

## KidsTown—Steps for ordering Barcodes

### # 1

- Go to [www.consignkidstown.com](http://www.consignkidstown.com)
- Log into your Consignor Account



### # 2

- Consignor #
- Password
- Login

The screenshot shows the 'Consignor Login' form. It has two input fields: 'Consignor Number:' and 'Password:'. Below the fields is a 'Login' button. At the bottom of the form, there are three links: 'Forgot Your Consignor Number or Password? [Click Here](#)', 'Need A Consignor Number? [Click Here](#)', and 'Trouble Logging In? [Click Here](#)'.

### # 3

- Order Barcode Labels

The screenshot shows the 'Consignor Homepage' for a test account (#123). It features a 'Welcome to the consignor homepage for Test Account (#123)' message. On the left, there is a list of 'Activities' including 'Register for Our Upcoming Sale', 'Update My Account Information', 'Select a Drop-off Appointment', 'Volunteer To Work', 'Order Barcode Labels', 'View/Approve Seller Agreement', 'View/Approve Worker Agreement', and 'Logout'. On the right, there is a table showing registration status:

REGISTRATION STATUS:	NOT REGISTERED
Seller Agreement:	NOT SIGNED
Assigned Drop Off Shifts:	YOU HAVE NOT SELECTED ANY DROP OFF SHIFTS
Assigned Volunteer Shifts:	YOU ARE NOT SIGNED UP TO VOLUNTEER
Barcode Order Status:	Batch #: 1202 Ordered

## KidsTown—Steps for ordering Barcodes

# 4

**Order Barcodes**  
Use this form to order barcodes for your items.

[Return To Consignor Homepage](#)

This barcode order is for consignor #: 123

**Additional Instructions:**  
Items will be sold at the barcode price you place on the item.

**Minimum price allowed on a barcode is \$1.00. You must price in .50 cent increments**

Print your barcodes now OR you can save the file and print later if you choose. Use Label Template: Avery #5160

Items to remain regular price during the half price sale MUST have ND (no discount) to the right of the price.

Barcodes can be printed at drop off, however you must allow extra time for dropping off items. Please do not bring your items into KidsTown until they have barcodes on the items. Space is limited.

www.consignkidstown.com

Price on Label:

# Labels at this price:

Allow Discount? Yes ▼

Click this button after you have finished submitting all your barcodes.

- Price
- How many
- Discount or not?
- Submit

# 5

**Order Barcodes**  
Use this form to order barcodes for your items.

[Return To Consignor Homepage](#)

This barcode order is for consignor #: 123

**Additional Instructions:**  
Items will be sold at the barcode price you place on the item.

**Minimum price allowed on a barcode is \$1.00. You must price in .50 cent increments**

Print your barcodes now OR you can save the file and print later if you choose. Use Label Template: Avery #5160

Items to remain regular price during the half price sale MUST have ND (no discount) to the right of the price.

Barcodes can be printed at drop off, however you must allow extra time for dropping off items. Please do not bring your items into KidsTown until they have barcodes on the items. Space is limited.

www.consignkidstown.com

Price on Label:

# Labels at this price:

Allow Discount? Yes ▼

Click this button after you have finished submitting all your barcodes.

Price on Label	# Labels	Allow Discount?	Delete Barcodes
\$4.00	5	True	<a href="#">Delete</a>
\$5.00	10	True	<a href="#">Delete</a>
\$7.00	3	True	<a href="#">Delete</a>
\$4.00	2	False	<a href="#">Delete</a>
\$10.00	5	False	<a href="#">Delete</a>
\$20.00	5	False	<a href="#">Delete</a>

- Enter all barcodes needed
- After all barcodes entered
- Click Submit Order

## KidsTown—Steps for ordering Barcodes


### # 6

- Batch # is here
- To print barcodes now click to display and print
- To print barcodes at a later time and return to Consignor homepage

**Message**

Your barcode order was processed successfully. **The batch number for this order is 1889.** Please make note of this number. If you need to communicate with us about this order, you will need the batch number.

Your barcode labels are ready to display and be printed. They are in .pdf format so you will need Adobe Reader software in order to view them (see link below to download Adobe Reader).



This order is also saved in your account and you can view it again easily by logging into your consignor homepage and clicking on the batch number for this order. To display your barcodes for printing now, click the link below

[Display Barcode Labels For Printing](#)

If you do not wish to print your labels at this time, or if you are done printing and ready to proceed you can click the link below. If you would like to place another barcode order, click [here](#).

[Continue](#)

### # 7

If you choose to print barcodes

- Barcodes will be displayed
- Barcode Labels can be printed on labels compatible with Avery 5160 template



### # 8

Consignor Homepage

- Barcode order with batch #
- Click to print barcodes at any time

**Consignor Homepage**

**Welcome to the consignor homepage for Test Account (#123)**

**Activities:**

- [Un-register For Our Upcoming Sale](#)
- [Update My Account Information](#)
- [Select a Drop-off Appointment](#)
- [Volunteer To Work](#)
- [Order Barcode Labels](#)
- [View/Approve Seller Agreement](#)
- [View/Approve Worker Agreement](#)
- [Logout](#)

<b>REGISTRATION STATUS:</b>	<b>REGISTERED</b>
<b>Seller Agreement:</b>	<b>NOT SIGNED</b>
<b>Assigned Drop Off Shifts:</b>	<b>YOU HAVE NOT SELECTED ANY DROP OFF SHIFTS</b>
<b>Assigned Volunteer Shifts:</b>	<b>YOU ARE NOT SIGNED UP TO VOLUNTEER</b>
<b>Barcode Order Status</b>	Batch #: <span style="border: 1px solid gray; padding: 2px;">1889</span>   Ordered