

# GFWC Oconomowoc Junior Woman's Club (OJWC)

## Kids' Closet Resale Event

### Questions and Answers about being a Consignor

**Q: When and Where is the Sale?**

A: The Kids' Closet sale is held in the Fellowship Hall at Dr. Martin Luther Church, 325 S. Main St. Oconomowoc.

Please see our website (<https://www.gfwc-ojwc.com/kids-closet>) for the time and dates of the sale as well as other dates for consignors (Drop-off, presale, pick-up dates). All items which are not picked up in a timely manner will be donated. If there is an emergency and you are not able to pick up items in time, please contact us in advance to make alternative arrangements.

**Q: What seasons does this sale cover?**

A: We will accept clothing and items from any season! Bring your spring, summer, fall, and winter wear!

**Q: What kinds of items can I sell?**

A: We accept the following:

- Clothing: Preemie through size 18 (including swimwear, costumes, pajamas, shoes). All clothing must be in "like new" condition, free of stains, tears, pills, odors, animal hair, etc. Please consider the age of items as well. We reserve the right to remove/set aside any items not deemed sellable to uphold the quality of inventory. Items will be returned if marked not donated. We have a good reputation for reselling quality items. Clothing can be for wear during any season.
- Shoes, boots
- Outerwear: Coats, jackets, hats, snowpants, gloves, etc.
- Maternity clothing
- Toys: New or gently used, with all parts secured. Dolls, action figures, Legos, ride on toys
- Puzzles and games with all parts, taped shut.
- Sports items: baseball pants, cleats, shin pads, bike helmets, etc.
- Video games
- Costumes, swimsuits, dress up clothes
- Books
- Outdoor toys
- Infant equipment: strollers, highchairs, swings, bouncy chairs, etc.
- Kids furniture and accessories

**We do not accept:**

- Plush toys, "McDonald's" type toys, broken toys
- Car Seats
- Teething rings/toys (including worn sippy cups, bottles, etc)
- Recalled items
- VHS tapes, CDs or DVDs

**Q: Why would I want to become a consignor?**

A: You get to sell your child's items that you no longer need, without having to be present to sell the items! GFWC OJWC will provide marketing to bring shoppers to your items and will staff the sale on your behalf. This event is recognized throughout Oconomowoc and surrounding areas and brings many regular and new shoppers in each event! For your items that don't sell, you can choose to pick them up and the system will store your information if you wish to try to sell at our next Kids' Closet Sale.

In addition to making money on your kid's items, consigners who register 50 items or more for sale or who register more than \$100 in sale items, will be given 2 tickets to our pre-sale event. This event is held the Thursday evening prior to the sale (6-8 pm). This early entrance to the sale is exclusive to our consignors and donors and gives you an opportunity to shop before our sale opens to the public. These tickets are transferable, so if you are unable to make it, you can pass them on to family or friends.

**Q: What is expected of me as a consignor?**

A: Consignors are responsible to:

1. Register as a consignor in My Sale Manager (refundable \$5 fee applies).
2. Enter your items for sale (inventory) into the system. You choose your own pricing.  
*Note that all items are marked to ½ price during the Saturday sale, no exceptions.*
3. Print your sale tags on cardstock.
4. Attach the price tags to your items.
5. Place all clothing on hangers. (We have hangers available for your use.)
6. Drop off your items at Dr. Martin Luther Church during the designated drop-off times. Distribute your items to the appropriate racks (by size) or tables for sale. Our club members are on hand to assist.

***More details on these steps to follow!***

**Q: What if I don't have time to consign or I simply want to donate clothing to the sale?**

A: We gladly accept donations!! We will do all the work and you get the tax benefits as if you took your items to Goodwill Industries or St. Vincent de Paul Thrift Store. All the money earned from the sale of your items stays in our community, which is a win/win! If you donate 30 items or items valued at \$75 or more, you will receive 2 tickets to the presale event.

**Q: Does it cost anything to be a consignor?**

A: Upon registration, there is a cost of \$5, which will be refunded on your final check if you drop off clothing for the sale.

**Q: What percentage of the sale do I make as a consignor and where does the other percentage go?**

A: As a consignor, you receive 50% of the sale price of each item. The remaining 50% is maintained by GFWC OJWC. This money is donated back to our community through scholarships, grants, service projects, and donations. This is one of GFWC OJWC's largest fundraisers. Check out our website to see all our community involvement, including our Family of the Month Program, Blessings in a Backpack, Juniors Care for Kids, as well as many others! [www.gfwc-ojwc.com](http://www.gfwc-ojwc.com)

**Q: How do I become a consignor?**

A: You will need to sign up through My Sale Manager (MSM). This is the inventory software system being used by GFWC OJWC. The link to become a new consignor is

[https://www.mysalemanager.net/reg\\_start.aspx?partnercode=OJWC&type=new](https://www.mysalemanager.net/reg_start.aspx?partnercode=OJWC&type=new)

If you have any questions about the software, please contact us at [events@ojwc.onmicrosoft.com](mailto:events@ojwc.onmicrosoft.com) and we can help!

**Q: How do I log in if I was a previous consignor?**

A: Log into My Sale Manager at [https://www.mysalemanager.net/hom\\_start.aspx?partnercode=OJWC](https://www.mysalemanager.net/hom_start.aspx?partnercode=OJWC). If you need help with logging in or forgot your consignor number, please contact us at [events@ojwc.onmicrosoft.com](mailto:events@ojwc.onmicrosoft.com) so that we can assist you or reset the account.

Once you are logged in, you will see the Consignor Homepage. Under "Registration Status", you may see in red "Not Registered". From the drop-down menu at the top, you would choose "Register For Our Upcoming Sale".

**Q: Once I am registered in MSM, what do I need to do?**

A: After you register or log-in and pay the fee, you start to enter the items you wish to sell. Your items are referred to as your inventory. There are some great YouTube Videos on how to enter inventory.

To add inventory, from the Consignor Homepage, click on the heading “Active Inventory Status”. This will take you to your Consignor Inventory Menu. From this page, you can click on the link to “Add Items”. When adding your items, you will need to include (1) Category, (2) Size, (3) Description, (4) Price, and (5) Quantity. You can be as specific as or as general as you want when entering your items. You can enter 6 “shirts”, size 4 at one time or 1 “Frozen Shirt”, size 4. It’s up to you!

When you enter your items, there are two checkboxes.

- When entering items, you must click the checkbox for “Item can be discounted” for all items.
- You can choose to check or not check the box “Item can be donated”. If you do **not** check this box, the item will be pulled at the end of the sale for return to you. If you do check the box, any unsold items will be donated to another local non-profit organization.

**Q: What does “Item can be discounted” mean?**

A: The Saturday of our sale is our ½ sale day. Everything is at half price, so the box needs to be checked to allow the system to recognize the ½ price sale. No items are sold at a discount until Saturday. If you do not check this box, your account will be overridden to make sure the discount day runs smoothly.

If you forget if you have checked this box, have no fear! Once all your inventory is entered, you can click on the “Add Items” button again to take you to a menu to Work With Active Inventory. From this menu, choose “Overall Inventory Functions”. This will provide you with an option to “Discount All”. This will ensure that the coding is correct for the ½ price sale on Saturday.

**Q: What happens to my unsold items?**

A: When registering your inventory, you will have an option to indicate “Item can be donated”. If you do **not** check this box, the item will be pulled at the end of the sale for return to you. If you **do** check the box, any unsold items will be donated to another local non-profit organization in the area (not to Goodwill or St. Vinny’s). It changes each year, feel free to ask who we chose this year!

If you forget if you have checked this box, have no fear! Once all your inventory is entered, you can click on the “Add Items” button again to take you to a menu to **Work With Active Inventory**. From this menu, choose “Overall Inventory Functions”. This will provide you with an option to “Donate All” or “No Donate All”. This will ensure that the coding is correct, which provides our instructions for after the sale. Similarly, you can choose the “With Selected Items” and “Donate Selected” or “No Donate Selected” to correctly identify which items you wish to have returned to you, and which can be donated. If this has changed since printing the tags, you may need to reprint tags to show the correct donation status.

**Q: How should I be pricing my items?**

A: While we do not have any guidelines on pricing, the rule of thumb is to think about the resale. If you want to increase the chances the item will sell, price the item lower. Simple shirts from Target are usually a dollar or two. Items from big brands, like Hanna Andersson, are usually higher.

**Q: How do I print my tags?**

A: All tags need to be printed on at least 65LB card stock and attached to the items. Cardstock should be a light color, such as white, off-white, or cream. You can print tags as you go (up to 6 tags will print per page) or you can wait until your inventory is complete to print your tags. In MSM, you will see options to Print Selected Tags, Print All Tags, Print All Un-Printed Tags. You can also print your tags to a PDF file if you don't have access to a printer at the time you are preparing the tags.

**Q: What if I can't print my tags?**

A: If you do not have access to a printer that supports printing on cardstock, you can save them as a PDF and:

- have them printed at a local store (UPS Store, OfficeMax, Library, etc) using a USB or online order
- email us ([events@ojwc.onmicrosoft.com](mailto:events@ojwc.onmicrosoft.com)) a copy of your files and we can print them for \$0.25 a page. Once printed, you will need to coordinate with the committee a time/place to pick-up your tags. The fee will be deducted from your sale payment.

**Q: How do I need to "tag" my items?**

A: Clothing can be tagged using safety pins or a tagging gun. No stick pins or tape is allowed. Tape can be used to attach tags to shoes, books, toys, and other hard items. Please use caution to not cover the barcode with any tape that would hinder the scanning of the barcode.

**Q: After tagging my items, what else do I need to do to prepare for the sale?**

A: All clothing items should be placed on a hanger appropriate for the article of clothing. Pants on pants hangers, 2-piece items (like PJs) on 2-piece hangers, shirts on shirt hangers, etc. All clothing must be hung so the hanger looks like a question mark (?) at the top. This allows us to best showcase the pieces on the racks. *Note: Hangers from sold or donated items are not returned to you.*

**Q: Does OJWC have hangers I can use?**

A: YES! We have hangers available for your use (first come, first served). Check the Consignor information on <https://www.gfwc-ojwc.com/kids-closet> for dates/times for you to stop by to pick up hangers at Dr. Martin Luther Church. Come grab as many hangers as you need, free of charge. Directions: When you enter the church (under the carport/overhang), go down the stairs or take the elevator to the lower level. Once on the lower level, use the ramp (off to the left) to go up into the old classroom hallway. After you pass through the door at the top of the ramp, go down the hallway to the right. A member should be there for you.

**Q: What if I can't attend a hanger pick up or need more?**

A: Email us at [events@ojwc.onmicrosoft.com](mailto:events@ojwc.onmicrosoft.com) and we can arrange an additional hanger pick up for you.

**Q: How do I know how much I made from the sale and when can I expect my payment?**

A: My Sale Manager, the software system used, allows you to see your total sales when the sale is finalized and closed. You will receive a physical check within a week or 2 after the sale. As an alternative, you can choose to have your earnings sent to you through Venmo!

***Thank you for considering becoming a consignor!***

**Contact us at [events@ojwc.onmicrosoft.com](mailto:events@ojwc.onmicrosoft.com) with any questions you may have.**