

Instructions for Using:  
*MyLFR Little List*  
~\*~*For organizing in the off-season*~\*~

The *MyLFR Little List* was created to go with a system that was brought to my attention by my friend Erin, a long time consignor of Little Feet Repeats. It's a wonderful, simple and time saving system, so I hope you're able to make it work for you as well.

Using Erin's system, we have created the *My LFR Little List* (ie *Little List*) which is designed with the consignor and the online inventory system in mind. This is an offline list where you can easily jot down your items, as you come across them, instead of waiting until after the online inventory system is opened up.

**While Online Inventory System is Closed:**

- 1) Find a place where you will store all of your clothing items, **by season, on hangers**. This can be in a spare closet, in a plastic tub stacked in your garage, in a cardboard box under your bed...wherever works best with your family and home.
- 2) Get a clipboard, print out the *Little List* form, and attach it on the clipboard.
- 3) As you come across something that is too small for your child, wash it and dry it one last time, put it on a hanger (assuming it's a regular clothing item that would be placed on hangers), and begin listing it on the *Little List*.
- 4) Have different season items (ie Fall/Winter vs Spring/Summer) on separate lists and separate storage areas, and list at the bottom of the *Little List* which season this page has on it.
- 5) Now, for each item, list the category (ie Girls Clothing, Boys Clothing, Halloween Costumes, etc), Size, Description and Price in the columns accordingly.
- 6) If you plan on discounting this item 50% off if it remains unsold by 50% off day, check the "Discount" box.
- 7) If, at the end of the event, this item remains unsold and would like to donate it to one of the many local charities that Little Feet Repeats works with, check the "Donate" box.
- 8) For now, you will be leaving the checkbox in the left-hand column blank.
- 9) When you are done writing this item on the *Little List* place the item where you are storing your clothing items, **in the same order that you have entered it on the list**. You may now put it out of your mind until the online registration is opened.
- 10) At the bottom of the *Little List*, make sure you list the page # of this sheet so that you can keep the sheets of paper in order. (each *Little List* has 20 line items on it, for those of you that like to keep track of the number of items you plan on consigning).

**When Online Inventory System is Open:**

- 1) Now that the online registration has opened, you can pull out your *Little List* and begin easily entering your items online. You simply go down the list and enter each item, line by line. When you've entered one item, check the checkbox on the left-hand column to show that it is now completed. It goes really quick!
- 2) Now you may begin tagging, but it's EASY, thanks to the *Little List*. Because you kept all of your stored items in order, and you entered your items down the list in order, if you pay attention when cutting out your tags, they will be in order as well and you can easily just go through your pile/closet/tub etc and tag each of the items.
- 3) My last suggestion, once everything is tagged, is to place your items in size/gender order to make your drop-offs go as smooth and quick as possible ☺

Remember, Little Feet Repeats doesn't want to make more work for you than necessary. We have every guideline and suggestion in place for a very specific reason, so we hope the *My LFR Little List* helps you make your consigning easier and more fun!!

Happy Consigning!!!