



## Consignor Login Section Instructions

Go to the NEW consignor section by clicking on the "Consignor Login" link at the top of any [www.LittleFeetRepeats](http://www.LittleFeetRepeats) page.

### **If you have NEVER consigned with Little Feet Repeats, you must FIRST REGISTER as a NEW CONSIGNOR:**

1. Go to <http://www.littlefeetrepeats.com>
2. Under the "Quick Links" on the left hand side, click on "NEW Consignor Registration"
3. Fill in the contact information (make sure it is correct, as this is where your consignor check will be sent).
4. If you were referred to LFR by a consignor and are wanting them to get credit for the referral, under the "How Did You Hear About Us?" section, you MUST choose "Other (enter below)" and then put either that consignors name and/or consignor number in the text box below. If you do not do it exactly this way, they will not get credit for the referral, and unfortunately this is not something that can be changed after the fact.
5. Click "Submit"
6. Please read and agree to the "Seller Agreement" by typing "yes" in the text box at the bottom of the agreement. Without agreeing to this agreement, you will be unable to be a LFR Consignor.
7. You will now be on a screen that lists your consignor number. Please make a note of this number. You will receive an email within a few minutes stating this number as well, but just in case it gets lost, you want to make sure you have it on hand.
8. Click "Continue"
9. You are now taken to the "Consignor Login" screen. You may now login here using your new consignor number and the password that you have chosen.
10. You are now on the Consignor Home Page. This is your main page for all of your consigning activities, including choosing drop-off appointments, registering for volunteer shifts, listing the items you want to consign and printing the tags for your consigned items
11. To select a drop-off appointment to drop-off your consigned items at the event, please click on "Select a Drop-off Appointment"
12. To choose volunteer shifts, please click on "Volunteer to Work"
13. If it turns out that you are not going to be able to consign during the upcoming event, you may un-register for it by selecting, "Un-register for our Upcoming Sale"
14. During the sale, every evening, we will upload the sales data to the website and you will be able to see your estimated total where it says, "Your estimated earnings from our current sale are:" Please remember this is just an estimate and may be changed after the event, as we go through and manually check the sale. Also remember that this estimate is based off of a 60% consignor percentage. If you are earning a higher percentage due to volunteering or referring other consignors, this page will NOT reflect this higher percentage.
15. For instructions on listing your consigned items and printing tags, please skip to the section entitled "Now we'll work on your inventory for the upcoming sale!"

**If you ALREADY HAVE A CONSIGNOR NUMBER and have NOT registered for the upcoming sale, you must do this first:**

16. Go to <http://www.littlefeetrepeats.com>
17. Under the "Quick Links" on the left hand side, click on "PREVIOUS Consignor Registration"
18. In the pop-up window, type in your consignor number (4 digit number emailed to you when you first signed up) and your password.
19. Click Login
20. Then click on "Register/Unregister As a Returning Consignor"
21. Next, check the box next to "Register me for the upcoming sale" and click Submit.
22. You should then receive a page that says, "You have successfully been registered for the upcoming sale"
23. If you then click "Continue" you will be taken to the main Consignor Menu.
24. You can also un-register for the upcoming sale by clicking the "Register/Unregister As a Returning Consignor" link here.
25. If you click on "Edit my Information" you can update your Name, Address, Phone Number, Email Address, or Password from this location.
26. You may also sign up for an appointment to drop off your items from this window by clicking "Signup for a Drop Off Appointment"
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**Now we'll work on your inventory for the upcoming sale!**

1. Click "Consignor Login" at the top of any Little Feet Repeats page
2. Enter your consignor number and password in the appropriate fields, and click "Login"
3. Now click on "Work with my Consigned Items" and you will be able to add new items to your inventory, or edit and/or delete items already in your inventory.
4. Please choose a category and size (if appropriate) by clicking the drop-down box.
5. Then enter a description (up to 2 lines, limited characters on each line)
6. Next enter a price – Use whole dollar amounts or \$.50 increments only. In other words, use \$4.00 or \$4.50, but DO NOT use \$4.99 – it will not be accepted at the sale. Do not type any dollar signs or commas in this box – only the dollar amount itself.
7. If you want to have your items discounted 50% off on the 50% off day, please make sure you check the "Check to Discount" box. This is HIGHLY recommended as many people come to shop on this day & you might miss out on quite a bit of sales if you decide not to discount your items.
8. If this item does not sell by the end of the event, and you plan on donating it to the charity Little Feet Repeats is working with, please check the "Check to Donate" box.
9. Finally, click "Submit Item"
10. The page should then automatically refresh and your item should be added to your inventory listed below.
11. If you want to edit your items, click the "Edit" link on the right side of the column, make your changes, and click "Update"
12. To delete an item, click the "Delete" button – THERE IS NO WARNING MESSAGE WHEN DELETING, so PLEASE be careful with this link! As soon as it is pressed, it will be immediately deleted.
13. If you are a previous consignor and plan on bringing items that you have listed previously, you must make them "active" so that we know to expect them at the upcoming sale. You may do this by going to the "Work with Inactive Items" link from the Consigned Items main page.
14. Click all items that you wish to make active for the upcoming sale and click the "Make Selected Inventory ACTIVE for Upcoming Sale" button. OR, if you plan on bringing everything back, you can select the "Make ALL Items Active" button. Just beware that once you click this button, all items will automatically be made active.

15. When done with your inventory work, click "I'm finished for now" to be taken back to the Consignor Item Entry menu

### **Now lets print out tags for our items!**

1. Now that you have your items entered and have looked over the list to make sure they are correct, you can print out your tags.
2. You must have Adobe Acrobat Reader for this process. If you do not, please download it for free from <http://www.adobe.com/products/acrobat/readstep2.html>
3. You can print ALL of your tags in your inventory by clicking, "Print all Tags" – they will be opened up in a new window.
4. You can select which inventory items you want to print by selection, "Print Selected Tags."
5. Check the boxes on the left of the tags that you would like to print then select, "Print Selected Tags." – they will be opened up in a new window.
6. Print out all the labels on CARDSTOCK paper, in GOOD QUALITY!! The barcode must be able to be scanned appropriately at the sale so that they get credited to you correctly.
7. Now you may cut out the tags and pin them onto your clothing items with large safety pins or by using a tagging gun. You may tape the tags on hard items (ie toys, furniture, etc) with packing tape.

### **Print an inventory sheet!**

1. Click on "View/Print an Inventory Report" and bring this list with you when you drop off your items.
2. You may sort the report by Item ID, Category, Discount, or Donate.

### **View your sold items during the event!**

1. By clicking on the "View Your Sold Items" link you can view items that have sold during the most recent Little Feet Repeats Consignment Event.
2. This data *should* be updated every evening, though if there are computer errors, there might be a delay with the uploading of this data.

This is the extent of the instructions. Please don't wait until the last minute to inventory your items – you never know what can happen in the computer world and we would hate to have a glitch happen at the last minute and you not be able to consign your items because of this.

If you have ANY questions, PLEASE feel free to call us at (661) 368-5437 or email Carla at [carla@littlefeetrepeats.com](mailto:carla@littlefeetrepeats.com) if you have any questions what so ever!

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