

## **Toyland Volunteer Help Sheets**

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# **Welcome to Network's Toyland 2022!**

Thank you for Volunteering with Network to make the Holidays magical for our Neighbor families!

We are very happy to invite our Neighbors shop for toys in our Community Room every Monday November 6<sup>th</sup>- December 18<sup>th</sup>.

We will have a few different volunteer jobs on each Toyland shift: 1) Greeter & Check In, 2) Floor Control & Personal Shopper, and 3) Checkout, 4) Inventory.

We could not do this without you!

## **Signing In**

Sign in on the iPad available in the Community Room. Indicate that you have an account and search for your account using the email you used at sign up. Follow the instructions on the iPad to sign in and follow the same process to sign out on your way out.

If you do not see your name or you are volunteering on behalf of an organization and cannot find an account associated with you, you may sign in on the clipboard provided.

## **Loading In and Loading Out**

Because the Community room has many other purposes throughout the week, we will be loading in and loading out toys on the first and last shift of the day, respectively. We've added 30 minutes of buffer time on these shifts for that purpose.

If you are on the first shift, please grab an empty cart and fill it with toys from the shelves in the back of the Food Market. We will try to get an assortment of toys for gender and age range so that Neighbors have options for their entire family.

It will be helpful to assign one or two people in your volunteer group as Floor Control and Personal Shoppers. That way, they can make runs to the Food Market to supplement toys in the community room throughout your shift.

On the last shift of the day, any remaining toys should be brought on carts back to the shelves in the back of the Food Market. We will do our best to keep them sorted and arranged on the shelves, organized for the next group.



## Inventorying Items

### The goal is to enter items consistently to minimize errors!

- Choose what items you will be entering. It helps if you are doing items of approximately the same size, shape and type. (Barbies, Legos, Puzzles, Baby toys, Board games, etc.)
1. Check your iPad to ensure it is set on **Toyland** not clothes closet.
  2. Code for opening is **2468**. If it asks for email, you will need assistance.
  3. Open Shopify.
  4. Go to **products** section (choose at bottom of screen)
  5. Top left of screen will be a search box with a + beside it.
  6. Select the +. An extra screen will open.
  7. Select the + in the square and hit camera. Take photo and press done. The photo should include as much of the item as possible, and give good picture of the item.
    - a. If it will be unclear what the size of the item is, you might include your ink pen in the photo as a guide to size.
    - b. If the photo is unclear, choose view all, then edit and delete and retake the photo.
  8. Enter remainder of necessary data detailed below. (You will not need to fill out all the possible entries.)
  9. **Title:** is the location (as in AA115 or B25, do not put any spaces in the title. It makes it harder to search for them!)
  10. **Description:** If the toy has an age group listed on it, add this to the description. Also add necessary details like color, brand, etc. If brand affects pricing, put it in. (Ty beanie baby, Barbie, Hot Wheels).
    - a. If it is collectible or vintage, add that. If number is important, add that (For instance: Lego sets have an individual number for each type)
    - b. Be fairly descriptive. It is much easier to find “brown teddy bear with pink bow 12 inches” or “Ty beanie baby Princess Diana” than teddy bear.
  11. **Price:** just enter the price for “**sale**” everything else (taxes, compare at \_\_”) can be left alone.
  12. Change **draft to active:** this makes it visible on the online store
  13. **Inventory:** when you open inventory, put in the number you have available. The scanner for the UPC code is here. You may add this but not every item has one and sometimes a particular code will not scan. You do not need to hand enter if it does not scan.
    - a. Most items will **only have one** in inventory. If you have an item that is identical in every way, including color, size, brand, type, etc. then you can count them as more than one for inventory and give them the same shelf name.
  14. **Collections:** Add product to the appropriate collection(s)- if you feel the item fits into more than one collection you can add it into as many as necessary.
    - a. Arts/Crafts/School Supplies
    - b. Legos
    - c. Barbies/dolls/doll accessories
    - d. Sports/outdoors/beach
    - e. Technology/electronics/science
    - f. Hot wheels/cars/trucks
    - g. Bikes/scooters
    - h. Baby/toddler
    - i. Music

- j. Costume/Dress up/Accessories
- k. Stuffed animals
- l. Puzzles/board games/books
- m. Miscellaneous Girls
- n. Miscellaneous Boys
- o. Miscellaneous General

15. **Save:** when you are saving the photo will initially try to save, then grey out, then eventually the photo becomes visible again. Once it has reached the grey out stage, you may choose the + button to begin entering a new item. (if you start a new entry sooner it may not save the photo).
16. Place a sticker label on the item and place on the shelf.
- a. In placing the label, try to place it where it will be easily seen by the person pulling items for an order.

#### **Opening previous entries:**

- If you need to correct something, add something, etc. on an item you recently entered, open the recent list (to the left, middle of screen) and you can tap the item you need to check.
- If it was not recent, use the search box in upper left of screen. If you know the shelf location, use that. Otherwise, you may need to try different combinations of words to find an item. For Legos, try the multi digit item number first but not all Legos have this number entered.

#### **Additional info:**

- If multiple items are **identical** (same color, size, etc.). Enter the number of items in inventory and label all of them with the same title, shelf location number.
- If you have an item that is probably already in the system (a Chutes and Ladders board game, a common Lego set, etc.), try searching for that and increase the items available in inventory rather than making a new entry.
  - If you do this ensure the setting is on active, not draft, and the items are identical. (A Jenga game in a metal box should have a different number than a game in a cardboard box).

## **Pricing**

- Check item to ensure it is new and undamaged. Set damaged and used toys aside.
- To assign a price to an item, check and see if there is already a price listed on the tag. If not, do a quick google search on the iPad or your phone to find the lowest retail price for that item.
- Round all prices to nearest dollar and label the toy with that price using blank labels and sharpie or pen.
- If something is priced over \$50, these will be used as door prizes at Breakfast with Santa and can be left to the side for now.
- Do your best to keep like items together as you take toys back to storage.

Once toys have been priced, they should be entered into our online inventory on an iPad. Do not bring toys back to storage that have not been inventoried.



## Checkout

(Sign in code for the iPad is 2468.)

Before adding items to cart, have the Neighbor hand you their card (this will be a different card than the ones used in clothing and food.)

- Check how much they are assigned to spend on toys and keep this in mind. This amount is determined by the number of children in the Neighbor's household.

### Adding toys to cart:

- At the top of the screen press the **search bar** and type in the code that is on the left side of the sticker of the toy. If you cannot find the sticker or it's fallen off type in what the item is or a description ("nerf gun" if it's a nerf gun or "chalk set" if it's a Crayola chalk set). If it is a generic toy like a ball **make sure that the photo of the item matches** the toy that is being checked out (some brands of toys may be more expensive so it's important that the photo matches).
- When you find the correct item press it and it will appear in the cart.
- Once all items are added make sure that they have not gone over their allotted amount to spend (if they are over, they will need to pick items to put back). Write down how much was spent on their card.
- Press the **free to client's** button to make everything free. If you forget this step, just make sure to make as unpaid at the end as prompted by the device.
- Now you can check out the client and put all of their toys in the provided trash bags.
- Put the card into the provided bin for us to **keep**. This data will be entered at a later date.