

# Volunteer Registration Instructions

To volunteer for the sale make sure you are logged in by going to <https://myconsignmentmanager.com/mbfom> and clicking login.



Welcome to our Registration and Tagging System

### New Sellers / Volunteers

If you have never created a user account with our new system for any of our sales or with myconsignmentmanager.com, please click on the Create User Account button to create an account and start entering your items. However, if you have previously created a user account with any of our sales or with myconsignmentmanager.com, follow the steps under "Returning Users."

Create user Account

### Returning Sellers / Volunteers

If you have used our system or myconsignmentmanager.com before, you are a returning user, and you do not need to create a user account.

To Register with our sale, just click on the "Register Here" button. The system will guide you through the registration process. Once you have finished the registration process, you will be forwarded to the system's main page.

Register Here

Login

Sign in with your username and password that you created. If you forgot just click the I forgot... and My Consignment Manager will send you an email. If you have any other issues email [mbfomsale@gmail.com](mailto:mbfomsale@gmail.com).

You will now see your home page, it looks like this:



My Account

Choose your language/country: United States/Canada

Home Enter Items Express Tagging Print Tags Manage Inventory View Settlement Volunteer Check-In Logout

Welcome testprw!

Seller Number: 0000

Choose the selection below to get started

If you do not enter all of your items all at one time, My CM will automatically save them for you. However, when you come back again, in order to view (edit or remove) what you have previously entered, go to Manage Inventory. There, you will see all previously entered items! If you are ready to print tags, you can go directly to that section and previously entered items can be selected for printing.

Please Make a Selection for your next step:

- Enter Items
- Express Tagging
- Manage Your Inventory
- Print Tags
- Volunteer
- Check-In
- View Settlement Report

Click on volunteer.

This will take you to a page with a list of all the volunteer shifts available. At the top of the list there are options to sort your list by date or shift. The following photo is only a small sampling of what will appear on your page.

**MBFOM**  
Manitoba Families of Multiples

My Account Choose your language/country: United States/Canada

Home Enter Items Express Tagging Print Tags Manage Inventory View Settlement Volunteer Check-In Logout

**Volunteer**

Add me to selected shift(s) Remove me from selected shift(s)

Showing 1 to 6 of 6 entries  
Show 30 entries First Previous 1 Next Last

Priority	Date	Start Time	End Time	Description	Status
<input type="checkbox"/>	Fri, Sep 20, 2019	4:15 PM	7:30 PM	Friday Set Up Team	*open*
<input type="checkbox"/>	Fri, Sep 20, 2019	4:15 PM	7:30 PM	Friday Set Up Team	*open*
<input type="checkbox"/>	Sat, Sep 21, 2019	8:45 AM	12:00 PM	Floor Monitor - Shift 1	*open*
<input type="checkbox"/>	Sat, Sep 21, 2019	8:45 AM	12:00 PM	Floor Monitor - Shift 1	*open*
<input type="checkbox"/>	Sat, Sep 21, 2019	11:45 AM	3:00 PM	Checkout - Shift 2	*open*
<input type="checkbox"/>	Sat, Sep 21, 2019	11:45 AM	3:00 PM	Checkout - Shift 2	*open*

Showing 1 to 6 of 6 entries  
Show 30 entries First Previous 1 Next Last

When you click the checkbox beside the shift it will select it for you. Unfortunately, you are not able to select more than one shift at the same time under the same account. To get around this there will be some shifts in each time slot that say “2 people” at the end of the description. This quantity is based on last sale. After registering please email [mbfomsale@gmail.com](mailto:mbfomsale@gmail.com) with the name of the second person or if neither person is the seller please email us both names. If you need a shift for 2 people and there are 2 normal (no “2 people” at the end) please email [mbfomsale@gmail.com](mailto:mbfomsale@gmail.com) and we will try to accomodate. If you need more than 2 people for 1 shift please email [mbfomsale@gmail.com](mailto:mbfomsale@gmail.com) before Saturday, September 7<sup>th</sup> so we can create that for you.

Once you have selected your shifts press the “add me to selected shift(s)” button. You should now see “my shift” under status and receive an email confirming your choices. If something comes up and you are unable to work those shifts anymore you can click your shifts and press the “remove me from selected shift(s)” button.

If you do not see any option for your shift of choice after the time of registration it is because all available shifts have been taken. For a listing of available shifts and shift quantities see the MBFOM Sale Rules and Regulations document.

Please email [mbfomsale@gmail.com](mailto:mbfomsale@gmail.com) with any questions.