

## Steps to being a Wee-cycle Mart Consignor...

1. REGISTER online at [www.wee-cyclemart.com](http://www.wee-cyclemart.com) to receive your CONSIGNOR NUMBER.

If you have not consigned with us before, you will follow a 3-part process.

- Set up a user account
- Activate your account
- Register for a sale.

This process is very simple and will help you to create your tags quickly and easily on your very own computer and printer!! Our consignors LOVE this system. It also allows you to view your sales each night and get your check quickly after the end of the sale.

\*\*\*\*If you've participated in our Fall/Winter 07 Sale or another sale that uses [myconsignmentmanager.com](http://myconsignmentmanager.com), you can skip to No. 2. (you will be able to use the same consignor number AND if you desire TRANSFER all previously unsold tagged items without RE-TAGGING!)

### 2. ALL CONSIGNORS MUST

Register online for Westminster and/or Pasadena to receive your consignor number. (Scroll down on page to where it says REGISTER HERE.) From here you will create your consignor number and will be asked to pay the \$5 registration fee. ( BONUS- we are working on a 3rd location for Spring 2008, if we get this, then all consignors who participate in Westminster AND Pasadena will get to consign at our 3rd location for FREE (registration fee will be refunded in your 3rd consignor check!). Consignor number consist of the first letter of your last name + the last 4-digits of your phone number. If you've consigned with us before, be sure to use the same consignor number. You will need to register for each sale location separately.

3. READ **What to Sell** before proceeding. Please make sure you bring only season appropriate items and remember it's more than just clothing!!!!

4. GATHER and PREPARE your items for the sale. it is easiest to sort all items by gender and size first. This makes entering them into the system go faster. Please read **Preparing and Tagging** before moving on to No. 5.

5. TAG items - if you do not have easy computer access, I recommend you take advantage of the **Quick Drop Option** we offer. Otherwise, all tags MUST be printed through your user account with our software. Tags must be printed on white cardstock only, NO copy paper allowed. Refer to Preparing and Tagging for instructions and more info. Any item without a tag CAN NOT be sold.

### 6. DROP OFF items

All items MUST be on hangers at time of drop off (except Quick Drop Consignors). Hang all clothing on hangers with the hook opening to the left (like a question mark). Please have clothes sorted by size and gender. Please allow approximately 30 minutes (more if you need to assemble furniture etc) for drop off as we will be screening items to

ensure quality. You will also need to take your items to the correct area and hang up. Drop off will go fast if items are hung correctly and sorted by gender and size. All consignors will be required to sign the Consignor Agreement at Drop-Off. Drop off for Spring/Summer sales are the Wed. night 6-8pm and Thurs. 9am - 4:30pm prior to the sale dates. Please sign up for our time on-line once you register/log-in. If you can't drop off, consider our PICK UP option.

#### 7. PICK UP OF UNSOLD ITEMS

We CANNOT store your items after the sale. If you would like your unsold items returned, you MUST pick them up at the designated pick up time. Any items that have not been picked up after the designated times become the property of Wee-cycle Mart and may be donated. Sorry, there are NO EXCEPTIONS to this as we must be out of the facility and cannot store your items.

\*\*\*\*\*If you choose to pick-up, you can transfer your unsold items to our next sale (season appropriate), then you can adjust price and/or mark 50% off and re-print tags. Or just bring them back with same tags and try again!

#### 8. PAYMENT

All checks will be mailed within 5 days of the close of the sale. All checks that have not been deposited after 60 days will be voided and consignors forfeits these funds.