

BARCODING INFORMATION

You **MUST** register, at backontherackroanoke.com, prior to ordering barcodes! All items are **REQUIRED** to have a barcode and need to be tagged with a brief description.

****Exceptions: Books, CD's, DVD's and other non- clothing items are only required to have a barcode.****

❖ **PREPARATION IS KEY!** It is **VERY** important to prepare your items **BEFORE** you order your barcodes.

- Hang and tag your items with a brief description and price.
- Sort your items, into piles, by price. This will make the process of ordering your barcodes so much easier!
- Once all of your items have been sorted into piles, use the [barcode worksheet](#) to determine the price and quantity of each barcode needed. {Remember to list separately any items you DO NOT want to discount.}
- When you have completed the worksheet, you're ready to order your barcodes.
- Your barcodes **MUST** be printed on labels that are 1" x 2 5/8". You may use any generic labels, i.e. Staples/Office Maxx, Wal-Mart, etc., as long as it is **compatible with "Avery Template - 5160"**. If you do not use a label that is compatible with "Avery Template - 5160", your barcodes may not print correctly and will be unusable.

****IMPORTANT- The entire barcode MUST be visible on each label.****

Check local sale ads...as they frequently run great deals on labels, index cards, tape, Sharpies and other supplies needed for preparing your items.

❖ **TO ORDER YOUR BARCODES:**

- Go to our website and click "Order Barcodes" under the Consignor Page.
- Once you've entered your log-in info, you're ready to start entering your barcode order. Use the barcoding worksheet to input the total number of barcodes needed at each price point.

*Example - 4 at \$4.50, 10 at \$5.50, 3 at \$6.50, etc.

- **"Allow Discount" feature** - determines whether or not your items will be reduced for the 50% sale.
 - **Select "YES"** - if you want your item(s) to go ½ price {Will be reduced during half price sale}. This is the pre- set option and does not need to be changed unless you have items you do not want to reduce.
 - **Select "NO"** - if you have item(s) you **do not want to discount** {Item(s) will remain full price during half price sale}. Your barcode will have "No Disc" printed next to the price.
- After you have entered all of the barcodes needed, click on "Submit Order". Keep in mind there are 30 labels per sheet. We recommend ordering in increments of 30, if possible, so you don't waste labels.

- Make sure you enter the correct number of items you need to be barcoded. * * *

❖ **YOU'RE NOW READY TO PRINT!!**
BARCODING FAQ

Why do we need to print barcodes?

Increases speed and accuracy for consignors and shoppers!

Unable to print your barcodes?

We'll be happy to print them for a small printing fee:

Consignor provides labels - \$5.00

BOTR provides labels - \$10.00 (up to 15 sheets; \$.50/per additional sheet)

How do I determine what barcodes I need?

- Begin by tagging your items.
- Once your items are tagged, sort them by price {Remember to list separately any items you do not want to discount}.
- Once sorted, use the [barcoding worksheet](#) to help determine the quantity and price of each barcode needed.

How do I order my barcodes?

- Register as a returning or new consignor.
- Click on "Order Barcodes" link.
- Use the barcoding worksheet to input the total number of barcodes needed at each price point

How do I discount my item(s) to sell at half price during the half price sale?

When ordering click "YES" under "Allow Discount". {Item(s) **WILL** be discounted to ½price during half price sale.}

What if I want my item(s) to stay full price during the half price sale?

When ordering click "NO" under "Allow Discount". {Item(s) **WILL NOT** be discounted and **WILL remain FULL PRICE** during entire sale. Your barcode will have "No Disc" printed next to the price.}

Do I need to enter all my barcodes at one time?

No, you may enter as many barcode orders as you like, anytime! There are 30 labels per page, so you may want to order your barcodes, in increments of 30, to keep from wasting labels. Make a note of your batch numbers in case you want to print at a later time.

Can I print/reprint a batch number?

Yes, log in to the "Consignor Home Page" to view and print a barcode order.

What if I want to change the price or discount status on my tag?

A new tag **MUST** be made! **DO NOT** cross through the preprinted price on the barcode. Items will be sold at the price scanned from the barcode, NOT what is handwritten on the tag. **ALL ITEMS ARE SOLD PER THE BARCODE PRICE.**

What if I order too many barcodes?

Save any unused barcodes for future BOTR sales. The barcodes do not expire!

When you click print, a box will appear. Make sure "**page scaling**" is set to "**NONE**". This should correct the problem.

Helpful Tips for Shopping at Back on the Rack

- Bring a clothes basket or reusable shopping bags to place things in while you shop, as we have a limited amount. It's much easier to shop when you're hands are free!
- Make a list of the items your child needs and be sure to include their measurements and sizes. For shoes, draw your child's footprint on a piece of card stock/poster board and cut to size. You'll be able to get an accurate fit!
- When purchasing large items, please see a Back on the Rack Volunteer. We'll be happy to pull the item and hold it for you until you're ready to check-out.

**** (Please do not ask for an item to be pulled and tagged, as "SOLD", until you're absolutely sure you want to purchase the item. It's unfair to others interested in that item, to have it pulled, if you are undecided.) ****

- We do our very best to inspect ALL items. Please look over each item you are purchasing carefully, as **All Sales Are Final**.
- We accept Cash, Visa, MasterCard, Debit Cards (Minimum of \$10 purchase on credit/debit cards) or Checks (not over \$25).

Enjoy your one stop shopping for all of your children's needs!