THE ONE
Preloved Fashion

How To Book Your Rack & Print Price Tickets

Step 1.

- Log into **Zellr** using the log in details you created when registering.
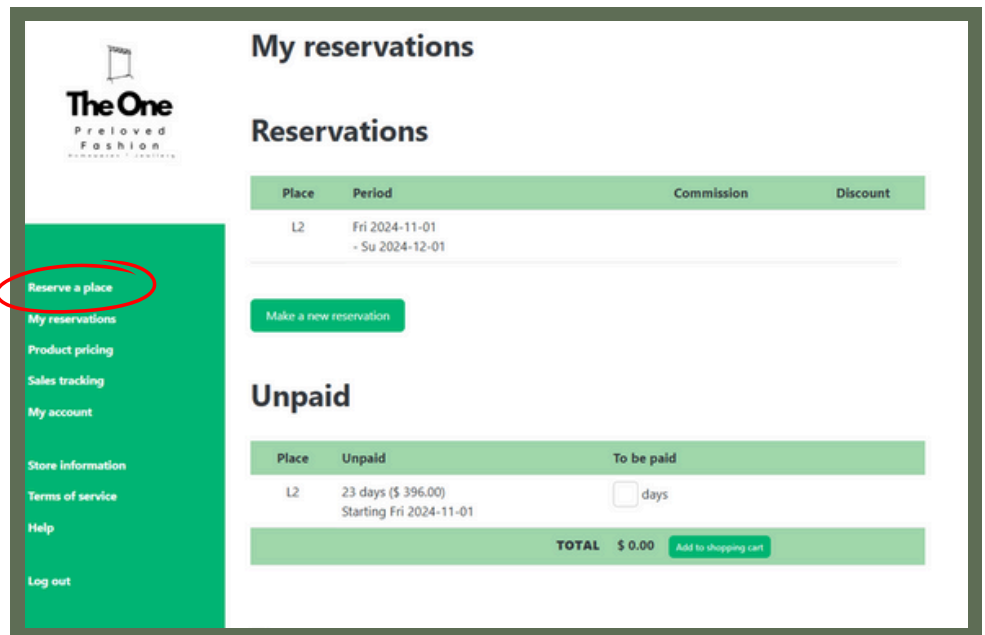
Step 2.

- This will take you to the home page – here you will be able to see all future reservations once made.

- Click on 'Reserve a Place"

Step 3.

- Select a green square from the date you wish to start commence your reservation

  *Please note the reservations periods run from WED-MON

- Choose 'make a normal reservation' Green = available, Red = unavailable

- L1-L15 = Large Racks - UP TO 60 clothing items
- S1-S14 = Small Racks – UP TO 30 Clothing Items

Step 4.

- Adjust your duration ensuring it is divisible by 6

- i.e. 6 = 1 week, 12 = 2 weeks, 18 = 3 weeks etc (all bookings end on a Monday)

- Choose any additional Set up/Pack down services you require.

Step 5.

- Click the 'I have read and agree to the terms and conditions' box.

- You may now confirm your reservation by clicking on 'Make the Reservation', you will then receive a 'Reservation Made Confirmation

Step 6.

- Go to shopping cart to make the online payment = Click Proceed to payment
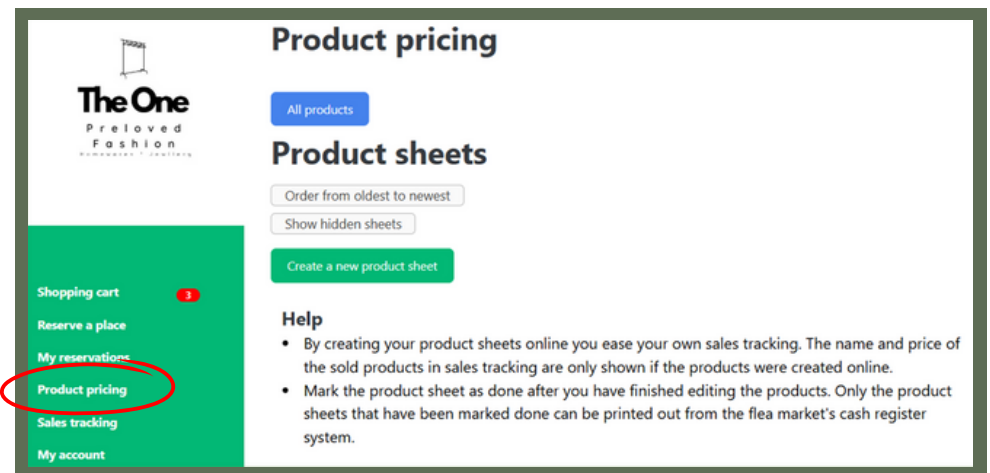
Step 7.

- Complete your payment details

- Your bookings can now be found under 'My Reservations
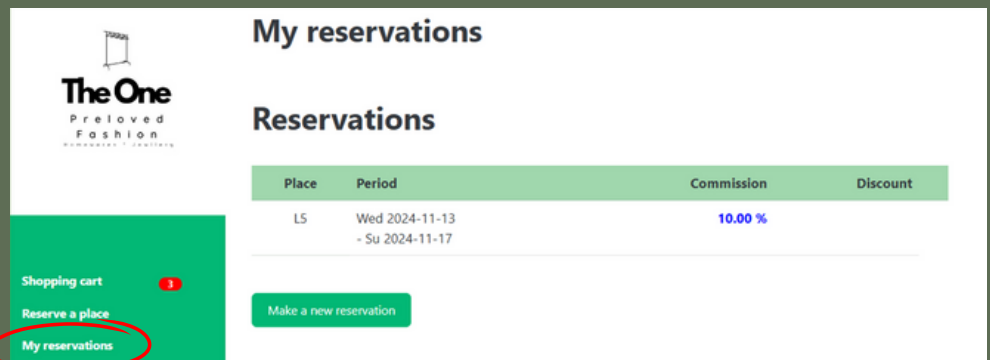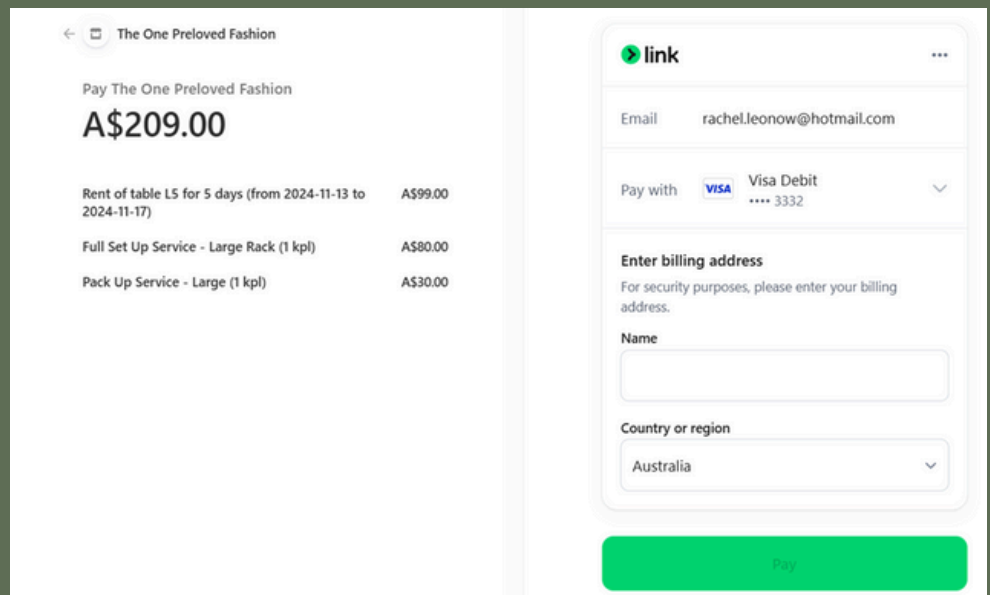
Step 8.

- You can now create your pricing tickets through the 'Product Pricing tab".

- You can create your pricing via the Zellr App from your phone or tablet if you prefer, but you will need to PRINT your tickets from a DESKTOP/LAPTOP

PLEASE DON'T HANDWRITE YOUR TICKETS, ONLY USE THE ONLINE TICKETING PROCESS AS THAT IS HOW ALL SALES GO THROUGH THE TIL AND ARE TRACKED AGAINST YOUR NAME 😊
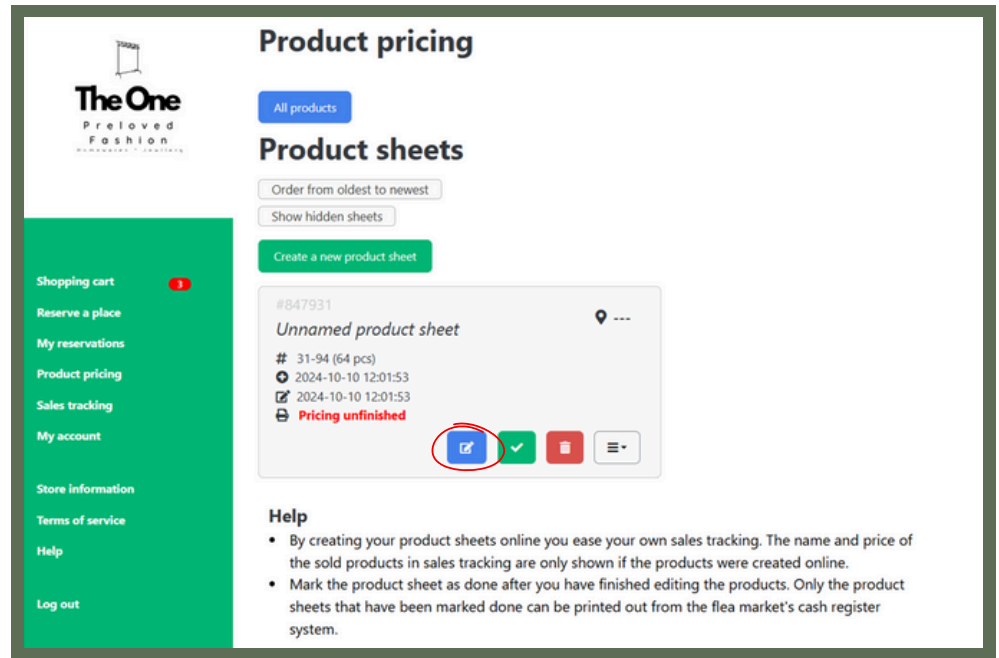
Step 9.

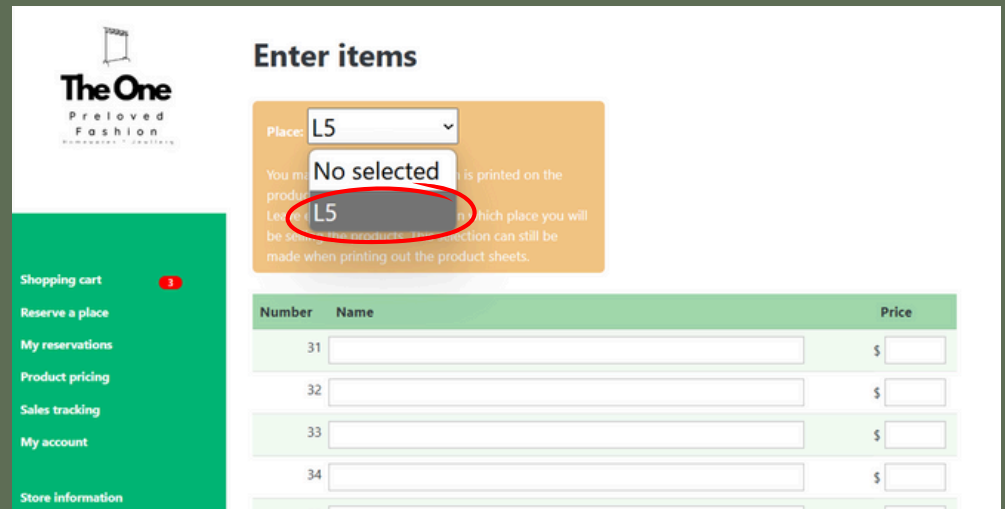- Click on 'create a new product sheet'
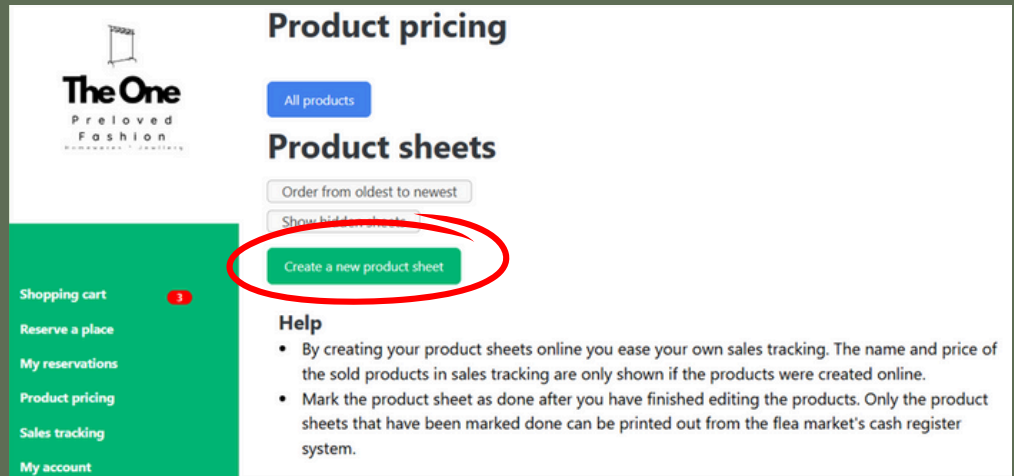
Step 10.

- Click on the Blue Edit Box

Step 11.

- Ensure you select your book rack name to allocate your items to your rack and track your sales via the online app.
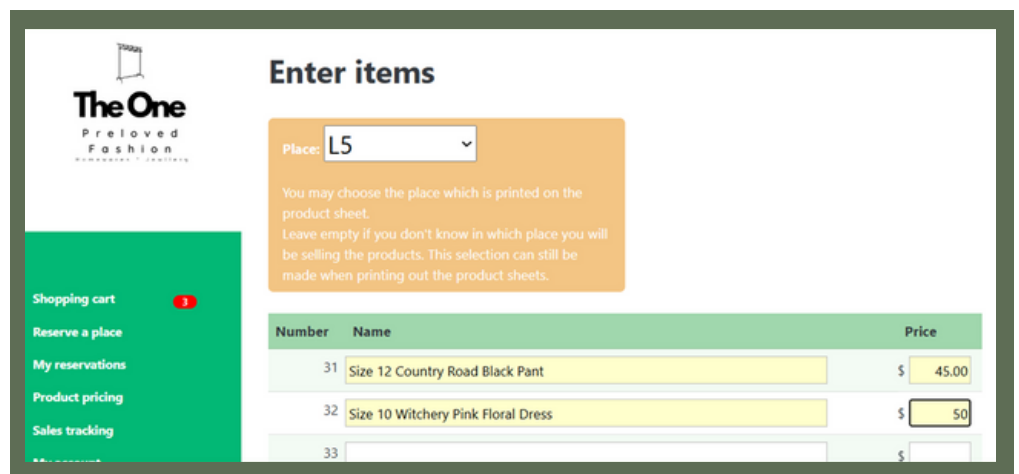

IF THIS IS NOT SELECTED, YOUR ITEMS WILL NOT BE ATTACHED TO YOUR RESERVATION WHEN SOLD

Step 12.

- Complete your product descriptions.

- Please use this format when creating your descriptions: **SIZE-COLOUR-BRAND-DESCRIPTION**

ie, "Size 12 Witchery Pink Floral Dress" , be as detailed as you can, this ensures we have a higher chance of searching your garments in our system should tickets detach from garments. If you are sharing a rack with a friend, you may wish to put each of your initials at the end of the description to make it easier to reconcile your funds at the end of the rental

- Ensure you save when completed.

Step 13.

- Once completed. go back to 'product pricing' and click the green 'tick' to mark your pages as done.

Step 14.

- Going back to Product Pricing Click the drop-down box and select 'Print.

- Please print or attach your tickets on thick paper/cardboard or once printed on paper, attach to clothing tickets or tags to ensure tickets don't tear or detach when our customers are trying on your items (this happens a lot with paper only tickets and if the ticket comes off your garment it makes it very difficult to work out which garments belong to which customer which means your items will need to come off the floor - **PLEASE ONLY PRINT YOUR TAGS ON WHITE PAPER OR CARD).**

- You can attach tickets with a safety pin or string, generally to the garment tag at the neck or waist of the item, whichever you prefer making sure they are nice and secure.

Step 15.

- Choose the "33 stickers (Primary)" box (this is just the number of tickets that will print on each A4 pieces of paper, this does not limit you to the total number you can print – choosing A4 65 stickers will print the tickets too small and your description wont print in full and may not scan correctly).
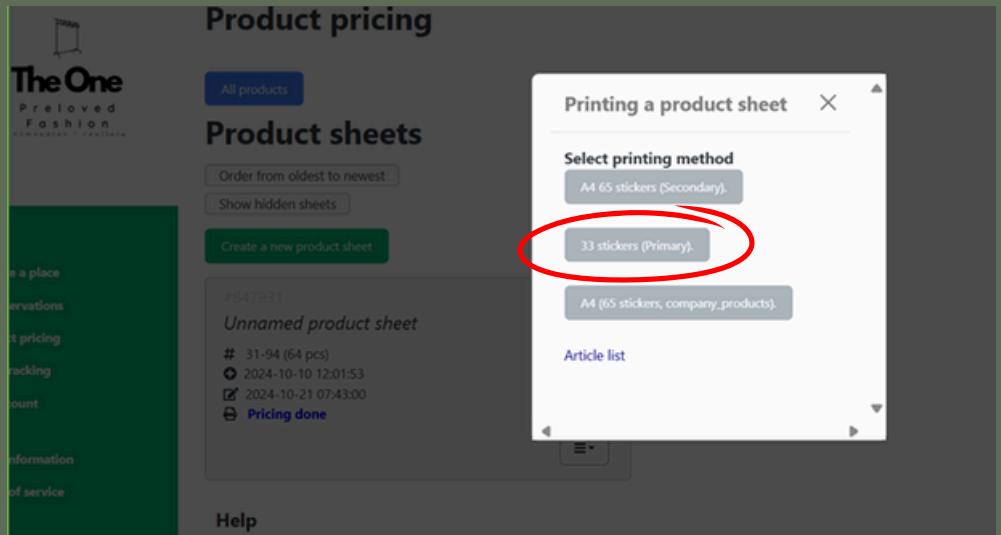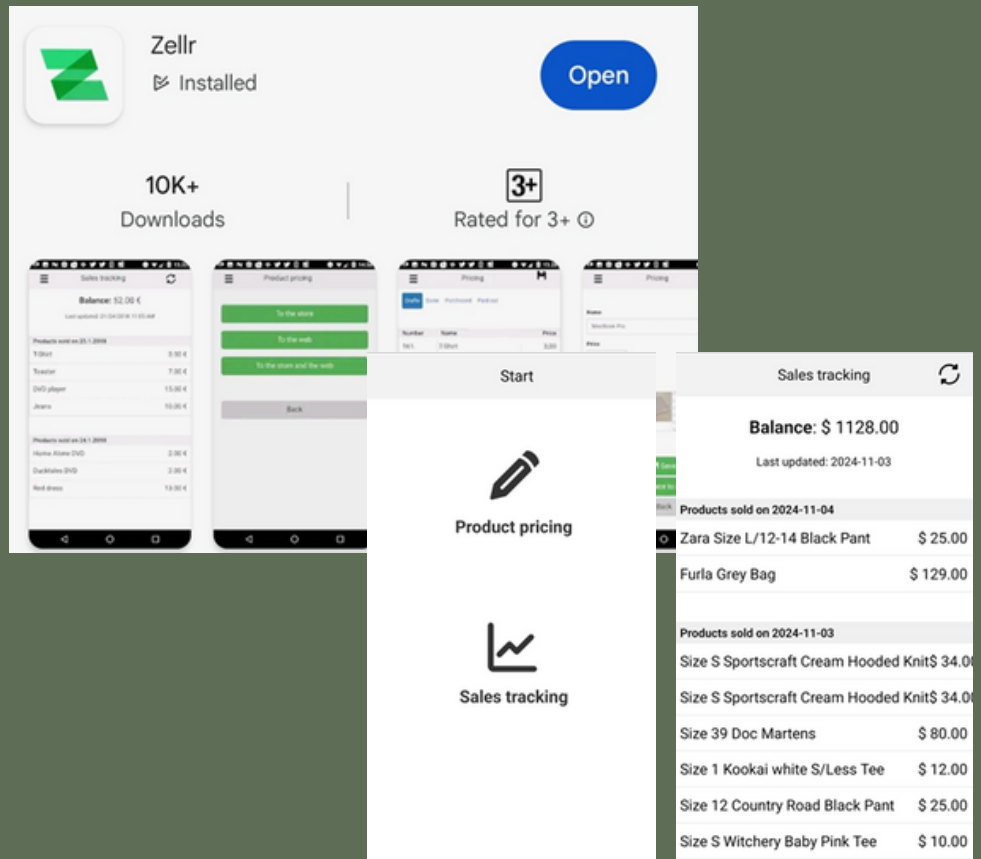

Step 16.

- Before printing check once again that your have allocated our rack to your tickets and your rack number appears on your tickets as below. Print, cut and attach your tickets to your clothing generally at the garments tag at the neck or waist.

PLEASE ENSURE YOU ITEMS ARE TICKETED AND READY TO HANG STRAIGHT ONTO YOUR RACK PRIOR TO COMING INTO STORE ON YOUR SET UP DAY.
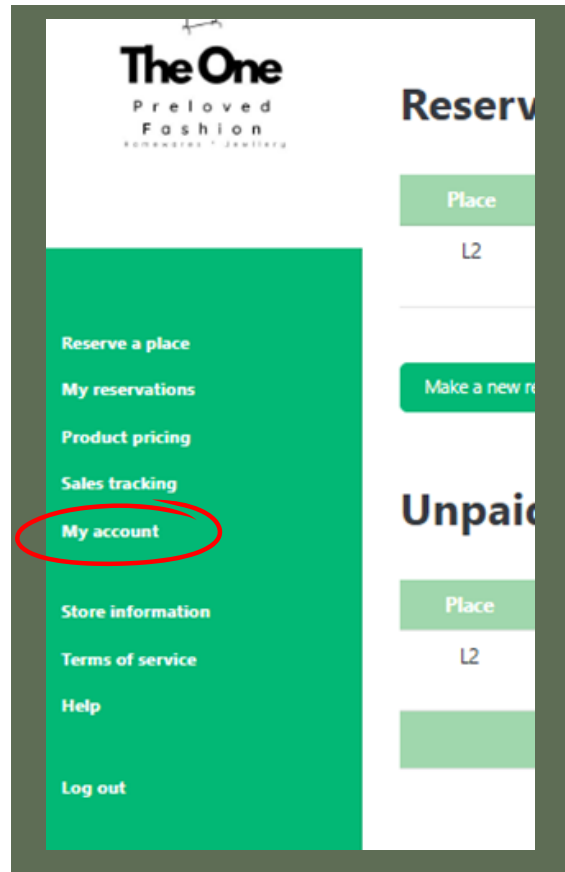
Step 17.

- If you haven't done so already, download the 'Zellr' app and you will be able to track your sales in real time!
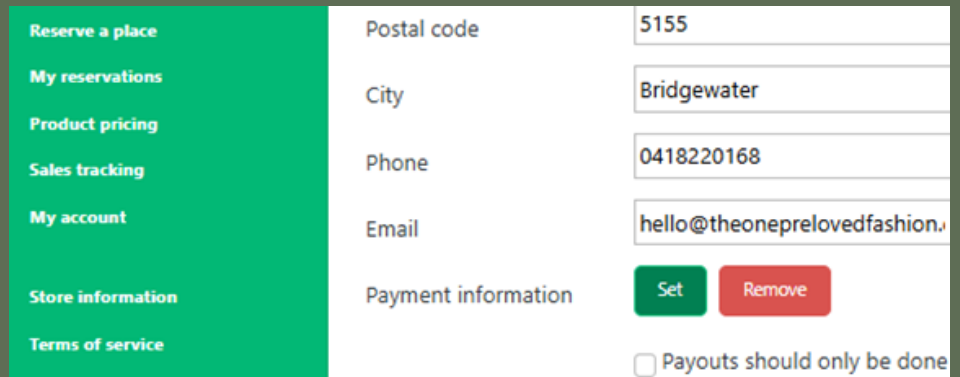

Step 18.

- Add your bank account details for your payout at the end of your rental period via 'My Account'

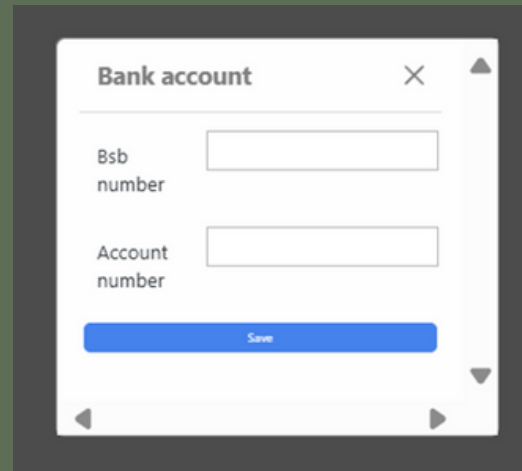- IF WE DON'T HAVE YOUR BANK ACCOUNT DETAILS WE CAN'T PAY YOU 😊

Step 18 (cont.)

- Go to 'Payment Information' and click 'Set'

- Add your bank account details and hit 'Save'

Finally, don't forget to:

- post on your own socials
- promote your items and rack rental
- Tag @theoneprelovedfashion

f **O**

www.theoneprelovedfashion.com.au

Send any questions to: ⟶ **hello@theoneprelovedfashion.com.au**