

HOW TO ENTER ITEMS IN INVENTORY AND PRINT PRICE TAGS

1. Go to our website – www.upupandawaykidsconsignment.com and click Consignor Login.



2. Next page - Click to Access



3. Enter your consignor number (from the email confirmation you received when you registered to sell) and the password you created.



Consignor Login

Consignor Number*

Password*

Forgot your consignor number or password?

Need a consignor number?

Trouble logging in?

4. To add your items to UUA inventory - Click the menu dropdown and then on Work with Consigned Inventory.

Consignor Homepage

Welcome to the consignor homepage for

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-

5. Several action items are available from this menu page.

REGISTERED for our upcoming sale.
Please choose from one of the following options:

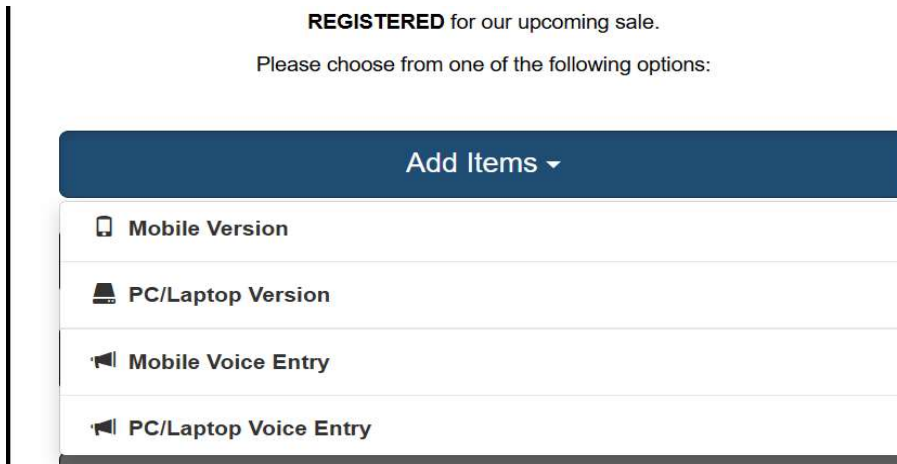
- Add Items** ▾
(Add, Edit, Delete Active Inventory Items)
- Inactive Inventory**
(Select inventory from past sales that you plan to bring to the upcoming sale)
- Print Tags** ▾
(Print barcoded tags to place on your items. NOTE: Please disable your popup blocker to print tags.)



6. To add your items – Select the Add Items drop down and on this page – select the type of device you will be using to enter the items:

REGISTERED for our upcoming sale.
Please choose from one of the following options:

- Add Items** ▾
 - 📱 Mobile Version
 - 💻 PC/Laptop Version
 - 🔊 Mobile Voice Entry
 - 🔊 PC/Laptop Voice Entry



7. Use the drop-down menus to enter the details for each item you want to sell.

Work With Consigned Items (Active Inventory)

Use this screen to Add, Edit, or Delete items you are planning to bring to our upcoming sale. Your tags will be printed exactly as you enter your items here. **Fields with an asterisk are required.**
For the best experience, avoid using the **BACK** button in your browser while working with inventory.

Things To Remember:

- Only items you plan to bring to our upcoming sale ('active items') are listed here. Click [HERE](#) to 'activate' items from past sales.
- You can quit and finish later. your items will be saved.
- You may not price an item less than \$3.00 and you must price items in .50 cent increments.
- Items you mark for donation are automatically marked as discountable.

Category*

Size*

Description Line 1 (24 characters max)*

Description Line 2 (24 characters max)

Price*

Quantity*

Item can be **DISCOUNTED**

Item can be **DONATED**

Items: 0 Value: \$0.00

Filter Inventory by Description =

Only the last 5 items you have entered are shown below. Check this box to show all items

8. You can choose to set each item to be DISCOUNTED – this means that if your item has not sold by the last day of the sale, you want the price to be discounted to 50% off the price.

9. You can also choose to DONATE items after the sale. Check this box if you do not want the item back and want us to donate it to charity for you (if it does not sell).

Things To Remember:

- Only items you plan to bring to our upcoming sale ('active items') are listed here. Click [HERE](#) to 'activate' items from past sales.
- You can quit and finish later. your items will be saved.
- You may not price an item less than \$3.00 and you must price items in .50 cent increments.
- Items you mark for donation are automatically marked as discountable.

Category*

Size*

Description Line 1 (24 characters max)*

Description Line 2 (24 characters max)

Price*

Quantity*

Item can be **DISCOUNTED**

Item can be **DONATED**

10. After you have added items and are ready to PRINT your price Tags. Click Print Tags. Tags should be printed on WHITE CARDSTOCK paper. Each page prints 6 tags.

Things To Remember:

- Only items you plan to bring to our upcoming sale ('active items') are listed here. Click [HERE](#) to 'activate' items from past sales.
- You can quit and finish later. your items will be saved.
- You may not price an item less than \$3.00 and you must price items in .50 cent increments.
- Items you mark for donation are automatically marked as discountable.

Category*
Accessories - Boys


Size*
none


Description Line 1 (24 characters max)*

Description Line 2 (24 characters max)

Price*

Quantity*
1

Item can be DISCOUNTED 

Item can be DONATED 

Return to Inventory Menu

Print Tags



Submit Item

Check/Uncheck All

Inventory Icon Legend

Inventory Functions

Items: 0 Value: \$0.00

Filter Inventory by Description = Refresh Results

Only the last 5 items you have entered are shown below. Check this box to show all items