

# Welcome to Divine Consign! Let's get started!

Don't forget to select a check-in time to drop off your items at the sale.

**Do this right away.** Click Login on the Sell page, select your sale, and Login under Returning Sellers. Once logged in, **select Check-in** to choose a drop off time. Slots will fill up very quickly!

## Merchandise Prep

1. Gather clothing, shoes, handbags, jewelry, hats, scarves and other accessories for the sale.
2. Make sure your pile of clothes are clean, not faded, free of rips, tears and stains. Our shoppers will be looking for current, quality, seasonal brand-name items.
3. Hang all clothing on appropriate hangers. **NO WIRE HANGERS!** All bottoms must be secured on bottom clip pant hangers, not folded over the bottom of the hanger or safety pinning to the hanger.
4. All hangers must point to the left and be hung like a question mark (?). Please be sure all of your hanging items face the same way!
5. Button all buttons, zip up all zippers this will make your clothes look their best. Bring the life out in your clothes and make them stand out.
6. If you're hanging a set make sure you secure them together so they don't get separated.
7. Shoes do NOT need to come in boxes. Shoes will not be displayed in boxes or returned after the sale.

## Pricing and Tagging

Enter your tags (*All items must be entered by Sunday prior to drop off by 7:00 pm – no exceptions*)

- 1) Click Login on the Sell page, select your sale, and Login under Returning Sellers. Select the Enter Items tab.
- 2) Start with first piece of clothing:
  - a. Select a price (*this is the only required field*)
  - b. Check discount, if you would like your items 50% off during select days
  - c. Check donate, if you would like your unsold items to be donated after the sale.
  - d. Choose or type a size. If your item does not have a size, simply tab over size.
  - e. Type a brief but SPECIFIC description. No symbols or capital letters and 37 characters or less per line.  
**Example:** *jcrew black striped sweater or free people long red dress*. This is important in the event your tag gets separated from your clothing item. Items without tags will not be sold.
  - f. Tab over category unless you have a Juniors or Maternity item
  - g. Click add item (Enter Items screen will restart with a clean screen every time you log out. Your items are not deleted - they can be found in Manage Inventory).

## Tips

- If you have multiple items that are the same, you can use the "Power Tagger" and select the number of tags you need before clicking "Add Item."
- If you need to edit multiple items, go to Manage Inventory at the top of the screen. This will allow you to see ALL of your entered inventory. On this screen you can also change your donate or ½ Off options, edit or delete items.

## Print your tags

Have your 65# or heavier cardstock ready (white or light colored only). Must use normal or draft print settings when printing (best quality is often too dark and causes the barcode to bleed).

Select Login on the Sell page, select your sale, and Login under Returning Sellers. Click the **Print Tags Tab**.

Select all entries to be shown on ONE page, check all items (by clicking on the check all box), then click the **Generate Tags** button. Follow the prompts and print your tags (8 tags per sheet).

*\*\*If you do not have a printer or way to print your tags, please see our **No Printer Help PDF** for options.*

## Attach Tags

Attach tags with a safety pin or tagging gun to a label or inside seam to avoid damaging your garments. When attaching tags to pants affix tags to front left at the waist.

Attach tags directly to all jewelry pieces. Do NOT place jewelry in bags with a loose tag. Use a safety pin, jewelry fasteners (sold by divine consign) or ribbon and a hole punched tag to attach tags to jewelry. Earrings can go right through the tag as an earring card for easy display.

Attach tags to shoes. The most secure options: use packing tape and attach to inside sole or bottom of shoes (not taping over barcode) or use safety pins, jewelry fasteners (sold by divine consign) or ribbon and a hole punched tag to secure to strap or zipper. Do NOT attach to shoe boxes as they will NOT stay with shoes.

## Do you need hangers, tagging supplies or consignor advice?

Divine Consign holds 3-4 Open Houses prior to each sale with the opportunity to purchase tagging supplies, hangers and meet with Jessi and Jessica to answer questions regarding consigning or our new bar coding system. Open Houses are NOT mandatory, but can be helpful for new consignors. **Visit the consignor schedule specific to your sale location on the SELL page for a list of Open House dates and locations.**

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*Visit the sell page and click on your specific sale location for a detailed consignor schedule of open houses, pre sales, pick up times and directions to the sale. Feel free to contact us at with any additional ?'s.*