

# Pico Ski Swap 'NEW USER' Setup

**\*Completing the form on a tablet or mobile device works best in order to add images for items valued at more than \$100.**

1. Go to: <http://pico.twiobrand.com>
2. Below the Cancel/Submit Buttons, Click **Create a New Account**
3. On the next page, complete **My Profile form**.
  - a. For username we suggest using your email address to make it easier for you to remember
  - b. **Click** the check Box for: **Check here to receive email notifications** to receive a Pick Up notification for Item(s) that **DO NOT** sell.
4. Click on **Submit** when finish
5. On the next page: Click on **Add New Swap** box
6. Click Browse and **Add a photo of yourself** - this is for security purposes if you have to pick up your items at the end of the Ski Swap
7. When finished Click **Update Swap** at the bottom
8. On the next page, you're all ready to enter in your first item. **CLICK ON "ADD ANOTHER ITEM" (Second Box down)**, then provide all the information for your first item, including the following:
  - a. **Make & Model:** For example Rossignol Course S
  - b. **High Price, Low Price:** High price will be the only price on the tag; the Swap will drop the price for Sunday if your item hasn't sold. If you don't want to drop the price then put the same price in the low as your high.
  - c. **Size:** Size of the item you're selling, such as 170Cm for skis, 8 for boots, small, medium, large etc.
  - d. **Donate:** Click "Yes" if you want the Club to donate your item(s) if it doesn't sell.
  - e. **Description:** This information will be on the tag of your Item: So enter color, condition, and important info.
  - f. **Product Image:** For all items priced at \$100 or more, an image is required! Please take a clear picture of the whole item. This is for security purposes.
  - g. To **ADD** another ITEM, click **Save & Add Another Item** and repeat the above process.
  - h. If you have entered all your items, Click on **Save & Finish Check In Process**
9. On the next page, you have an option to **Send Confirmation Email**, and/or **Print Receipt**. If you click **Send Confirmation Email**, you will receive an email confirmation of your items and other important information, including how you get paid, how to know if an item sold, etc..
10. Click **Logout** at the top left of the page.
11. Your last step is to take all your **ITEM(S)** to the Swap during the consignment Drop Off Times. At which time a Swap Volunteer will check in your item(s) and print price tag labels for you to attach to your item(s). Consignment dates and times are:
  - Saturday, September 23 from 3-5 p.m. Pico Retail Shop.
  - Sunday, September 24 from 10 a.m. - 12 p.m. Pico Retail Shop
  - Wednesday, September 27 from 4-6 p.m. Pico Retail Shop
  - Thursday, September 28 from 4-6 p.m. Sunshine Room, Pico Base Lodge
  - Friday, September 29 from 11 a.m. - 9 p.m. Sunshine Room, Pico Base Lodge.

***Please note that all un-sold consignment items must be picked up by 3 p.m. on Sunday, October 1 at the Pico Base Lodge Sunshine Room.***