



Back Tag Lists

Print a back tag list to keep track of which back tag number each exhibitor is using. Back tag lists can be printed for all exhibitors, for divisions, or classes.

Back Tag List for All Exhibitors

1. Click **Go to > Call Sheets/Back Tags > Back Tags > Print Back Tag List for All Exhibitors**.
2. Click **Process**. See Figure 1 for a sample report.
3. A greater than (>) sign means the back tag has been printed. A less than (<) sign means the back tag has not been printed.

Exhibitor Back Tag List		4/24/2006 4:15:22 F
Name	Tag	
Adamson, Adam	<GOS4022	
Adventurer, Aladdin	<GOS3801	
Appleseed, Johnny	>GOS4300	Printed
Beagle, Snoopy	>GOS3798	
Bear, BooBoo	<GOS4279	
Bear, Cindy	<GOS4296	
Bear, Yogi	<GOS4278	
Beethoven, Schroeder	<GOS4202	Not printed
Bell, Tinker	<GOS4280	
Big Red Dog, Clifford	<GOS4251	
Bird, Road Runner	<GOS4282	

Figure 1. All Exhibitors Back Tag List

Back Tag List for Division or Class

This example represents one way to print the back tag list for a division or class. This process is flexible so that the report can be printed in any number of ways. Choose the way that works best for this fair.

1. Click **Go to > Call Sheets/Back Tags > Back Tags > Print Back Tag List by Classes**. See Figure 2 on page 2.
2. Select **Divisions** or **Classes**.

3. Highlight the **department** and **division**. When printing for classes, highlight the desired **classes**.



Departments, divisions, and classes can be multi-selected. See the **Select Multiple Items** tip sheet for more information.

4. Select **Alpha** or **Tag Number** in the *Sort* section.
5. Be sure **Keep Current Back Tag Number** is selected.
6. Click the **Add Classes** button.
7. Click the **Assign Back Tags/Print Report (Printer)** button. See Figure 3 on page 3 for a sample back tag list.

Back Tags: Assign and Report printing...

NOTE: Building and storing sequential back tag numbers for call sheets will overwrite any existing exhibitor back tag numbers.

Departments (Ex: A)...	Divisions (Ex: 001)...	Classes (Ex: 001)...
Count 4	Count 15	Count 0
<input type="checkbox"/> A Fine Arts <input type="checkbox"/> F FFA DEPARTMENT <input checked="" type="checkbox"/> H 4H DEPARTMENT <input type="checkbox"/> J JUNIOR SHOWS	<input type="checkbox"/> J001 BREEDING BEEF <input type="checkbox"/> J002 FEEDER CALVES <input checked="" type="checkbox"/> J003 MARKET BEEF <input type="checkbox"/> J004 DAIRY CATTLE <input type="checkbox"/> J005 DAIRY GOATS <input type="checkbox"/> J006 MEAT GOATS <input type="checkbox"/> J007 HORSE SHOW - HALTER CLA <input type="checkbox"/> J008 HORSE SHOW - PERFORMAN <input type="checkbox"/> J009 RABBITS <input type="checkbox"/> J010 BREEDING SHEEP <input type="checkbox"/> J011 MARKET LAMBS <input type="checkbox"/> J012 BREEDING SWINE <input type="checkbox"/> J013 MARKET SWINE <input type="checkbox"/> J014 WOOL <input type="checkbox"/> J015 POULTRY	

Select Back Tag Assignment Class/Lots(s)...

Select...	Rpt/Assign Sort...	Options...	Processing
<input type="radio"/> Department(s) <input checked="" type="radio"/> Division(s) <input type="radio"/> Class(es)	<input checked="" type="radio"/> Alpha <input type="radio"/> County/Alpha <input type="radio"/> Tag Number	<input checked="" type="radio"/> Use Current Back Tag Number <input type="radio"/> Assign Sequential Number Enter Starting Tag Number: <input type="text" value="1"/> <input type="checkbox"/> Store Tag Number for Call Sheets <input type="checkbox"/> Name / Back Tag only...	Selected Class Count: 0 <input type="button" value="Add Classes"/> <input type="button" value="Assign Back Tags / Print Report (PDF)"/> <input type="button" value="Start Over"/> <input type="button" value="Assign Back Tags / Print Report (Printer)"/> <input type="button" value="Exit"/> <input type="button" value="Goto Actual Tag Printing"/> <input type="button" value="View / Remove Classes"/>

Figure 2. Back Tag Report by Division



Back tag numbers can be assigned on a per-show basis. Be sure to print back tags and judges' call sheets before assigning back tag numbers for the next shows. For example, back tag numbers are assigned to the dog show. Print the back

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tag numbers and judges' call sheets for the dog show. Then, back tag numbers can be assigned for the next show.

Selected Class Back Tag List				4/24/2006 4:25:28 PM Page 1	
Name	Tag	Id	Class	Item	Description
Cat, Dilbert	GOS3911	GOS3911	J003001	000000057	JUNIOR SHOWS MARKET BEEF Market Ste
Chipmunk, Chip	GOS3617	GOS3617	J003001	000000058	JUNIOR SHOWS MARKET BEEF Market Ste
Flintstone, Pebbles	GOS4209	GOS4209	J003015	000000025	JUNIOR SHOWS MARKET BEEF Market Be
Hood, Robin	GOS3800	GOS3800	J003001	000000059	JUNIOR SHOWS MARKET BEEF Market Ste
Jetson, Elroy	GOS3839	GOS3839	J003001	000000060	JUNIOR SHOWS MARKET BEEF Market Ste
LaRamie, Jacque	GOS4126	GOS4126	J003001	000000061	JUNIOR SHOWS MARKET BEEF Market Ste
Mouse, Minnie	GOS3709	GOS3709	J003001	000000062	JUNIOR SHOWS MARKET BEEF Market Ste
Puppet, Pinocchio	GOS3622	GOS3622	J003001	000000063	JUNIOR SHOWS MARKET BEEF Market Ste
Robot, Rosie	GOS3717	GOS3717	J003001	000000064	JUNIOR SHOWS MARKET BEEF Market Ste
Rubble, Barney	GOS4208	GOS4208	J003001	000000065	JUNIOR SHOWS MARKET BEEF Market Ste
Sailor, Sinbad	GOS3926	GOS3926	J003001	000000066	JUNIOR SHOWS MARKET BEEF Market Ste
Warthog, Pumbaa	GOS3547	GOS3547	J003001	000000067	JUNIOR SHOWS MARKET BEEF Market Ste
White, Snow	GOS3842	GOS3842	J003001	000000068	JUNIOR SHOWS MARKET BEEF Market Ste

Figure 3. Back Tag List for Division