

# Ski Center Ltd Ski Swap

15944 Luanne Drive, Gaithersburg, MD 20877

Beginning October 9, 2023	Drop off items any day during store hours until October 28
October 29, 2023	Sale time 8 am –3 pm
October 29, 2023	Pick-up items 3 – 3:45 pm

## How Do I Sell My Stuff?

In order to sell items at the swap, we are asking all participants to:

- Pre-register for the event at our [swap site](#)
- Enter the details of the items to be sold into the system (see instructions that follow)
- Consignors are required to make their sales tags at home and tag their items
- You will need: printer, white heavyweight 28 lb or 32 lb paper or index cards, small plastic bags and plastic ties to adhere your sales tags to your sellable items.
- Drop off consignment items any day, during store hours, at the Ski Center Ltd location above between October 9 and October 28, 2023.

## How much do I get for my items?

Consignors have an option to receive a check for 75% of sales proceeds or receive store credit for 100% of your sale proceeds at the Ski Center Ltd to be use for any goods or services of your choice.

## What requirements do you have?

- 50 items limit per customer
- Items cannot be more than 8 years old
- Prices cannot be changed after items are checked in (whole dollars only)
- Items cannot be removed once consigned until the pickup time listed above
- Good quality ski, snowboard or snow sport related items
- Swap staff reserve the right to refuse damaged/obsolete items at check-in
- Items without tags cannot be sold – please be sure to affix the tags carefully and securely
- You understand that all parties involved will not be held responsible for lost items.

# Ski Center Ltd Ski Swap

15944 Luanne Drive, Gaithersburg, MD 20877

## **How/When do I know if my items sold?**

By registering with our swap sale system, you can log back into your account and obtain updates on the status of items sold throughout the day. The system is real time and will provide you with details related to what items sold and what items remain unsold by using the Sales Reports option under the consignor menu

## **How/When do I get paid for the items that sold?**

Checks will be issued or store credit will be applied at the Ski Center Ltd within two weeks of the sale date. If you would like to use your store credit sooner, please notify the staff who can assist you with your request.

## **How/When do I recover my unsold items?**

Ski swap sales hours are 8 am – 3 pm. You will need to come and retrieve your unsold items between 3 and 3:45 pm. Remaining items are considered donated.

## **What should I do if I cannot find my unsold items?**

Please understand that we will not be held responsible for lost items, however contact one of our swap coordinators immediately and we will assist you with locating unsold items.

## **What if I have questions?**

Please contact us via email: [accounting@skicenterltd.com](mailto:accounting@skicenterltd.com)

# Liberty Ski Patrol Swap Instructions

## RETURNING SWAP CONSIGNORS LOGIN INSTRUCTIONS

1. If you participated in our Ski Swap in the past, your account will still exist in the system. Your account was set up using the first initial of your first name, first initial of your last name and the last four digits of the phone number you entered into the system. If you cannot remember your password or user name, simply use the I FORGOT button to reset your password.

Home  
Items  
Join  
Contact

ConsignorID:  
JK1101

Password:  
••••••••

Login I Forgot

Welcome

WINTERS C

Proceeds from  
*Please note th*

This community event is th  
winter accessories and more! Pl

You'll find the largest nam  
or Come s

2. I FORGOT window – Enter your email to have reset information sent to you

**Forgot Your Password?**

To get your new password, please enter your email address on file and click the 'Send Password' button.

Email address:

Last 4 digits of cell or home phone (Optional)

**Note:** Please make sure your mailbox is not full and that you check your SPAM filter after sending request.

Send Password

Close Window

# Liberty Ski Patrol Swap Instructions

3. We will be offering an option for your to either receive 75% of your sales proceeds as a check or receive 100% of your sales proceeds as store credit with the Ski Center Ltd to be used for any instore product or service of your choice. If you wish to receive 100% store credit, be sure to click the "Join Concierge" button outlined below so we know you wish to receive store credit.

**Ski Center Ltd Ski Swap**

**Welcome Back!**

**Concierge Service**  
Select this option if you would like to have 100% of your sales proceeds applied as store credit at the Ski Center LTD retail store. Store credit can be used for any in store product or services. Liberty Ski Patrol will still receive 15% of your sales proceeds as a donation if you select this option to assist them in covering their training and equipment costs. If you select this option, you will not receive a check in the mail. Thank you for your support.

Click Here to Use our Concierge service!  
**Join Concierge**

**Getting Started**  
In order to sell items at our sale, they must be added to the system. Follow these steps and read the **HELP!** file before you get started!  
1. Addina items is very easy! The **Add Items Help** will walk you through it.

4. If this screen looks like the image below, your account is already set up for 100% store credit and you do not have to take any action. However, if your screen looks like the image below and you do not wish to have 100% store credit, please contact us ([accounting@skicenterltd.com](mailto:accounting@skicenterltd.com)) so we can update your profile to indicate you desire a check.

**Ski Center Ltd Ski Swap**

**Welcome Back!**

**Concierge Service**  
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**You are now registered as a Concierge Consignor!**

Once you are done with your selection above, please skip to step 11 to continue.

New users, continue to step 5 to register to use the system.

# Liberty Ski Patrol Swap Instructions

## NEW SWAP CONSIGNORS LOGIN INSTRUCTIONS

5. Register to use the system by clicking on the JOIN button shown below at our swap site:  
<https://www.myconsignmentsale.com/index.php?SaleName=scss>

Lots of brand names: Fischer, Rossi, Marker,  
Solomon, Patagonia, Helly Hansen and much more!

If you are interested in selling equipment and clothing please keep reading!

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**\*\*\*\* OUTLOOK AND HOTMAIL USERS PLEASE READ \*\*\*\***

We have identified a programming issue which prevents Outlook and Hotmail users from receiving the confirmation email sent after registering with this system.  
If you use one of these providers, please click the JOIN button below.  
Complete the registration form and submit your information.  
After the submission is accepted, return to the homepage and use the "I Forget" button.  
This will complete your registration and have a password sent to you via your browser.  
If you run into any problems after following these instructions, please contact us using the CONTACT link on the menu on the left hand side of the application.

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[Privacy Policy](#)



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**Locations and Dates**

Sale Location:  
Ski Center Ltd  
[15944 Luanne Drive](#)

6. Please enter your name, address, phone and email so that we can contact you if there are issues (NOTE: Your information will not be sold – see our privacy policy on our website):

### Welcome to the Ski Center Ltd Ski Swap Sale!

Fill in this form to join the Ski Center Ltd Ski Swap.

First Name:

Last Name:

Address:

City:

State:

ZIP:

Home Phone:  Format: 863-111-1234

Cell Phone:  Format: 863-111-1234

Email address:

Retype Email address:

Mailing List:

Referred By:

Notes:

Please read the following agreement,  
check the box to agree, and click the Create Account button.

# Liberty Ski Patrol Swap Instructions

7. You must agree to the terms of service to participate. Please review and check the box shown

Please read the following agreement,  
check the box to agree, and click the Create Account button.

### Terms of Service:

As a consignor to the Consignment Sale, I agree to the following:

1. I have reviewed the latest list of recalled children's products and toys at (see product category) [www.cpsc.gov](http://www.cpsc.gov) and will make sure that I do not knowingly include any items on this list in the sale.
2. All items are in good condition, free of rips, stains and tears and are ready for resale. All clothing except maternity is on children's hangers as required. Onesies should be in Ziploc bags. Shoes should be connected or in Ziploc bags to prevent separation.
3. Consignor will receive 80% of the proceeds from the sale of each item sold if they enter items themselves.
4. You must sign up for a drop off date and time before you will be allowed to enter any items into our system
5. Consignor will make arrangements to pick up any unsold items after the sale. Any unclaimed items will be donated to a local charity.
6. Your check will be mailed approximately two week after the sale.
7. Proprietors of the sale or the location will not be held liable for any loss or damage to the items from any cause whatsoever, including, but not limited to flood, fire, or theft.

I have read and agree to the Terms of Service.

8. You will be sent an email to confirm your account. Please click that link to finish up your registration and login.

NOTE: If you use Outlook or Hotmail, you will not get that email. You will get an error message like the one below saying the "email send failed". Your user name and password will display on the screen. Please write down your user name and password and proceed with login.

## Ski Center Ltd Ski Swap

Your account was successfully created...

**Email send failed.**

Here is your login information. Please write it down and keep it secret.

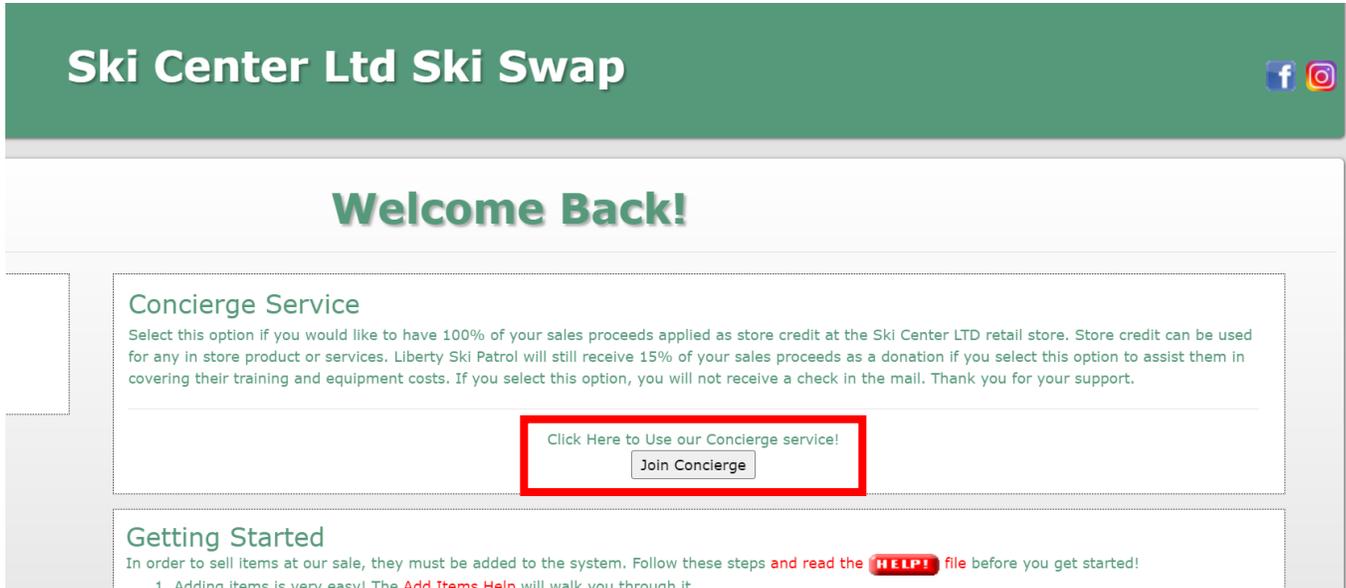
<https://www.myconsignmentsale.com/scs>

ConsignorID: JK3700  
Password: [REDACTED]

**Note:** After you login, you should change your password by clicking the Edit Account link on the left sidebar.

# Liberty Ski Patrol Swap Instructions

9. We will be offering an option for your to either receive 75% of your sales proceeds as a check or receive 100% of your sales proceeds as store credit with the Ski Center Ltd to be used for any instore product or service of your choice. If you wish to receive 100% store credit, be sure to click the "Join Concierge" button outlined below so we know you wish to receive store credit.



**Ski Center Ltd Ski Swap**  

## Welcome Back!

### Concierge Service

Select this option if you would like to have 100% of your sales proceeds applied as store credit at the Ski Center LTD retail store. Store credit can be used for any in store product or services. Liberty Ski Patrol will still receive 15% of your sales proceeds as a donation if you select this option to assist them in covering their training and equipment costs. If you select this option, you will not receive a check in the mail. Thank you for your support.

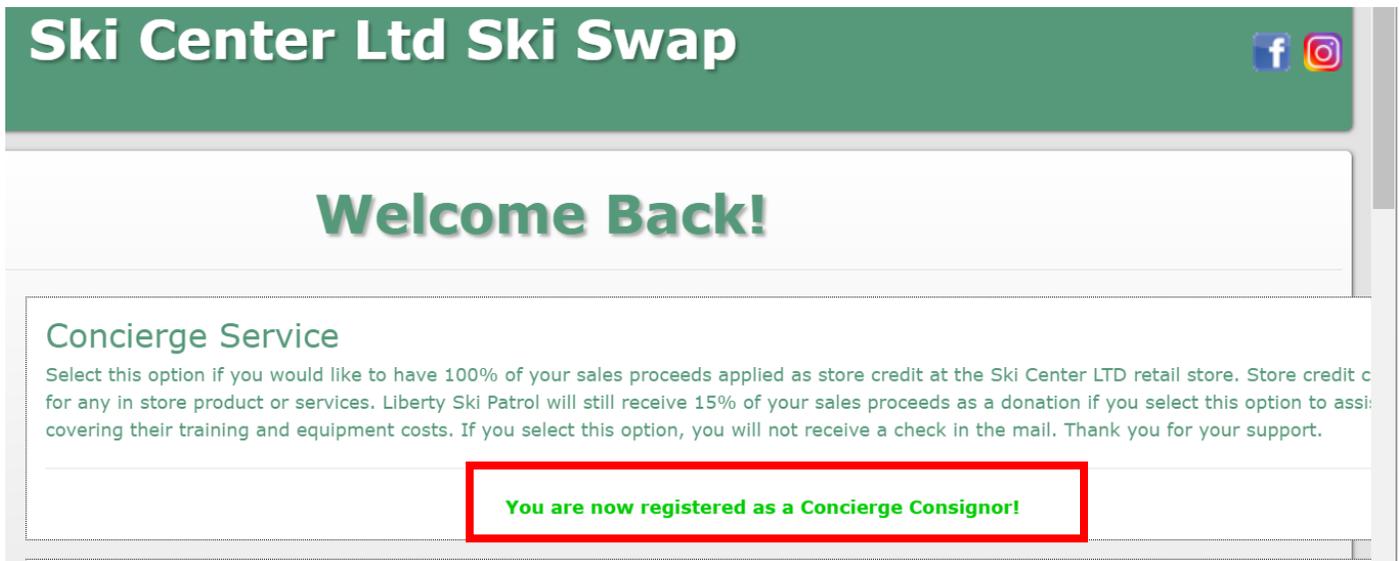
[Click Here to Use our Concierge service!](#)

### Getting Started

In order to sell items at our sale, they must be added to the system. Follow these steps and read the **HELP!** file before you get started!

1. Adding items is very easy! The **Add Items Help** will walk you through it.

10. If this screen looks like the image below, your account is already set up for 100% store credit and you do not have to take any action. However, if your screen looks like the image below and you do not wish to have 100% store credit, please contact us ([accounting@skicenterltd.com](mailto:accounting@skicenterltd.com)) so we can update your profile to indicate you desire a check.



**Ski Center Ltd Ski Swap**  

## Welcome Back!

### Concierge Service

Select this option if you would like to have 100% of your sales proceeds applied as store credit at the Ski Center LTD retail store. Store credit can be used for any in store product or services. Liberty Ski Patrol will still receive 15% of your sales proceeds as a donation if you select this option to assist them in covering their training and equipment costs. If you select this option, you will not receive a check in the mail. Thank you for your support.

**You are now registered as a Concierge Consignor!**

# Liberty Ski Patrol Swap Instructions

11. You will not be required to sign up for a drop off reservation as you have done in the past. You can drop your items at the Ski Center Ltd, during store hours only, at 15944 Luanne Dr, Gaithersburg, MD 20877 anytime between October 9, 2023 and October 28, 2023. Please note that we will not be held accountable for items left at the store when the store is closed. Please drop off items during store hours.

12. Click on the Consignor menu item

**Drop Off / Pick Up Reservations**

Here are the Drop-Off and Pick-Up dates and times:  
Drop Off: Sat, November 07 2020 - 03:00 PM to 06:00 PM  
Pickup: Sun, November 08 2020 - 04:00 PM to 06:00 PM

Information	Date	Time	Spots	Reserve
<b>Drop-Off Reservations</b> Drop-Off - Due to COVID-19 concerns we will be limited each drop off time frame to 15 people. Please have all your belonging tagged and ready upon arrival.	Sat, Nov 07, 2020	03:00:00 PM to 03:30:00 PM		Reserved! <a href="#">Unjoin from Reservation</a>
Drop-Off - Due to COVID-19 concerns we will be limited each drop off time frame to 15 people. Please have all your belonging tagged and ready upon arrival.	Sat, Nov 07, 2020	03:30:00 PM to 04:00:00 PM		
Drop-Off - Due to COVID-19 concerns we will be limited each drop off time frame to 15 people. Please have all your belonging tagged and ready upon arrival.	Sat, Nov 07, 2020	04:00:00 PM to 04:30:00 PM		
Drop-Off - Due to COVID-19 concerns we will be limited each drop off time frame to 15 people. Please have all your belonging tagged and ready upon arrival.	Sat, Nov 07, 2020	04:30:00 PM to 05:00:00 PM		
Drop-Off - Due to COVID-19 concerns we will be limited each drop off time frame to 15 people. Please have all your belonging tagged and ready upon arrival.	Sat, Nov 07, 2020	05:00:00 PM to 05:30:00 PM		
Drop-Off - Due to COVID-19 concerns we will be limited each drop off time frame to 15 people. Please have all your belonging tagged and ready upon arrival.	Sat, Nov 07, 2020	05:30:00 PM to 06:00:00 PM		

13. Click on Add Items menu option

## Ski Center Ltd Ski Swap

**Welcome Back!**

**>Consignor Notes!<** +

-- Terms of Service --

- [Show All Notes](#)

**Getting Started**

In order to sell items at our sale, they must be steps [and read the HELP!](#) file before you ge

- [Adding items](#) is very easy! The [Add Item](#)  
**Note:** Clearing the 'Dis' (for Discount) b reduced priced sale.
- [List your items to make changes.](#) The [Li](#)
- Once your items are added and ready, [P](#) items. The [Print Cards Helpfile](#) will give y

# Liberty Ski Patrol Swap Instructions

14. Proceed with entering the items and descriptions of the items you wish to sell by filling out all the appropriate information. If you want to donate left over items, click the "D" column check box. This means donate and you do not intend on coming back for the item. Please also enter an amount you would like the item sold for. We suggest you look at ebay for comparable pricing for your item. You can add up to 50 items before needing to save.

## Add Items

HELP!

You currently have 2 items available and can add 28 more.  
Minimum asking price is \$.50, price increment is \$.50.

#	Item Name (40 Characters) Required!	Gender	Size	Type	Size	Length	Price	Dis	D	Qty
1.	Item Name (required)	Both		Skies				<input type="checkbox"/>	<input type="checkbox"/>	1
2.		Both		Skies				<input type="checkbox"/>	<input type="checkbox"/>	1
3.		Both		Skies				<input type="checkbox"/>	<input type="checkbox"/>	1
4.		Both		Skies				<input type="checkbox"/>	<input type="checkbox"/>	1
5.		Both		Skies				<input type="checkbox"/>	<input type="checkbox"/>	1
6.		Both		Skies				<input type="checkbox"/>	<input type="checkbox"/>	1
7.		Both		Skies				<input type="checkbox"/>	<input type="checkbox"/>	1
8.		Both		Skies				<input type="checkbox"/>	<input type="checkbox"/>	1
9.		Both		Skies				<input type="checkbox"/>	<input type="checkbox"/>	1
10.		Both		Skies				<input type="checkbox"/>	<input type="checkbox"/>	1

No Items will be entered in any reduced price sale.

Add Items  
Add Items and Print

15. Once all the items are listed, click the ADD ITEMS and PRINT button

## Add Items

HELP!

You currently have 2 items available and can add 28 more.  
Minimum asking price is \$.50, price increment is \$.50.

#	Item Name (40 Characters) Required!	Gender	Size	Type	Size	Length	Price	Dis	D	Qty
1.	test 1	Boys	S	Jacket			10	<input type="checkbox"/>	<input type="checkbox"/>	1
2.	test 2	Men	XL	Pants			15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1
3.	test 3	Both		Skies		180 - 184	80	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1
4.	test 4	Both		Boots	26.5 (8.5 men/9.5 women)		95	<input type="checkbox"/>	<input type="checkbox"/>	1
5.		Both		Skies				<input type="checkbox"/>	<input type="checkbox"/>	1
6.		Both		Skies				<input type="checkbox"/>	<input type="checkbox"/>	1
7.		Both		Skies				<input type="checkbox"/>	<input type="checkbox"/>	1
8.		Both		Skies				<input type="checkbox"/>	<input type="checkbox"/>	1
9.		Both		Skies				<input type="checkbox"/>	<input type="checkbox"/>	1
10.		Both		Skies				<input type="checkbox"/>	<input type="checkbox"/>	1

No Items will be entered in any reduced price sale.

Add Items  
Add Items and Print

# Liberty Ski Patrol Swap Instructions

16. Click the button to print all available cards.

## Print Cards

HELP

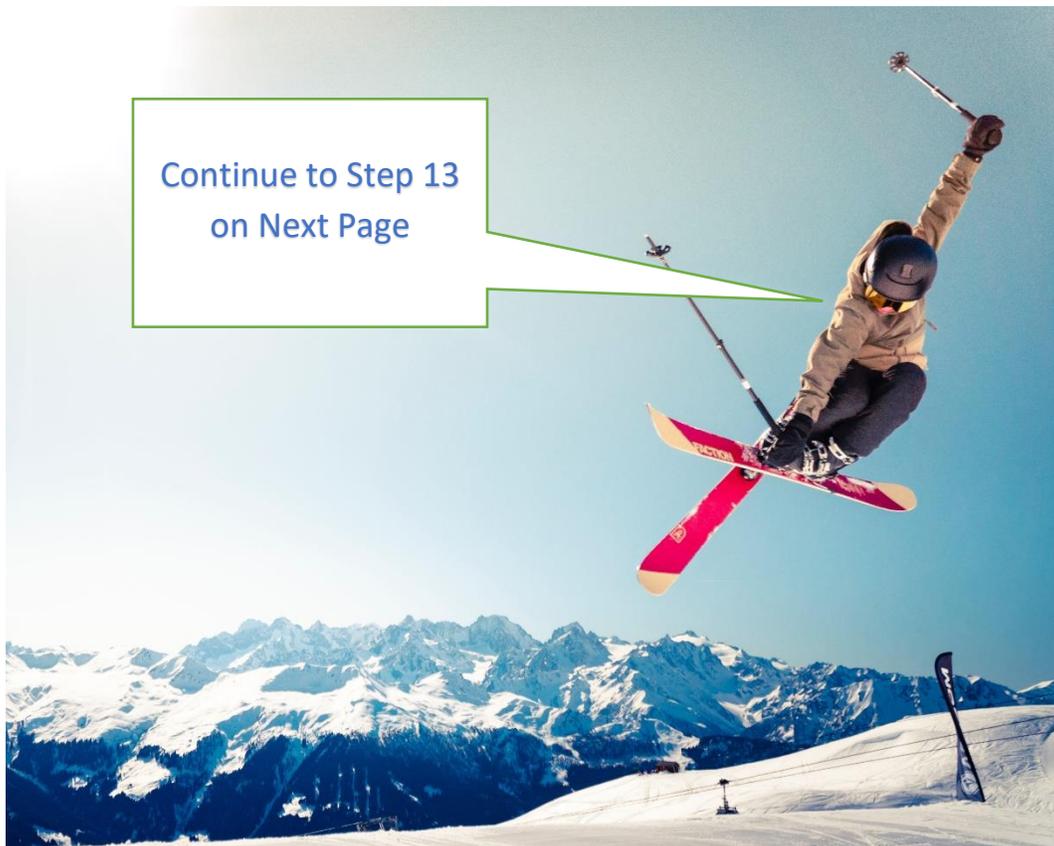
Please be sure to click the new 'Print' button when your cards display. Please read the [Print Cards Help](#) file for more info.

Note: You have 6 unprinted cards.

admin	Demo Sale	Boys All Sizes
<b>Standard Card</b>		
<b>X</b> Donate: Yes	 Item: 1	\$5.00

Order:  Font:

Note: You have 6 unprinted cards. Clicking 'Print Only Unprinted Cards' will clear their 'PC' (Print Card) checkboxes.



# Liberty Ski Patrol Swap Instructions

17. Press the PRINT button on the page that will open to print the tags. You will want to print on 28 lb or 32 lb paper to ensure that tag is not too flimsy

		<b>Print</b>			
JK1101	Ski Center Ltd Ski Swap	Boots	JK1101	Ski Center Ltd Ski Swap	Skies
<b>test 4</b>		<b>test 3</b>			
Donate: <b>No</b>		Item: 7	\$95.00	Donate: <b>Yes</b>	
				Item: 6	\$80.00
JK1101	Ski Center Ltd Ski Swap	Men XL Pants	JK1101	Ski Center Ltd Ski Swap	Boys S Jacket
<b>test 2</b>		<b>test 1</b>			
Donate: <b>Yes</b>		Item: 5	\$15.00	Donate: <b>No</b>	
				Item: 4	\$10.00
JK1101	Ski Center Ltd Ski Swap	Women Boots	JK1101	Ski Center Ltd Ski Swap	Women M Jacket
<b>Atomic Hawx 80</b>		<b>Spyder Pink/White Ski Jacket (size 12)</b>			

18. After printing, you can close the window.

- a. Cut the tags apart
- b. You can either tape them to an index card or simply use them as printed
- c. Insert the tags or tags taped to index card into a pouch or zip lock bag.
- d. Tie the pouch/bag using a twist tie or zip tie to each article ensuring that you coordinate the tag properly to the item.
- e. Please make sure the tags are secure as people will be trying on or moving around your items. If not properly adhered, they may fall off. Please secure them firmly.

## NOTES:

You may go back and edit the price or list of items as much as you want. Simply log back into the system.

- a. To add more items, go back to step 6 and repeat the process.
- b. To edit items you already entered, click the Consignor menu option and then click List Items option. There will be a "pencil" icon you can click on to edit the items information. Be sure to press the "UPDATE ITEM" button if you make any changes BEFORE you click the close window button. You can also reprint the card for that item after you edit that item.

# Liberty Ski Patrol Swap Instructions

During the sale you can monitor your items progress by logging bank into the system, clicking on the Consignor menu and clicking on the sales reports.

The website is located here:

<https://www.myconsignmentsale.com/scss>

Please contact [accounting@skicenterltd.com](mailto:accounting@skicenterltd.com) with any questions.