# 10 Easy Steps

# To Transfer Items From A "HWGA" Closed Event, or From The "HWGA" Cyber Closet

**Step 1:** Register for the Event you want to participate in.

**Step 2:** Enter the software for that particular event, and look for the tab "Manage Inventory".

**Step 3:** In the "Red" Ribbon across the page click on "Items Transfer"

**Step 4:** Under "Transferring From" click on the drop down till you see the place where your inventory is now being stored. HINT: This would be the last HWGA event you participated in, or one of the Cyber Closets.

**Step 5:** Under the "Transferring To" click on the drop down to reflect the event you want your items transferred to. This may have been done automatically.

**Step 6:** On the bottom of the page you should be able to see your items. On the far right side you have a drop down, click on "NOT SOLD", and then hit the refresh button.

**Step 7:** VERY IMPORTANT STEP, as you want your entire inventory to transfer over. Make sure you click on the number of "Show Entries" (top left) to reflect the closest number to the number of items you have to transfer. Example: If the drop down box shows 24, only 24 of your items will transfer over.

**Step 8:** Click on the "Transfer Items Now" button, then hit OK. Your items have now been transferred over.

**Step 9:** Look in your Manage Inventory and you should see everything that transferred over.

**Step 10:** You can add inventory at anytime, before or after you transfer items over. The computer always knows where your item number left off. The item number and the number of items you have in inventory ARE NOT THE SAME THING. Once an item number is assigned it can never be used again.