



**Kids' and Maternity Consignment Sale**

# Instructions to Enter Items & Print Tags

## **ENTERING ITEMS INTO YOUR SELLER ACCOUNT:**

1. Log onto [www.TheBigRedWagon.com](http://www.TheBigRedWagon.com)
2. Click on the sale in which you would like to participate under “Upcoming Sales” (on the left side of the Homepage)
3. Scroll down to the red buttons and click on “Seller Account Login”. (If you have not registered as a Seller you will need to do this first.)
4. Log into your Seller Account
5. Click on “Work with Consigned Inventory” on the bottom left.
6. Click on “Work with My Consigned Items” on the top.
7. Now you are ready to being entering your items.
8. Select “Category”
9. Select “Size” – if appropriate
10. Enter a Description
11. Enter a Price
12. If you want to discount your item to be part of the ½ price sale, check the “Discount” box.
13. If your item does not sell and you want to donate it after the sale, click “Donate”. You will be sent an itemized list of all donated items along with a donation letter from the charity we are working with.
14. Once you are finished, click on “I’m finished for now.”

## **PRINTING TAGS FROM YOUR SELLER ACCOUNT:**

1. Log onto [www.TheBigRedWagon.com](http://www.TheBigRedWagon.com)
2. Click on “Cuyahoga County” under Upcoming Sales (on the left side of the Homepage)
3. Scroll down to the red buttons and click on “Seller Account Login”. (If you have not registered as a Seller you will need to do this first.)
4. Log into your Seller Account
5. Click on “Work with Consigned Inventory” on the bottom left.
6. Click on “Work with My Consigned Items” on the top.

7. Select "Print Tags" (If you have already printed some tags, select "Print Select Tags")
8. Use **60-67# white or pastel cardstock** paper. Please DO NOT use dark colored, multicolored, or patterned paper.

For information on tagging your items once your tags are printed, see "Tagging Guidelines" in the Documents Library.