

TKS Guide to Tagging, Pricing, Printing



Follow these steps to enter, tag, and print your items correctly for the sale.

1. Access the MSM Consignor Portal
2. Entering
3. Editing Your Items
4. Printing Your Tags
5. Attaching Your Tags Correctly & Securing Your Items

1. Access the MSM Consignor Portal

- Visit the website and select the correct consignor login (Mooresville OR Salisbury).
- Go to Menu → Work with Consigned Inventory.
- Click Add Items and choose your preferred entry mode.
 - Note: If using Voice Item Entry, read the instructions under the Instructions dropdown

2. Entering Your Items

- Category & Size
 - Choose a category
 - (Mobile users: click Add Items first)
 - Select a size
 - Sorting your items by size before starting will save significant time.
- Description
 - Type/dictate a short but **SPECIFIC** description. At minimum include:
 - Brand & Color

Why this matters:

- If a tag becomes separated from your item, we can now search your description to match it. Input the description exactly how you would identify the item when looking at it.
- Catchy phrases, unique features, and helpful details are welcome!

! If we cannot search and find your item to replace a missing tag, it cannot be sold.

- Price
 - Minimum price: \$2.00
 - Must use \$0.50 increments
- Quantity
 - If you have multiple identical items, set the quantity to print multiple tags at once.
- Discount & Donate
 - Item can be **DISCOUNTED**:
 - Allows your item to go 50% off on discount days
→ Highly recommended.
 - Item can be **DONATED**:
 - Unsold items will be donated after the sale

Items marked donate are automatically marked 75% off after the 50% off discount day.

- Submit
 - Click Submit when finished.

Item Limit Reminders:

Infant hanging (0-18 mo): max 50 items

Does not include Specialty & Holiday Sections (infant only)

Juniors: 25 items (true Juniors only- NO WOMENS)

Young Men: 25 items

Women's Boutique: 30 high-end brands only

3. Editing Items

- To edit one item → click Edit next to that item, make changes → Submit
- You may:
 - Edit multiple items at once
 - Select/de-select discount or donate
 - Delete items you no longer want to include

4. Printing Your Tags

*Make sure you have 65# (or heavier) **WHITE** cardstock ready.

1. Select the Print Tags tab

2. Click Tag Printing Options

3. Choose your needed option:

○ Print Selected Tags, Print All Tags, Print All Unprinted Tags

4. Follow your printer prompts- *Don't adjust size/scale*

5. Cut out tags (6 per sheet)

5. Attaching Your Tags Correctly & Securing Your Items

General Tagging Rules

- Do NOT tape over the barcode – only tape the top 1/2
- Do NOT cut zip ties – cut ends become sharp and unsafe
- Do NOT place packing tape on paper, cardboard, or stickers/decals – It will tear and damage the item
- Place the tag on the outside of all Ziploc bags
- Tape the tag securely across the top (not over the barcode)
- When pinning or tagging:
 - Do NOT use the two holes printed on the tag.
 - Instead, place the pin or tagging barb just above the phrase “TKS Season | Season ‘Year”
 - This ensures proper placement and prevents tearing.



- Clothing

- Hanger must face left -like a "?"
- Tag goes on the TOP RIGHT seam, the RIGHT ARM PIT seam, or in the item's ORIGINAL TAG
- When using a tagging gun or safety pin, the tag MUST go in a seam – never through the fabric
 - Fragile/Waterproof Fabric- Use the item's Original Tag

- A hole punch + ribbon through a buttonhole is also acceptable

ATTENTION: Tags placed through the fabric create holes and may cause rejection.

- Accessories (Handbags, Belts, Jewelry)

- Use hole-punched tags + ribbon/zip-ties where appropriate
- Avoid placing jewelry, bows, hats and other accessories in Ziploc bags – items in bags do not sell as well because shoppers want to touch and feel the item

- Shoes

- Attach tags using the most secure method:
- Packing tape
- Zip tie + hole punch
- Zip tie through a strap or lace
- Tape over the top of the tag to reinforce



TKS ACCEPTABLE & UNACCEPTABLE ITEMS LIST

List is Not Conclusive - General List of Items Accepted at TKS

TOYS

- ☒ Toys: Boys/Girls
- ☒ Infant Toys
- ☒ Games/Puzzles
- ☒ Books
- ☒ Doll Houses
- ☒ Kitchens/Grills
- ☒ Tool Benches
- ☒ Arts/Crafts
- ☒ Pretend Play

OUTDOOR

- ☒ Playhouse
- ☒ Slides/Swings
- ☒ Sporting Equipment
- ☒ Bike/Tricycle
- ☒ Wagons
- ☒ Skateboards/Scooter
- ☒ Basketball Goals
- ☒ Cozy Coupe
- ☒ Outdoor Games
- ☒ Electronic Ride-On

ELECTRONICS

- ☒ Video Games
- ☒ Kids DVD/Blue Ray
- ☒ Gaming Systems
- ☒ Gaming Accessories
- ☒ Musical Instruments
- ☒ Electronic Accessories
- ☒ Headphones
- ☒ Virtual Reality
- ☒ Adult Movies (R)

CLOTHING

Sizes Accepted:
Newborn through Teen

Categories:
Infant/Toddler/Child
Teen/Young Men/Juniors
Women's Boutique
Maternity

- ☒ Sale Season Clothing
- ☒ Shoes/Accessories
- ☒ Kids Boutique
- ☒ Women's Boutique
- ☒ Junior/Teens
- ☒ Young Men
- ☒ Men's Clothing

Not Accepted Below

List of Boutique Brands Accepted & Season Appropriate Clothing on Website

FURNITURE

- ☒ Cribs/Toddler Beds
- ☒ Crib Mattress w/Crib
- ☒ High Chairs
- ☒ Changing Tables
- ☒ Toy Box/ Organizers
- ☒ Kids Desks
- ☒ Gliders/Rockers
- ☒ Kids Dresser/Amoire
- ☒ Bookshelf
- ☒ Mattress alone

INFANT

- ☒ All Baby Gear/Strollers
- ☒ Car Seat/Booster Seat
- ☒ Walkers/Bouncers
- ☒ Baby Monitors
- ☒ Nursing Accessories
- ☒ Feeding Items
- ☒ Bibs/Burpcloths
- ☒ Safety Locks/Gates
- ☒ Baby Food Making
- ☒ Diaper Bags
- ☒ Carrier/Sling
- ☒ Infant Bedding
- ☒ Potty Training
- ☒ Bathing Items
- ☒ Breast Pumps
- ☒ Used Diaper Genie
- ☒ Non-Breathable Bumper Pads

Not Accepted Below

Car Seats Must Not Expire within 1 Year (1+ Years Left)

Join our Private FB "Chit Chat" Group for Consignors

- Books, Games, Boxed Toys, Wooden Puzzles, Items with Stickers

- Attach tags using the most secure method:

- Painters Tape- this prevents tearing
- Zip tie + hole punch
- Packing tape on a Zip Lock Bag

- Large Items

- For Items that will need a "LARGE ITEM TAG"

- Print TWO copies of the same tag (Not a duplicate)
- Organize your tags in a zip lock bag
- Bring tags to drop off

- Large Items

- For Items that will NOT NEED a "LARGE ITEM TAG"

- Zip Tie + Hole Punch
- Packing Tape

LARGE ITEM TAGS

1. Do NOT attach tags to LARGE ITEMS at home

2. Print two copies of your large item tags

3. Bring both copies to drop off

4. Complete & Attach large item tags at Drop Off

Print Two Copies of the SAME tag.

*Same Item Number

Large Item Tag will be given to you at drop off

Attach to the Bottom & Top



Women's Boutique & Name Brands Accepted & Not Accepted at TKS

LIMIT OF 30 HANGING ITEMS

TKS's primary market is Kids Everything. Not Women's Clothing. so we accept VERY LIMITED Women's new and pre-loved boutique and higher-end brand items (purchased within the last 3-4 years) from Petite to Plus Size. This includes clothing, accessories, handbags, shoes, and jewelry. Limit of 30 Hanging Items.

WOMEN'S BRAND'S ACCEPTED

- Aldo
- Alter'd State'
- Ann Taylor
- Anthropologie
- Banana Republic
- BCBG
- Bebe
- Birkenstock
- Boden
- Burberry
- Cabi
- Chanel
- Citizens
- Coach
- Dolce Vita
- Eileen Fisher
- Frame
- Free People
- Frye
- Golden Goose
- Gucci
- Hunter
- Nordstrom Brands
- North Face
- ON
- Paige
- Patagonia
- Ralph Lauren
- Sail to Sable
- Sam Elderman
- Sevens

NOT ACCEPTED

- All Cato & It's Fashion
- All Maurices
- All Stein
- All Target, except NWT
- All Temu
- All Walmart Brands
- Apt. 9
- Athletic Works
- Candie's
- Catalina
- Charlotte Russe
- Chicos
- Croft & Barrow
- Dana Buckman
- Elle
- Faded Glory
- Forever 21
- Gap (Limited Accepted)
- H&M
- Jordache
- Lane Bryant
- Lularoe
- Mudd
- Popugar
- Rue 21
- Sofia Jeans
- Sonoma
- Teen Clothing Brands
- Time and Tru
- White Stag
- Wonder Nation