

Used Curriculum Exchange Selling Bar-coded Materials

PREPARE YOUR MATERIAL FOR SALE

Step One: Create an Account

Create your account using the [online bar-coding system](#). Online instructions will guide you through the process. Please use your name as you would like it to appear on the check we send you for your sold materials.

Step Two: Printing Instructions.

- Print your master sheet(s) first and double-check all entries against the master(s) before printing your labels.
- Paper/Ink/Printer requirements:
 - Paper - White paper only.
 - Ink - Ink should be all black. (Set printer to print in black and white or in grayscale.)
 - Printer - Laser 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.
- 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.
- Cut labels and tape securely to your items. OCEANetwork IS NOT RESPONSIBLE FOR LOST ITEMS. Improperly labeled materials CANNOT be accepted for the sale.
- Print [Save Time Waiver](#) form (optional).

Bring Your Materials to the Sale

1. Drop off materials and master sheet(s) at the Used Curriculum Exchange held in conjunction with the Oregon Christian Home Education Conference.

Friday, June 24, 2011, from 9 a.m. - 7 p.m. or

Saturday, June 25, 2011, from 8 a.m. - 9 a.m.

Bring a self-addressed, stamped envelope (standard letter size) in which we will mail your check. If you forget an envelope, we will have stamped envelopes for sale for \$1.

To speed up drop-off, read and bring with you the "[Save Time Waiver](#)" so that you do not have to stand in line to have each of your books checked in. (Having your books checked in to the sale is still an option if you so desire.)

2. Drop off materials in Exhibit Hall A at the Convention Center. (You must be registered for the

conference or have purchased an Exhibit Hall Only Pass.) [Click here for a map to the Convention Center.](#)

AFTER THE SALE

1. Pick up unsold materials between 3:00 and 5:00 p.m., Saturday, June 25, 2011. MATERIALS ARE NOT AVAILABLE FOR PICK-UP AFTER 5:00 P.M. ON SATURDAY, JUNE 25, 2011. Any unclaimed materials become the property of OCEANetwork and will be distributed immediately after the convention. We do not have storage space for items that are left. If you have an emergency, please contact OCEANetwork, 503-288-1285 or mail@oceanetwork.org.

2. You will receive a check for your sold items within 14 days.

3. As a seller, you receive 80% of your total sales (OCEAN retains 20% to cover the expenses of the sale).

FREQUENTLY ASKED QUESTIONS ABOUT SELLING

Q: Do I have to bring things to sell in order to shop?

A: No, you are welcome to come and shop even if you are not interested in selling anything. The sale is for both buyers and sellers. You must, however, either be registered for the conference or have purchased an Exhibit Hall Only Pass to shop.

Q: Do I have to be registered for the conference in order to sell my used materials?

A: Yes, you must either register for the conference or purchase an Exhibit Hall Only Pass in order to sell materials at the Used Curriculum Exchange.

Q: How do I prepare my items to be sold in the Used Curriculum Exchange?

A: In order to sell items in the Used Curriculum Exchange, you must use our convenient bar-coding system. This system includes comprehensive directions on how to categorize, label, and document the items you want to sell.

Q: When may I drop off the things I want to sell?

A: The drop-off hours are listed below. When you drop off your items, please be prepared to spend a few minutes with a UCE volunteer to be sure you have correctly labeled and documented your materials. We want to be sure your items can be tracked for payment!

Friday, June 24, 2011, from 9 a.m. - 7 p.m. or

Saturday, June 25, 2011, from 8 a.m. - 9 a.m.

Q: What if I don't want to wait while my items are being checked (scanned) in at drop-off?

A: You have the option of utilizing the "[Save Time Waiver](#)." Upon your arrival at the drop-off area, the next available volunteer will have you sign the waiver (You will need to have brought the waiver with you.) and will receive your signed master sheet and self-addressed, stamped envelope and verify your account.

Q: When may I pick up my items that did not sell?

A: You may pick up all your unsold items on Saturday between 3:00 p.m. and 5:00 p.m. At pick up time, we will have all the material sorted by the first letter of your last name. No materials will be available for pick up after 5 p.m. on Saturday, June 25, 2011.

Q: Do I have to pick up my items at the end of the Used Curriculum Sale?

A: Only if you want your items back.

MATERIALS ARE NOT AVAILABLE FOR PICK-UP AFTER 6:30 P.M. ON SATURDAY, JUNE 26, 2010. Any unclaimed materials become the property of OCEANetwork and will be distributed immediately after the convention. We do not have storage space for items that are left. If you have an emergency, please contact OCEANetwork, 503-288-1285 or mail@oceanetwork.org.

Q: If I sell items, when will I receive a check?

A: You will receive a check within 14 days of the conference.

Q: Why have you changed the labeling process to bar-coding?

A: Bar-coding items has allowed us to handle a large volume of materials more quickly. Handling handwritten labels is a slow process that requires more time and a lot more volunteer manpower. With the increased number of items in the sale, we are unable to accommodate the manually-labeled items—we just don't have enough time or volunteers.