCM sales, please see <http://bit.ly/sellervideo5>.

TAG ONCE & SELL AT TWO SALES cont'd.

There are slightly different instructions for transferring items between club sales than between two sales by the same club. To transfer items between club sales, please do the following:

Go to <https://www.myconsignmentmanager.com/>

1. Select the ***Seller's Login*** button and log in with your user account.
2. Select *Manage Inventory* from the top menu.
3. For *Choose a consignment to work on*, select the Club sale you wish to transfer FROM.
4. Select the *Transfer Items* tab.
5. For *Select Target Consignment*, select the Club sale you wish to transfer TO.
6. Place a check by all the unsold items you want to transfer.
7. Click the *Transfer Target Item(s) to Target Consignment Now* button.
8. Your items have now been transferred. Log in to the active club sale event to continue managing your inventory and print out any additional tags needed.

For a YouTube video of how to transfer items between the K-W POMBA and MBGW sales, please see <http://bit.ly/sellervideo6>.

You must familiarize yourself with the rules and regulations for each sale as they are run by different organizations.

How to register as a sale volunteer

1. Go to www.myconsignmentmanager.com/kwpomba and log in to sign up for a shift.
2. Sign in at the Check-in Table at the beginning of your shift(s).
3. Sign out at the Check-in Table at the end of your shift(s).

IMPORTANT! Remember to sign-in ***and*** sign-out for your volunteer shifts so that we can calculate the correct commission on your sales. A paper sign in sheet will be available at the Sale venue.

You do not have to sell to volunteer. Setting up a volunteer only account on this site allows you to access the volunteer sign up but does not require you to sell.

TAGS

We have a NEW tagging system starting with our **FALL 2016 Sale**. Therefore, there will be NEW tags required for **ALL** items. If you have items already tagged with old tags used at previous KW POMBA sale, you will be required to replace them for sales after Fall 2016. The new tags have bar codes and a unique item number that will be required scan items into the system when purchased.



How to Create your tags

- Tags need to be attached to *every* item you plan on selling. The tag will include your seller number, the item number, price, size, barcode, and description.

FALL

2016

NEW TAG
FORMAT

How create tags for your items, you'll need to have access to a computer with a modern browser, a printer and internet connection.

1. Go to <https://www.myconsignmentmanager.com/kwpomba>
2. Select the *Login* button and log in with your user account.
3. Go to *Enter Items* by clicking on the Enter items link at the top of the screen.
4. Enter a **price** by selecting from the drop down menu or typing it in. Prices start at \$0.50 and go up by \$0.50 increments.
5. **Description/Brand Name** field—Leave blank if you want to create many tags at one time at different price points. Fill in with a description if you want to create many tags at one time that is easier for shoppers to read. However, keep in mind that using too many CAPITAL letters may push your description too close to the edge of the tags and you will have edit them and Upper case letters take up more room than lower case
6. Check the **Donate** box if you want this item to be donated at the end of the sale if it doesn't sell. You can not add this option after the tag has been printed. Note the "D" on the tag above indicates to be donated at end of sale.

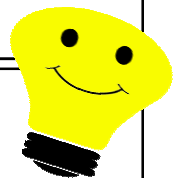
When pricing your items—ask yourself what you would pay for the same items at a garage sale (1/4 to 1/3 of the original price is typical)



How to Create Tags cont'd...

7. Choose a **size** by selecting from the drop down menu or typing in the first digit of the size you want. You can choose “not applicable” for items where a size is not necessary. You can also choose “blank size” and nothing will appear for the size on your label. If the sizes available don't match exactly the size on the item, - choose the closest size or use “blank size” and handwrite the size on the label.
8. Choose **category** by selecting from the drop down menu or typing in the first letter of the category you want. Take a few minutes to familiarize yourself with the categories. If you don't know the category, you can use “Miscellaneous” or “blank category”. If you choose “blank category”, nothing will show up on the label.
9. Check the **allow discount** box if you want this item to be discounted by 50% during the last hour of the sale if it doesn't sell before then. You can choose which items you want to be discounted and which you don't.
10. Select the **number of tags** to create with this exact same information. Typically, you'll want many tags at the lower prices and fewer tags at the higher prices (ie; \$1.00 vs \$10.00)

You can log back into the system at any time before the sale and create more tags so don't worry if you run out and need more.



Additional Information

- **Maximum number of items**
 - you can enter up to 1000 items for each sale. If you need to enter more than that, please email mycm@kwpomba.ca
- **Editing tag information**
 - Previously entered items can be edited at any point. Click “*Manage Inventory*” from the menu list or orange menu bar. Check the box to the left of the item you wish to edit and click “Edit Item”.



IMPORTANT!

Once an item has been edited, print the new tag and destroy the old tag.

You cannot use the old tag for something else. Each tag has a unique item # and the same tag cannot be entered into the system more than once. Editing the tag information does not change the item #.

How to Print and Attach Tags

- **DO NOT PHOTOCOPY TAGS**—each item must have its own unique item # to be scanned
- Tags must be printed on **white cardstock paper** with a weight of 65lb to 110lb as regular paper tears easier and can come off items. An item cannot be sold without a tag attached.
- An item tag can only be used on one item as each has a unique item number and the system will not allow the same item number to be entered in more than once at checkout.
- Print your tags using the normal or draft print setting. Using the best quality print setting may cause the barcode to bleed and the scanning system will not be able to read it properly.

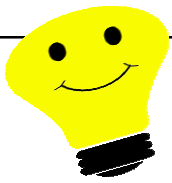
To print your tags, do the following:

1. Choose the *Print Tags* option from the list or the green menu bar at the top of the page.
2. Check the box at the left for each item you want to print or check box at the top of the list on the left to select all items.
3. Click *Generate Tag(s)* generate a PDF file that you can either save on your computer to be printed later or printed immediately. Once you have done this, your items will be marked as *Generated* under the tag status. This lets you know which tags you have printed and which you have not. If you print your tags but use them on your items you can print them again, however, you cannot print the same tag more than once to use on more than one item.

TIP: Do a test print after 8-16 items to ensure you catch any issues with inputting text before you print them all. Make sure the barcodes are crisp and clear and the lines have not bleed together.

4. Cut the labels and attach to the items:
 - **Clothing**—use safety pins, no straight pins or staples.
 - **Books**—use masking/painters tape which won't damage the item.
 - **Use Ziploc bags**—For collections of small items (eg socks) tape tag to the outside of the bag
 - **Toys & Shoes**—use tape or zip ties as appropriate

DO NOT TAPE OVER THE BAR CODE!



TIP

- Attach the tag by safety pin to the upper right hand side of the clothing item. Doing this consistently will make the shopping experience easier for shoppers.
- All clothing items *must* be on hangers. Ensure the top of the hanger forms a question mark shape when looking at the item from the front.



ACCEPTABLE ITEMS

Seasonal Guidelines

- Items need to be seasonably appropriate to sell effectively and ensure we have a successful sale
- For Spring—think cotton, Easter, beachy, short sleeves & shorts, Canada Day, large outdoor toys & bikes, etc.
- For Fall—think fleece, wool, long sleeve, turtle necks, Christmas, Halloween and snow attire.

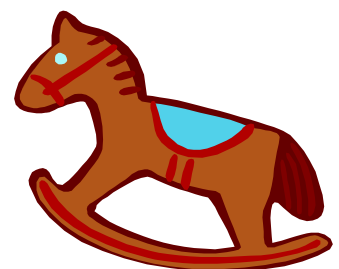
General Guidelines

- All items must be clean and in good working order. Games and DVDs should be checked and double checked for the all the pieces and that the DVD (and the correct DVD) is in the correct case.
- Clothes should be free of stains, smell fresh and have no missing buttons or zippers.
- If an item requires batteries, please include them with the item so buyers can try the item out before purchasing. If the item won't turn on—we reserve the right to remove it from the sale.

Unacceptable Items:

Out of Season items, stuffed animals and helmets

KW POMBA reserves the right to remove items that don't meet the quality and safety guidelines.



SALE TIMETABLE

TIME	EVENT
FRIDAY	
3:00PM-9:00PM	Volunteers : Set-Up
4:30PM-7:30PM	Sellers : Item Drop off at The Aud—look for signs for directions to the correct door
9:15PM-10:00PM	KW POMBA EXECUTIVE SHOPPING
SATURDAY	
6:45AM-7:45AM	Volunteer Sign In
7:00AM-7:45AM	Working Volunteer Shopping—no helpers and/or spouses allowed
7:45AM	Expectant Parents of Multiples & parents with <6 months old multiples
8:15 AM	Non-working Member shopping & MBC Sister Club shopping
9:00AM-12:00PM	Public Sale— \$2 cash admission
2:30PM	ALL SELLERS—Arrive to collect unsold items
3:00PM	All items removed—remaining items to be donated by KW POMBA

Expectant parents of Multiples & families with babies 6 months or younger may bring in 1 helper to assist in their shopping.

A Member is defined as the household for which a membership has been purchased. During member only shopping—no non-members guests are allowed. Valid Membership cards must be present for early entry into the sale.

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3 hour volunteer shift - 60% Seller, 40% KW POMBA
No volunteer shift - 50% Seller, 50% KW POMBA

VOLUNTEERING—

IT HAS ITS BENEFITS!

Our sale is only successful due to the individuals that volunteer.

KW POMBA is a volunteer only club and we need your help to ensure our sale continues to be successful!

- **Volunteers shop FIRST and EARN MORE. Sign up for a volunteer shift through your account.**
- **You do not have to sell to volunteer—setting up an account allows you to access the volunteer sign up but does not require you to sell**
- **You will be provided dinner/ lunch by KW POMBA depending on the shift to work**

DROP OFF Procedure

1. **Sorting**—have the clothes sorted by size and gender. Either group items by elastic bands on the hangers or paper labels between layers.
2. **Unpack at Drop off** —pull up to the door and unpack your things. Volunteers will be available to help with the unload process.
3. **SIGN-IN**—Check in with the volunteer at drop off area and confirm your seller details.
4. **BEFORE YOU LEAVE**— Please leave behind ONLY the plastic totes, bins or boxes CLEARLY labeled with your seller number. DO NOT LEAVE behind any detachable lids—take them home with you.
5. ALL KW POMBA memberships expire August 31. Please ensure you membership is up to date and current to receive your correct seller profit %.

PICK UP Procedure

If you are volunteering on Sale Day, please do not start to sort your own items while items are being boxed and stay until the sorting process is complete. Once all the items are sorted and boxed up you may take yours out to your car and then return to help finish with clean up.

If you are NOT volunteering during Sale Day, please:

1. Arrive promptly at 2:30PM on the day of sale and wait outside the building until the sorting process is complete.
2. Once you have been let in—retrieve your unsold items in your bins.
3. Check the “Not Suitable for Sale/Lost Tag” area for any unsold items that may belong to you.
4. If the sorting takes longer than anticipated—please be patient. It’s not our intention to keep you waiting but we need to be sure items are placed in the correct bins and that all items are sorted to ensure nothing is left behind.
5. If you choose to donate some or all of your items please ensure your tags have the donate “D” on them. If you change your mind and want to donate items—please place them at the donate table set up.



IMPORTANT!

Remember to sign **IN AND OUT** for your volunteer shift(s) so that we can calculate the correct commission for your sales.