

**Newport Ski Swap**

**GEAR REGISTRATION & CHECK-IN**

**TRAINING**

Oct 18, 2017

# Overall Process

## **Seller Gear Check-In – Pre-Registered**

- Seller brings gear at the appointed days/times
- Pre-Printed tags are bundled by SELLER NAME at the entry table
- Seller picks up tags as they enter check-in area
- Volunteer applies tags with tape or nylon ties (NO string, NO wire twist ties)
- UNUSED & DUPLICATE tags are put in the “**VOIDED TAGS**” Box
- Volunteers move Gear to the appropriate place in the gyms
  - Being CAREFUL not to accidentally rip tags off the gear

## **Seller Registration Laptops – Not Pre-Registered**

- Seller is given a paper worksheet to make notes
  - So they don't tie-up a workstation while determining price & handling gear
- Seller goes to available workstation and enters data from their worksheet
  - Seller should note their Login/Password on the worksheet and retain
- Seller goes to LABELING PRINT STATION to pick up bar code tags
- Seller takes barcoded labels to the Gear Check-In area

## **Print Label Workstation**

- Volunteer #1: Operates barcode download & print station
- Volunteer #2: Apply labels to tags and group by SELLER-KEY
  - Use the worksheet to verify all labels are printed for a SELLER
  - Paper clip or rubber band a sellers tags and Put in Label Box sorted by name
- Volunteer #1: Indicates tags in online utility that are printed/tagged
- Volunteer #2: If customer has not picked up take finished tags to Gear Check-In

## Gear Registration & Check-In – Step 1: Register & Login

- Login at <https://NewportSkiSwap.com> if already registered before
- Or Register as new Seller / Consignee
- After Login Enter, Change or Delete gear
- Or During or after the Swap - View what has sold and see check status

The screenshot shows the website's navigation menu with options: Home / Buyers, Individual Sellers, Snowsport Shops, Booths, and Volunteers. A dropdown menu under 'Individual Sellers' includes: Register Gear, Seller FAQ, Quality Guidelines, Pricing Guidelines, and Ski Boot Sizing. The main content area features a banner for 'Gear Registration for 2017 is open ~' with a subtext 'This is for Individuals consigning gear only, not Shops' and a prominent 'Register and Status Gear' button. Below the banner, it states 'By registering gear you agree to these Conditions:'.

## SKI SWAP Seller Registration 2017

### Returning Sellers:

Login ID:

Password:

Login

[I forgot my login info](#)

### NEW Seller Registration:

First Name(s)\*:

Last Name\*:

Choose a Password\*:

This is used to log in online to check merchandise sale status

Email Address:

Phone Number:

This is used only if we have questions about merchandise or payment

- Send me a check for my gear sale net proceeds  
 Donate all my sale proceeds to NHS

Mailing Address\*:

If this is not accurate you will not receive your check

 , WA 

Special Comments/Notes to Ski Swap Team:

SAVE

## Gear Registration & Check-In – Step 2: Register Gear Online

1. Add, duplicate, change or delete gear
2. Press Save this item
3. When completely finished entering gear, Click “I am done entering gear”
  - This releases the gear for barcode label printing and produces an inventory list that you can print

### SKI SWAP Seller Registration 2017

Donald Meyer [Login: S10554]

1

[Add/Change Gear for the Sale](#)

[Update My Profile](#)

[Status of My Gear/Check\[s\]](#)

[Log Out](#)

### SKI SWAP Merchandise Registration 2017

[Choices](#)

██████████  
000000 SE 00th Pl  
Bellevue WA 98006  
425.000.0000  
skiswaphelp@gmail.com

Login ID: ██████████  
Password: ██████████  
[Send Check for net proceeds](#)

#### Gear you have Registered:

Type	Size	Make	Model	Color	Price	Change
SNOWBOARD <small>IN-W-106231</small>	152	BURTON	SLIDE	GREY <small>Net:</small>	\$30 \$22.50	<a href="#">Change</a>
GLOVES <small>IN-W-106234</small>	Men large	DAKINE	SPRING	TAN <small>Net:</small>	\$10 \$7.50	<a href="#">Change</a>
BOOTS (BOARD) <small>IN-W-106286</small>	11.5	BURTON	DRIVER X	BLACK <small>Net:</small>	\$30 \$22.50	<a href="#">Change</a>

1

Gear Type\*:  Size\*:  Make\*:  Model:  Color\*:  Price\*:

2

... and make  copies of it

[Cancel](#)

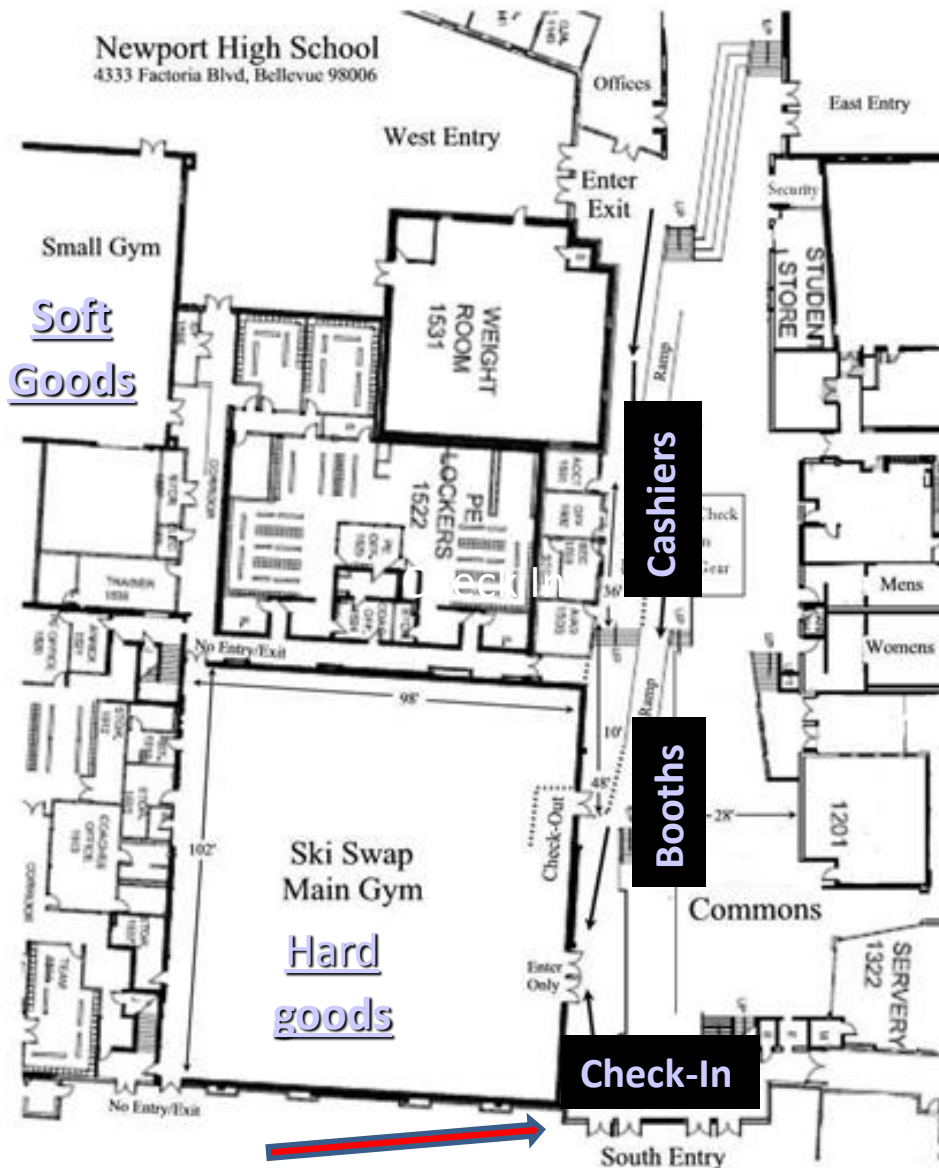
3

[I am done entering gear](#)

*CLICK HERE to authorize your labels & print your receipt*

### Gear Registration & Check-In – Step 3: Check-In your Gear

1. Come to the Newport High Gear Check-In area at the Check-In days/times
  2. Bring your gear into the south end of the Commons
  3. Pickup your pre-printed inventory tag
  4. Bring the tags and gear to the Check-In table
  5. Volunteers will put the tags on your gear and move your gear to the appropriate place
- If you have not pre-registered
- Put your gear someplace
  - Get & Fill out the gear registration worksheet
  - Register Gear at the laptops provided
  - Wait for labels to be printed
  - Bring your gear and tags to the Check-In tables



## **Unsold Gear Pick-Up**

1. Check out your gear status online so you do not come and find no gear
  - Mark Unsold Gear as Donate if desired
2. Come to the Gear Check-Out in the Newport High main gym on Sunday 11-2
  - After 2:00, your gear will be moved to temporary storage
3. Find your gear – it will be arranged by type
  - We have boxes available and some bags to move your gear in.
4. Take your gear to the Check-Out door
  - We will scan it to show it Picked Up in our database
5. Checks will be sent within 2 weeks
  - See the Check Status online