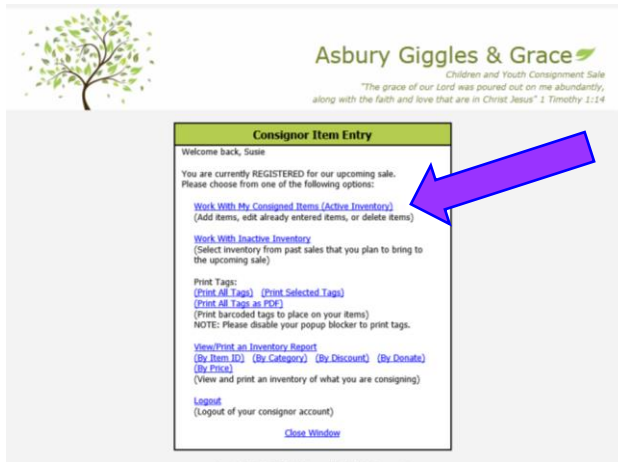


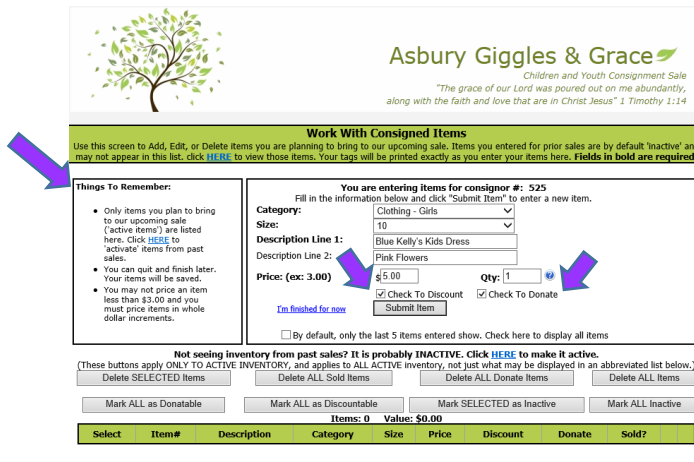


# TAG CREATION Instructions

- Click on **Create Tags** on the right sidebar in the Giggles and Grace Website.
- Log into your Account with your consignor number and password.  
(Password is again the last 4 digits of your primary phone number or nown if you did not enter one)
- If you are just starting to create tags you will select:  
[Work With My Consigned Items \(Active Inventory\)](#)



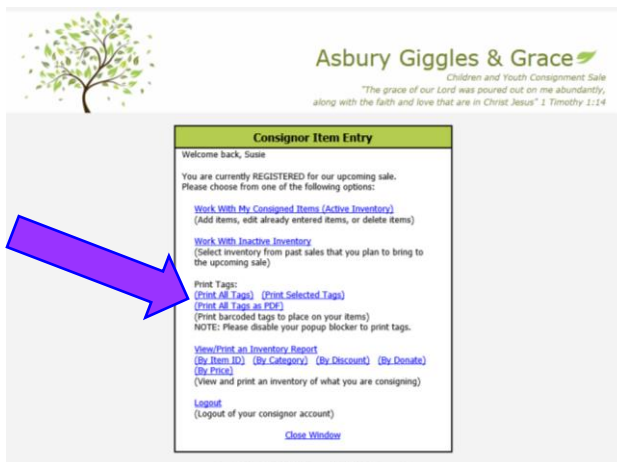
- Below is the screen you will see when creating tags. This is VERY user friendly as you will see! Make sure you are selecting the correct boxes for **DONATE** and **DISCOUNT** on each item. The Consignor is responsible for accuracy on all tags created. Also note the Things To Remember!



- You are able to save your Tag Creations by hitting 'Submit Item'.
- If you are not ready to Print, you are also able to leave and return to these screens to Add, Edit or Delete any tag you have created!

SEE Page 2 to PRINT

- If you are Ready to PRINT your TAGS...You will go back to this Screen and select which Printing Option works for you ([ALL](#) or [SELECTED](#) Tags)
- Please note to disable Popup Blocker to print tags.



- You MUST use WHITE CARD-STOCK to print tags!
- **NO Colored** and/or Paper Tags will be accepted this Sale. **ONLY WHITE CARD STOCK** tags will be accepted. Your items will be returned to you during receiving and you will be given the opportunity to re-tag all items and return. If you leave items during Drop-and-Go with Colored or Paper tags, your items will be held for you to pick up and re-tag or pick up on Saturday after the Sale is over. We apologize, but must be strict in order for scanners to work efficiently during check-out.