Creating Bar-coded Tags

- Go to www.gpresale.com
- Click into the Seller section
- Open link under "I have an assigned seller number"
- Log in using your seller number and password that were emailed to you.
- Click "Work With Consigned Inventory"

- Click "Work with My Consigned Items (Active Inventory)

- Enter your tagging information (category, size, description & price)
- Price must be in $.50 increments

- o We will not be discounting items so please do not check that box.

- After you have entered in as many tags as you would like – Click "I'm Finished for now".

Printing Tags

Internet Explorer is the recommended browser. Unfortunately, tags may print a little "off" from a Mac. The software developer is aware of this issue and recommends that the Internet Explorer browser be used.

- Go back to your seller home screen (as shown in screen print #2 above)
- Click Print All Tags or Print Selected Tags
    - o If selecting tags – you will be able to see which tags you have already printed so that you do not print them again.
    - o Select tags you wish to print and click Print selected tags (be sure to use the correct colored paper for your seller number)
    - o Send to your printer.

Please follow instructions for tagging your items found in the seller packet.

****ALL TAGS MUST BE ENTERED BEFORE 11:00 AM
on the first day of Drop off (Monday).****
You will be able to print tags up until your drop off time, BUT the system
will no longer allow you access to enter new items.