

# Tagging Guidelines

## Tagging Guidelines:

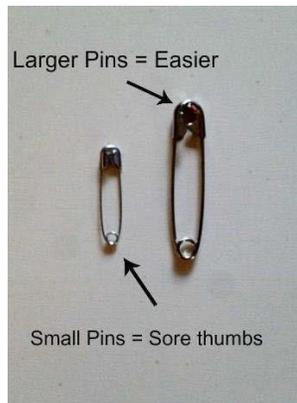
If you are like me, you spend every bit of effort you can to prepare an item for sale so that you can ask maximum. Cleaning, packaging and tagging in a manner that showcases the item at its best can increase its value.

Following the Tagging Guidelines is very important; they are designed to help maximize your sales! Guidelines include how to create a tag, description and tag examples and important notices on how a consignor is NOT to manipulate the printed tag in any way. The Tagging Guidelines are crucial to a smooth experience.

Group items together. They will display better which in turn increases their chance of selling. (Example: shirt and pant sets, shirts that are same style and size, but different colors, etc.) If possible, put grouped items on same hanger. Put first item on hanger and attach the other item to the back with safety pins.

## Items you will need to tag are:

- ❖ Standard size safety pins and/or a tagging gun
- Standard size safety pins are generally 1 1/8" in length. Pins that are smaller are harder to use.



- Tagging gun is not required, but if you are consigning many clothing items, a tagging gun is recommended. If you use a tagging gun, please use cardstock and double barb the items to help ensure tags do not fall off the garment. A fine tip needle is best as it will not damage the clothing.

- **NO STICK PINS!**

- ❖ Masking/Painters/Packaging tape
  - Masking/Painters tape is the only tape allowed to be used on books, puzzles, games, etc., to close them or to secure the price tag. This is the **ONLY** tape that will not tear the paper part of the item. This is the **ONLY** tape that will be accepted.
    - Packaging tape can be used on large toys and other items that you cannot pin your tag to but need to use tape. It can also be used to seal bags and reinforce tags.
- ❖ Ziploc Bags (varied sizes, off brand is fine and cheaper)
  - Having varied sizes on hand will help you find the proper bag for your items.
    - Examples: Large bags can be used for toys that have multiple parts or pieces.
    - Midsize can be used to for shoes. Great for clothing items except for bibs, onesies, socks, small hats, etc.
- ❖ Zip ties (varied sizes) ○ Can be used to zip “shoes” and/or “small pieces of toys to large toys”
- ❖ Printer & ink
  - All tags must be printed in black ink. **No exceptions.**
- ❖ Paper
  - Tags will print 6 to a page. Do not adjust printer settings to change tag size. The 6 tags per page is what is required. Any tags that are manipulated to print smaller will not be accepted. Tags should be 8 ¾” x 5 ¾”. Any smaller, barcodes may not scan.
- ❖ Wire hangers
  - Wire hangers are required. Plastic hangers are not accepted as they take up too much space on our racks and make it hard to secure your items by pinning.



○ Hangers will not be returned.

- We sell wire hangers in our tagging kits
  - 100 hangers \$20
  - 100 hangers/250 Safety Pins \$25

## **Enter Inventory & Generate Tags:**

Using your Consignor Registration Number & Password, log in to enter your inventory in the easy to use software system.

- ❖ They system is very user friendly. We use a fill-in-the-blank and drop down box format. It will walk you through the tag creation process. There are numerous categories and size choices to pick from. **Please be as accurate as possible when picking a category. We use this information to create reports and to design sales floor plan.**
- ❖ Every item needs a tag (multiple pieces (outfits) are considered 1 item). This is what is used to identify the item as yours, allows the shopper to purchase the item and for you to be paid.
- ❖ Be clear and concise in your tag description. In the event a tag becomes separated from the item, our sales team has a better chance of reattaching the tag to the item.
  - Item descriptions: When typing the description please place the BRAND NAME on Line 1 (i.e. Gymboree) and the ITEM DESCRIPTION on Line 2 (i.e. yellow floral print dress). Note: Please do not simply put “shorts” or “blue shorts” those descriptions are too vague and should your tag come lose will hinder our ability to match your item back up with your tag. AMT Kids will not assume liability for any lost item that has become separated from its tag.
    - If you pd \$50 for a large toy and it was barely used, tell the buyer! Use key words in your description like “new”, “used once”, etc. Key words will tempt the buyers to grab an item as soon as they see it.
    - Choose your category and sizes carefully to ensure accuracy when item is displayed in store.
    - Please do not use S, M, L, or XL except on Maternity
- ❖ DISCOUNT: During the inventory entering process you can choose to discount any item(s) you choose. When you click the DISCOUNT box for that item the tag is coded (and the word “reduce” is printed on the tag) to 50% off for the LAST DAY ONLY of the sale. If you are going to donate any item, we recommend that you discount it also.
- ❖ DONATE: During the inventory entering process you can choose to donate any item(s) you choose. When you click the DONATE box for the item, the tag is coded to DONATE (and the black dot to designate donate to charity on your behalf is printed on the tag) at the end of the sale. You will be able to print a donation report from our sale website for tax purposes.
- ❖ BEFORE YOU PRINT TAGS: Review all of your tags for proper information, discounts and/or donate delineation and pricing.

See example of inventory management system and a completed tag below!

## INVENTORY MANAGEMENT SYSTEM

Fill in the information below and click "Submit Item" to enter a new item.

**You are entering items for consignor #: 1000**

Fill in the information below and click "Submit Item" to enter a new item.

**Category:**

**Size:**

**Description Line 1:**

Description Line 2:

**Price: (ex: 3.00)** \$  **Qty:**

Check To Discount     Check To Donate

[I'm finished for now](#)   

By default, only the last 5 items entered show. Check here to display all items

**Description Line 1: Please enter brand name (i.e. Circo, Gymboree, etc.)**

**Description Line 2: Please enter the item description (i.e. Red/White floral dress)**

|   |  |
|---|--|
| 00 PIN HERE 00  | 00 PIN HERE 00   |
| <p>1000      Another Mother's Treasure      4T Clothing - Girls</p> <p style="text-align: center;"><b>NWT Gymboree Shirt<br/>Little Sister w/Butterfl</b></p> <p style="text-align: right;">Item: 18      <b>\$7.00</b></p> | <p>1000      Another Mother's Treasure      6 Clothing - Girls</p> <p style="text-align: center;"><b>Gymboree Tank<br/>Pink/Green/White Gingham</b></p> <p style="text-align: center;">●      Item: 33      <b>REDUCE \$5.00</b></p> |
|  <p>1000 \$7.00</p>  |  <p>1000 \$5.00</p>  |
| CV  | CV   |

Note the black dot which will indicate that item is to be donated after sale.

The word reduce above the price indicates to buyers that item is ½ price on Saturday.

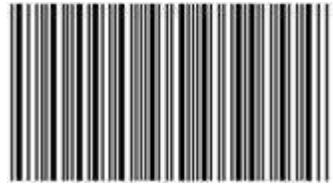
### Print Tags:

- ❖ Paper: Cardstock is best, but can be expensive. It isn't required but recommended. Tags will print 6 tags per page. Do not use dark colored paper or card stock as it makes it difficult to scan barcodes.
- ❖ Printer settings: Do not adjust printer settings to change the tag size as 6 per page is required. Any tags manipulated to print smaller will not be accepted. This causes the scanners not to be able to read the barcode causing delays in check out when lines can be really long. Tags should measure 8 ¾" x 5 ¾". Any smaller and barcodes may not scan.
  - Print tags using the normal settings on your printer. Not high quality.
  -

- Make sure pop up blocker is turned off and that you are using Internet Explorer as your browser.
- ❖ Cut out tags to prepare to “tag” your items.
- ❖ Office supply stores can print your tags for you if you prefer. You can choose to save your file as a Word Document and take it to an office supply store to have it printed. (To save file: go to print tags then copy and paste into Word and save on thumb drive). This is a great and inexpensive option.

## **Barcode Examples – Right and Wrong**

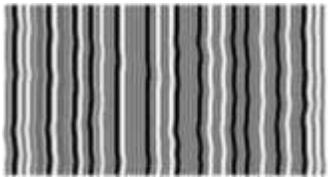
The print quality of your barcode is very important. Please print a page of three or four test tags to see how they look. Use a critical eye when checking the quality of barcodes.



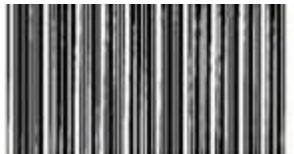
If your barcodes look like this one, you're good to go.

If it looks like one of the barcodes below, realign your current ink cartridge and try again.

Wrong



Wrong



If it looks like the one below or is faded, replace your ink cartridge with a new one and align the replacement cartridge.



**DO NOT MANIPULATE** the inventory tag in any way. This includes but is not limited to:

Writing on tag and alternate description, size and/or price

Donation delineation (adding of sticker/dot/etc. to tag)

Tags manipulated in any way will not be accepted.

## Tagging items:

Tag placement: Safety pin the tag to the clothing on the right front of the item. Pin should pass through the tag twice. This helps prevent the tag from tearing easily and your item losing its tag.



## Hanger Direction & Tagging Example



### TAGGING ITEMS:

- ❖ Clothing can be tagged with either a tagging gun or safety pins. Remember that a lot of children's clothing is very thin and can make holes very easily. Be careful when tagging to prevent holes.
- No STRAIGHT PINS!

- ❖ Small accessories and anything with a hard surface can be tagged using packaging tape. Please DO NOT tape over the bar code. Place tag where it will not fall off easily or where it would damage the item in any way.

### Hanging Clothing:

- ❖ All items (even baby items) should be hung wire hangers with the hook of the hanger facing left (like the number 2).
- ❖ Use large or medium safety pins (small gold pins and straight pins will not be accepted) to secure item to hanger if necessary to prevent item from sliding off of hanger.

- ❖ Pants/Shorts/Skirts/ETC

- Must be hung by the waistband and safety pinned to the hanger.
- Do not fold them over the hanger.



- ❖ Onesies/Pajamas/Small Shorts/ETC

- Must be placed on a hanger.
- Grouping 2-4 onesies together on one hanger by stacking them slightly and using safety pins.
- Onesies and pajamas new in package do not have to be hung on hanger. Just leave in original packaging.

- ❖ Clothing Sets

- If you have more than one item that you want to group together you have two options.
  - Hang one item on the hanger and pin the other item on the back of the first making sure that the item is pinned to the hanger to prevent holes.
  - Hang each item on its own hanger and zip tie the hangers together.
  - Make sure you write the quantity in the item description.



❖ Socks/Hair Accessories/Hats/ETC

- All loose consignment merchandise can be packaged together in Ziploc bags.
- Group socks together by size and put in Ziploc bag to be sold as a set.
- Hair accessories and other small items can also be grouped in the bag for pricing.
- Tag can be taped to the outside of the bag or secured on the inside. Make sure tag isn't able to move freely in bag as it makes it hard to scan if we have to dig it out.
- Tape the top of the bag to prevent the bag from being opened.

**Clothing:**

- ❖ Must be grouped together by gender and size. To ensure that your items stay grouped during transport, we suggest using rubber bands to tie around the hangers of each size.
  - Wide neck shirts that do not stay on the hanger well should be pinned near the shoulder or neck onto the hanger.
  - Do NOT mix different sizes together to make an outfit. (Ex: 4t Top w/3T pant)
  - Ensure all snaps are snapped, all buttons buttoned and all zippers are zipped.

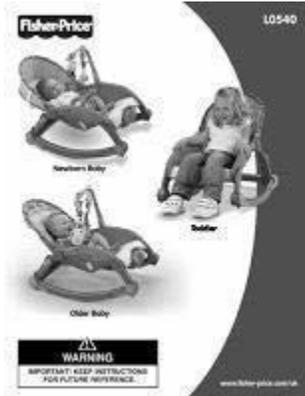
**Toys/Large Items/Etc.:**

- ❖ If a tag cannot be pinned to the item, please tape it using the appropriate tape to the item.
  - Masking/painters tape for any item where you have to tape the tag to anything paper.
  - Packaging tape for plastic toys and any other item that cannot be pinned.
  - Large items that cannot be carried around need to have a large item tag placed on them when you drop them off. These will be available at check in.
- ❖ **Books:** Tags must be placed on the inside back cover only using masking/painters tape making sure not to cover bar code. Any other tape will tear the book when tag is removed.
- ❖ **DVDs/CDs/Boxed Games:** Tags must be taped to the back cover making sure to cover the original barcode. This prevent scanners from picking up the wrong barcode slowing down the checkout process. Do not tape the cover shut as we do inspect all items coming in. We will tape the cover once it is checked.
- ❖ **Puzzles:** Tags must be tagged to the back of the puzzle box only using the masking/painters tape to prevent tearing of the picture of the completed puzzle. Make sure that the puzzle box is also taped shut to prevent it from being opened and pieces lost.
- ❖ **Shoes:** Secure pairs of shoes with plastic zip-ties. String will not be accepted. Smaller shoes can be placed in Ziploc bag.
  - To prevent loss of tag, secure tag by placing a piece of packaging tape along the top of the tag and attach tag using same zip tie used to secure shoes together.



- ❖ **Bedding/Comforters:** Large bedding items must be placed in a CLEAR plastic bag (i.e. Large Ziploc storage bags or bags bedding is purchased in).
  - Sets – If you are selling as a “set” and placing more than one item in the bag, we highly recommend adhering a detailed list of the items onto the inside of the CLEAR plastic bag (where it can be easily seen by shoppers).
  - If you are selling several items as a set (i.e. bedding, lamp, curtains, rugs, wall décor), please make sure that ALL items have a tag and are labeled as part of a set (i.e. Part 1 of 3). Be sure to print the price on the first tag! **NOTE: DO NOT enter an inventory item (aka price tag) for every singular item if you are selling it as a “set”.** Any confusion on how to price/tag “sets” please email us at [amtkids@gmail.com](mailto:amtkids@gmail.com) with your specific questions.
- ❖ **Blankets:** All blankets (baby, crocheted, cotton, etc.) are to be hung on a hanger. Trust us, they sell much faster when they are hung on a rack.
  - Exception: Receiving blankets can be placed in a large Ziploc bag.
- ❖ **Multiple piece items:** All pieces must be attached to the main piece (i.e. Dora House, place accessories in a bag and zip tie the bag to the house. Label the house 1 of 2 and the bag 2 of 2). Be sure to print the price on the first tag! **NOTE: DO NOT enter an inventory item (aka price tag) for every singular item if you are selling it as a “set”.** Any confusion on how to price/tag “sets” please email us at [amtkids@gmail.com](mailto:amtkids@gmail.com) with your specific questions.
- ❖ **Assembly of items:** You will be responsible for assembling any large items (i.e. cribs, pack and play, swings, etc.). Please ensure you bring the proper tools to drop off to save yourself time.
- ❖ **Battery operated:** Any item that requires batteries must be operational. We highly recommend you place NEW batteries (generic dollar store brand are cheap and work great) in every battery operated item.
  - If shopper picks up your item and it does not work (the first time) the shopper will not buy the item; if said item is brought to our attention and it does not appear to operate, it will be pulled from sales floor and placed in rejected room. ○ Battery compartments should be checked on all battery operated toys to ensure there is NO corrosion and all parts are in working order.

- ❖ **Games:** Must include all pieces
- ❖ **Manuals:** If you have the manual, be sure to attach it to the item. This will make it more appealing to a buyer. If you cannot find the manual, you can go to [www.manualsonline.com](http://www.manualsonline.com). It is easy to use. Just type in the item you are searching for, select it and print it.



You can use it for everything from LeapFrog Toys to Easy Bake Ovens, Baby Slings to Strollers, Power-Wheels to Rocking Horses. Just think: wouldn't a first time mom be more likely to buy the baby sling that comes with instruction than the one she can't even figure out how to put on?

- ❖ **Baby Gear:** All equipment must be clean, in good repair, not recalled and have no missing parts.

If you have any questions about any item not discussed here, please feel free to contact us at [amtkids@gmail.com](mailto:amtkids@gmail.com)