



# HOW TO ENTER ITEMS

**All inventory MUST be entered by 11:59pm on Tuesday, April 16, 2024!**

Register to consign at <http://oneweekboutique.com/register/>

**Returning Consignor Options**

Welcome back! You are logged in as consignor  
You are currently **REGISTERED** for our upcoming sale.  
Please choose from one of the following options:

**Register / Unregister**  
(Registers you to participate in our upcoming sale.)

**Edit My Consignor Info**  
(Allows you to edit the information we have on file for you.)

**My Homepage**  
(Takes you to your consignor homepage.)

**Log Out**

## Step 1: Main Menu

- Log into the system using your consignor ID & password
- Review and edit your consignor information to ensure your mailing address is correct
- Click on “My Homepage”

**Consignor Homepage**  
Welcome to the consignor homepage for

**Activities Menu**

- Un-Register For Our Upcoming Sale
- Update Account Information
- Volunteer To Work
- Work With Consigned Inventory
- View/Approve Seller Agreement
- Logout

**REGISTERED**

**Seller Agreement Status:**

**SIGNED**

**Consignor/Seller Fee**

**PAID**

## Step 2: My Homepage

- Click on the Activities Menu
- Confirm that your seller agreement is signed and your fee is paid (both are required to consign at the sale)
- Select “Work with Consigned Inventory” to begin entering items

**Consignor Inventory Menu**

Welcome back! You are logged in as consignor . You are currently **REGISTERED** for our upcoming sale.  
Please choose from one of the following options:

**Active Inventory** ▾  
(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.)

**Inventory Reports** ▾  
(View and Print an inventory list of what you are consigning)

**View your Sold Items**  
(Use during the sale to see which of your items have sold)

**My Homepage**

## Step 3: Consignor Inventory

- Click on “Active Inventory”
- Select Mobile or PC/Laptop Version
- When ready to print tags, click on “Print Tags” and select either HTML or PDF
  - Tags MUST be printed on white cardstock, 6 to a page, and in Normal quality (not draft)

**Work With Consigned Items (Active Inventory)**

bring to our upcoming sale. Your tags will be printed exactly as you enter your items here. Fields in red, avoid using the **BACK** button in your browser while working with inventory.

**Category\***  
Clothing - Girls

**Size\***  
2T

**Description Line 1 (24 characters max)\***  
Gymboree Dress

**Description Line 2 (24 characters max)\***  
Red w/ White Hearts

**Price\***  
5.00

**Quantity\***  
1

Item can be **DISCOUNTED** (f)

Item can be **DONATED**

**Submit Item**

## Step 4: Enter Items

- Select the category and size from the drop-down menus
- Enter a price and DETAILED description
  - Hung clothing items MUST be priced at \$3 or more
- Only increase the quantity if you have multiples of the exact same item, as this will print multiple tags for the same item
- If desired, click on the appropriate boxes to mark for discount and/or donation