

## How to sell an item at the 2021 Buck Hill Ski Racing Team Tent Sale:

- Go to the [MyCM Buck Hill Portal](#) (My Consignment Manager) and set-up an account. **Enter a valid mailing address so you can receive your check.**
- Please be sure to always use the [MyCM Buck Hill Portal](#) to get to your account. Going through the general MyCM website will not work.
- Returning customers login to your [MyCM Buck Hill Portal](#) (user ID & password are case sensitive)
- Go to “Manage Items”. [See the screenshots at the end of this document]. If you’re a returning user, you’ll need to select the **2021 Buck Hill Tent Sale** under “Seller Home” in the upper right of your screen.
- Under “Manage Items”, click “Add”, then follow the prompts for each field including size (whole number) and add a description to help identify your item. (25 character limit)
- Please **do not** check the DISCOUNT box as this feature is not available.
- If you check the DONATE box, we will donate that item to charity after the sale if it does not sell.

### When all of your items are entered, you are ready to print tags!

- Please print your tags at home on normal 8.5 X 11 paper, but **do not** attach them to your items.
- Select **“Full Tag-8 tags per page”**. This will generate a pdf file to be downloaded then printed. If you navigate directly to [myconsignmentmanager.com](#), you will be asked for a print code. If that happens, please login at the [MyCM Buck Hill Portal](#) and print your tags.

### Bring your items to the sale!

- Come to Buck Hill (15400 Buck Hill Road, Burnsville, MN) with your printed tags and sale items during one of our designated drop off times as follows:
  - Sunday, September 19th from 4-8pm
  - Thursday, September 23rd from 4-8pm
- Please follow the signs posted in the Buck Hill parking lot the Hutch.
- Volunteers will collect your items, scan your tags into inventory, and your items are successfully ready for the sale!

**There is a \$5 charge per item that is collected at drop off. Credit card payment is preferred. A 20% commission is collected if the item sells. All proceeds benefit the non-profit Buck Hill Ski Racing Club.\***

### The sale will end at noon on Sunday, September 26th.

- After 2:00pm on Sunday, check “Manage Items” in the [MyCM Buck Hill Portal](#) to see which items are sold (or unsold).
- Return to Buck Hill between 3 pm and 5 pm on Sunday, September 26th to claim any unsold items.
- Items you elected to donate by checking the DONATE box when you entered them into MyCM do not need to be picked up. Thank you for your donation!

\*If all of your items are sold, a check (minus the 20% commission) will be mailed to you at the mailing address you entered when you created your [MyCM account](#), and you do not need to return to Buck Hill. You should receive your check within 5-7 business days.

If some items sold but others did not, you will need to return to Buck Hill to claim your unsold items between 3pm to 5pm on Sunday, September 26th. A check will be mailed to you at the address used for your [MyCM account](#) for the sold items (minus the 20% commission) within 5-7 business days.

If you are unable to pick up your unsold items on Sunday, September 26th, a second and final pick-up time is offered on Saturday, October 2nd from 10am to 12pm. **All items not picked up at either of the two designated pick-up times will be considered donated to the team.**

If you have any questions, please use the "Contact Us" tab on the [MyCM Buck Hill Portal](#).

**Thank you for selling with us!**

**The Buck Hill Tent Sale Team**

**Manage Items** BuckHillTentSale/Fall/2020  
(Seller: 000002)

Buttons: Add, Edit, Delete, Print, Refresh

Show 25 entries

	Any	An				All	All	All	All	AI	All
	Category	Size	Brand(Desc)	Description	Price	Disc.	Don.	Item Sold?	Printed?	N/A	Approved?
<input type="checkbox"/>	5 Clothing	8	Spyder	blue BH ski team coat	\$ 40.00	No	No	Not Sold	⊗	⊗	👍
<input type="checkbox"/>	4 Ski Boots	24	Head	white raptor flex 50	\$40.00	No	No	Not Sold	✓	⊗	👍
<input type="checkbox"/>	3 Ski Poles	1	Leki	black & red 95cm/38in.	\$20.00	No	No	Not Sold	⊗	⊗	👍

**Buck Hill Portal Home:**

Welcome Aaron (Seller: 000002)

**Registration Status**

**Seller Registration**

Complete

**Check-In**

Closes at 09/27/2020 12:00 PM

**Volunteer Schedule**

Closes at 09/27/2020 12:00 PM

**Quick Stats**

**Event Start Date**

Begins on 09/25/2020 02:00 PM



**MANAGE ITEMS**

Add Items, Print Tags, and  
Manage Inventory



**ITEM TRANSFER**

Transfer Inventory from  
other events



**VOLUNTEER**

Manage your Volunteer  
Shift(s)



**SETTLEMENT REPORT**

Check your Earnings and  
Sell Through Rate



**CHECK-IN**

Manage your Check-In  
Appointment(s)




**CONTACT US**

Aaron Gubrud  
info@buckhilltentsale.com

<p align="center">--PIN HERE--</p> <p align="center"><b>\$40.00</b></p> <p align="center">- myconsignmentmanager.com © 2020 -</p> <p align="center">Size: 8</p> <p align="center">Spyder blue BH ski team coat</p> <p align="center">Clothing</p>  <p align="center">000002-5-40-00-0</p> <p align="center">Seller # 000002 Item # 5 \$40.00</p>	<p align="center">--PIN HERE--</p> <p align="center"><b>\$20.00</b></p> <p align="center">- myconsignmentmanager.com © 2020 -</p> <p align="center">Size: 1</p> <p align="center">Leki black &amp; red 95cm/38in.</p> <p align="center">Ski Poles</p>  <p align="center">000002-5-20-00-0</p> <p align="center">Seller # 000002 Item # 3 \$20.00</p>		
---	---	--	--

Please have this sheet of tags printed when items are dropped off.

<p align="center">--PIN HERE--</p> <p align="center"><b>\$40.00</b></p> <p align="center">- myconsignmentmanager.com © 2020 -</p> <p align="center">Size: 24</p> <p align="center">Head white raptor flex 50</p> <p align="center">Ski Boots</p>  <p align="center">000002-4-40-00-0</p> <p align="center">Seller # 000002</p>	<p align="center">We will attach when dropped off.</p>	<p align="center">Thank you!</p>	
---	--	----------------------------------	--