

## CRAFTER SIGN IN:

(You must use this link to access your MSM account)

[https://www.mysalemanager.net/hom\\_start.aspx?partnercode=CATN](https://www.mysalemanager.net/hom_start.aspx?partnercode=CATN)

- Your Consignor number is your assigned CATN 3 digit vendor number.
- Your password is the last 4 digits of the phone number you used when registering for the sale.
- Please review your account information. Click on “your account information” to correct/enter any necessary information.

## ADD INVENTORY ITEMS:

- Click Menu, then “Work With Consigned Inventory” to enter inventory items.
- Click “Add items” and then your device type (mobile or PC). You may use either type device, however, they work similarly.
- If you participated in the 2022 CATN show, you may “upload” your inventory from last year to the current sale. In the “Things to Remember” box, click “HERE” to upload your previous inventory. You can then delete previously sold items or delete selected items.

## NEW INVENTORY:

- Select “Category” for the items to be entered. We have identified broad categories of items for the sale, please select the one that most closely matches the items you are adding.
- The default for “Size” is none, no action is needed.
- Enter “Description”. One line is required, the second line is optional.
- Enter a “Price”. **NOTE: MSM requires a minimum price of \$1 and prices must be in increments of \$.50**
- Select “Quantity” for this item. **NOTE: MSM limits the quantity entered to 25 at a time, however you may use the same item description more than once if you are entering more than 25 of any item.**
- Click “submit item”.
- Continue to enter items.
- **NOTE: Once you enter an inventory item, you may edit everything but the quantity.**

## PRINT TAGS:

- **You must be in the “add items” section of the inventory functions to select the Avery label option.**
- Click “Print tags”.

- “Check” the tags you wish to print.

If you wish to print your tags on adhesive labels, click “Generate tags on Avery labels. The tags will print on AVERY 5160 (also available as Avery 8160) address labels, 30 per page. You may use "store brand" labels as long as they are compatible to Avery 5160. **This is the ONLY size adhesive label that is available in MSM and is also the smallest tag size available.**

- If you prefer to print larger tags, do not select the Avery label option, They will print 10 per page and will be larger than the adhesive labels.
- As an alternative, you can choose the "generate tags on Avery labels" option and simply print on cardstock. This will give you 30 tags per page that would need to be cut and securely attached to your items.

**If you do not use adhesive labels for your tags, please use PLAIN WHITE cardstock or other durable material for your tags (no colors or patterns). Also, the tags must be FLAT (no folds or curves). This is to allow the check out scanners to “read” your tags. Please be sure your tag is firmly attached to your craft items. No tag = no sale.**

- Click “tag printing options” to print your tags.
- The tags will be generated in a .pdf format. If you do not have access to a printer, you may save the file to a removable device (such as a removable USB drive). You can then take the device to Kinkos or a similar location for printing.
- **Please be certain to turn off all “pop up blockers” in your internet browser and computer settings, as applicable, before printing your tags. Also make sure your printer settings are not set to “shrink to fit” or any scaling. The entire bar code must be flat in order to be scanned (no folds) and the numbers below the bar code (vendor number, price and item number) must be readable to ensure the sale can be recorded. If your printer is “cutting off” this last line of information PLEASE manually include it on your tag in the event the bar code cannot be scanned. You may use tape to attach your tag to your items as long as the bar code is flat and visible.**
- **The Virginia Cliffe Inn is unable to print your inventory tags.**