

Little Lambs Closet

of Heritage Christian School

Spring 2025 Sale Instructions

2025 Spring / Summer sale dates:

Friday, March 21, 2025 from 9:00 am to 6:00 pm

Saturday, March 22, 2025 from 9:00 am to 1:00 pm

in the gymnasium @ Heritage Christian School in Bridgeport, WV

Registration

1. To register for the sale, go to <https://hcs-wv.org/support/llc/> and choose the tab that best fits you: Returning seller or New Seller. New Sellers will be given a seller ID number and you choose your own password. There is a **\$10.00 nonrefundable fee** to consign in our sale. (note: we are taking payment through Paypal; however, if you do not have Paypal, you may use a debit or credit card.) Sellers will be limited to a maximum of 125 items per seller number. Please note that we will only accept one seller ID number per person. **Multiple accounts per person are not allowed.** Each seller must submit a W-9.
2. Enter items into My Sale Manager by **midnight, Sunday, March 16, 2025.**
3. A minimum of \$50 inventory will be required to shop at the pre-sale on Thursday. If your items are not dropped-off, then you are not eligible for the pre-sale.

Items to sell at the Spring/ Summer Sale 2025

- We accept spring and summer, clothing and accessories, for babies, children, juniors, & maternity.
- Bedding and baby/children's room décor. Sheets and pillowcases need to be in a set or bundled with like items.
- Bathroom items: infant tubs, diaper genies, potty seats, and towels
- Large baby items: strollers, pack n plays, swings, bouncy seats, exersaucers, bumbo seats, high chairs, toddler beds, bassinets, bed rails, baby carriers, and changing tables. Cribs will only be approved if the side rail is a non-drop side.

- Car seats with an expiration date at least one year in the future. The seat will have a manufacturer sticker located on the bottom of the seat.
- Safety items: safety latches, baby monitors, car seats, and baby gates.
- Toys - Toys must have batteries, include all pieces, clean, and in good working order.

REMEMBER: Customers are more likely to purchase your item if it is in excellent condition. Check that clothing and all items are clean. Items/ clothing should not have pet hair or fuzzballs (pilling) and should not have an odor. Remove pet hair, fuzzballs, and clean all items prior to dropping-off at check-in.

Items NOT to sell

- Opened or used baby toiletries, diaper packs, underwear, nursing bras, pacifiers, bottle nipples, or breast-pumps.
- Adult clothing (Maternity is accepted.)
- Baby formula or other food items
- Expired car seats. Please check the manufacture date on the bottom of the car seat.
- Items with missing buttons, broken snaps or zippers, holes or stains.
- Out-of-season items. Spring & Summer items only! No coats. No boots. Bring swimwear, instead.
- Clothing in Ziploc bags. All clothing needs to be on a hanger.

Preparing clothing and accessory items

- Check over each item for stains, holes, missing buttons or broken zippers/snaps.
- All items should be hung with the hanger hook facing towards the left. **The hanger will look like a question mark when hung correctly.** Clothing in zipper bags will not be accepted.
- Smaller shirts and pants can be attached by placing duct tape on both sides on the top of the hanger. Hang the item on the hanger and pin the shirt through the duct tape on both sides.

- Outfits will need to be pinned together by pinning the pants directly to the hanger. If you pin the pants to the shirt, it will create a hole in your item. Do not place the pants under the outfit because the buyer will need to observe the item. You may hang the shirt on one hanger and the pants on another hanger and fasten the hangers with a zip tie.
- Make sure all items are secure and tagged properly. If an item is separated from the tag, we cannot sell the item.
- Accessories and shoes can be placed in sealed bags or secured with zip-ties. Use a permanent marker to label the bag with your seller ID and item number. Items being sold together must be the same size. Use clear packing tape to attach your tag to the Ziploc bag. Larger shoes should be zip-tied together so they don't get separated.

Preparing large items

- Check that items have not been recalled. This website, <https://www.cpsc.gov/>, and Google can help you determine if your item has been recalled.
- Small parts or accessories, for large items, can be placed in a sealed bag labeled with the seller information. Attach the bag to the large item by using a zip tie.
- All bedding items need to be bundled or in a set. You can use clear packing tape or put the sets in an over-sized zipper bag.

Steps for Entering Items Into My Sale Manager

- 1) Go to <https://hcs-wv.org/support/llc/>
- 2) Click on "Item Entry and Tag Printing"
- 3) After logging in, choose "Work with Active Inventory"
- 4) Choose whether you are using a mobile device or a laptop to enter items
- 5) Choose a **category** that best fits your item. If you cannot find an accurate category, we might not be accepting that type of item. When you choose a category for the item, appropriate sizes will pre-populate in the drop-down menu.
- 6) Enter the size. Choose 'Leave Blank' for non-sized items like high chairs or hair accessories. Be sure to choose the CATEGORY for your item before you try to find the SIZE for your item.

7) When writing the description, be very specific. Do not write 'pink shirt'. Instead, say "Old Navy pink shirt w/ cat & dog". This is for your benefit and our benefit as well. If your tag falls off the item, the accurate description will help us match the lost tag with your item.

8) Price your item according to the brand name. Store brand clothing will have a lower after-market value. Be realistic.

9) The quantity category will be "1" unless you are selling multiples of the exact same item. This section does not indicate the pieces to an outfit.

10) Check the *discount box* for unsold items to be marked 50% on Saturday.

11) Check the *donate box* for unsold items to be donated at the end of the sale. All items marked donate will automatically be marked discount for Saturday.

12) Click Submit item to save the item and repeat the process to enter the next item.

Printing Tags

Login to your account to print all tags or some tags.

1. If you need to print all tags, click on the "Print All Tags" button.

2. If you only need to print some of the tags, click on the "Print Selected Tags" button. From there, you can click the Print All Unprinted Tags button.

3. If you only need to reprint a few tags, you can select those tags, and then click the "Print Selected Tags" button.

- Printing your tags on higher quality paper is recommended. Thicker paper makes the tags less likely to tear as people look through them on the clothing racks.

- DO NOT adjust the printer settings on your printer to fit more tags on a page or make them smaller. Tags will print 6 per page. Also, print in "regular quality" and not in "best" or "high quality" mode as the higher quality can distort the bar codes and can cause the bar codes to not scan at checkout.

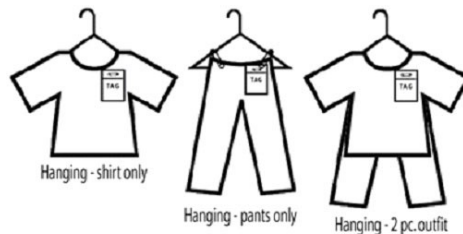
-Please check Facebook for pictures to help. Visit our main page and then ask to join our private Facebook group. <https://www.facebook.com/Little-Lambs-Closet-of-HCS-187192565449439/>

*** If you notice a tag is incorrect or you decide you want to change something on the tag after it has already been printed, DO NOT attempt to alter the tag. You MUST print a new tag.***

Attaching Tags to Items

*** Clothing – washed, cleaned, no stains**

1. Tags need to be attached with safety pins. NO straight pins are allowed.
2. Attach the tags with safety pins horizontally, not vertically.
3. Place tags on the right side of the front of the item. If you have an item made of delicate material or raincoat material and pinning a tag to the material will make holes in the item, you may pin the tag to the sizing tag of the item.



*** Shoes – “like new” – not dirty, not worn**

1. Use clear packaging tape to tape a tag to the outside of the sealed bag. No duct tape.
2. Write the seller number on the bag in case the tag falls off.
3. Zip-tie larger shoes.

*** Accessories**

1. Place smaller item in bag and attach the tag to the front of the bag with packing tape in the same manner as you would for shoes.
2. Any items not in bags (such as a hat, diaper bag or baby carrier) you can carefully pin the tag to the item.
3. For plastic items (like a bottle sterilizer) locate a flat spot where the tag is very visible and attach the tag with clear packaging tape.

*** Large Items**

1. Place the tag where the shopper will easily locate the tag. Attach the tag using clear packing tape or zip ties.
2. Very large items that cannot be carried around can be assigned a two-part tear-off ticket by our team of volunteers.

Dropping off your items

-Your scheduled drop-off time is the time you are to be IN the building ready to be checked-in for the sale. When you arrive, please stop at the check-in table with your W-9 and at least one of your tagged items so we can test your bar codes.

- Once you have “checked-in”, you may begin bringing your items into the gym. We have some Z-racks and large, yellow rolling carts that you can take out to the parking lot to bring in your items. Have your clothing arranged by gender first and then in size order from smallest to biggest.

- We will have tables where volunteers will check each item to determine if it meets all the seller guidelines. Any rejected items will be given to you on the spot. Please be prepared to stay with your items. If you are not present while our volunteers inspect your items, LLC reserves the right to donate any rejected items.

Seller/ Volunteer Early Shopping

- If you participate in the sale by selling and/or volunteering, you can shop before the general public on Thursday evening. Anyone can volunteer. You do not need to be a seller to volunteer.

-Each shift is three hours long. Please check our website <https://hcs-wv.org/support/llc/> for available times by clicking on the “Worker Registration” link under the Volunteers section.

Early Shopping Schedule

4:30pm – 7:30pm	Work three shifts
5:30pm – 7:30pm	Sell and Volunteer one shift OR work two shifts
6:30pm – 7:30pm	Sell OR work one shift

You CANNOT bring your friend, mother, husband, etc. If you want someone to shop with you for any reason they MUST participate in volunteering the same amount of time as you. For example: you volunteer for three shifts, so you can shop at 4:30 pm. Your friend is just selling, so they cannot shop until 6:30pm. If you want to be able to shop together, your friend will have to volunteer for three shifts.

Volunteer Responsibilities

Tuesday, Wednesday, & Thursday- Check items for holes or stains and that all items are clean and/or working properly. Place items in designated areas for the sale.

Friday or Saturday Morning – Bag items at checkout, help pickup items on the floor and keep items organized. Help customers in the “big items” area and find items they are looking to purchase. Help with line control. Saturday morning will involve condensing the racks as the merchandise is reduced.

Saturday afternoon – Help sort unsold items for the seller to pick up later that day. Tear down and put away racks. Organize supplies for the next sale.

* If you volunteer for a shift, we expect you to be there. Please arrive 5 minutes before your scheduled shift for a brief meeting to discuss volunteer responsibilities and discuss any questions you may have.

Picking up unsold items

- We offer two time frames to retrieve your unsold items. You can retrieve your unsold items on Saturday, March 22, between 3:30 pm – 4:30 pm OR on Sunday, March 23, between 2 pm – 3 pm.

- Sellers must sign-up for a “pick-up” appointment to retrieve their unsold items. If you do not sign-up for a “pick-up” appointment, LLC assumes that your leftover items are to be donated. If you cannot pick up your items, you must plan for someone to pick up the items for you. We cannot hold any items for pick up at a different time. All items not picked up will be donated to area charities.

- Also, please check the lost and found area for items that lost a tag or outfits that may have been separated. Sellers will not be compensated for any lost or stolen items. We will be diligent to watch your items very carefully during the sale.

- Please bring totes, boxes, or bags to collect any unsold items. These items will not be provided.

Checks

- Checks will be mailed to the address on the W-9 form about two weeks after the sale has concluded.

Thank you for being a part of this wonderful ministry!

A portion of the proceeds supports area ministries.