**KHWS - Instructions for Consignors - 2026**

Welcome to the new Consignor Input System for the KHWS Sales. We are hoping that this process will facilitate our sales by making filling out the Consignor Sheets easier and making the sale process more seamless. Please bear with us in our first year of using this system. Do not hesitate to provide feedback on your experience as well (jannoyes48@gmail.com).

Please note that each item MUST have its own three digit number. For your first item the number will be "001". The zeros are important.

For each item, you will identify the Category of the item, provide a description (optional), and a price. The table below will help you determine the appropriate Sales Category. These Categories will be in a dropdown menu. Note that ALL knitted or crocheted items are in the "KNITTED ITEM" category - similar for "FELTED ITEM".

**Sales Categories – For Fall Sales, Dec Studio Sales and other sales events**

| Sales Category | What's Included |
|---|---|
| Bags | Purse, Tote bag, Small Bag |
| Baskets | Pine Needle Basket, Splint Woven Basket, Willow Basket |
| Blankets | Blanket, Baby Blanket, Beach Blanket, Throw |
| Clothing | Poncho, Ruana Vest, Tunic/Top, Skirt, Other Clothing |
| Felted Items | Felted Art, Felted Bag, Felted Bookmark, Felted Clothing, Felted Hat, Felted Jewellry, Felted Ornament, Other Felted Items |
| Knitted Items | Afghan, Hat/Toque, Tam/Beret, Headbands, Gloves, Fingerless Gloves, Mitts, Wristers, Socks, Slippers, Sweater, Cowl, Knitted Scarf, Knitted Shawl, Other Knitted Item |
| Rugs | Rag Rug, Other Rug |
| Table Linens | Table Cloth, Table Runner, Placemats, Napkins |
| Tea Towels | Tea Towel ONLY |
| Towels | Guest Towel, Bath Towel, Beach Towel, Hand Towel (EXCLUDING Tea Towels) |
| Woven Neck Wear | Scarves, Shawls, Mobius |
| Yarn | Handspun Skeins, Handspun Hanks |
| Other | Wall Hanging, Artwork, Yardage, Cushion, Hot Mat, Mug Rugs, Ornaments, Sachets, Dish Cloths, OTHER (items not included elsewhere) |

You will be given two options of how you would like to fill out the Consignor Sheet:

- By Google Forms
- By Spreadsheet Entry

**Option 1: Google Form Entry**

- Click on the provided link: **https://forms.gle/NEbx5KMYhxa2Hobf7**
- You will need to verify the **email address** you are working from by clicking the box (required)
- Enter the **consignor name** - you only need to do this once during the entry process
- Select the **consignor code** (two letters previously assigned to you) using the dropdown menu - you only need to do this once during the entry process
- Enter the Item Number (required)
- Enter the Item Category by using the dropdown menu (refer to the table above for help in determining the Category) (required)
- Enter a description of the item - this information will show up on the sales receipt but is not required
- Enter a price (in whole dollars) (required)
- If you would like a copy of the information you entered, click on the "Send me a copy of my responses". If you select this option, an email will be sent to you with your submission information for each item. Within that email, you may choose to edit the information at any time.
- Select "**SUBMIT**" to enter your information
- Once submitted, the following note will show: "*Your Sale Item has been entered. If you want to review/edit your submission, click on "Edit Response" below. If you want to add another item, click on "Submit Another Response". If you are done, close the window"*
    - *Edit your response (you can go back and review or edit your submission)*
    - *Submit another response (next item)*
- For any subsequent entries, you only need to confirm your email address and can skip entry of name and code. Once you have finished entering your items, simply close the window on your computer.

**Notes:**

You may enter your item information at different times - the link will remain available
Once completed, email Janet (jannoyes48@gmail.com) and a pdf copy of your submissions will be sent to you for your review. This will also be a copy of your Consignor Sheet for the Sale. You can print it out yourself or ask for a print out at the studio.
You can request a status of your entries at any time by emailing Janet as well.

**Option 2: Spreadsheet Entry**

If you are more comfortable with simple spreadsheet entry, please use the blank Consignor Spreadsheet that was included in the original email. Please download this Excel spreadsheet (if you need a different format, please let me know) and fill in appropriately.
Once completed, send back to Janet (jannoyes48@gmail.com)

All this information can be found on the Resources page in the Members Portal on the website: https://www.khws.ca/members-portal/resources/
Any questions, please do not hesitate to contact Janet (jannoyes48@gmail.com) or 613.217.3095