

Instructions for Selling Books

Step One: Gather supplies: resources to sell, a computer, printer with paper, scissors, tape, boxes, etc.

- **NOTE: This sale is for homeschooling materials ONLY. We no longer accept books for adults unless they are a reference book pertaining specifically to homeschooling. No VHS or cassette tapes; educational software must be compatible with Windows® 7 and higher.**
- Place book sets into large re-sealable plastic bags. (Cash & Carry sells two gallon bags that work for oversized books.) Do NOT use rubber bands as there is a high likelihood your books will become separated during the sorting process and then either lost or not sold.
- Place each large set (ex. Sonlight Newcomer K Package) into a separate box for single entry.

Step Two: Determine the sales price and category for each item. This step may be done as you enter resources into the system, or you may label all items beforehand.

PRICING GUIDE

<u>% OF NEW ITEM PRICE</u>	<u>50% TO 60%</u>	<u>30% TO 40%</u>	<u>20% TO 30%</u>	<u>LESS THAN 20%</u>
CONDITION:	EXCELLENT	GOOD	FAIR	POOR
	NO MARKINGS	FEW MARKINGS	WORN, MANY MARKINGS	VERY WORN, MANY MARKINGS
EDITION:	CURRENT	CURRENT	PREVIOUS (ONE EDITION BEFORE CURRENT)	OLDER (MORE THAN ONE EDITION BEFORE CURRENT)

CATEGORY

Single Grade Level: Most items will be categorized by a specific grade. If you are not sure of the grade level, look on the book for clues or visit the supplier’s website. For example:

<u>Book</u>	<u>Category</u>
Math-U-See Alpha	1 st Grade Math
Horizon Math 4	4 th Grade Math

Multi-Grade Level: Any item that covers multiple grade levels will be categorized under “Multi-Grade Level” first, then the specific subject. For example:

<u>Book</u>	<u>Category</u>
Spell To Write and Read K-5	Multi-Grade Level---Language Arts

Step Three: Create your account on www.usedcurriculumexchange.com. Click on "Create New Account" in the bottom right corner. Online instructions will guide you through the process. You will be required to create a new account even if you have created one in the past. Please use your name as you would like it to appear on the check we send you for your sold materials.

Step Four: Log in to your account and enter each resource or set with the title, category designation, price, and donation option. Items that do not sell may either be picked-up or donated to the gleaner's sale which raises funds for OCEAN Conference scholarships. Entering resources can be done over multiple days, but must be complete by the deadline.

Step Five: As you log your items into the website, set them into a box in the order entered. This will save you time and frustration since the labels print out in the order entered.

Step Six: Print labels and label each item.

- Print your master sheet(s) first and double-check all entries against the master(s) before printing your labels.
- Paper/Ink/Printer requirements:
 - White paper only.
 - Ink should be all black. (Set printer to black and white or grayscale.)
 - Laser printer is preferred; if inkjet is used, set quality to "Best/High."
- Print your labels only when you are sure you have all your data entered correctly.
- If you need to modify or remove an item from the list, be sure to discard any previously printed labels for that item, and reprint the master sheet.
- Each label will print in duplicate, giving you two labels for each item: one label for the outside cover and a duplicate for the inside. The inside label serves as an extra precaution to assure we will be able to locate your items.
- If you have a set to sell, you can print more than one copy of the labels and put a label on each item in the set. For large sets, we recommend that you put all items in a sealed box with a label on the inside and on the outside detailing the contents.

For example: *Sonlight Newcomer K Package*
 (New price \$806.99)
 For Sale at \$450.00

Included:	The House at Pooh Corner	Like new
	The Story of Dr. Doolittle	Shelf worn
	The Story of Ping	Shelf worn/min. markings
	(Etc.)	

- Cut labels and tape securely to your items. It works best if you use a single long strip of tape horizontally through the middle of the whole label for the front cover. The label on the inside of the cover doesn't need as much tape. **OCEANetwork IS NOT RESPONSIBLE FOR LOST ITEMS. Improperly labeled materials CANNOT be accepted for the sale.**

Step Seven: Gather paperwork.

- Sign your Master Sheet and include a phone number where you can be reached on the day of the conference.
- Print and sign the [Used Curriculum Exchange Waiver](#) form.
- Put the Master Sheet and the waiver form with your books to bring to the sale.
- If your sale items will be contained in more than one box, please put the seller's last name on each box and number the boxes (ex: Smith 1/3, Smith 2/3, Smith 3/3)

Step Eight: Pray for the OCEANetwork Conference, consider volunteering to serve, and invite a friend or family member along!