SUMMARY OF INSTRUCTIONS:

* Click on the "REGISTER TO CONSIGN NOW" button  on our[consignor page.](page:about_us_2) Register with My CM (make sure the mailing address you enter is the same one that you want your final payment mailed to if you are not picking up your unsold items on March 4th).
* You will pay your $10 registration fee through PayPal
* You will be asked to agree to our Seller Agreement.
* You need to register for a "CHECK-IN" appointment where you will bring your inventory in for review prior to the sale.
* You may also register as a team member from this same screen.  We encourage you to do so early before your preferred shifts are filled.  Please do not register for a check-in time during your working shift.
* You may enter your items at that time or return later and login as a returning seller.  After entering all of your tagging information, sort all of your items by type: clothing, toys, equipment, etc. Regarding clothing, sort by gender and then size.
* When sorting is completed, enter your items into the system. Go to the tab, Enter Items. By sorting prior to entering, you will save a lot of time because you will only have to reenter the price and description for each similar item.
* If you need to edit anything, go the Manage Inventory screen. Here you can print inventory reports, mass edit items or individual items, and also see a Projected Settlement Report based on the items you have entered into the system.
* Printing can be performed at any time, at intervals or all at once when you finish entering your items. Please make sure that your tag paper consists of only light, pastel colors. You must use cardstock paper (at least 60# or 65# cardstock). To print your tags, you will need to login to your account via the Mommy-Wise website. YOU DO NOT NEED A PRINT CODE IF YOU ARE LOGGED INTO OUR WEBSITE.
* Once your tags are printed, make sure the bar-code is clear and is not excessively dark (sometimes the "normal‟ setting is best to use when printing), then cut on the lines and safety pin to right side of the clothing as it is facing you.  Clothing hanger hook needs to be facing left, like a question mark.  When applying tape to the toys, equipment, etc. please do not put tape on the bar code. If you have any questions about the website, email them at  [contact- us@myconsignmentmanager.com.](mailto:contact-us@consignmentmanager.com)