

# Getting Started Guide



Oaks | Reading

## WHAT'S NEEDED:

### TAGGING SUPPLIES:

- Computer or mobile device
- Printer
- White card stock 60lb+
- 1.5 - 2.0 inch safety pins
- Child-size plastic or wire hangers (Child = 4T & under, Adult = 5 and up)
- Gallon & quart clear ziplock bags
- XL Ziploc/storage bags (Dollar Store!)
- Clear packing tape
- Painters/masking tape
- Scissors
- Ribbon, string or zip-ties

### OPTIONAL SUPPLIES:

- Tagging gun & barbs
- Paper cutter
- **Cleaning supplies:** *Magic Eraser, stain remover, bleach pen, wrinkle releaser and odor remover*

### 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.

**Attic or Basement:** Clothing stored in tubs, larger items such as children's furniture, crib mattresses, baby gear and other bulky items like pack 'n plays, bassinets and exersaucers.

**Kid's Bedroom:** Clothing, shoes, accessories – belts, ties, new in package hair accessories, and hats. Area rugs, picture frames, lamps, wall hangings and other decorative items. From the nursery– glider and footstool, boppy, baby monitor, infant carrier, humidifier and crib toys.

**Linen Closet:** Crib sheets, hooded towels, character beach towels (accepted at Spring sales only), washcloths and cloth diapers.

**Bathroom:** Potty seats, Diaper Genies, wipe warmers, outgrown (new) diapers, infant tubs, bath seats, bath toys, and step stools.

**Living Room:** DVDs and video games.

**Mom's Closet:** Best maternity wear, nursing bras, and nursing pillows.

**Mud Room or Hall Closet:** Coats, boots, snow pants, mittens, and scarves (accepted at Fall sales only.)

**Kitchen:** Children's utensils, dishes, sippy cups, bottles, lunch boxes, highchair, Bumbo and booster seat.

**Playroom:** Games, puzzles, books, toys, arts and crafts, dress-up items and costumes. Also extra party supplies like invitations, tablecloths or favors.

**Garage:** Ride-on toys, car seats, scooters, trikes, bikes, bike helmets, sports equipment - including cleats, and don't forget strollers!

**Outside:** Slides, playhouse, car seat, swing, water table and sandbox.

## STEP 2: ORGANIZE

- 1 Grab 3 totes or baskets and label them: KEEP, SELL, TOSS (Have extra boxes or trash bags available)
  - **KEEP Tub** - items that you aren't ready to get rid of yet.
  - **SELL Tub** - items you want to sell. (Spring or Fall)
  - **TOSS Tub** - items that don't meet JBF standards.

- 2 Take each item and make a decision which tub it should go in. Replace full tubs as needed.

- 3 When you're done, set aside the **KEEP** tub and plan to revisit it later. Right now you're done with this tub. Take the **TOSS** tub to your local charity, repurpose the items, or throw them away. You're also done with this tub. The **SELL** tub is now all the items you have for the sale. Separate the Spring and Fall items, and then these items are ready for Step 3.

**JBF Standards:** New or gently used items that are NOT broken, torn, stained, or with missing pieces. A good rule of thumb – "Would I buy this for my child?" If the answer is no and the item doesn't meet your standard, then it doesn't meet ours either.

## HOW TO KNOW WHAT TO SELL - THE 4 C'S RULE:

- Clean - the newer it looks, the better it sells. Plan to clean clothes, shoes, equipment and toys.
- Current - sell clothing and shoes in the correct season. Current styles and fashion are sought after.
- Complete - toys, games and puzzles must be sold as a complete set.
- Compliant - important safety guidelines apply to selling a car seat, stroller, baby equipment and toys. Check <https://www.cpsc.gov> for recalls.

## STEP 3: PRICE & PREP

Selling at JBF lets you be 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.

### QUICK PRICING GUIDE

Successful sellers practice Shopper-Focused Pricing. Ask yourself, "What price would make me buy this item and brag about it to a friend?"

<p><b>Bargain Brands</b> <b>\$1 - \$4</b></p> 	<p><b>Everyday Brands</b> <b>\$3 - \$6</b></p> 	<p><b>Premium Brands</b> <b>\$7 - \$10</b></p> 
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Sell Toys, Baby Equipment, Books, Games and Furniture at **30-50% OF** retail price

- CHARGE MORE FOR:**
- New with Tags
  - "Dressy" Items
  - Items in Original Packaging
  - Large Items
  - Popular Toys

- CHARGE LESS FOR:**
- Used Bargain Brand Clothes
  - T-Shirts
  - Infant Items
  - Maternity Clothing
  - Junior Clothing

To sell more- we recommend that you let your items reduce during our discount days!

## CREATING TAGS

Log into your JBF Profile on our website, and click on the "Enter My Tags" button. Be sure that your "Reduce" and "Donate" settings fit your personal preference. Select CREATE TAGS. Grab your first item and start.

Category	Size	Item Description*	Price*	Reduce	Donate	Qty.
Shoes-Girls	1.5	Brown Ankle Boots	4.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1

Select the Category → Choose the Size → Write a detailed description → Select the Price → Choose if you want to Reduce → Choose if you want to Donate this item (if it doesn't sell) → Write in the Quantity

### SUPPORT

If you have questions about pricing specific items, ask us! You can also Google the item and check eBay, Craigslist or Amazon to find comparable prices.

### PRINT & CUT

Print your tags on white cardstock. Then after you cut out your tags, organize them by Category and Size.

**ALWAYS SET THE QUANTITY TO "1" - EXCEPT:**

1. When you have multiples of the exact same item. Increasing the quantity will create the same tag multiple times BUT with a new item number and barcode for each item. This will help you track your sales accurately.
2. If you have a big item that has multiple pieces and needs multiple tags.
  - Change the quantity to 3 (or however many tags you need)
  - Leave tag #1 as is. Cross out the barcode & price on the other tags with a black sharpie
  - Write on all the tags - 1 of 3, 2 of 3, 3 of 3
  - Attach one tag to each piece of your big item

**MERCHANDISE PREP**

**Blankets & Textiles:**

- **PACKAGE:** Receiving blankets can be placed in a ziplock bag, larger blankets may be hung. Bundle blankets, washcloths, and towels with ribbon or string like a package.
- **TAG:** If placed in a plastic bag, attach tag securely with packaging tape to the outside of the bag and tape the bag shut. Make sure the barcode/QR code is not covered with packing tape, as the glossy tape can cause the barcode to not scan. If bundled with string, attach tag directly to blanket and tuck it under the ribbon/string so that it does not easily get pulled off.
- **PLEASE NOTE:** We are unable to accept comforters, sleeping bags or bumper pads.

**Books, Games, DVDs, Arts & Crafts:**

*Games & puzzles must have all pieces. (No "adult" content)*

- **PACKAGE:** Use clear self-seal bags or clear cling wrap to hold multiple items together. Tie sets of books together with ribbon/string.
- **TAG:** Attach tag to the book with tape that can be removed without damaging the item (book tape, removable tape, artist tape, painter's tape, etc.) Hole-punch tag and tie to sets.

**Furniture & Equipment: Check for safety recalls!**

- **BRING A CAR SEAT WAIVER** for all car seats, booster seats, and car seat bases or infant carriers.
- **BRING A CRIB WAIVER** for all cribs. Cribs must be manufactured within the last 5 years by JBF sale date and have never had a recall.
- **PACKAGE:** If the item has multiple pieces, use packing tape, zip-ties, or string to keep items attached together. If wooden furniture has loose parts, use clear plastic wrap to secure items. All furniture and equipment must be assembled. Batteries must be included, if applicable.
- **TAG:** Attach tag directly to item with clear packaging tape or painter's tape, or hole-punch the tag and tie it to item.
- **PLEASE NOTE:** We are unable to accept any type of inclined sleeper. If you have a pack 'n play that includes an inclined sleeper attachment, please remove it; you are able to sell the pack 'n play without that piece. Pack 'n plays brought to the sale with an inclined sleeper attached will be removed from the sales floor.

**Infant Items: Check for safety recalls!**

- **PACKAGE:** Keep multiple pieces together. Working batteries must be included, if applicable.
- **TAG:** Attach tag directly to item or clear self-seal bag with clear packaging tape or hole-punch tag and tie it to item.

**Toys: Check for safety recalls!**

*Battery-operated toys must include working batteries.*

- **PACKAGE:** Bag all small parts belonging to toys/equipment in self-seal bags and tape the bag shut with clear packing tape. Fasten the bag securely to the item with ribbon, tape, or zip ties.
- **TAG:** Attach tag directly to item with clear packing tape or hole-punch tag and tie it to item.

**Check for Recalls by visiting: <https://www.cpsc.gov>**

**Clothing:**

*Sizes Newborn to 14Y for boys and girls.*

**Limit 100:** Girls 0-24M clothing

**Limit 100:** Boys 0-24M clothing

**Teen sizes**

**Limit 20:** Girls Teen Brand Clothing in 16Y, 18Y, Juniors 0-11 and the Equivalent of a Women's Adult XS, S, M and L

**Limit 20:** Boys Teen Brand Clothing in 16Y, 18Y and the Equivalent of a Men's Adult S and M

*(Ex: Abercrombie, Hollister, Roxy, American Eagle, Nike, Under Armour)*

**Limit 10:** Maternity Clothing Items per Consignor (any season)

**PACKAGE:** All clothing must be on a hanger. Hangers should form a "7" with the opening pointing to the left when looking at the item.

- Sets sell in smaller sizes: When making a set, safety pin the heavier item to the hanger, then pin the lighter item to the heavier item.
- Use large safety pins to attach pants to the top angled part of the hanger or use pant hangers.
- Roll belts and tie with a string
- Hats can be tagged using safety pins or tagging gun. Do not put hats in bags.

- **TAG:** Attach tag with a tagging gun or safety pin. Tags must be located on the upper right shoulder area of a shirt or upper right front hip of pants. Tags attached with a tagging gun should be attached through an inside seam or the clothing's tag and not through the material of the item. Use safety pins to attach tags to sleep sacks, mittens, hats and accessories.



**Shoes:**

- **PACKAGE:** Fasten shoes together with zip ties or ribbon. Please do not sell shoes inside a shoe box, even if brand new. We do not have space to include shoe boxes, and they do not sell as well if the box is included.
- **TAG:** Punch a hole in the top of your tag and attach the tag to the shoes with the ribbon, string, or zip tie. For a more secure tag, wrap packing tape around the top of the JBF tag (make sure not to cover the barcode), then hole-punch a hole through the tag and tape and attach to the shoes.

**Bags and Baby Carriers:**

- **PACKAGE:** Zip-tie items to an adult-size hanger.
- **TAG:** Hole-punch JBF tag and attach it to item with a zip tie, ribbon or string.

**THAT'S IT, YOU'RE DONE!**

**Now you're ready to drop off your items at the sale.**

See the website for times and location. Great job!

**NEED MORE HELP?**



Tracy & Team

**WATCH TAGGING VIDEOS AND GET SUPPORT AT:**  
<https://www.youtube.com/c/TracyPanase/featured>

JBFPhilly

Clean Up. Ca\$h In: #CleartheClutterwithJBF

reading-oaks@jbf.sale.com

CALL or TEXT 484.650.3319