



Getting Started

SELLER GUIDE

Let's do this together!

Welcome sellers! You'll find everything you need to know —right here in this Guide—to help you turn your outgrown kid items into CA\$H.



Gather



Sort



Price



Prep



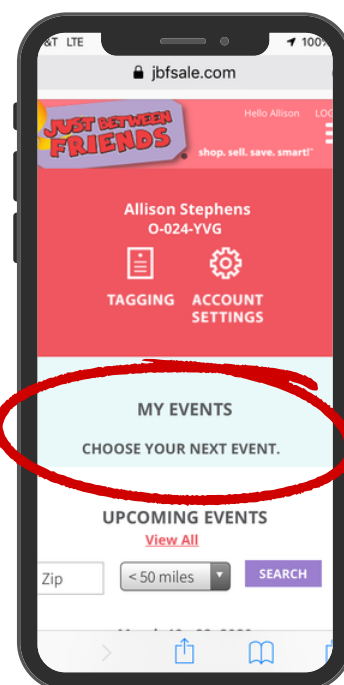
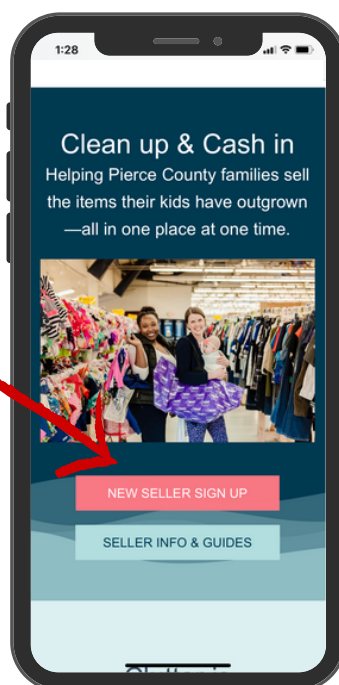
Drop Off

First Things First: REGISTER

Save your spot by registering as a Consignor for our Coral Springs event.

- Log in to JBF account
- Sign up for Coral Springs event

These steps allow us to send you important emails and to add your items to our system. There are no upfront fees.





Getting Started

SELLER GUIDE

What's Needed:

- Laptop, tablet or mobile device
- White card stock (60lb+)
- 1.5 - 2.0 inch safety pins
- Plastic or wire hangers
(Use child for 4T & under; adult size for 5+)

- Quart, gallon & XL clear storage bags
- Clear packing tape
- Painters/masking tape
- Scissors
- Ribbon, string or zip-ties

Optional Supplies:

- Tagging gun & barbs
(Watch training videos)
- Paper Cutter
- Printer
- Cleaning Supplies
Magic Eraser, stain remover, lint roller, wrinkle releaser and odor remover, etc.



No Printer? No Problem!

When you finish creating your tags use the "Print PDF" option and save the PDF file. Printing your tags at an office supply store will save you ink and time. Don't forget to ask them to cut your tags!

STEP 1: GATHER YOUR ITEMS

Children cycle through a new wardrobe every 6 months, so it's no surprise you feel overwhelmed. It's time to gather everything they no longer wear or use. Check seasonal guidelines regarding what's in and what's out for each event.

MY CHECKLIST

Check off this list as you gather your items!

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Large Toys | <input type="checkbox"/> Furniture |
| <input type="checkbox"/> Outdoor Toys | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Bedrooms | <input type="checkbox"/> Bathrooms |
| <input type="checkbox"/> Closets | <input type="checkbox"/> Garage |
| <input type="checkbox"/> Playroom | <input type="checkbox"/> Attic or Basement |

Furniture

- toddler beds
- dressers
- bassinets
- swings
- rockers
- changing tables

Outdoor Toys

- bikes & trikes
- scooters & skates
- ride-on toys
- playhouses

Be sure to check the garage!



Bedrooms - kids!

- clothing & shoes
- lamps & decor
- gliders & rockers
- boppies & monitors

Closets

- sheets & towels
- diapers
- step stools
- pillows & blankets

Playrooms

- puzzles & games
- dress up
- crafts & supplies
- music toys
- video games

Large toys

- exersaucers
- bouncers
- play kitchen sets
- play tool bench sets
- train table

Misc.

- new pacifiers
- safety items



Kitchen

- dishes
- lunch boxes
- sippy cups
- highchairs
- safety items

Bathrooms

- diaper disposals
- bath toys
- infant tubs

STEP 2: ORGANIZE

- Grab 3 totes or baskets and label them:

KEEP, SELL, TOSS

(Have extra boxes or trash bags available)

- **KEEP** - items that you aren't ready to get rid of yet.
- **SELL** - items you want to sell. (Spring or Fall)
- **TOSS** - items that don't meet JBF standards.

Decide which tub each item should go in.

- When you're done, set aside the **KEEP** bin for now. Take the **TOSS** bin to your local charity, repurpose the items, or throw them away.

- Separate the items in the **SELL** bin into Spring and Fall piles. These items are ready for Step 3.

The 4 C's Rule

HOW TO KNOW WHAT TO SELL



Clean

The newer it looks, the better it sells. Plan to clean clothes, shoes, equipment and toys.



Current

Sell clothing and shoes in current styles and fashion. Make sure they're the right season!



Complete

Toys, games and puzzles must be sold as a complete set without missing pieces.



Compliant

Safety guidelines apply to selling a car seat, stroller, baby equipment and toys. Check <https://www.cpsc.gov> for recalls.



JBF Standards: We accept new or gently loved items that are **NOT** broken, torn, stained, or missing pieces. Ask, "Would I buy this for my child?" If the answer is no, then it doesn't meet our standard. Place item in **TOSS** bin.

Inspect: Clean



Wash & Clean ALL Items

The newer it looks, the better it sells. A quick wash, or wipe down might be all it takes to get your items sale ready! Shoppers want to buy items in great condition for their family to use and enjoy! Grace will be given for the first 3 pulled items, but after 3, you'll be charged \$.25 per item. It's our mission to provide quality and safe items for our shoppers.

Wash all clothing, bedding, and cloth items on equipment. Wipe down all non clothing items and clean shoes thoroughly. Magic Erasers work really well on shoes!



ITEMS TO DOUBLE CHECK:

ALL SHOES
BOTTOMS & SOCKS
OUTDOOR TOYS
BABY/INFANT TOYS
PACK & PLAYS
HIGH CHAIRS & BOOSTERS
STROLLERS
CARSEATS & BOOSTERS
POTTY CHAIRS
SIT IN BOUNCERS
BABY WALKERS



Inspect: Complete



Check all Items are Complete

Go through items to make sure all pieces are together. Toys, games and puzzles must be sold as a complete set without missing pieces. Check all toys and games and **replace any batteries** to prevent battery supply fees (\$1/battery at sale) **Items that are missing crucial pieces will be pulled off the sales floor.**

TOYS & GEAR TO DOUBLE CHECK:

PUZZLES
GAMES
CRAFTS

FEEDING SUPPLIES
LG EQUIPMENT
BABY EQUIPMENT

TOYS
FLASH CARDS
EDUCATIONAL ITEMS



MOMMY MART & ROOM DECOR

Inspect: Current Non-Clothing

MOMMY MART & Name Brand Purses



Kitchen: Original Packaging

KID'S ROOM DECOR Current & Complete



Storage: Baskets & Organizers



Decor: Like New, Current & Trendy



Decor: Like New, Current & Trendy



Gifts: New & Unused Beauty, Bath, Hair Items, & Candles



Gifts: New/Like New Baby Shower Gifts

Name Brand Purses ~ Must be authentic. These will be zip-tied to racks and will utilize the Yellow Claim Tags (available at drop off). Our Purse Boutique is very popular among shoppers. Please include high-value diaper bags and infant carriers to this section.

STEP 3: PRICE & PREP

When you sell at JBF, you are in control of the price of each item. You decide if it goes half price on our discount days. If the item doesn't sell, you can either donate the item to our local charity partner, or you can pick it up. ALWAYS reduce if your are donating! No stars!



We recommend pricing at 1/3 of retail! Ask yourself, "What price would make me buy this item and brag about it to a friend?"

Price non-clothing items (Toys, Baby Equipment, Books, Games, etc.)



at **30-50% OFF** retail price

Clothing Pricing Guide

Item	Bargain Brands	Everyday Brands	Boutique Brands
Pajamas	\$2 - \$3	\$3 - \$4	\$5+
T-shirts	\$1 - \$2	\$2 - \$3	\$4+
Jeans / Pants	\$2 - \$3.50	\$3 - \$5.50	\$6+
Dresses / Dress Shirts	\$2.50 - \$4.50	\$3.50 - \$6	\$6 - \$8+
Sneakers	\$3 - \$6	\$5 - \$8	\$8+
Jackets / Coats	\$4 - \$6	\$6 - \$9	\$8+

Bargain brands = Cat & Jack, Garanimals, Cherokee, etc (retail \$4-10)

Everyday brands = Carter's, Children's Place, Department store brands (retail \$6-15)

Boutique brands = Under Armour, Hollister, Crewcuts, Mudpie, Janie & Jack, NWT



Price **HIGHER** for:

- New with Tags
- Big kids sizes
- Items in Original Packaging



Price **LOWER** for:

- Infant Items under 12 mo.
- Maternity Clothing
- T-shirts



Bundle Items to Save Time

Create sets or bundles. Put an outfit together, or a set of same-size onesies. Bundle 6 pair of socks together, or several superhero figures. Shoppers love it, and you only have to create one JBF tag!

NEED MORE HELP?



LaurenMaring@jbfsale.com



Just Between Friends of Coral Springs



@jbfcoralssprings



JBF Coral Consignors FB Group

WATCH TAGGING VIDEOS
AND GET SUPPORT AT:





ITEMS WE DO NOT ACCEPT

Due to safety concerns/risks and appeal, the following items are not accepted at JBF Coral Springs.



Breast Pumps

Due to concerns of cleanliness, and not enough sales of breast pumps, they will no longer be sold. We sell new accessories.



Incline Sleepers

Due to risk posed to infants, incline sleepers are no longer accepted at Just Between Friends sales. A notice was provided by the CPSC on November 11, 2018 in which these sleepers were deemed unsafe after repeated incidents of infant suffocation.



VHS Movie Tapes

These tapes have no appeal to our customers. Remember not to sell rated R movies either.

Blu-Ray Movies nor CDs

New for Fall 2024 we are no longer accepting movies nor music CDs. These items do not sell.



Crib Bumpers

All types of Crib Bumpers are no longer considered safe for cribs. If you include bumpers with crib sets, they will be removed so that the set can still be sold.

Adult Bedding nor Rugs

New for Fall 2024 we are no longer accepting heavy bedding; full, queen, nor king bedding, and area rugs..



Prep



CLOTHING

Hanging & Tagging Clothing

Put all clothing on hangers. Clothing is organized by boys or girls, then size. For Girls Junior clothes, we will organize into categories (tops, pants, shorts, pajamas, dresses, etc.) for easy shopping.



Set hanger direction for all clothing like a question mark



Creating Outfits and pin to hanger or zip tie hangers together



Attach Tags on clothing tag or inseam with pin or tagging gun



All hangers need to face the right direction



Items will be damaged if you attach outfits with tagging gun



Fabric will be damaged if tagging gun is used incorrectly



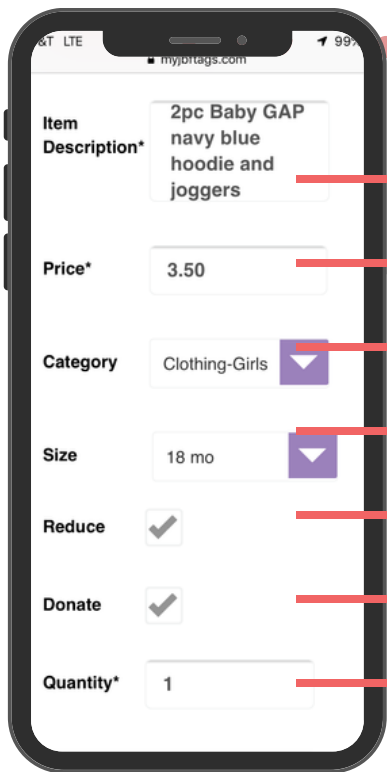
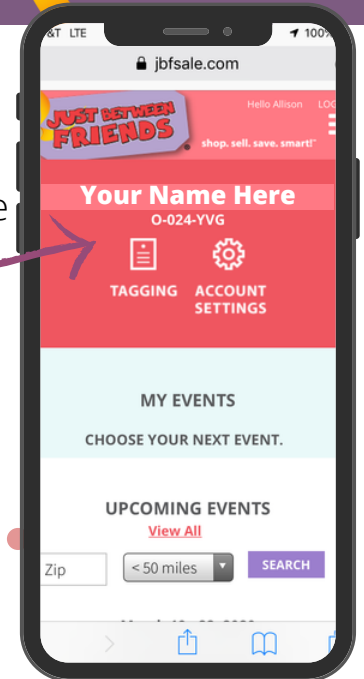
Price



Where to Create Your Tags

Now that your items are inspected and bundled, it's time to log in to your JBF Profile and enter your tag data.

1. www.bocaraton.jbfsale.com/sell
2. login
3. click on TAGGING



Creating Tags

Include brand, colors, number of pieces included

You choose the price

Choose the category that fits best (leave blank if you can't decide)

Indicate size for clothing and shoes

A check mark here will allow your item to sell at 50% off on Half Price Day

A check mark here will allow your item to be donated if unsold

This feature is if you have more than one of the exact same item and want to create several tags at once

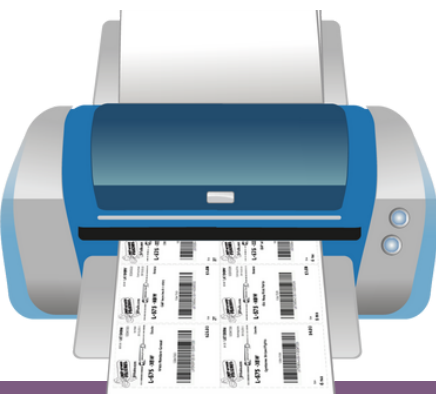
TIP! Talk-to-Text

If you are entering tags on your mobile device, use talk-to-text to go even faster.



Print Your Tags

Print tags on 8.5"x11" **white cardstock**. Tags print 9 per page. Use the PDF format on Portrait mode. Draft mode works best.



Questions? Join our Facebook Group for quick Q&A. facebook.com/groups/xxxxxxxxx



LARGE ITEMS

We provide **Yellow Claim Tags** for large items that might be too big or heavy for shoppers to carry with one arm. Yellow Tags will be available at Consignor Drop Off. **Make sure your price tag can easily be transferred to a Yellow Ticket.** Print extra tags with counts added to description (1 of 3, 2 of 3, 3 of 3) so shoppers know what belongs with your item.

DO NOT REMOVE
TOP PORTION

No. _____

TAKE BOTTOM PORTION TO BUY

1/1/2025
8868955
\$25.00 / v949xvg

Buyer _____

Phone _____

Date/Time _____

ITEM IS SOLD IF TAG
↓ BELOW IS MISSING ↓

TAKE THIS TO
CLAIM ITEM

No. _____

V-949-XVG
Fisher Price High Chair

6972733

10-25-00-0-6972733

\$25.00



Pro Tip- Keep your large item tags separate (do not attach to items) so you can easily create your Yellow Claim Tags at Consignor Drop Off.

Drop Off



You did it!

Now that your items are tagged, you'll want to pack items **organized by type and size** so that your Drop Off process is easy and fast. *Drop off appointment required.*



Seller Drop Off for JBF Coral Springs TUESDAY, SEPT 24 CORAL SPRINGS GYMNASIUM 2501 CORAL SPRINGS DRIVE

1

Plan up to 45-minutes to drop off your items. Longer if you have 250+ items to drop off. Park then grab a rolling rack to take back to your car. Enter... **Check In**... you will receive your drop off & sale instructions. *Drop Off appointments are required.*

2

Your first stop will be **Inspection**. All clothing items and shoes will be inspected extra closely. You will put all your items in their proper location and hang all clothing in the proper size, to the right of the first letter of your Consignor #, on the racks.

3

All items that a child sits in, is carried in, or sleeps in will be inspected at our **Safety & Recalls** Station. These items must be clean! Car seats usually expire when 5 yrs old.

4

For your strollers, car seats, cribs, large furniture and high-dollar purses, you will attach a **Yellow Ticket** to the items which makes it easier for shoppers to purchase your items during the sale.

That's It! You're Done! Let's Shop!

During the Sale



Make time to
SHOP

**MAKE SURE YOU GET THE BEST
DEALS FOR YOUR FAMILY!**



Watch Your Consignor Check Grow

You can view your sold items!
Log in to your **JBF Profile**,
click on **TAGGING**, then
choose **REPORTS**.



Share Free Tickets

As we get closer to the sale,
tell everyone to shop! The
more you share, the bigger
your consignor check will
grow. Be sure all the
families in your life know
about the JBF sale!



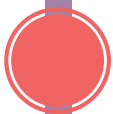
Unsold Items Donated to Charity

Are distributed to help local
families through our Charity
Partners. Donation receipts for
tax purposes are available.



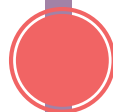
Tuesday, Sept 24

Drop Off



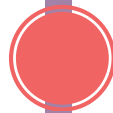
Wednesday, Sept 25

Presale All Groups
Team Member 10a, 11a
Consignor Presale 12p



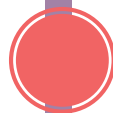
Thursday, Sept 26

Public Opening Day
2nd Item Drop Off 6p-8p



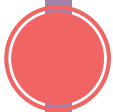
Friday, Sept 27

Public Sale
Book Sale B3G1



Saturday, Sept 28

Public Sale 9a-2p 25% off
Team Member Half Price Presale
Consignor Half Price Presale 3p
Public Half Price Presale 4p-9p



Sunday, Sept 29

Public Half Price Sale 8a-1p
Item Sort
Seller Pickup 8p-10p



Consignor Checks sent out
via email 2 weeks after the sale



Pick Up Details



Seller Pick Up Unsold Items

SUNDAY, SEPT 29, 8P-10P

**CORAL SPRINGS GYMNASIUM
2501 CORAL SPRINGS DRIVE**



1

Schedule your pick up time when you receive the link through your email. Plan for 20-30 minutes to pick up your items. Park... Wait in the Lobby... Enter the Gym when called.

2

Your first stop will be collecting your **Hanging Items** sorted by Consignor Number. Next you will collect your **Non-Hanging Items** sorted by Consignor Number on the floor.

3

Check our **Lost Tag** items & **No Thank You** items to check if you have any items in those areas.

4

Once you have collected all your items in these areas, **check out with Team Members** at the exit to have all items inspected. When you turn in your Consignor Pick Up Checklist, write on the back any missing items after having looked ALL over the gym for them.



If you have chosen to donate your items, you will not have to come to pickup. Our charity partners will pick up your items.



Checks will be sent out via EMAIL within 2 weeks of the last sale day!

Congratulations on a Successful Sale!

