



Muddy Creek

System for

Inventory

Control

How to Fill in MuSIC Artist Inventory Forms

Spring Pop-Up Show 2023

DEADLINE for Inventory Submission: Midnight, 11 April 2023

Lisa Fairbank

Downloading the Form -- Are you a Windows or Mac user?

The Inventory files are stored on the Members Only section of the MCAG webpage. See your latest newsletter email for the URL. You must use the inventory form specifically created for this show.

NOTE: In the past we had two files, one for PC Users and one for MAC users. According to my testers the PC version works fine for MAC also. There will not be a separate file for MAC users from 2022 onward. Contact Lisa Fairbank if you have issues using this file on your MAC.

Windows Users: Download the specific blank artist inventory template with the name:

Spring Show 2023 Artist Inventory Form.xlsx and open it in your Microsoft Excel or your Open Office spreadsheet software.

NOTE: This Apple section has been removed after 3 MAC users have tested using the PC version of the file and it works fine. You still need to read the section below on saving vs. exporting the file before submission.

The MuSIC Artist Inventory Form

Here is the top section of an old artist inventory form. You will only be able to enter information in the barcode field (the second column) and in all of the green boxes. Unlike in this figure, **the upper left-hand box MUST read "Spring Show 2023". Anything else will be rejected by the import process!**

	A	B	C	D	E	F	G			
1	Spring Show 2023			Last Name >						
2	Artist Inventory Sheet			First Name >						
3	<div style="text-align: center;"> <p><i>Muddy Creek</i></p> <p><i>Artists Guild</i></p> </div>			Street Address >						
4				City, State ZIP >						
5				Email >						
6				Phone Number > <small>to reach you during show hours</small>				Inventory Total \$0.00		
7				Tag ID > <small>assigned by MCAG</small>						
8				Seq. No.	Barcode	Qty	Medium	Description	Price per Item	Inventory Price
9				1		1				\$0.00

There are a few important rules for filling in the inventory sheet correctly so that MuSIC will properly import it.

- Artists may only use the form that is distributed by the show organizer. It will contain the name of the current show at upper left. MuSIC will look for the correct name before it imports the data. Make sure you don't make any changes in the show name.
- All 7 personal information fields are required: last name, first name, street address, city/state/ZIP, email, phone, and tag ID. Capitalization is unimportant. Please provide a phone number where you can be reached during show hours. When entering TAG ID be careful, if your Tag is the 1st 4 characters of your last name it will autofill your entire name. Double check it. Missing information will cause MuSIC to reject your form.
- If you do not have a Tag ID (or have forgotten yours) contact Lisa Fairbank 443-386-1298.

- Every item does NOT have to have a unique barcode. If you have 10 different prints but they are all \$40, you can create a single entry “Bin Art-40” for example, and they all get the same barcode number. This is helpful if you want to add another print later for \$40. No update to the inventory is required, just ask for an extra label or two on your inventory form and you can easily add it to the show at any point. See the **(C) Qty** bullet below.

The columns of the form are mostly self-explanatory. They are:

(A) **Seq. No.** Don’t try to change this; it is used internally by MuSIC.

(B) **Barcode.** There are three possible things that can go into the barcode field:

1. **Leaving it blank** means that this is a new taxable item that does not have a pre-existing barcode. A new code will be assigned by the system and labels will be provided.
2. **If this item has a previously assigned 6-digit barcode, enter that number here.** The rest of the line still needs to be filled in. If you do fill in a previously-used barcode, it is *critical* that you get it correct! This applies to both taxable and scholarship (9xxxxx) items.
3. **Filling in a single “9”** means that this is a new *non-taxable* (scholarship) item requiring a new 900000-series barcode. You should not use this unless you are certain that the item’s description and price do not duplicate an existing non-taxable item. See the table at the end of this document for a list of existing non-taxable items.

(C) **Qty.** Enter the number of barcode stickers you need to have printed for this item. It defaults to 1 but you can change it to any number.

- a. *NOTE: This number **does NOT** reflect the quantity of this item in the show. It only tells us how many barcode labels to print.*
- b. *The Qty field must be at least 1 in order to be imported into the inventory system and be active for the show. If all your stuff is already labeled, enter the barcodes with a Qty of 1. You can follow-up with an email to Lisa Fairbank to let her you don’t need any labels printed, or which you need and save all the time & money wasted in printing labels we don’t need.*

(D) **Medium.** You have access to a pulldown menu of art media types: glass, photography, bin art, jewelry, etc. Select one from the pulldown list that best describes your item. **If the pulldown menu doesn’t work (MAC Users), then you must type in one of the following exactly as shown below:**

Watercolor, Drawing or Pastel	Photography
Fiber	Pottery, Ceramics
Glass	Reproductions/ Bin Art
Jewelry	Sculpture and Wood
Mixed Media	Other Media
Note Cards	Scholarship Fund
Oil and Acrylic	

(E) **Description.** A very brief title and/or description of the item. Each of your descriptions should be unique on the form. If this is a previously-shown item that already has a barcode, you can optionally choose to enter the keyword “**REUSE**” here, in which case MuSIC will look up and supply the description from the last time the item was in a show.

- (F) **Price per Item.** Enter the sale price of the item.
- (G) **Inventory Price.** MuSIC fills this in by multiplying the price per item times the quantity (Qty) you specified. Not a helpful field if you have modified quantity because you don't need all those labels. If you wish to use this field you can modify the quantity field after you submit the form, saving a version for yourself with actual quantities.
- (H) You may list a maximum of 250 separate line items on the Inventory form. There is no provision for exhibiting more than 250 uniquely defined items.

Saving and Sending Your Completed Inventory

Windows Users (Excel): Save your completed inventory in the same file format (.xlsx) it was when you downloaded it. Give it a unique name using your Tag ID or last name. Example: *LISA.xlsx*, *LISA-inventory.xlsx* or something similar.

Apple Mac Users ("Numbers"): We are unable to read Mac, Numbers files. You **MUST "EXPORT"** your file instead of "Save" it. Click the "File" menu at the top of your Numbers screen. From the drop-down list, choose "Export to", and then "Excel". Click Next, name the file with your unique Tag ID, and choose to save it to your desk top. It should appear on your desk top with the suffix ".xlsx". If it doesn't end in .xlsx you have done something wrong.

Open Office Users (both Windows and Mac): Just as with Numbers, you **MUST EXPORT** to an .xlsx file and create a unique filename with your Tag ID. Example: *LISA.xlsx*, *LISA-inventory.xlsx* or something similar. Make sure your file has an .xlsx extension!

ALL Users - Attach the resulting file to an email and send it to the Inventory Manager (See contact info on page 4).

Some Important Rules

- (1) Respect the deadline.** We understand that forces beyond your control (e.g., late delivery from a framer) can force you to make last-minute changes to your spreadsheet after the deadline, and we will do everything we can to accommodate those. But if your first submittal is, say, two days after the deadline, then *your inventory will not be accepted and you will not be in the show*. Yes, really, this is a big job with lots of moving parts.
- (2) Before Check-in:** Affix the proper barcode number sticker to each item on your inventory list. Use the printed copy of your inventory that will be sent to you with your barcode stickers to properly match up barcode numbers with artwork. Be very careful to ensure the right label goes on the right piece of art or you risk not being properly paid for sold artwork.
- (3) Inventory Worksheet and Label Pickup/Delivery:** We had big issues last year with the USPS and had to reprint labels for a number of artists. Please make an effort to pick up your labels and inventory sheet in person. Please advise in your email if you must have them mailed. Lisa Fairbank does the Inventory. She lives in Harwood and does the Farmers Market on Riva Rd. Saturday mornings. You can pick-up in either location with notice. The Inventory manager will confirm successful import of your Inventory and let you know when & where they are ready for pick up. Find their contact info on the next page.

Deadline for the 2023 Spring Show is midnight **April 11th**.

All inventory forms *must* be submitted by midnight on this date or you will not be in the show. We need that time to import, print, deliver barcodes.

Submit completed Inventory forms via email to Lisa Fairbank,
firelightartglass@gmail.com – cel: 443-386-1298

Existing Scholarship Item Barcodes

Barcode	Description	Price
900001	Raffle ticket	\$5.00
900002	3 x Raffle ticket	\$10.00
900003	7 x Raffle ticket	\$20.00
900004	Christmas ornament	\$7.50
900005	Christmas ornament	\$10.00
900006	Christmas ornament	\$12.50
900007	Christmas ornament	\$15.00
900008	Notecard	\$4.00
900009	Notecard 4-pack	\$7.50
900010	Christmas ornament	\$20.00
900011	Christmas ornament	\$25.00
900012	Christmas ornament - felted	\$7.50
900013	Christmas ornament	\$35.00
900014	Christmas ornament	\$12.00
900015	MCAG tote bag	\$5.00
900016	MCAG bumper sticker	\$1.00
(995xxx)	(Henderson scholarship item)	(varies)

If you are offering a *nontaxable* (scholarship) item for sale whose description and price is a reasonable match for anything on the above list, please use the corresponding barcode. **For all donated ornaments for sale, simply use the words “Christmas ornament” in the title/description with no additional elaboration and pick the barcode that matches the price. If there is no match, just put a “9” in the barcode field and MuSIC will assign a new barcode #.**

*Note that this discussion does not apply to items that you are donating for the **raffle baskets**. These do not require barcodes and should not be listed on your inventory form.*