



**HALF-PINT**  
RESALE

# ONLINE LISTING GUIDELINES

Please read carefully through the following information in order to guarantee and easy to shop experience for Half-Pint online shoppers! Remember, the online platform is still new for Half-Pint so we really need your help to make the Half-Pint store fun and easy to shop. The listing for the items you are selling is “replacing” that first-glance at an item that shoppers would normally have in person at the sale. The goal is to create listings that are eye-catching and informational.

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## WHAT TO SELL

**As you are going through your piles of items you want to sell, keep a couple things in mind:**

- ◆ Consignors are allowed a maximum of 100 listings - so pick out your **best** items to sell!
- ◆ Each posting needs to be a minimum of **\$12** (that means that anything you sell has to be worth \$12 or more which is why we encourage you to create **lots** (sets of items to bundle together) so that you can reach the \$12 threshold with smaller items.
- ◆ You only get 48 characters to describe you items. It takes a little bit of playing around with your words, but it becomes easier after you create the first few listings. (the category and size are not part of the 48 characters limit) Use abbreviations whenever possible & consider capitalizing BRANDS that you want to highlight.

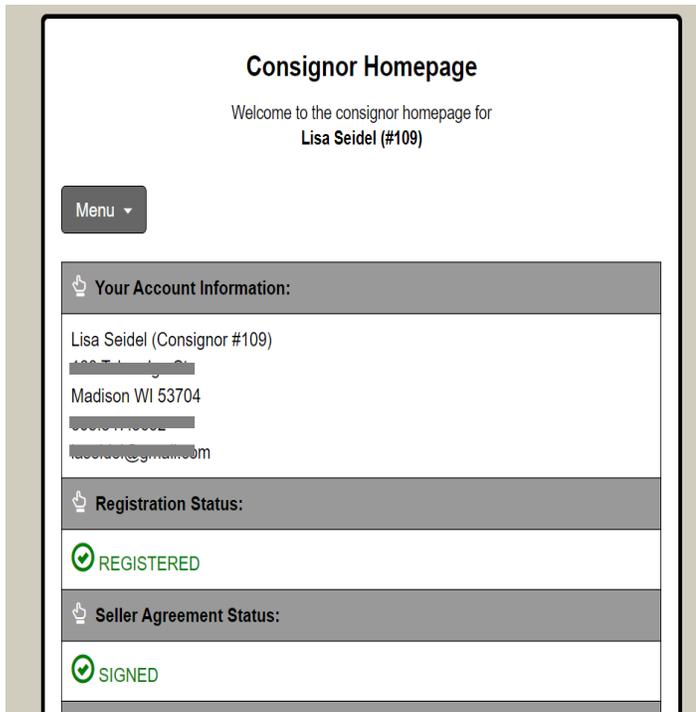
### Examples of information

ADIDAS cleats, shin guards/Med and jr. soccer ball – size 5 (Category: Sporting Goods, \$20)  
Lot of 3 OLD NAVY shorts -denim, tan, stripe —size 3T (Category: Clothing boys, \$12)  
Clue, Boggle, Monopoly, and Scattegories (Category: Games, \$18)

## PRICING

- \$12 minimum price for each listing. Whole dollar values only
- There are NO discounts or half-price- so **Make your items priced to sell!**

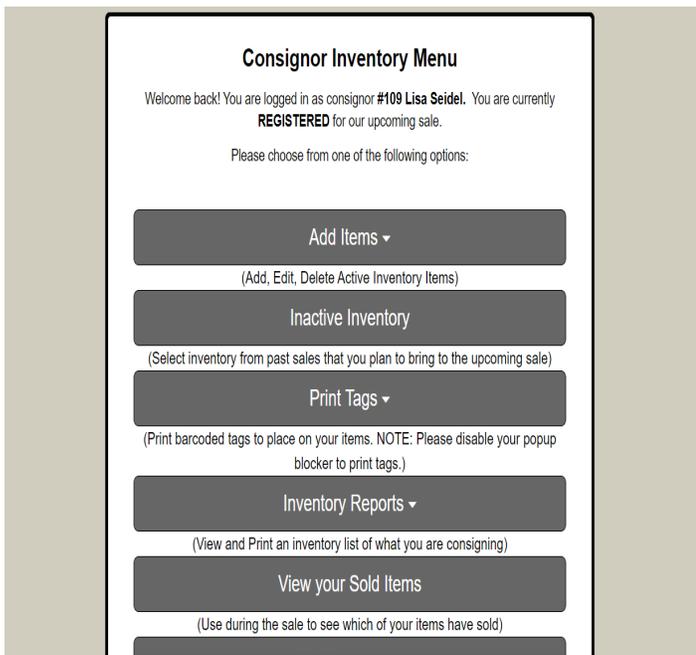
1



## STEP-BY-STEP TO CREATE YOUR LISTING:

1. Register to Consign and pay your consignor fee through paypal. The link to register to consign is found at <http://halfpintresale.com/consignonline>. New and returning consignors welcome.
2. All sold items will need to be dropped off at the Mandt Center (in Stoughton) on Saturday, April 24th so that buyer can pick up their items the following day. **Consignors need to sign up for a drop-off time slot**, sign-up can be found here: <http://halfpintresale.com/consignonline>. Drop-off can take between 30-45min depending on number of items you sold.

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3. Now it's time to start entering your listings! Enter the Consignor Portal found at <http://halfpintresale.com/consignonline>. This will enter you into the **Consignor portal** where consignors typically print barcodes and registered to volunteer during out in-person sales. ①
4. Click on the drop-down **menu** at the top and select **Work with consigned Inventory**.
5. As second window will open called **Consignor Inventory Menu**. ②
6. Click on the **Add items** drop down, and click on **PC/Laptop Version**. (This is the version we will be explaining in these instructions, but you may use whatever is easiest for you.)

# ADDING CONTENT FOR YOUR LISTINGS:

7. A new page will open that is titled **Work With Consigned Items (Active Inventory)**. ③

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**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 \$20.00 and you must price items in whole dollar increments.
- When you mark an item ready to be sold online it is eligible for export to our online platform. Once exported you can no longer edit the item.

**Category\*** Accessories - All genders

**Size\*** 1

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

**Description Line 2 (24 characters max)**

**Price\***

**Quantity\*** 1

**Upload Photo: (The image must be 5 MB or less)**  This item is ready to be sold online.

Choose File No file chosen

Return to Inventory Menu

Print Tags

Submit Item

Check/Uncheck All

Inventory Icon Legend

Inventory Functions

## 8. Create a listing:

- Select the category that best suits the items in your lot. The categories listed represent the categories that are typically used to organize things on the sales floor. For more information, go to the **Consign at Half-Pint Online page** and download the **Online Listing Categories**. These are categories that are typically used to organize things at our physical sale.
- Select the size that corresponds with the item/lot or select **see description** for items that are not sized. The sizes in the dropdown are NOT in intuitive order (and the order could not be changed.) Once picked, the size will automatically be added to the end of your listing. See a full listing of size options at the end of this document.
- Use **Descriptions Line 1 & 2** to describe what you are listing to sell. These two lines will be combined for your listing title/description. Spaces and punctuation are included in your allowed characters. Each line allows for 24 characters and they will be combined (with a space in between)
- Leave the **\*Quantity box\*** filled-in with 1, we do not allow duplicate identical listings so this should always stay set at 1.
- Add a photo you took of the item(s) for sale, by clicking on **Choose File**. Things to consider for your photo as this is the **ONLY PHOTO** you can list—shirt fronts, long/short sleeves, brand names, special features. You may add text to your photo, but that information will not be searchable. Attractive photos will sell better! **NOTE!** What you listed in the category, description and size categories are **SEARCHABLE** by shoppers on the Half-Pint Online website as will be the Consignor Number. You may not put things such as links to outside pages as part of your description.

9. If you are satisfied with you listing and you don't intend to make any changes, then you can click the box to mark this listing as **ready to be sold online**. Only items that are marked in this way will carry over to the final sale.
10. When you are all done– click the **submit item** button at the bottom of the page. Congrats, you just created your first listing!
11. As you add new listings they will be added to a list of inventory that will appear at the bottom of the page. ④

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Items: 12 Value: \$295.00

Filter Inventory by Description =  Refresh Results  
 Only the last 5 items you have entered are shown below. Check this box to show all items

✓ Select	Item #	Description	Category	Size	Price	Inventory Status Icons		
<input type="checkbox"/>	14	Twin "Land of Nodd" SET - comfort, sheets, cases	Bedding	See Description	\$20.00		Edit	Delete
<input type="checkbox"/>	13	Lot of 5 Games for Teens / Adults ( 13yrs +)	Games and Puzzles	See Description	\$20.00		Edit	Delete
<input type="checkbox"/>	12	Scrabble, Scattegories, Uno, Settlers, Pentagon	Games and Puzzles	See Description	\$20.00		Edit	Delete
<input type="checkbox"/>	11	Dr. Brown Lot- sz 2- 8x bottle, 5 extra nipples	Toys - Preteen	3 Months	\$20.00		Edit	Delete
<input type="checkbox"/>	10	NORTHFACE (wm Small) Blk Fleece Liner \$100 retail	Fall and Winter Outerwear - Girls	16	<input type="text" value="Log in to your PayPal account"/>		Edit	Delete

12. Here is an example of what your listing will look like once it is posted in the online sale. ⑤

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## Scrabble, Scattegories, Uno, Settlers, Pentagon

Games

109

\$20.00

ADD TO CART

BUY IT NOW

These items are sold by a community consignor and will not be shipped. Please read through the shopping guidelines below for more information before you purchase.

SHARE

# SIZING OPTIONS:

These are the sizing options you will have to choose from in the creation of your listing-

\*See description (use this for anything that does not have a size)

\*newborn (use for newborn items that are unsized or size 0-3month)

3m	1	8	13
6m	2	8.5	13.5
6-9m	3	9	14
12m	4	9.5	16
12-18m	5	10	
24m	5.5	10.5	
2T	6	11	
3T	6.5	11.5	
4T	7	12	
5T	7.5	12.5	