

CRAFTER SIGN IN:

IMPORTANT NOTE: MSM recommends you use Chrome as your browser for best results, especially for Tag printing.

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

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 2024 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.
NOTE: Each line of description can contain 24 characters. However, if you print your tags on Avery labels, the SECOND line of description will be truncated to only 8 characters due to the size limitations of the labels.
- 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 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 (nothing fancy) 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.**

Tag Printing Tips from My Sale Manager

- Don't print too dark. It is better to print a little light than too dark. Don't print on the “high quality” print setting, print on the normal setting. This is especially true for inkjet printers. Some cardstock papers can “soak up” the ink, causing the edges of the barcode to be fuzzy and not scan.
- Align your print cartridges. Printer cartridges in inkjet printers can get out of alignment. This can cause the edges of the barcode not to be clean and straight. (There should be a utility in

your printer software that allows you to align the cartridges).

- Don't use "designer" cardstock. Designer cardstock is fibrous and can soak up too much ink, causing the edges of the barcode to be fuzzy. Use standard, dense cardstock. Avoid cardstock with a slick surface as it can cause the ink to smudge.
- Don't "scale" the printing. You should print tags at 100%, just like they were generated.
- Don't change the margin settings on your printer. This may cause the tags to not print all on one page.
- Generate the tags first in "print preview" in your browser and make sure all the print settings are correct (scaling, margins, etc.)
- If you're having trouble getting your tags to print, try printing the tag file generated by MSM to a .pdf file to help standardize the formatting.

VIEWING YOUR DAILY SALES

During the sale, you can view your sales in MSM. To do so, log in to your MSM account. Scroll to "View Your Sold Items" and click. This will display your CUMULATIVE sales for the current year's show.