



# Getting Started

## SELLER GUIDE

### What's Needed:

- Laptop, tablet or mobile device
- White card stock (60lb+)
- 1.5 - 2.0 inch safety pins
- Plastic or wire hangers  
(Use child for 4T & under; adult size for 5+)

- Quart, gallon & XL clear storage bags
- Clear packing tape
- Painters/masking tape
- Scissors
- Ribbon, string or zip-ties

### Optional Supplies:

- Tagging gun & barbs  
(Watch training videos)
- Paper Cutter
- Printer
- Cleaning Supplies  
Magic Eraser, stain remover, bleach pen, wrinkle releaser and odor remover, etc.



### 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.

### MY CHECKLIST

Check off this list as you gather your items!

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Large Toys   | <input type="checkbox"/> Furniture         |
| <input type="checkbox"/> Outdoor Toys | <input type="checkbox"/> Kitchen           |
| <input type="checkbox"/> Bedrooms     | <input type="checkbox"/> Bathrooms         |
| <input type="checkbox"/> Closets      | <input type="checkbox"/> Garage            |
| <input type="checkbox"/> Playroom     | <input type="checkbox"/> Attic or Basement |

### Furniture

- toddler beds
- dressers
- bassinets
- swings
- rockers
- changing tables

### Outdoor Toys

- bikes & trikes
- scooters & skates
- ride-on toys
- playhouses

Be sure to check the garage!



### Bedrooms

- clothing & shoes
- lamps & rugs
- gliders & rockers
- boppies & monitors

### Closets

- sheets & towels
- diapers
- step stools
- pillows & blankets

### Playrooms

- puzzles & games
- dress up
- crafts & supplies
- music toys
- video games

### Large toys

- exersaucers
- bouncers
- play kitchen sets
- play tool bench sets
- train table

### Misc.

- new pacifiers
- safety items



### Kitchen

- dishes
- lunch boxes
- sippy cups
- highchairs
- safety items

### Bathrooms

- diaper disposals
- bath toys
- infant tubs

## STEP 2: ORGANIZE

- 1 Grab 3 totes or baskets and label them:  
**KEEP, SELL, TOSS**

(Have extra boxes or trash bags available)

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

Decide which tub each item should go in.

- 2 When you're done, set aside the **KEEP** bin for now. Take the **TOSS** bin to your local charity, repurpose the items, or throw them away.

- 3 Separate the items in the **SELL** bin into Spring and Fall piles. These items are ready for Step 3.

## The 4 C's Rule

### HOW TO KNOW WHAT TO SELL



### Clean

The newer it looks, the better it sells. Plan to clean clothes, shoes, equipment and toys.



### Current

Sell clothing and shoes in current styles and fashion. Make sure they're the right season!



### Complete

Toys, games and puzzles must be sold as a complete set without missing pieces.



### Compliant

Safety guidelines apply to selling a car seat, stroller, baby equipment and toys. Check <https://www.cpsc.gov> for recalls.



**JBF Standards:** We accept new or gently loved items that are **NOT** broken, torn, stained, or missing pieces. Ask, "Would I buy this for my child?" If the answer is no, then it doesn't meet our standard. Place item in **TOSS** bin.



# Getting Started

## SELLER GUIDE

### STEP 3: PRICE & PREP

When you sell at JBF, you are in control of the price of each item. You also decide if it goes half price during our discount sale times. If the item doesn't sell, you can either donate the item to our local charity partner, or you can pick it up.



We recommend pricing at 1/3 of retail! Ask yourself, "What price would make me buy this item and brag about it to a friend?"

Price non-clothing items (Toys, Baby Equipment, Books, Games, etc.)



at **30-50% OFF** retail price

### Clothing Pricing Guide

Item	Bargain Brands	Everyday Brands	Boutique Brands
Pajamas	\$2 - \$3	\$3 - \$4	\$5+
T-shirts	\$1 - \$2	\$2 - \$3	\$4+
Jeans / Pants	\$2 - \$3.50	\$3 - \$5.50	\$6+
Dresses / Dress Shirts	\$2.50 - \$4.50	\$3.50 - \$6	\$6 - \$8+
Sneakers	\$3 - \$6	\$5 - \$8	\$8+
Jackets / Coats	\$4 - \$6	\$6 - \$9	\$8+

**Bargain brands** = Cat & Jack, Garanimals, Old Navy, etc (retail \$4-10)  
**Everyday brands** = Carter's, Gap, Art Class, Department store brands (retail \$6-15)  
**Boutique brands** = Crewcuts, Mudpie, Janie & Jack



#### Price **HIGHER** for:

- New with Tags
- Big kids sizes
- Items in Original Packaging



#### Price **LOWER** for:

- Infant Items under 12 mo.
- Maternity Clothing
- T-shirts



#### Bundle Items to Save Time

Create sets or bundles. Put an outfit together, or a set of same-size onesies. Bundle 6 pair of socks together, or several superhero figures. Shoppers love it, and you only have to create one JBF tag!

### NEED MORE HELP?

- sarahgarot@jbfsale.com or anneseyferth@jbfsale.com
- @jbfannarbor
- @jbfannarbor

### WATCH TAGGING VIDEOS AND GET SUPPORT AT:



# Prepping your items



## TOYS & GEAR

### Tips and Tricks:

- Tag is attached securely (won't fall off) &
- All pieces secured together (won't separate; tape bags closed)
- Small, like items can be bundled together in zip lock bags. Misc. items should not be put together in zip lock bags.
- Painters tape should be used on books, puzzles and on wood toys.



## CLOTHING



### Hanging & Tagging Clothing

Put most clothing on a hanger. Bundle onesies, socks, infant mittens & hats, as well as accessories in clear self-sealing bags. Attach JBF tag with safety pin or tagging gun.



#### Hanger Direction

Be sure the hanger hook opens to the left, like a question mark. Attach JBF tag to front of item.



#### Tagging Gun

**Tagging guns are optional to use, but if you do, USE CAREFULLY. They can permanently damage fabric.** If you use a tagging gun to attach JBF tags, only puncture the garment tag or an inside seam so that you do not damage the fabric. If using safety pins you can still pin to the existing center tag or on the right side while facing the garment.

**All items must be clean and fully working!**

Questions? Email [kerrjbf@gmail.com](mailto:kerrjbf@gmail.com) or [ribblejbf@gmail.com](mailto:ribblejbf@gmail.com)

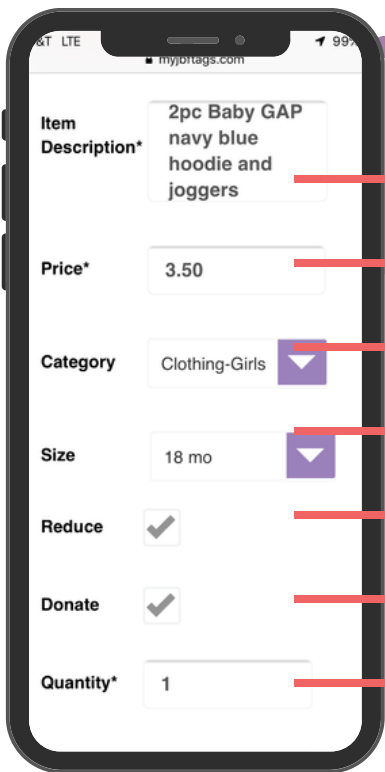
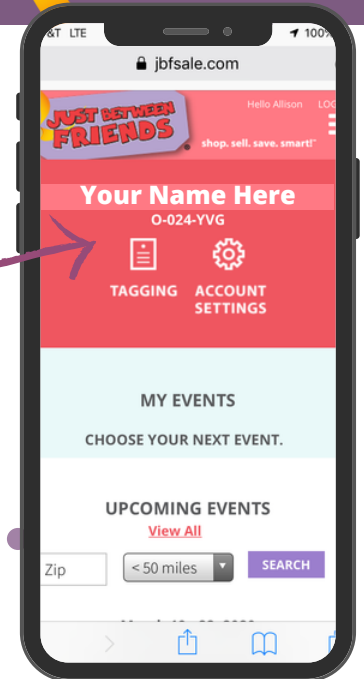
# Creating Tags



## Where to Create Your Tags

Now that your items are inspected and bundled, it's time to log in to your JBF Profile and enter your tag data.

1. [www.annarbor.jbfsale.com](http://www.annarbor.jbfsale.com)
2. login
3. click on TAGGING



## Creating Tags

Include brand, colors, number of pieces included

You choose the price

Choose the category that fits best (leave blank if you can't decide)

Indicate size for clothing and shoes

A check mark here will allow your item to sell at 50% off on Half Price Day

A check mark here will allow your item to be donated if unsold

This feature is if you have more than one of the exact same item and want to create several tags at once

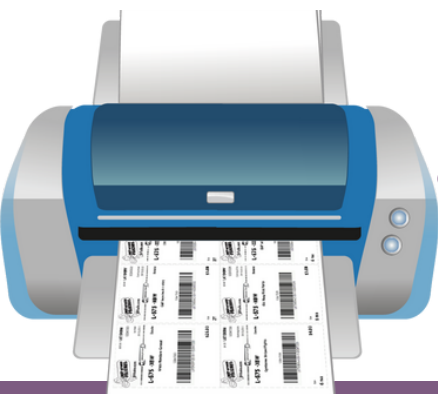
## TIP! Talk-to-Text

If you are entering tags on your mobile device, use talk-to-text to go even faster.



## Print Your Tags

Print tags on 8.5"x11" white cardstock. Tags print 9 per page. Make sure to check boxes by the tags you want to print.



Questions? Email [kerrjbf@gmail.com](mailto:kerrjbf@gmail.com) or [ribblejbf@gmail.com](mailto:ribblejbf@gmail.com)

# Drop Off



**All Consignors must sign up for a drop off appointment! These appointments will open in February.**

Now that your items are tagged, you'll want to pack items **organized by type and size** so that your Drop Off process is easy and fast.

## Seller Drop Off for JBF Ann Arbor

**SUNDAY APRIL 6TH 5-8:30PM**

**MONDAY APRIL 7TH 10AM-8PM**

**WASHTENAW CO FAIRGROUNDS**

1

Plan for 60-90-minutes to drop off your items. Longer if you have 250+ items to drop off. You will enter in the last building (Building G) and work your way through all the buildings. Don't worry, there is a system to make this work smoothly!

2

You will hang clothing on the racks by gender and size based on the smallest size on the tag. We have rolling racks you can use to help with this! All other items will be dropped in "Zones" by general category and the team will get them to where they go.

3

All large items that are too big to carry go to Building A or B and will be inspected at drop off for cleanliness and by our Safety & Recalls Station.

4

For your Large Items, we will attach a yellow ticket to the items which makes it easier for shoppers to purchase your items during the sale

5

Before you leave make sure to get your paper presale tickets from the check out table! You get two tickets to shop on Wednesday, Sept. 28.

*We do a live video to show you what to do!*

# During the Sale



Make time to  
**SHOP**

**MAKE SURE YOU GET THE BEST DEALS FOR YOUR FAMILY!**



## **Watch Your Consignor Check Grow**

You can view your sold items! Log in to your JBF Profile, click on TAGGING, then choose REPORTS.



## **Share Free Tickets**

Now is the time to tell everyone to shop! The more you share, the bigger your consignor check will grow. Be sure all the families in your life know about the resource of JBF this week!



## **Unsold Items Donated to Charity**

Are distributed to help local families through our Charity Partners, American Veterans and Ann Arbor Foster Closet. You'll receive a donation receipt for tax purposes.

## **Presale Shopping**

Wednesday, April 9th  
12 hour helpers | 9am  
8 hour helpers | 10:30am  
4 hour helpers | 12pm  
Consignors | 1pm  
Consignors | 2pm  
*No walking children at the presale. Kids must be secured in wagons, strollers or carriers.*

## **Public Shopping**

Wednesday & Thursday |  
Ticketed presales with varied entry times.  
Thursday | April 10th 12-9pm  
Friday | April 11th 9am-7pm

## **Half Price Presale**

**Saturday** | April 12  
Helpers | 12pm  
Consignors | 1pm  
Ticketed Public | 2-4pm

## **Public Half Price Day**

Saturday | April 12 | 4-7pm  
*Free admission!*

## **Seller Pick Up**

*If items are not donated*  
Sunday | April 13th | 5-7:30pm