



HERITAGE
SCHOOL

Seller Guidelines
ALL CHILDREN'S SALE
January, 2018

The information below should help you with the online tag and work shift system.

To access the system you **must** navigate through the Heritage School's website www.heritagekids.org. The All Children's Sale folder is under Parent Connection at the far right of the listing. Use the links to access what you need to do. If you don't see the Parent Connection tab, you can access it through Events.

You can access everything from the **Seller Homepage** link or use the individual links.

Returning Seller Registration: Use the link to register for the next sale. Your seller number does not change. Your password is the last 4 digits of your telephone number. You must register by 30 days prior to the sale or you will risk forfeiting your number.

Worker Registration: Use the link to sign up for or change your shift. If you change your shift, don't forget to delete yourself from the unwanted shift. You must register for a shift 2 weeks prior to the sale or we will automatically assign you a day and shift.

Item Entry and Tag Printing: You need to use 65 lb. or higher lighter colored cardstock from Staples or any other office supply store. Please do use light colored cardstock such as white, yellow, pastels, etc. The darker colors do not easily scan if at all at the registers.

Each item is separately entered into the system. Since we charge PA sale tax on non-clothing items, please make sure that you choose the appropriate category. We will not be using the "check to discount" or "check to donate" box. Any items left after 12:20 PM on Saturday will automatically be available to be donated. Please make sure you are using a **newer ink cartridge and your printer is set to the best print quality** that it offers when you print your tags.

Remember you will not be able to access the system to enter more tags after midnight the Thursday night before the sale. You may print tags after midnight.