



# Ski Swap & Sale Self -Registration Instructions

## **Welcome to the Kanata Nordic Ski Swap & Sale.**

The purpose of self-registration is to streamline the process on-site, to save you time and to make it easier for our volunteers.

Please:

1. Print out and carefully complete, in legible printing the Seller Registration Form. Follow the instructions below and bring the completed form with your items to the Ski Exchange Registration. If you have more than 10 items to sell then please print out additional forms as necessary;
2. Fill in your identifying information on each form. This is required in case the club has to contact you regarding the sale of your items;
3. Associate each of the items you wish to sell with a unique identifier you create. Your code should be the first three letters of your last name, followed by the first three letters of your first name. For example, the Tag ID code for “Stephanie Wilson” would be “WILSTE”. This plus the item number on the form (eg: 01, 02, etc.) creates a unique Item Tag ID # for each item;
4. Print the unique Tag ID code in front of the numbers in the “Item Tag ID #” areas of the form (eg: WILSTE01, WILSTE02, WILSTE03, etc.). If additional Seller Registration Forms are required, print them and add "A", "B", "C", etc. after each Item Tag ID number on each additional sheet;
5. Create a sales tag for each item and print the Item Tag ID number that corresponds with each item on the Seller Registration Form. For example: WILSTE01, WILSTE02, WILSTE03, and so on. Make sure that the sales tags are not flimsy, that they are firmly attached to the item and that they match the corresponding entry on the form(s);



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6. Bundle up your items as suggested below:
  - a. For skis use strong elastics or tape at tip and tail and then tape the Item ID tag securely to one of the skis;
  - b. For boots use 2 or 3 feet of string between the bottom laces to allow prospective buyers to try on boots. Attach the Item ID tag securely to the connecting string;
  - c. For poles use elastics or tape to hold them together and tape the Item ID tag securely to one of the poles; and
  - d. For other items be creative but be smart; ensure that the Item ID tags are securely fastened so they do not get separated from their items.
  
7. Ensure that you include size or length information for each item in the description area on the Seller Registration Form. This will help to reduce confusion if tags come off, and so to ensure you are paid what is due to you;
  
8. Present yourself with completed Seller Registration Form and bundled items before the sale. The ski swap staff will:
  - a. Check your form(s) and cross check your items;
  - b. Indicate what to do with sale proceeds & unsold items;
  - c. Receive the \$2 fee for each item you wish to sell;
  - d. Have you sign, date and number each form; and
  - e. Give you the Seller's Claim Receipt portion of each form.
  
9. Be prepared to present yourself by 4:00 PM, after the sale has closed, to pick up your sale proceeds & any unsold items, or make alternate arrangements. Sale proceeds & unsold items not reclaimed by 4:00 PM, for which alternative arrangements haven't made, are deemed to have been donated to the club.

The seller will get 80% of each sale, rounded down to the closest dollar. Kanata Nordic Ski Club will retain 20% of each sale, rounded up to the closest dollar, plus the prepaid \$2 fee per item.

**Thank you for your participation. We hope you enjoy the event.**