

Newport Ski Swap
GEAR REGISTRATION & CHECK-IN
TRAINING

Nov 5, 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	Change
GLOVES <small>IN-W-106234</small>	Men large	DAKINE	SPRING	TAN <small>Net:</small>	\$10 \$7.50	Change
BOOTS (BOARD) <small>IN-W-106286</small>	11.5	BURTON	DRIVER X	BLACK <small>Net:</small>	\$30 \$22.50	Change

1

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

2

... and make copies of it

[Cancel](#)

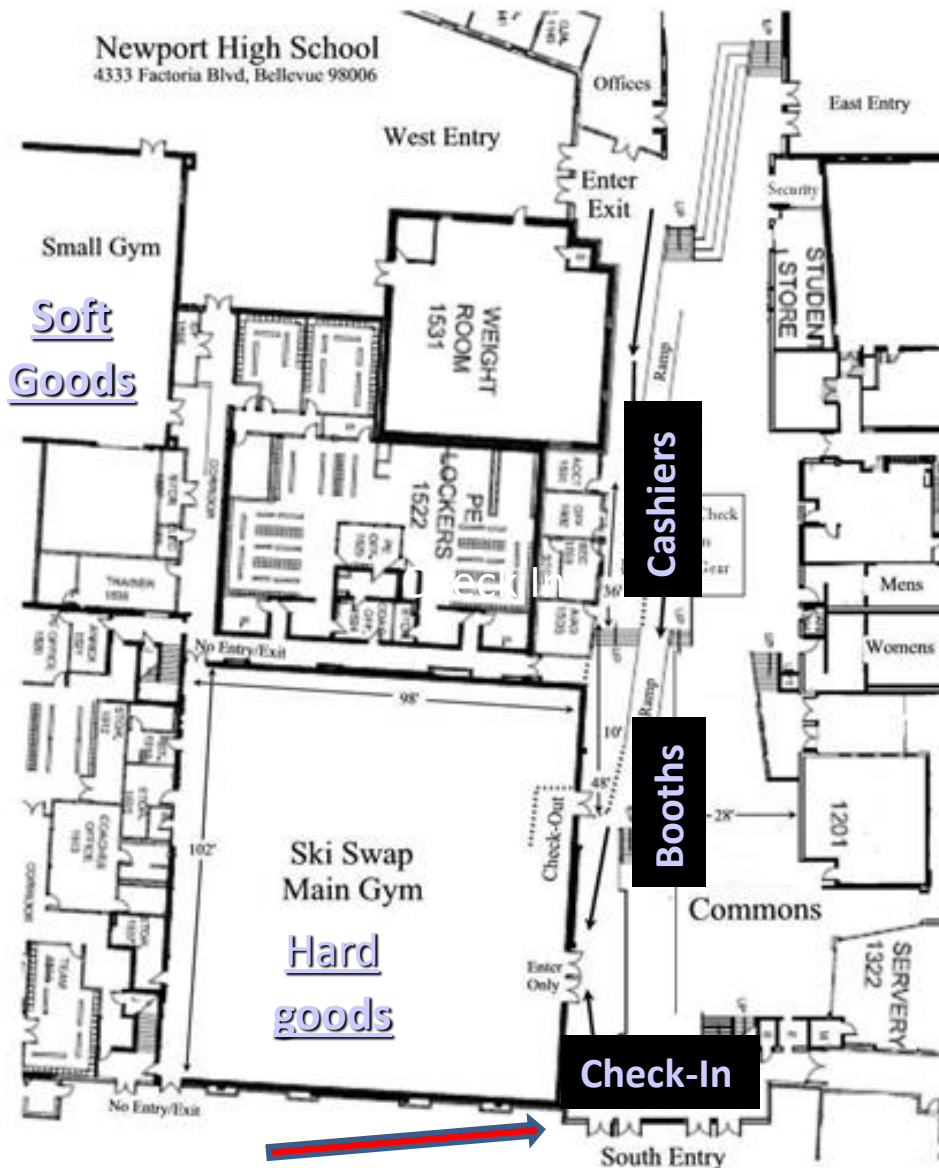
3

[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
 - 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 9-1
 - Around 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