Creating Your Seller Tags

In order to create seller tags/labels to attach to your items, you must log in to MyCM using this link:
https://www.myconsignmentmanager.com/pomba/

You must have access to a computer, printer and Internet with up to date browsers (MyCM does not support Safari. Mac users should use Mozilla Firefox. Otherwise, users should have Internet Explorer 9.0 or Mozilla Firefox 20.0). You should also ensure that your language setting for your browser is set to English. If it is set to French, you will have trouble with the prices in MyCM due to the commas for decimals in French.

There are 2 ways to create labels in MyCM:
BLANK LABELS or DETAILED LABELS

WE RECOMMEND: BLANK LABELS

By creating what we call "Blank Labels", you can create many labels at one time at different price points.

This is done by only completing a few of the fields (those that would remain consistent between items) and creating many labels exactly the same. Then, while actually tagging your items, you would hand-write any descriptions necessary.

To create blank labels:

1. Go to Generate Labels: Either click on the Generate Labels link provided on the screen or go to the Generate Labels Tab on the top middle of the screen.

2. Click on Create Labels.

3. Price: The price can be selected either by mouse or by typing in the digit (which is faster) or type it in. Prices start at $1.00 and go up by $0.50 increments to a maximum price of $200.

4. Description/Brand Name Fields: Leave blank.

5. Size: Choose the size either with your mouse or by typing in the first digit of the size you want (which is faster). You can choose "not applicable" for items where a size is not necessary. You can also choose "blank size" and then nothing will appear for the size on your label. If the sizes available don't match exactly the size on the item, choose the closest size. Or use "blank size" and manually write the size on the label.

6. Category: Choose the Category either with your mouse or by typing in the first letter of the category you want (which is faster). Take a few moments to familiarize how the categories are set up. If you don't know the category, you can choose "Miscellaneous" or even "blank category". If you choose "blank category", nothing will show up on the label.

7. Allow Donate. This box should be clicked if you would like this item to be donated at the end of the sale if it is not sold. If you don't want to return at the end of the sale for your unsold items, then choose this for all items you are selling.

8. Number of Labels at this price. Enter the number of labels you would like to create with this exact same information. A typical seller would need many labels at the lower price points of $1.00 to $5.00 and much fewer labels at the higher price points.

9. Click on Add. The system will add the item to the screen for you to view and print. When creating blank labels to use later, you would create many labels at different price points so the above instructions would be followed for all the price points you want to use. You can log back in at any point before the sale to create more labels. So don't worry if you run out and need more.

A typical starting point for new sellers would be to create the following: **Note: labels print out 8 per sheet of cardstock**	* $0.50 – 16 labels * $1.00 – 32 labels * $1.50 – 16 labels * $2.00 – 32 labels * $2.50 – 16 labels * $3.00 – 24 labels * $3.50 – 16 labels * $4.00 – 24 labels * $4.50 – 16 labels	* $5.00 – 16 labels * $6.00 – 12 labels * $8.00 – 12 labels * $10.00 – 8 labels * $12.00 – 4 labels * $15.00 – 4 labels * $18.00 – 4 labels * $20.00 – 4 labels * Higher numbers – as needed

IMPORTANT NOTE:

MyCM does not save the labels you create from one session to the next. Therefore, it is EXTREMELY IMPORTANT that you either save your labels as a pdf file on your computer at the end of each session OR print your labels.

Also, the system times out after 15 minutes of inactivity. If this happens, any labels you created will be lost. If you need to step away from the computer for any amount of time, be sure to save your labels as pdf (or print them).