TAGGING INSTRUCTIONS

PLEASE READ THOROUGHLY BEFORE TAGGING ANY ITEMS

ALL ITEMS MUST BE PRICED AT LEAST $2.00 and in $.50 increments (no $2.75, $1.25 etc.) As you create your tags, the system will not accept entries that do not follow this policy.

- **DISCOUNTING AN ITEM?   50% Sun   Be sure to check the designated box as you create each tag.**

- **DONATING AN ITEM? Be sure to check the designated box as you enter your tag information. The information will show on the tag when it is printed.**

- **You may choose to discount or donate only selected items. It is not "all or none".**

1. Secure the tag with a tagging gun, which uses nylon attachers. Attach in the middle of the top of the tag under the left armhole, at the neck label, the back of the waistband, etc, or a place where the attacher will NOT leave a hole or damage the fabric of any garment. Only use a small hole punch if you are using a zip tie. Otherwise, the hole will be too large for the attachers, and they will not stay in place.

2. If there is no place to attach the tag, or if you prefer, use a small hole punch on the top of the tag, and use a small zip tie through a button hole, belt loop, neck or waist label, through the eyelet on a shoe, around the rails of a crib or stroller, etc. *Do not attach any tag to the front fabric of any garment. This will cause the fabric to tear, and that item will not be accepted.* With so much handling during the sale, the tag needs to be as secure as possible, so tag in a visible, but secure place.

3. **Toys, books, accessories and some furniture**: tag may be zip tied or taped if necessary, using clear packing tape (not Scotch tape) or blue 1" painter's tape to avoid damaging the cover, game lid, etc. If you cover the bar code w/clear tape, please make sure the tag is secure, has NO creases (will not scan properly) and that the price can be clearly seen. NOTE: Books and toys with small parts or extra pieces can be bagged in clear sturdy (Ziploc) bags. Securely fasten shut. Tape the tag securely to the bag with clear packing tape or painter's tape that will not damage the face of the item. Lost or broken parts are the seller's responsibility.

Electronic games: (Please check all CD's, DVD's, and game disks for scratches!!)

- **Game with disk**: Keep the disk in the case. Secure the tag to the outside of the case. *After the game is inspected at intake*, then tape the case securely.

- **Game with cartridge**: If the item is a game (V Tech, etc) with a single small cartridge, keep the cartridge in the case, and tag just like games with a disk. If you are selling multiple cartridges together, tape the case shut and include the case and all cartridges, cords, etc, in a Ziploc bag. Seal with clear tape and tape the tag to the outside of the bag. This can be done before intake.

4. Non-toy, non-clothing items should be bagged in groups and priced as one item (i.e. socks, blankets, burp cloths). For convenience and to avoid loss, no single small items

will be accepted. <u>Leave these unsealed until intake is finished, so the worker can check individual pieces.</u>

5. **Two piece outfits** (PIECES MUST BE THE SAME SIZE!): Hang the top. Attach the bottom with a zip tie or MEDIUM safety pin at each shoulder of the hanger, then tag as a single item. Or, hang each piece on a separate hanger, then tightly rubber band the two hangers together at the neck. As you enter the item description for the tag, designate 2 pc (or 3 pc, etc) on line 2. Hang all items with the hanger facing left, looking like a question mark.

6. **SHOES:** Punch a hole in the middle of the top of the tag, using a small punch. Thread the zip tie through the hole, then secure the two shoes of the pair together, and secure the zip tie. (The same zip tie will attach the tag and secure the shoes.) If there is no way use a zip tie, bag the shoes, seal the bag, then attach the tag with clear packing tape. CAUTION: try not to cover the bar code. If you must, using clear packing tape only, be sure you have no creases in the tape, since this will affect scanning ability.