

## Getting Started

Welcome to the PSA Set Registry<sup>SM</sup>, home to the world's finest card and ticket collections. The Registry provides a safe place on the Internet to show-off your collection. You can start with just one card or ticket and build your set over time, or add an entire collection.

The Registry is a free program offered by PSA and comes with many benefits including free submissions. There is no software to download. Everything you do is done securely over the Internet. To begin, you sign up, log in, and go to **My Set Registry**.

Through the PSA Set Registry you can track your inventory, costs and populations, build sets and enjoy friendly competition, meet other collectors who share common interests, create a photo album of your collection, and share your set with others or keep it private. In addition, you can perform **What If?** scenarios to see how the addition of a new item will change your rating.

The PSA Set Registry is exclusive to PSA-graded cards and tickets, so to begin, you will need the certification numbers of the items you own and intend to register or you can register by scanning the barcode located on each card or ticket's holder.

## Your Account

### **New members:**

If you are new to the PSA Set Registry, in order to add and update your Registry sets, you must create an account. From the PSA Set Registry home page, click **Sign Up Here** in the **New Users** box.

Fill in the registration form.

Your email address and password will serve as your login when returning to the Set Registry. You should also create a display username which will be the name that appears in the PSA Set Registry in general areas like your card or ticket Album and the listing of your sets. Therefore, if you do not want your email to appear in the Registry, do not use your email address as your username. Select a username that you are comfortable displaying on the web.

Upon completion of your account information, you will be asked to read and agree to the terms of the PSA Set Registry. Once you agree, you can go to **My Set Registry** and begin adding your inventory and creating your sets.

### **Returning members:**

If you wish to change your account information, please log in using in the **Current Members** box. You will be brought to **My Set Registry**. Click the **Your Account** link which appears at the top left of every page in the Registry. From here you can update your account information.

Note that if you are a member of any other Collectors Universe Set Registry program (PCGS, PCGS Currency, PSA/DNA or PSE), you will use the same login information for all Registries.

## My Preferences

You can configure your sets to default to certain preferences. Login to **My Set Registry**, click **Preferences** which appears on the top menu bar, select the preferences you prefer, and click the **Save** button.

**Default new sets to allow the public to view the set item details** – This preference will allow the public to see the contents of your set. Unless this option is selected, none of your sets will be viewable. However, you may make a specific set public by selecting a similar option for that specific set in **My Sets**. Note that if you are logged in you will be able to view your sets while in the Registry, even if your sets are marked not viewable. Your sets will not be viewable to others.

**Allow users to contact me by email** – This preference will permit others to email you from every set. Note that even if you select this option, your email address will not be viewable to other members unless you respond to their inquiry. If this preference is not selected, you may still enable email from a specific set by selecting that option for that set within **My Sets**.

**Show Images on sets** - If you are running an older computer system and are on a dial up, uncheck "Show Images on Sets." This will speed up the load time for large sets with images. You will still be able to view images by clicking on the camera icon.

**Receive email about lowered ratings** – This preference provides for an automatic email that will be sent to you should your ratings drop due to the activity of another member. You can select to receive these emails daily, weekly or not at all.

**Receive email about Collectors Corner items that would upgrade my sets** – This preference allows you to receive emails about new items listed in Collectors Corner which will upgrade your sets. You can select to receive these emails Daily or Weekly or not at all.

## Add Inventory

To begin building a set, you must first add your inventory by entering the PSA certification number. The certification number is located on the lower right of the card or ticket holder's insert. You can also add inventory by scanning the bar code located at the bottom left of the insert.

**Step 1.** Log In. If you are already a member of the PSA Set Registry or PSA Collectors Club, enter your email address and password. If you are registering for the first time, click **Sign Up Here** in the *New Users* box on the Registry home page and register.

**Step 2.** Go to **My Set Registry**.

**Step 3.** Click **Add Inventory** which appears on the Registry menu bar.

**Step 4.** To add your inventory, type the PSA certification number in the box provided. If you have more than one item, type one certification number per line. If you are working from a spreadsheet, you can copy and paste rows of certification numbers.

If you are a returning member with established sets and you wish to update those sets with new inventory, check "Add these items to all of your existing sets which they match or replace items if the rating of the new item is higher." Your new inventory items will be added to any set where the item is an upgrade or new. You must then commit the changes to your set. (See **My Sets**.)

When you are done, click the **Add** button.

**Options:** If you have a barcode scanner, you can add your inventory by scanning the barcode for each item. The PSA Set Registry supports the "interleave 2 of 5." The Symbol LS2208 scanners are recommended.

Additionally, you can add an inventory item by using the **Quick Add** function which appears just below the menu bar on every page in My Set Registry.

### **Inventory listed in another member's set**

It is each member's responsibility to keep his or her inventory up-to-date. However, in the event that you receive a message that your inventory item has not been added because it is residing in another member's set, you will be provided the option to send an automatic email to that member requesting that the item be removed. If, after 3 business days, the inventory item has not been removed, please submit a scan of the front and back of the item to [setregistry@collectors.com](mailto:setregistry@collectors.com) and the item will be removed for you.

## My Inventory

The **My Inventory** page lists all of the items you have added. In **My Inventory** you can perform the following functions:

- add item comments
- add the purchased date
- add source
- add the cost of your items
- add the market price of your items
- add images
- view what sets the items can be used in
- delete inventory
- add sets

If you are re-registering an inventory item to which you have previously attached an image and description, that information will reload when you add the item.

Your inventory functions separately from your sets, so adding an upgrade item to your inventory will not remove the lower grade item from your inventory unless you have selected "Add these items to all of your existing sets which they match or replace items if the rating of the new item is higher" option when adding inventory. If you have not selected the auto add option, the upgrade will be available to add in any sets you have started where appropriate. You will have the option to upgrade and commit the change.

Your entire inventory is sortable by all the column headers except the Image column. You can also filter the list to display only specific items using the Filter boxes.

### Add Owner's Comments, Purchased Date, Source, Cost and Price to an inventory item:

Your comments can be up to 2,000 characters long.

**Step 1.** In **My Inventory** locate your inventory item and click **View Item** which appears in the first column on the right.

**Step 2.** On the **My Item** page, click the **Edit** link in the description box.

**Step 3.** Add your item's description in the **Owner's Comments** box (up to 2,000 characters long), your Purchased Date, Source, your Cost and Price (market price).

**Step 4.** Click the **Update** link.

### Add images from My Inventory page:

You can add one or multiple images of your card or ticket. There are no size limitations.

**Step 1.** To add an image to your item from the **My Inventory** page, click the **Upload** link by the item.

**Step 2.** Click the **Browse** button.

**Step 3.** You must choose your file. Locate your image file by clicking the down arrow in the "Look in:" box and finding the file folder that stores your images. Generally, your images will be stored in **My**

**Pictures** in **My Documents** on your C drive (or in the MAC in your Pictures folder on your home directory), but you may also upload images from other folders and other drives such as a CD/DVD drive.

Highlight your image file so that it appears in the File Name box and click the **Open** button. This will place the file location in the Browse box.

**Step 4.** To add the image, click the **Upload** link. The image will appear as a thumbnail in the image column.

To add more images to this item, repeat Steps 1-4 above.

#### **Add and delete images from View Item page:**

**Step 1.** Click the **View Item** link next to the inventory item you want to add an image to.

**Step 2.** Click the **Browse** button and locate the image file you wish to upload.

**Step 3.** Click the **Upload Image** button.

**Step 4.** The image will appear as a thumbnail above the Browse/Upload Image buttons. From here you can Rename or Delete the image.

To add more images to this item, repeat Steps 1-4 above.

#### **Deleting inventory:**

**Step 1.** To delete an item, click **View Item** which appears to the right of the inventory item.

**Step 2.** Click **Delete this Item from My Inventory**. When you delete an item from your inventory, the item is also deleted from any sets in which you may have that item registered. **If you have sets registered and you wish to remove the item from your sets but keep the item in your inventory, follow the instructions for Deleting Inventory from Sets in My Sets.**

#### **Deleting multiple inventory items:**

**Step 1.** If you have a number of items to delete, check off the inventory items using the box located in the left column next to the certification number.

**Step 2.** Click the **Delete checked items from My Inventory** link. Note that this will remove the items from any sets in which you may have those items registered.

**If you have sold a set that is at least 90% complete and you want it to remain in the All Time Finest category, you should delete the set rather than delete the inventory items. This will keep your set completion factor intact. Follow the instructions for Delete a Set in My Sets.**

#### **Mass inventory deletion:**

If you have a large number of items to delete, you can copy and paste the inventory numbers in this box, one line per number.

**NOTE:** If you have sold a set that is at least 90% complete and you want it to remain in the All Time Finest category, you should delete the set rather than delete the inventory items. This will keep your set completion factor intact. Follow the instructions for Delete a Set in **My Sets**.

If you have items that are in more than one set, then retire all of your sets in **My Sets** without deleting your inventory. Then you can use **Mass Inventory Deletion** to remove the items from your inventory.

**Step 1.** Type or copy and paste your certification numbers in the box provided, one per line.

**Step 2.** Click the **Delete** button.

#### Deleting entire inventory:

If you wish to remove your entire inventory, click the **Delete my entire Inventory** link. This action will also remove your inventory in all your registered sets.

#### Add sets from My Inventory:

Sets can be added and updated from **My Inventory**. (Sets can also be added from **Add New Set** and updated in **My Sets**.)

**Step 1.** From **My Inventory** home page, click **View Item**.

**Step 2.** A list of available sets for your inventory item appears on the page. Click **Start Set** for the set you wish to start.

**Step 3.** The set composite for the set selected is displayed. To start this set, click the **Start this Set** link.

Note that from the composite page you can view the set's weights and bonus points by clicking on **View Set Composition** link which will take you to the PSA Set Registry set composition page.

**Step 4.** The inventory item you are working from will be indicated by an **Add Item** link in the Action column. In addition, all inventory items which match this set are also available to add. To add the item to your new set, click the **Add Item** link. From the **Add/Replace Item** box, select the certification number of the item you wish to add.

You can add all available items at once by clicking the **Add Best Available Items to Empty Slots** link.

If you have more than one item of the same type, you must select which item you wish to add.

**Step 5.** Once the item is added to your set, you will be prompted to commit your changes. To publish your set in the PSA Set Registry, you must commit it. (If you do not want your set to appear online, do not commit it.) To commit your set, click the **Commit or Rollback** button.

**Step 6.** Publish your set by clicking the **Commit** button. Note that from this page you can **View Set** again prior to committing or you can **Rollback**, which will remove from the set the items you have added.

**Step 7.** A published set will display the statistics for your set. You can also change the default preferences for a specific set. For example, if your default allows others to view the contents of your sets,

but for this particular set you wish to keep it closed, you can make that change by clicking the **Edit** link and unchecking the "Allow the public to view set item details?" and then updating the set.

Note: By unchecking the "Published?" box and updating the set, you will remove the set from the Registry. You can re-publish it at any time.

## Add New Set

After adding your inventory, you can view all the available sets for that inventory in **Add New Set**.

### Start a set:

**Step 1.** Click the **Add New Set** link on the top menu bar. All sets that you are able to start with your available inventory are listed.

If you have already created a set and have no other inventory that will match, that set composition will not display on this page. If you have two items of the same kind and have already created a set using one of the items, that set composition will be listed in the existing set column and you will have an opportunity to create a second set.

If you retire a set that is over 90% complete, that inventory will not be available to add to the same set composition. The retired set is listed in the Registry All-time Finest category. If you wish the set removed from the Registry so you can re-use the inventory in that same set composition, please contact [setregistry@collectors.com](mailto:setregistry@collectors.com).

**Step 2.** Select the set you wish to start by clicking the **View Composite** link.

**Step 3.** The set composite for the set selected is displayed. To start this set, click the **Start This Set** link.

Note that from the set composite page you can view the set's weights and bonus points by clicking the **View Set Composition** link, which will take you to the PSA Set Registry set composition page.

**Step 4.** All the inventory items available for this set will be indicated by an **Add Item** link in the Action column. To add the items to your new set, click the **Add Item** link. Or, you can add all available items at once by clicking the **Add Best Available Items to Empty Slots** link. If you have more than one item of the same grade, you must select which item you wish to add.

**Step 5.** After you have added your items, you must publish your set by committing the changes. To publish your set, click the **Commit or Rollback** button which appears at the top of the page.

**Step 6.** Publish your set by clicking the **Commit** button. Note that from this page you can review your set again prior to publishing or you can Rollback, which will remove the item(s) you have added from the set.

**Step 7.** Once published, statistics will be displayed for that set. You can also change the set name and default preferences for a specific set. For example, if your default allows others to view the contents of your sets, but for this particular set you wish to keep it closed, you can make that change by clicking the **Edit** link and unchecking the "Allow the public to view set item details?" and then **update** the set.

Note: By unchecking the "Published?" box and updating the set, you will remove the set from the Registry. You can re-publish it at any time.

## My Sets

**My Sets** lists all of the active sets you have started, regardless of their published status. You can add, edit, upgrade or delete items in **My Sets**. You can delete your set and inventory. You can also add, edit or delete your set description and change your set preferences. In addition, **What If?** Scenarios are performed in **My Sets**.

### Edit your set description and preferences:

**Step 1.** Click the **My Sets** link on the top menu bar. All sets you have started are listed.

**Step 2.** Click the **View** link by the set you wish to update.

**Step 3.** Click the **Edit** link which appears in the information box.

**Step 4.** You can change your set name, add or change owner's comments, and change your preferences on this particular set. Your set description can be up to 8,000 characters long.

**Step 5.** Click the **Update** link to save your changes.

### Add/Replace items:

If you have added new inventory, you may wish to make updates to your sets. If you have added inventory using the option to "Add these items to all of your existing sets which they match or replace items if the rating of the new item is higher," the program will automatically add the new items to sets that qualify. If that is the case, skip Step 3 below.

**Step 1.** Click the **My Sets** link on the top menu bar. All sets you have started are listed.

**Step 2.** Click the **View** link by the set you wish to update.

#### Step 3.

Option 1: Locate the item(s) you wish to add/replace by finding the information listed in the Action column. If you are adding a new card or ticket, the column will say **Add Item**. If you are replacing a card or ticket, the column will say **Replace Item**. Click the link for **Add Item** or **Replace Item**. Select the item you wish to add or replace.

Option 2: Use the **Add Best Available Items to Empty Slots** link which will automatically add a card or ticket to your set.

**Step 4.** Click the **Commit or Rollback** button.

**Step 5.** To publish your changes, click the **Commit** button.

#### Collectors Corner

Collectors Corner, a Collectors Universe company, is a marketplace for coins, currency and trading cards. When you are in a set in **My Sets**, if an item that is being listed in Collectors Corner is available to fill a slot or upgrade an item in your set, there will be a link in the **Action** column. Clicking this link will take you directly to Collectors Corner where you can purchase the item from an authorized dealer.

### Using the "Quick Add" feature:

If you are in your Set in **My Sets**, you can use the **Quick Add** feature which will add an item to your inventory and well as the set you are in.

**Step 1.** Locate the **Quick Add** box at the top of the page, right side.

**Step 2.** Type in the certification number of the new item and click **Quick Add**.

**Step 3. Commit** your change by following Steps 3 and 5 above.

### Deleting items from sets:

There are four different options for deleting items. 1) Delete checked items from this set 2) Delete all items from this set 3) Delete checked items from all my registered sets 4) Delete checked items from My Inventory

**Step 1.** Click the **My Sets** link on the top menu bar. All sets you have started are listed.

**Step 2.** Click the **View** link by the set you wish to update.

**Step 3.** Check the card or ticket(s) you wish to delete from the set in the box in the left column and then select one of the four options:

**Delete checked items from this set:** removes the inventory item(s) from the set on which you are working. The item(s) will remain in other sets in which you may have it registered and it will not be removed from your inventory.

Or

**Delete all items from this set:** removes all items from this set, but leaves the inventory intact and leaves the items registered in other sets.

Or

**Delete checked items from all my registered sets:** remove the item(s) from all the sets in which it is registered, but it will not be removed from your inventory.

Or

**Delete checked items from My Inventory:** will remove the item from all registered sets and inventory.

**Step 4.** Click **OK** or **Cancel**.

### Delete a Set:

You can retire a set and keep your inventory intact, or you can retire a set and the entire inventory registered in that set.

**Step 1.** Click the **My Sets** link on the top menu bar. All sets you have started are listed.

**Step 2.** Click the **View** link by the set you wish to delete.

**Step 3.** Select one of two options:

**Retire Set** only removes the set from the Registry but does not delete your inventory or affect your other sets.

Or

**Retire Set & Inventory** will remove the set from the Registry and all inventory registered in that set and other sets.

**Step 4.** Click **OK** or **Cancel**.

If you delete a set by accident and wish it reactivated, contact [setregistry@setregistry.com](mailto:setregistry@setregistry.com). Note, however if you have placed any of the inventory items from that set in a like set composite, that inventory will not be restored with the reactivated set. Inventory cannot be used in two sets of the same type.

If you retire a set that is over 90% complete, it is automatically placed in the "All Time Finest" category. You will not be able to start another set of the same set composite using the same inventory items. If you wish the set reactivated, which will allow you to re-use the inventory items, please contact [setregistry@setregistry.com](mailto:setregistry@setregistry.com).

If you wish to delete a set that is over 90% complete and re-use the certification numbers in another "like" set composite, first delete the items from the set, and then delete the empty set. Follow the steps for "Deleting items from sets."

#### **Adding images from within your set:**

**Step 1.** Click the **My Sets** link on the top menu bar. All sets you have started are listed.

**Step 2.** Click the **View** link by the set to which you wish to add images.

**Step 3.** Click the **Upload** link by the card or ticket to which you wish to add an image.

**Step 4.** Click the **Browse** button.

**Step 5.** You must select your image file location. Locate your image file by clicking the down arrow in the Look in box and finding the file folder that stores your images. Generally, your images will be stored in My Pictures in My Documents on your C drive (or in the MAC in your Pictures folder on your home directory), but you may also upload images from other folders and drives such as a CD/DVD drive.

Highlight your image file so that it appears in the File Name box and click the **Open** button. This will place the file location in the Browse box.

**Step 6.** To add the image, click the **Upload** link. The image will appear as a thumbnail in the image column.

To add more images to this card or ticket, repeat Steps 1-4 above.

To delete an image, go to My Inventory, select **View Item** and delete the image.

### Report a cert that should match this composite:

PSA assigns each item it grades with a unique number (spec number) which is what identifies it in the database. These numbers are assigned the first time an item is graded but are not automatically populated in the Set Registry. Therefore, you may find that you have an item that does not appear as available to add to a set. If that's the case, follow these instructions:

**Step 1.** In **My Sets**, go to the set where your inventory item should be available to add.

**Step 2.** Click the link called **Report a cert that should match this composite** which is located just above the set composite.

**Step 3.** Use the drop down box to locate the name of the missing item.

**Step 4.** Type in the certification number of your item that is not available to add, in the box label "Cert Number."

**Step 5.** Click the **Submit Request** button. Please allow Set Registry customer service one (1) business day to update the composite with the missing spec number. Once done, your item will show as available to add to your set.

If you are building a Player Set or a set that can updated with new line items, and you have an item that does not have a line item in the set, follow **Steps 1-2 above**. Once you are on the request form page, follow these instructions:

**Step 3:** Select **New Slot** for the Request Type.

**Step 4:** Type in the certification number of your item that is not available to add in the box label "Cert Number." The New Slot Name will be filled in automatically with the information from your certification number.

**Step 5:** If you are requesting a team card or a card that may not necessarily have the name of the player on it, then type in the name of the player in the comments section.

**Step 6:** Click the **Submit Request** button. Your request could take several weeks for fulfillment. You will be emailed when the item has been added to the composite.

## What if? Scenarios

The **What if?** function allows you to see what the addition of one or more items will do for your set rating. Comparing your set to the #1 set and the next best set in your category, you can see what it will take to advance your set.

**Step 1.** Click the **My Sets** link on the top menu bar. All the sets you have started are listed.

**Step 2.** Click the **View** link by the set for which you wish to use the **What If?** function.

**Step 3.** Click the **What if?** link which appears at the top of the page.

Your set will appear with a column for Spec No. and a column for grade. The item and grade of your items which are registered will appear in those columns.

**Step 4.** To find out what the addition of an item will do, click **Select Item** in the Spec. No. column. Select the item you are thinking about adding to your set. Then select the grade in the Grade column. Only grades that PSA has graded will be available to add.

As you add items to your set, the **What If?** column will fill in. You can compare your set with the changes to the Next Ranked set and the #1 Set in the Registry.

**Step 5.** To reset your set to current items, click the **Reset to my Current Set Items** link.

## My Orders

Items that you have submitted for grading through the Collectors Club can be automatically added to your inventory once the items have shipped.

**Step 1.** Click **My Orders** which appears on the top menu bar.

**Step 2.** Click **Details**.

**Step 3.** Click **Add checked items to My Inventory**. If you do not wish to add all items, deselect the items you would like withheld from your inventory. If you would like new items or upgrades to automatically filter to your sets, check "Add these items to all of your existing sets which they match or replace items if the rating of the new item is higher." Be sure to then commit your changes in **My Sets**.

## Showcases

The Collectors Showcase is a non-competitive area where you can load your favorite items that might not necessarily be considered a “set.” It is in the Showcase where you can show-off your items. Note that your items must be in inventory to begin.

### Add items to Showcase:

**Step 1.** Click the **Showcase** link on the top menu bar and then click the **Create new Showcase** link.

**Step 2.** Type in the name of your collection in the Name box and then click the down arrow on the Category box and select which category best suits the items you wish to showcase.

**Step 3.** Click the **Create** link to begin adding your items.

**Step 4.** From your inventory list you can add items to your showcase set by clicking the **Add Item** link.

**Step 5.** When you have finished adding items to your showcase, click the **Edit** link to add your description and publish your set.

**Step 6.** Add your set description in the Description box, check the Published? box and click the **Update** link.

### Sort Items in Showcase:

**Step 1.** Click the **Showcase** link on the top menu bar and then click **View** next to the set you wish to reorder.

**Step 2.** Select the **Reorder Showcase Items** which appears just about the items in your showcase.

**Step 3.** Click and drag the icon that appears just to the left of the item to the new location.

**Step 4.** Click **Finish** when done.

### Delete items from Showcase:

To remove an item from your Showcase set, click the **Remove Item** link which appears in the right column next to the item. If you wish to remove all the items in your Showcase set, click the **Remove all items from Showcase** link. Note that this action will not remove your items from inventory. To remove items from inventory, follow the instructions for **Deleting Inventory in My Inventory**.

### Delete Showcase set:

To delete a showcase set, click the **Delete Showcase** link. This action will remove your showcase from the Registry.

## Set Comments

Other members are permitted to add comments to viewable sets in the Registry. This feature is self-monitoring. You can add and delete your own comments, delete comments made from other users and block users from adding comments to your sets. There is no size limit in the number of characters you can add.

### Add Your Comments your own set or to other member's sets:

Log in; open the registered set in the PSA Set Registry where you wish to leave a comment. The comment box is at the bottom of the set. Type your comments in the comment box and click the **Add Your Comments** button.

### Delete your Comments or other member's Comments:

Log in. Open the registered set in the PSA Set Registry where you wish to delete a comment. Click the **Delete** link which appears at the right of comment.

### Block Users:

Log in. Open the registered set in the PSA Set Registry where a user has made a comment. Click the **Block This User From Posting** link. The user will be unable to post any further comments to any of your sets. If you wish to delete the comment, click the **Delete** link. **Note:** if you delete the comment prior to blocking the user, you will not be able to block the user. Therefore, first block the user, then delete the comment.

### Reinstate blocked users:

You can reinstate users two ways. If you have not deleted the user's comments, you can reinstate that user from the comments area by clicking in the **Reinstate This User** link.

If you have deleted a user's comment after blocking the user, you can reinstate the user in **My Preferences** in **My Set Registry**.