

First Baptist Concord Children's Consignment Sale Registration and Barcode Information

1. Go to fbconcordconsignment.org and select the [Consignment Sale Registration](#) link.
2. Click on [Consignor Registration](#) (consignor number needed).
 - a. If **NEW CONSIGNOR**, click on [Need a Consignor Number](#). Fill in all information (**email is necessary**) and create a password (last 4 digits of your phone number are easy to remember). You will be given a consignor number.
3. Enter your consignor number and password. Page will say, "Welcome back, _____ (your name)."
 - a. If **NEW CONSIGNOR**, click on [Edit Information](#) and update, if necessary; then click [Submit](#).
 - b. If **RETURNING CONSIGNOR**, click on [Register/Unregister Returning Consignor](#). Check box to register; then click [Submit](#).
 - i. Click on [Edit Information](#), and update, if necessary; then click [Submit](#).
4. Once back to the Consignment Sale main menu, click on [Worker Registration](#).
 - a. Re-enter your consignor number and password.
 - b. Select your work shift. **Please select your work shift BEFORE you select a drop off time.**
5. At this point, the system will close and you will need to re-enter to sign up for your drop off time and order barcode labels.
6. Click [Drop Off Scheduling](#) to check what is available and select what time you would like to drop off. (**Please do not drop off your items during your work shift.**) When you exit this page, a message will appear that asks if you would like to close the window; click [Yes](#).
7. When ready to order barcodes, go to the Consignment Sale main menu and select [Ordering Barcodes](#).
 - a. You will be asked to enter the dollar amount (whole dollar amounts; nothing under \$1.00).
 - b. Enter the number of labels that you are ordering at that price.
 - c. You will then be asked if you want to allow the discount.
 - i. Mark **YES** if you are willing for the item to be marked half-price on Saturday;
 - ii. Mark **NO** if you do not want a discount given on the item.
 - d. Finally, click on [Submit Barcodes](#).
 - e. **You will need to repeat this process until all barcodes are ordered.**
 - f. Once you press [Submit Order](#), the total order will be submitted and you will be sent a link to a .pdf file. You will print the .pdf file on Avery 5160 labels that you can purchase from any store that sells office supplies. You can also save the file if you need to print extra labels later including all the way up to your drop off appointment. Your computer will need to have Adobe Reader on it. If you need Adobe Reader, you can download it for free at <http://get.adobe.com/reader/>.
 - g. Barcodes may be ordered through drop off should you need more. If you save your PDF files, you may print them multiple times without making a new bar code order.

If you have any questions, please e-mail consignment@fbconcord.org or call Celeste Lewis (803-2923) or Lori Brown (566-1358).



11704 KINGSTON PIKE
KNOXVILLE, TN 37934
FBCONCORD.ORG