

# TKS Consignor Registration Guide



Follow the steps below to register for our current sale season

TKS has two amazing sale locations: Mooresville and Salisbury.  
You can consign at one or both sales.

## A- Consign In Mooresville

1. Log in to the Mooresville Consignor Portal [Here](#)
  - o Returning consignors → Log in using consignor number + PIN
  - o New consignors → Request a Consignor Number
2. Sign your Seller Agreement and Pay your Consignor Fee

## B- Consign In Salisbury

1. Log in to the Salisbury Consignor Portal [Here](#)
  - o Returning consignors → Log in using consignor number + PIN
  - o New consignors → Request a Consignor Number
2. Sign your Seller Agreement and Pay your Consignor Fee

## C- Consign at Both Locations

Transfer inventory between sale locations

- To transfer inventory between sales, your consignor number must match in Mooresville & Salisbury.
- If your consignor number matches
  - o ✓ You can transfer inventory between both sales
  - o ✓ No extra steps needed
- If your number is not the same, register for the desired sale.
- If you are not assigned the same number - email the team: [terikidzconsign@gmail.com](mailto:terikidzconsign@gmail.com)
- Include: Name & Both Consignor Numbers

- My Sale Manager "MSM" is the consignment system you will use to tag your items.
- After registering in MSM, hit the "Menu" button and go to "Select a Drop-off Appt."
- There is a 50 item minimum, you must have at least 50 items to consign
- Want to be part of the reason we are the best kidz consignment sale in the area?! Think about helping! Helperz earn up to 75% of their sales! These slots also fill up quickly!

If Drop-Off Apts and Helper Shifts are not available when you register: Watch for an email regarding Drop-Off Appointments and Helper Shifts

**BE A TKS CONSIGNOR: 5 EASY STEPS!**

- 1 REGISTER AS A TKS CONSIGNOR**
  - VISIT OUR WEBSITE: [TERIKIDZCONSIGNMENT.COM](http://TERIKIDZCONSIGNMENT.COM)
  - REGISTER FOR THE NEXT SALE UNDER THE "CONSIGN" TAB TO CREATE A MY SALE MANAGER (MSM) ACCOUNT
- 2 ENTER CONSIGNMENT ITEMS**
  - LOGIN TO MSM UNDER THE "CONSIGN" TAB
  - ENTER + PRICE YOUR CONSIGNMENT ITEMS USING MSM
  - TIPI: INSPECT EVERYTHING: ORGANIZE YOUR ITEMS IN GROUPS BY CATEGORY, GENDER AND CLOTHING SIZE BEFORE YOU ENTER ITEMS
  - TIPI: ALLOW ITEMS TO SELL AT A DISCOUNT FOR MORE \$\$
- 3 TAG + ORGANIZE ITEMS**
  - PRINT TAGS IN MSM
  - USE TAGGING GUIDELINES TO ATTACH ITEMS
  - ORGANIZE: ITEMS IN GROUPS BY CATEGORY & CLOTHING BY GENDER AND SIZE ORDER (SMALLEST TO LARGEST)
  - TIPI: DONATE UNSOLD ITEMS- SUPPORT THE COMMUNITY AND AVOID PICK UP!
- 4 DROP OFF ITEMS AT TKS VENUE**
  - SIGN UP FOR A DROP OFF APPOINTMENT IN MSM
  - BRING YOUR TAGGED AND ORGANIZED ITEMS TO THE VENUE AT YOUR APPT. TIME
  - PLAN FOR 30-45 MINUTES TO DROP OFF YOUR ITEMS
  - BE PREPARED FOR DROP OFF PROCEDURES-SEE "DROP OFF" EMAIL
  - SIGN UP FOR A HELPER SHIFT AND EARN MORE \$\$
- 5 PICK UP UNSOLD ITEMS + GET PAID**
  - PICK UP UNSOLD ITEMS DURING YOUR SCHEDULED PICK UP TIME
  - HELPERS PICK UP FIRST ACCORDING TO # OF HELPER Shifts - SEE "PICK UP INSTRUCTIONS" EMAIL
  - CONSIGNORS ONLY (NO HELPER SHIFT) MUST SIGN UP FOR A PICK UP APPT. USING MSM
  - UNSOLED ITEMS THAT ARE NOT PICKED UP ON TIME WILL BE DONATED

## Consignor & Helper Perks!

- Consignors earn 60% of your sales.
- Consignor + TKS Helper - increase your earnings percentage by 5-15% (up to 75%) by simply helping us organize the sale!
  - o Choose to help for 4-hours, 8-hours, 12-hours, 16-hours, or 20-Hours!
- SHOP EARLY - Consignors and TKS Helperz shop first, before the public! Helperz get a head-start and shop before consignors!
- Consignors & TKS Helperz also get to shop the 50% off sale early, before the public!

TKS Consignor Earning Percentages + Helper Options			
PERKS	MAXIMIZE Earnings & Shop EARLIER	Shop EARLY Friday	% of Consignor Sales YOU EARN
	5 Helper Shifts (20hrs) *Must include 1 Sort Shift	Shop @ 2pm	75%
	4 Helper Shifts (16hrs) *Must include 1 Sort Shift	Shop @ 2:30pm	72%
	3 Helper Shifts (12hrs) *Must include 1 Set Up or Sort Shift	Shop @ 3pm	70%
	2 Helper Shifts (8hrs)	Shop @ 3:30pm	67%
	1 Helper Shift (4hrs)	Shop @ 4pm	65%
	Consignor Only	Shop @ 5pm	60%