

## MyCM Seller Registration Instructions

CAMOM will again be using the My Consignment Manager (MyCM) system to manage the consignment sale. The use of the system is MANDATORY for all our sellers.

As with all our sales, seller and volunteer registration is on a first-come, first-served basis. Due to space limitations, we have a cap at 80 sellers at each sale. You must be one of the first 80 sellers to register to participate as a seller in the sale.

At each sale, sellers are required to pay a non-refundable seller registration fee of \$15. This amount must be paid via PayPal to complete the MyCM seller registration processes.

If you DO NOT have an existing Seller's account in MyCM, start at step 1:

For existing MyCM Sellers, skip to step 10.

### **Create a Seller's Account in MyCM:**

1. Go to the MyCM CAMOM Registration page  
<https://myconsignmentmanager.com/camom/>
2. Click "Create Account"
3. Complete the required fields
4. Read and Accept the **Terms and Conditions** and select that you are NOT a robot.
5. Click "Create Account"
6. Once completed, a "Welcome <User>" page will appear and an email will be sent to the email address provided. Keep this tab open.
  - a. Check your email in a new tab, and open the MyCM Account Activation email and click the link to verify your email address
7. You have now Created an Account. Next you need to register your acct for the upcoming sale.
8. Back in your browser tab from #6, click the upcoming event under "Current Events"
9. Jump to step #13 to fully complete the process.

### **Instructions for existing MyCM Sellers:**

10. Go to the MyCM CAMOM Registration page  
<https://myconsignmentmanager.com/camom/>
11. Under Current Events, click "Register"
12. Login using your MyCM User ID and Password
13. Answer the How did you hear about us question by selecting "CAMOM Member" from the dropdown box
14. Click "Register me"
15. Read the **Seller Contract** and click "I Accept"
16. The \$15 Seller Registration Fee is due upfront and must be paid to complete the Seller Registration process. Click the "Pay Now" button to continue or click the "Cancel and Delete Registration" button.

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17. A PayPal login window will open to process the registration fee. Login to your PayPal account OR use the GUEST option and click “Pay with Debit or Credit Card”.
18. Complete the process and Click the “*Complete Purchase*” button
19. Once processed, confirmation of your PayPal transaction will appear
20. Click the “*Return to Merchant*” button

Merchant details

Columbia Area Mothers of Multiples

[Return to Merchant](#)

**21. This is very important: Review your contact information. We will be contacting you via both text and email with seller updates.**

- a. If you click “Yes, my information is correct”, You will be routed back to the *your seller MyCM page*
- b. If you click “No please Update my Information” follow up the prompts to update/save your new contact info. Once you are done, click “Seller Home”, then the sale under “Current Events”. You are now back at *your seller MyCM page*

### After successfully registering, you will have the following options on the CAMOM MyCM page:

|   |  |   |
|---|--|---|
| <p><b>Registration Status</b></p> <p> <b>Seller Registration</b><br/>Completed</p> <p> <b>Check-In Appointment</b><br/>Not Yet Selected [Select an Appt.]</p> <p> <b>Volunteer ONLY Shift</b><br/>Not Yet Selected [Select a Shift]</p> | <p><b>Quick Stats</b></p> <p><b>Public Event Start Date</b><br/>Begins on <b>04/22/2023 08:00 AM</b></p> |   |
| <br><b>MANAGE ITEMS</b><br>Add Items, Print Tags, and<br>Manage Inventory   | <br><b>VOLUNTEER ONLY</b><br>Manage your Volunteer ONLY<br>Shift(s)                                      | <br><b>CHECK-IN</b><br>Manage your Check-In<br>Appointment(s) |
| <br><b>ITEM TRANSFER</b><br>Transfer Inventory from<br>other events   | <br><b>SETTLEMENT REPORT</b><br>Check your Earnings and<br>Sell Through Rate                             | <br><b>CONTACT US</b><br>CAMOM Sales Team<br>sales@camom.org  |