

LFMOMC Semi-Annual Consignment Sale GUIDELINES

Ashburn Elementary School
44062 Fincastle Drive, Ashburn, VA 20147

Updated 01.31.2020

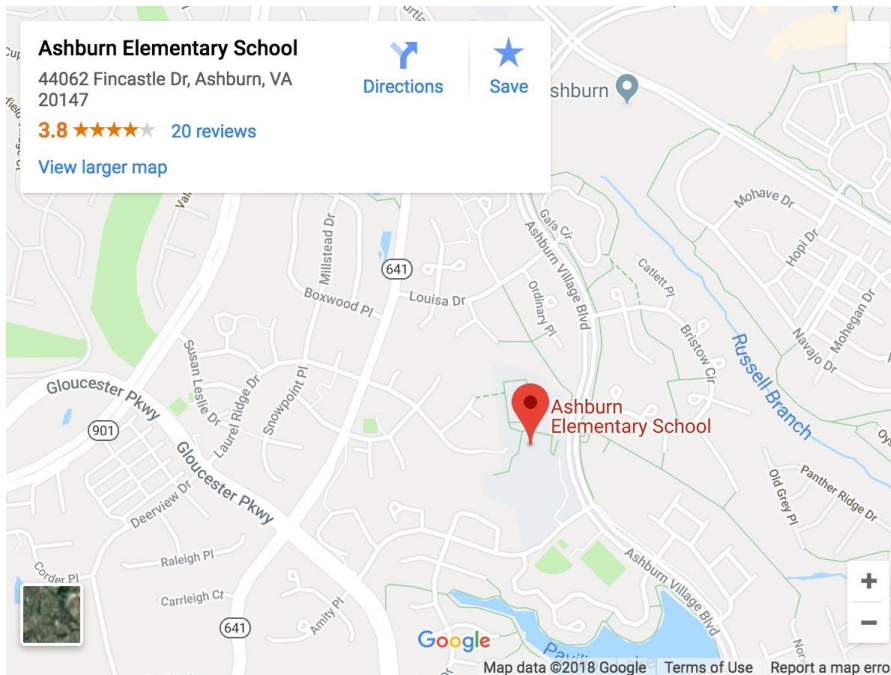
www.lfmomc.com | consignment@lfmomc.com



The Loudoun/Fairfax Mothers of Multiples Club (LFMOMC) semi-annual baby and kid consignment sales are our club's biggest fundraisers. Proceeds from these sales support many of our programs, socials, and charitable activities. All LFMOMC members are encouraged to participate and support this event, and we welcome non-members to consign their items as well. Hope to see you all there!

Directions to Ashburn Elementary School

From Rt. 7, take the Ashburn Village Blvd exit (turn right if coming from Leesburg, left if coming from Sterling). Travel 1.3 miles and the school is on the right. Turn right onto Fincastle to access the parking lot.



Proceeds from the sale are shared with the club. There is also a \$10 processing fee for every separate seller ID.

80% to LFMOMC Club members who volunteer *
70% to non-members that volunteer
60% to LFMOMC Club members who do not volunteer
50% to all others

** Late LFMOMC membership renewals, after June 30, will receive 70% if the member volunteers and 60% if the member does not volunteer. Late membership renewals will not be entitled to the 80%.*

GENERAL INFORMATION

- This sale is for children's toys, high chairs, feeding gear, cribs, furniture, room décor, strollers, baby equipment, books, CDs, DVDs, non-expired car seats, travel items, books, games, clothing, costumes, maternity clothes, shoes, sports equipment, water toys, and swimsuits in good, clean condition. NO STUFFED ANIMALS. We will accept clothes in all seasons, but seasonal clothes are more likely to sell.
- We also have a Mommy Mart for items that moms would like to buy (home/holiday decor, kitchen items, purses, gift items, etc.). We will accept women's clothing items in new or like new condition (a reasonable amount per seller).
- Friends of members, members of other twin clubs, and the general public are all welcome to sell items at the sale, but EVERYONE must follow the registration instructions and sale guidelines.
- Proceeds from the sale are shared with the club. Club member sellers who volunteer receive 80% and LFMOMC receives 20%. Outside sellers who volunteer receive 70% and LFMOMC receives 30%. Club member sellers who do not volunteer receive 60% and LFMOMC receives 40%. All other sellers who choose not to volunteer receive 50%. **There is also a \$10 processing fee for every separate seller ID.**
- Any seller that refers a new seller to our sale will receive \$5 off the \$10 processing fee (per referral, up to two referrals). The first time seller will also receive \$5 off their processing fee.
- Volunteering – Every seller needs to sign up for one shift and one bake sale item as a donation to receive the full volunteer percentage on their sales. See the [Volunteer Shifts](#) section below for detailed information on volunteering.
- **ALL SELLERS are responsible for returning to the sale by 12:00 PM to assist in sorting** unsold merchandise and collect their own. You may take it home or donate it in the designated area. Please help until ALL merchandise is sorted. THEN you can remove your unsold merchandise from the sale floor.
 - PLEASE NOTE: If you do not return to assist with sorting at 12:00 PM and then collect your unsold items OR make arrangements ahead of time to donate, a 10% penalty of your total sales will be charged, and your unsold merchandise will be donated.
- Donations – Items that are unsold may be donated after the sale is over. The organization that will be taking donated items after the sale is TBD. Our donation organization(s) may not take all types of items. We will disseminate a list of items that can be donated prior to the sale.
- We will be selling Early Shopping Passes for entry into the sale at 8:00 AM. Pregnant MoMs may bring one person with them to shop, but you must stay together at all times. Otherwise, each person you bring who wants to shop early, whether friend or family member, must buy a pass. We will also be selling them to the general public for **\$10 in advance** via PayPal on our [website](#) and \$15 at the door.
- We will also be allowing members of other clubs to shop at 8:30 AM. They must bring a copy of their newsletter or show their club Facebook (or other online) group to show proof of membership.

REGISTRATION

<https://myconsignmentmanager.com/lfmomc/>

1. New Sellers / Volunteers

- a. Click “Create user Account” at the above link. (Once your account is created, you will use the Returning Sellers/Login option to access your account for tagging and printing.)
- b. Enter your information as requested. Skip to Step 3 to create your seller number.

2. Returning Sellers / Volunteers

- a. Click “Register Here” at the above link.
- b. Login with your User ID and Password.

3. Seller Number (Volunteers only: skip to Step 4)

- a. NEW sellers, please use the following 6 digit format for creating your seller number.
 - i. 1st to 4th digit – **First 4 letters of your LAST NAME**
 - ii. 5th digit – **First letter of your FIRST NAME**
 - iii. 6th digit – Member status; use **1 for LFMOMC Member** or **2 for Non-Member**Example 1: Sue Smith member (SMITS1).
Example 2: Jane Jones non-member (JONEJ2).
- b. Returning Sellers, please keep your current seller number so you don’t have to reprint tags between sales. For example, some sellers belong to FCMOM or NVPOM and also use MyCM for their sales. These sellers will be exempt from using the LFMOMC seller number format.

4. How did you hear about us?

- a. Please make a selection in the appropriate drop down box for Seller or Volunteer only.
- b. Click “Register me” or “Register me as a Volunteer Only” to complete your registration.
- c. Please update your information as prompted.

5. Volunteer Shift Selection

- a. Click on “Volunteer” to select your shift AND bake sale item.

6. Enter Items

- a. Sort items into groups like clothing, toys, equipment, etc. For clothing, sort again by gender and then by size. When sorting is completed, enter your items into the system. By sorting prior to entering, you will save a lot of time because you will only have to reenter the price and description for similar items.
- b. Select the link to “Enter Items”. Select Price, Category, and size. Enter Description/Brand Name and Description. Be descriptive when writing about the items on your tags to include any defects. That way if the tag somehow gets separated from its item, there is a chance the two can be reunited in order to sell your item.

7. Manage Your Inventory

- a. Select the link to “Manage Inventory”. On this screen you can print inventory reports, edit individual or groups of items, and see a Projected Settlement Report based on the items entered into the system.

REGISTRATION (continued)

8. Print Tags

- a. Select the “Print Tags” tab.
- b. Select the “Status” drop down arrow and select “Not Generated” – to show the tags that have not yet been printed. Click “Refresh” to update the display. (You can change the number of entries shown to print more at a time.)
- c. Select the check box(es) for the tags to generate (up to eight tags will appear on each page).
- d. Click the “Generate Tag(s)” button. The system will generate a multi-page PDF file. Print this to cut and start tagging.

9. Transfer Items from a previous LFMOMC sale (Returning Sellers)

- a. Choose “Item Transfers” under the “Manage Inventory” tab.
 - i. Select the sale “Transferring From” (active or closed)
 - ii. Select the current LFMOMC sale (active) you are Transferring To
 - iii. Sort, refresh, and select the items to transfer (only the items you check will transfer)
 - iv. Then click “Transfer Item(s) Now” button (repeat for more items not selected)

10. Transfer items from a different MyCM sale

- a. Go to the main MyCM website at www.myconsignmentmanager.com, click “Sellers Login” button at the top right of the page to enter your username and password and login.
- b. Select the “Manage Inventory” link at the top of the page.
- c. Select your sale:
 - i. Click the “Choose a consignment to work on:” drop down arrow, and select the sale with items to transfer
 - ii. Click the “Transfer Items” tab
 - iii. Click the “Select a Target Consignment:” drop down arrow, and select the current LFCMOM sale
- d. Select the items to transfer.
 - i. Select the “Status” drop down arrow and select the “Not Sold” – to show only your unsold items (click “Refresh” to update the display, you can also change the number of entries shown to transfer more at a time)
 - ii. Select the check box next to each item to be transferred to the new sale
 - iii. Click the “Transfer Item(s) Now” button (you may have to do this multiple times if you have more than 100 items to transfer)

Email consignment@lfmomc.com with questions!

Registration ENDS on the Tuesday before the sale at midnight!

TIMELINE

- My Consignment Manager (MyCM) opens for registration and tagging!
- Volunteer Shifts are open on MyCM; you must sign up for a shift AND to bring an item for our bake sale.
- Tuesday before the sale at 11:59 PM – Registration on MyCM ends. (You still have time for tagging.) To volunteer and to sell, you **MUST** be registered by this date, with your volunteer options selected.
- Friday before the sale at 9:00 AM – **ALL ITEMS MUST BE ENTERED IN THE SYSTEM.** You can still print after this time, but we have to close the items for sale, in order to update the register laptops.
- **Friday before the sale – SET UP DAY!**
 - 5:00 to 8:30 PM – **SHIFT #1** volunteers.
 - 7:15 to 8:15 PM – All sellers bring your items to the school AND assist with placement. **BEFORE** placing your merchandise, you **MUST** check in with two items to scan and have completed the disclaimer form (online form will be sent the week before the sale). Scanning items ensures your tags scan and are found on the register laptops.
 - All sellers and club members are encouraged to help one another carry merchandise in the door and put it in the appropriate places.
 - For faster placement, please group your items by size and gender.
 - 8:30 PM – Sale floor closes for quality control check (Consignment Sale Committee Members).
 - 9:00 PM – Early shopping for Consignment Sale Committee Members and Board Members.
- **Saturday – SALE DAY!**
 - 7:00 AM – Doors open, start lining up.
 - 7:15 AM – All sellers and club members **WHO VOLUNTEER** shop. Please check in to get a name badge/sticker before entering!
 - 8:00 AM – Non-volunteering club members (including prospective members), non-selling/non-member volunteers, and those with an Early Shopping Pass shop.
 - 8:30 AM – Other twin club members with proof of membership and non-member/non-volunteering sellers shop. Teachers, military, and first responders shop.
 - 8:45 AM to 1:00 PM – **SHIFT #2** volunteers.
 - 9:00 AM to 12:00 PM – Sale opens to the public.
 - 11:30 AM to 2:30 PM – **SHIFT #3** volunteers. (This shift ends at the storage unit, details below.)
 - 12:00 PM – **ALL SELLERS** return to sale to help sort all unsold merchandise by seller ID.
 - 1:00 PM – Sellers may donate or take home their unsold items. Sellers must place donated items in the designated location.
 - 2:00 PM – Out of school, truck loaded, unloaded at storage unit.
 - 2:30 PM – After unloading, return the truck, and celebrate another successful sale!
- Checks will be mailed within 2 weeks from the sale date. Please make sure your address is accurate in MyCM AND on the disclaimer form as we use that address to mail your check.

VOLUNTEER SHIFTS

- **There is something for everyone to do!** All members who sell must sign up to work a shift in order to divide the workload and ensure the success of the sale. Members who work extra shifts get extra smiles and thanks all day long! Those who want to only shop early (at 7:15 AM with the other sellers) just need to work a regular shift – but you must register on MyCM as a volunteer.
- Shifts are filled on a first come/first serve basis, so please do not wait. Please sign up for BOTH a volunteer shift and a bake sale item to bring. We will assign tasks at your shift check in and change as needed. If you have a request for a shift assignment please let us know when you sign up for your shift. We try to honor requests but cannot guarantee them. Depending upon traffic, you may be asked to do something other than what you requested. This helps the sale run smoothly and enhances the shoppers' and sellers' experiences. Thanks for your cooperation!
- We also welcome husbands, grandparents, other adult family members, and friends to sign up for a shift – they will just need to register on MyCM also! If you are on bedrest or facing circumstances prohibiting you from volunteering yourself, you can have someone volunteer and shop early in your place. Please contact us to coordinate.
- We are asking all volunteers wear the lime green LFMOMC club shirts during the sale so that volunteers are easy to recognize. Non-members or those without club shirts should wear a **lime green** shirt or as close to lime green as you have.
- Please **check in** for your shift when you arrive AND **check out** when your shift is over. Shift assignments generate a name tag that is required for early shopping from 7:15-8:45 AM. This applies to members, friends, husbands, etc. **You must have a shift assignment registered in MyCM to shop early on Saturday, even if you are only volunteering!** You will pick up your name tag at check-in.

Main Shift Descriptions

- **Shift 1 (Friday, 5:00 – 8:30 PM):** Volunteers meet at storage unit (in Ashburn, 4 miles from the school) to load racks and other supplies onto truck. Then volunteers unload at the school, assist with rack set up, set up sale areas with signs, help sellers unload and place merchandise, and help with the quality control check.
- **Shift 2 (Saturday, 8:45 AM – 1:00 PM):** Volunteers staff checkout tables, assist customers at the sale, help customers carry large items to cars, assist with clean up, sort merchandise after the sale closes, help breakdown racks, and clean up the sale floor after pickup.
- **Shift 3 (Saturday, 11:30 AM – 2:30 PM):** Volunteers sort merchandise, breakdown racks, and load racks on the truck. After following the truck to the storage unit, volunteers will help unload the truck. This volunteer shift ends at the storage unit.
- **Special assignments** are available to pregnant/nursing/new moms or members who have special circumstances. Please contact us at consignment@lfmomc.com to arrange an alternate task.

MERCHANDISE SET UP

- Racks are transported on Friday night and set up before sellers arrive. Please assist with rack set up before you unload your merchandise if setup is not complete when you arrive.
- Sellers must price and tag their merchandise, bring it to the school on Friday night, and put it in the appropriate places (on racks, on tables, in bins) in the sale rooms starting at 7:15 PM (we will close the door at 8:30 PM). We must leave the school by a certain time, so please honor this time frame and come closer to 7:15 PM if you have a large number of items. If you have circumstances that make this impossible, please email consignment@lfmomc.com, and we will try to work something out.
- All sellers and LFMOMC members are encouraged to help one another unload merchandise and put it in the appropriate places. Consider bringing a cart or hand truck to help unload if you have one.
- Due to the congestion during this time, we are asking that everyone have their items grouped and separated when they bring them. **Presort clothing by size and gender for faster and proper placement on the racks.** Please move your car(s) to parking spaces after you unload your items. This will allow the unloading areas closer to the school to be available to other sellers.
- Once you have brought your items inside and put them away, please help others. The gym and cafeteria tend to become over-crowded with people hanging out and talking. This makes it difficult for others to bring items inside.
- The school doors will be opened at 7:00 AM on Saturday for those volunteering. Shopping will begin at 7:15 AM for those sellers volunteering.

YOUR MERCHANDISE

- Toys and equipment must be CLEAN and of good quality. Please be certain to scrub your toys and equipment, especially the tires on strollers and bicycles. Please **NO STUFFED ANIMALS**.
- **Make sure that the toys, equipment, etc. works.** Test your battery-operated toys before pricing. Sell the item with the batteries so that our customers are assured the item works.
- **If something is missing, stained, or ripped, please indicate this information in the tag description. Think of how you would feel if you received this item and didn't notice the defect while shopping.**
- All clothes must be on hangers, except socks, shoes, hats, and tights. Safety pin two-piece garments together to avoid separation. *Note any stains or holes in the tag description.*
- Use zip lock bags for items with small or multiple parts and pieces. *Note anything that may be missing.*
- Use clear packing tape to seal the tops of bags so they cannot be opened, but do not put your tag inside the bag!
- Wrap puzzles tightly in plastic wrap several times to keep pieces in order.
- Tie shoes together securely with the laces, a zip tie, or ribbon. Try to avoid placing shoes in bags, so shoppers can see the whole shoe.

Note: All items that have stains, rips, or holes (or otherwise deemed not in good sellable condition) will be removed from the selling floor during the quality control check on Friday evening. They will be returned to your pile at the end of the sale. It is in your best interest to ensure all of your items are in great condition.

TAGGING AND PRICING

- **White cardstock of 60+ lb. weight is required to print price tags from MyCM.** Please DO NOT use regular paper. Items with regular paper tags may be destroyed or lost easily. If an item comes to checkout without a tag, we are unable to sell it. If a lighter weight or colored paper is used there is a good chance our scanners will not be able to read the barcode, which slows down our check out procedures considerably. We may not allow your items if your tags do not scan.
- Attach tags to garments with a safety pin. **DO NOT USE STRAIGHT PINS OR STAPLES.** You can also buy a [tagging gun](#) – you can find them for \$10-15 on [Amazon.com](#). **Please only use a TAGGING GUN through a SEAM or tag to avoid making holes in fabric.** It's harder to sell damaged clothing.
- Attach your tags to toys and large equipment with masking tape or packing tape, but **please don't cover the barcode, or it may not scan.** Too much tape slows down our checkout lines.
- All items must have a price. Minimum price per item is \$0.50. Prices increase in \$0.50 increments.

Suggested Pricing

Only you know the worth of your merchandise and how much it has been worn, played with, used, and loved! **Generally you should price used items at about 25% of the original retail price.** Price your items low if you want them to sell. Always think about how much you would pay for that item. Newborn to 12M clothes and maternity items are harder to sell, so price accordingly. **Overpriced items may be placed on a separate rack.**

1. Tops

- a. Short-sleeved - \$1.00-\$3.00
- b. Long-sleeved - \$2.00-\$5.00
- c. Sweaters - \$2.50-\$5.00

2. Bottoms

- a. Shorts/skirts - \$1.00-\$4.50
- b. Leggings - \$1.00-\$2.50
- c. Pants/jeans - \$2.00-\$5.00

3. Dresses

- a. Casual - \$3.00-\$5.00
- b. Fancy & Holiday - \$5.00 and up

4. Outerwear

- a. Light/Rain Jacket - \$3.00-\$8.00
- b. Heavy/Winter Coat - \$5.00-\$20.00

5. Pajama Sets - \$1.50-\$5.00

6. Outfits

- a. Romper - \$2.00-\$4.00
- b. Onesies - \$0.50-\$2.50
- c. 2 piece sets - \$2.00-\$6.00

7. Shoes

- a. Sneakers/Rain boots - \$3.00-\$7.50
- b. Sandals/Dressy - \$2.00-\$5.00
- c. Winter Boots - \$5.00-\$15.00

8. Maternity

- a. Dress - \$5.00-\$8.00
- b. Tops, Shorts - \$3.00-\$5.00
- c. Pants - \$4.00-\$6.00

9. Books - \$ 0.50-\$3.00

10. DVDs & Video Games - \$1.00-\$3.00

11. Toys and Equipment - 60-75% off retail (¼-½ of original price)

- a. Single Stroller - \$25-\$35
- b. Jogging or Double Stroller - \$40-\$100
- c. Pack 'N' Plays - \$25-\$80
- d. Swings/Exersaucers - \$15-\$30
- e. Bouncers/Playmats/Seats - \$5-\$15
- f. Baby Carriers - \$15-\$70
- g. Car Seats - \$25-\$70