

GARAGE HOPPERS LEARNING GUIDE

How to Use the Garage Hoppers Community Sale Organizer

A practical guide to creating an event, running the participant CRM, handling cancellations, adding event stops, communicating, and printing an event-only map.

Use this guide alongside Garage Hoppers. The website remains the source of truth for live dates, listings, approvals, maps, and printable signs.

What the organizer workspace does

A community sale is one coordinated event made up of many household sales. Garage Hoppers gives the organizer one dashboard for the event, participant approvals, public listings, communication, and shareable tools.

- Create one event with the official dates, hours, city, description, and organizer information.
- Share one household join link or QR code instead of collecting details in separate messages.
- Review every household before its address and listing appear publicly.
- See missing map pins, hours, item details, photos, and unpublished listings in one place.

Before you create the event

- Confirm the official event name, dates, and daily opening and closing times.
- Choose the organizer email that should receive access links and participant notices.
- Prepare a short public description and, if available, a cover photo and organizer logo.
- Decide who may participate and how you will handle late additions or cancellations.

Create and brand the community sale

1 Open the organizer dashboard

Sign in at garagehoppers.com/organiser and choose Create community sale. Use the same email each year so your events remain together.

2 Enter the official schedule

Add each sale day and its hours. Participants can use the event schedule or submit different hours when appropriate.

3 Add the public description

Explain the area, the type of event, parking or access information, and what shoppers should expect. Avoid copying another directory's text.

4 Upload the visual identity

From the event workspace, add a cover photo and organizer or sponsor logo. Review the public page after uploading.

Keep the private organizer link private. The household join link and public event page are the links designed for sharing.

Invite households

Use the Organizer tools card to copy the join link, create an email, or display the QR code. Ask each household to enter its own address, contact information, hours, sale items, and notes.

- Share the join link through your neighbourhood email, association page, social group, or printed notice.
- Tell participants that their address will be reviewed before publication.
- Set a deadline that leaves time to review map pins and incomplete submissions.

Use the Participant CRM

The household listing sheet is the event's working CRM. It keeps each participant's name, address, email, phone, schedule, items, notes, publication status, map readiness, and connected listing together.

1 Search the event records

Use Find a household or stop to search by name, address, email, item, stop type, or issue.

2 Work from status tabs

Use Pending for new requests, Approved for published households, Map stops for food and refreshment locations, Needs attention for incomplete records, and Removed / cancelled for inactive entries.

3 Edit one record

Open Edit to correct contact information, schedule, items, notes, photos, or map coordinates. Household changes also update the connected public listing.

4 Download the CRM

Choose Download CSV for an offline copy containing record type, status, contact details, schedule, items, issues, and listing URL.

Contact information is private organizer data. It is available in the secure organizer workspace and CSV, not on the public community sale page.

Cancellations and changes

1 Let a household manage its entry

After joining, the household receives a private manage link by email and sees it on the confirmation screen. That page can update items and photos or cancel participation.

2 Handle an emailed cancellation

In the Participant CRM, search the household by name, email, or address. Choose Remove and confirm. The household entry and any connected listing leave the public event map immediately.

3 Keep the history

Removed entries remain under Removed / cancelled so the organizer retains the contact and event record. Reapprove only if the household confirms it is participating again.

Never delete the entire event to handle one cancellation. Remove only that household from its CRM row.

Add lemonade stands, food trucks, and event stops

1 Open Organizer tools

Inside the event workspace, choose Add map stop. This is intentionally beside the join link and print-map action.

2 Choose the stop type

Select Lemonade stand, Food truck, or Other community stop.

3 Enter the public details

Add the public name, exact street address, city or region, and a short description such as cold drinks, hot food, information booth, or fundraiser.

4 Review the pin

The stop is geocoded and added only to this event map. It does not create a garage-sale listing or appear in unrelated sale searches.

5 Edit or remove it later

Find the entry under Map stops in the Participant CRM. Use Edit to correct it or Remove to take it off the event map.

Print only the community event map

1 Choose Print event map

Open Organizer tools and select Print event map.

2 Review the event-only view

The print page contains only approved households and map stops connected to this community event. Other Garage Hoppers sales are excluded.

3 Check the legend and directory

Household sales, lemonade stands, food trucks, and other community stops use distinct markers. The address directory prints below the map.

4 Print or save as PDF

Use the browser print window to print the map or save it as a PDF. Return to the organizer workspace if an address or pin needs correction.

Communicate without losing track

The communication card can email one household or an audience of approved or pending participants. Templates are available for reminders, updates, and thank-you messages.

- Review the recipient count before sending a group message.
- Use participant-specific messages for corrections, cancellations, or private questions.
- Check Recent messages for delivery status and failed addresses.
- Use organizer notes for internal context that should not appear publicly.

Event-week checklist

- Confirm every published household still plans to participate.
- Review the public map and test several address pins.
- Send the final schedule and safety reminder.
- Share the public event page, not the private organizer URL.
- Remove cancelled households promptly.
- After the event, send thanks and keep the prior event as a useful record.

Where to get help

Visit garagehoppers.com/guides/community-sale-guide for planning advice, or use the Garage Hoppers contact page if the organizer workspace does not behave as expected.

A useful community page comes from accurate household information, real photos, clear schedules, and active organizer review. More entries are not better when the entries are incomplete.