



Getting Started Guide



READING | OAKS | LANCASTER | LOWER BUCKS COUNTY

What's needed:

TAGGING SUPPLIES:

- Computer or mobile device
- Printer
- White card stock 60lb+
- 1.5 - 2.0 inch safety pins
- Child-size plastic or wire hangers
- Gallon & quart clear ziplock bags

- XL Ziploc/storage bags (Dollar Store!)
- Clear packing tape
- Painters/masking tape
- Scissors
- Ribbon, string or zip-ties

OPTIONAL SUPPLIES:

- Tagging gun & barbs
- Paper cutter
- Cleaning supplies - Magic Eraser, stain remover, bleach pen, wrinkle releaser and odor remover

No Printer? No Problem!

When you finish creating your tags use the "Print PDF" option and save the PDF file. Printing your tags at an office supply store will save you ink and time. Don't forget to ask them to cut your tags!

Step 1: Gather Your Items

Children cycle through a new wardrobe every 6 months, so it's no surprise you feel overwhelmed. It's time to gather everything they no longer wear or use. Check seasonal guidelines regarding what's in and what's out for each event.

Attic or Basement: Clothing stored in tubs, larger items such as children's furniture, mattresses, baby gear and other bulky items like pack 'n plays, bassinets and exersaucers.

Kid's Bedroom: Clothing, shoes, accessories - belts, ties, tights, and socks. Area rugs, picture frames, lamps, wall hangings and other decorative items. From the the nursery- glider and foot stool, boppy, baby monitor, infant carrier, humidifier and crib toys.

Linen Closet: Crib sheets, hooded towels, character beach towels, washcloths and cloth diapers.

Bathroom: Potty seats, Diaper Genies, wipe warmers, outgrown (new) diapers, infant tubs, bath seats, bath toys, and step stools.

Living Room: DVDs, gaming systems, and video games.

Mom's Closet: Best maternity wear, nursing bras, nursing pj's and pillows.

Mud Room or Hall Closet: Coats, boots, snow pants, mittens, and scarves.

Kitchen: Children's utensils, dishes, sippy cups, bottles, lunch boxes, high chair, Bumbo and booster seat.

Playroom: Games, puzzles, books, toys, arts and crafts, dress-up items and costumes. Also extra party supplies like invites, table cloths or favors.

Garage: Ride-on toys, car seats, scooters, trikes, bikes, bike helmets, sports equipment - including cleats, and don't forget strollers!

Outside: Slides, playhouse, car seat, swing and sandbox.

Step 2: Organize

1. Grab 3 totes or baskets and label them: **KEEP, SELL, TOSS** (Have extra boxes or trash bags available)

- **KEEP Tub** - items that you aren't ready to get rid of yet.
- **SELL Tub** - items you want to sell. (Spring or Fall)
- **TOSS Tub** - items that don't meet JBF standards.

JBF Standards: *New or gently used items that are NOT broken, torn or with missing pieces. A good rule of thumb – "Would I buy this for my child?" If the answer is no and the item doesn't meet your standard, then it doesn't meet ours either.*

2. Take each item and make a decision which tub it should go in. Replace full tubs as needed.

3. When you're done set aside the **KEEP** tub and plan to revisit it later. Right now you're done with this tub.

Take the **TOSS** tub to your local charity, repurpose the items, or throw them away. You're also done with this tub.

The **SELL** tub is now all the items you have for the sale. Separate the Spring and Fall items, and then these items are ready for Step 3.



How to know what to sell - The 4 C's Rule:

- **Clean** - the newer it looks, the better it sells. Plan to clean clothes, shoes, equipment and toys.
- **Current** - sell clothing and shoes in the correct season. Current styles and fashion are sought after.
- **Complete** - toys, games and puzzles must be sold as a complete set.
- **Compliant** - important safety guidelines apply to selling a car seat, crib, baby equipment and toys. Check www.jbfsale.com for recalls.

Step 3: Price & Prep:

Selling at JBF let's you be in control of the price of each item. You also decide if it goes half price on the last day of the sale. If the item doesn't sell, you can either donate the item to our local charity partner, or you can pick it up.

QUICK PRICING GUIDE:

Successful sellers practice **Shopper-Focused Pricing.**

Ask yourself, "What price would make me buy this item and brag about it to a friend?"

Bargain Brands \$1-\$4		Everyday Brands \$3-\$6		Premium Brands \$7-\$10	
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Sell Toys, Baby Equipment, Books, Games and Furniture at **30% of retail value.**

- CHARGE MORE FOR:**
- New with Tags
 - "Dressy" Items
 - Items in Original Packaging
 - Large Items
 - Popular Toys

- CHARGE LESS FOR:**
- T-Shirts
 - Play Clothes
 - Infant Items
 - Maternity Clothing
 - Junior Clothing

To sell more - we recommend that you let your items reduce during our discount days!

CREATING TAGS

Log into your JBF Profile on our website, and click on the "Enter My Tags" button. Be sure that your "Reduce" and "Donate" settings fit your personal preference. Select **CREATE TAGS**. Grab your first item and start.

Select All*	Edit	Season	Category	Item Description	Size	Price	Reduce	Donate	Sold	Item Number	Sold Date	Sold Price	Printed	Last Updated
<input type="checkbox"/>			Shoes-Girls	Short boots - super cute	1.5	\$4.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		65552794			<input checked="" type="checkbox"/>	11/2/2016 11:59:12 AM

Select the Category → Choose the Size → Write a detailed description → Select the Price → Choose if you want to Reduce → Choose if you want to Donate this item (if it doesn't sell) → Write in the Quantity

SUPPORT

If you have questions about pricing specific items, ask us! You can also Google the item and check eBay, Craigslist or Amazon to find comparable prices.

PRINT & CUT

Print your tags on white cardstock. Then after you cut out your tags, organize them by Category and Size.

ALWAYS set the Quantity to "1" - except...

- 1) When you have multiples of the exact same item. Increasing the quantity will create the same tag multiple times BUT with a new item number and barcode for each item. This will help you track your sales accurately.
- 2) If you have a big item that has multiple pieces and needs multiple tags.
 - Change the quantity to 3 (or however many tags you need)
 - Leave tag #1 as is. Cross out the barcode & price on the other tags with a black sharpie
 - Write on all the tags - 1 of 3, 2 of 3, 3 of 3
 - Attach one tag to each piece of your big item



Merchandise Prep

Bags & Baby Carriers

- **Package:** Zip-tie items to an adult-size hanger. If your item is high-priced notify Tracy.
- **Tag:** Hole-punch JBF tag and attach it to item with ribbon or string.

Blankets & Textiles:

- **Package:** Receiving blankets can be placed in a ziplock bag, secure the bag. Larger blankets may be hung. Bundle blankets, cloths, and towels with ribbon or string like a package.
- **Tag:** If placed in a plastic bag, attach tag securely with packaging tape to the inside of the bag and tape the bag shut. If bundled with string, attach tag directly to blanket and tuck it under the ribbon/string so that it does not easily get pulled off.
- **Please Note:** We are unable to accept comforters, sleeping bags or bumper pads. Quilts which DO NOT include polyfil are okay.

Books, Games, DVDs, Arts & Crafts:

Games & puzzles must have all pieces. (No "adult" content)

- **Package:** Use clear self-seal bags or clear cling wrap to hold multiple items together. Tie sets of books together with ribbon/string.
- **Tag:** Attach tag to the book with masking or scotch tape that can be removed without damaging the item. Hole-punch tag and tie to sets.

Furniture & Equipment:

- Check for safety recalls.
- Bring a Car Seat Waiver for all car seats, booster seats, and car seat base or infant carrier.
- **Package:** If the item has multiple pieces use packaging tape, zip-ties, or string to keep items attached together. If wooden furniture has loose parts, use clear plastic wrap to secure items. All furniture and equipment must be assembled during the sale. Batteries must be included, if applicable.
- **Tag:** Attach tag directly to item with clear packaging tape or painters tape, or hole-punch the tag and tie it to item.
- **Please Note:** We are unable to accept cribs regardless of the manufactured date.

Infant Items:

- Check for safety recalls.
- **Package:** Keep multiple pieces together. Working batteries must be included, if applicable.
- **Tag:** Attach tag directly to item or clear self-seal bag with clear packaging tape or hole-punch tag and tie it to item.

Toys:

- Check for safety recalls.
- Battery operated toys must include working batteries.
- **Package:** Bag all small parts belonging to toys/equipment in self-seal bags and tape the bag shut with clear packing tape. Fasten the bag securely to the item with ribbon, tape, or zip ties.
- **Tag:** Attach tag directly to item with clear packaging tape or hole-punch tag and tie it to item.

Clothing:

Sizes Newborn to 18 for boys and Newborn to Juniors for girls.
Limit 10 • girl's junior size items, Abercrombie, Hollister, Roxy, American Eagle, Nike, Volcom, Burton preferred.
Limit 10 • maternity clothing items per Consignor.

- **Package:** All clothing must be on a hanger. (Except socks, tights, and underwear. Additionally up to 5 onesies can be placed in a ziplock bag and infant sleepers under 24 months may also be bagged.) Hangers should form a "7" with the opening pointing to the left when looking at the item.

Sets sell better: When making a set, safety pin the heavier item to the hanger, then pin the lighter item to the heavier item.

Use large safety pins to attach pants to the top angled part of the hanger or use pant hangers.

Place hair accessories in a Ziploc bag. Use an index card to display hair barrettes - tape the back of the clip to the card.

Sell socks and tights in sets. Lay socks and tights flat inside a Ziploc bag.

Roll belts and tie with a string

Hats can be tagged using safety pins or tagging gun.

Do not put hats in bags or on hangers.

- **Tag:** Attach tag with a tagging gun or safety pin. Tags must be located on the upper left shoulder area of a shirt or upper right front hip of pants. Tags attached with a tagging gun should be attached through a seam or the clothing's tag and not through the material of the item. Use safety pins to attach tags to onesies, socks, tights, mittens, hats and accessories.



Shoes

- **Package:** Fasten shoes together with zip ties or ribbon. We recommend removing shoes from their boxes. However, if shoes are in the box, remove the lid, secure it to box, bottom of the the and secure the shoes to the box.
- **Tag:** Punch a hole in the top of your tag and attach the tag to the shoes with the ribbon, string, or zip tie.

That's it, you're done!

Now you're ready to drop off your items at the sale.
See the website for times and location. Great job!

Need more help?



Tracy Panase
Event Coordinator

Watch tagging videos and get support at:

[youtube.com/channel/UCOP74Ss12yh2xxfSM3nkKGA](https://www.youtube.com/channel/UCOP74Ss12yh2xxfSM3nkKGA)

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Clean Up. Ca\$h In: #CleartheClutterwithJBF

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