



Back Tag Printing

This example represents one way to print back tags using a division. Back tags can be printed in any number of ways. Use the method that works best for the fair.

1. Click **Go to > Call Sheets/Back Tags > Back Tags > Print Back Tags**. See Figure 1 on page 2.
2. Select **Division** in the *Select by* section.
3. Highlight the **desired department**.
4. Highlight the **desired division**.



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

5. Select the **print options**. The fair name, sponsor, and or exhibitor's name can be printed on the back tag.



The fair name is set in the Distributed Data Processing Section. Click **Go to > Distributed Data Processing > Setup > Set Machine ID/Fair Name**.

Back Tag Printing

Print Back Tags...

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

Select Back Tag Class/Lots(s) or Exhibitors...

Select by...	Print Options...	Processing...
<input type="radio"/> Department(s)...	<input type="checkbox"/> Include Fair Name <input type="text" value="County Fair"/>	Selected Class(es) 175unt
<input checked="" type="radio"/> Division(s)...	<input type="checkbox"/> Include Sponsor <input type="text" value="Empty"/>	<input type="button" value="Add Class(es)"/> <input type="button" value="Process/Print"/>
<input type="radio"/> Class(es)...	<input type="checkbox"/> Include Exhibitor Name (Small Print)	<input type="button" value="Start Over"/> <input type="button" value="Exit"/>
<input type="radio"/> Exhibitor(s)	<input type="checkbox"/> Allow Reprints	<input type="button" value="View/Remove Class(es)"/> <input type="button" value="Assign / Re-assign Back Tags"/>

Note: Back Tags selected via Dept/Div/Class/Lot will only print one time. Back Tags selected via Exhibitors will print every time.

Figure 1. Back Tag Printing

6. Click the **Add Classes** button.

7. Click the **Process/Print** button. See Figure 2 on page 3. This example is the half-page portrait style. Click **Back Tags > Select Back Tag Method/Style** to change to the landscape full page option.

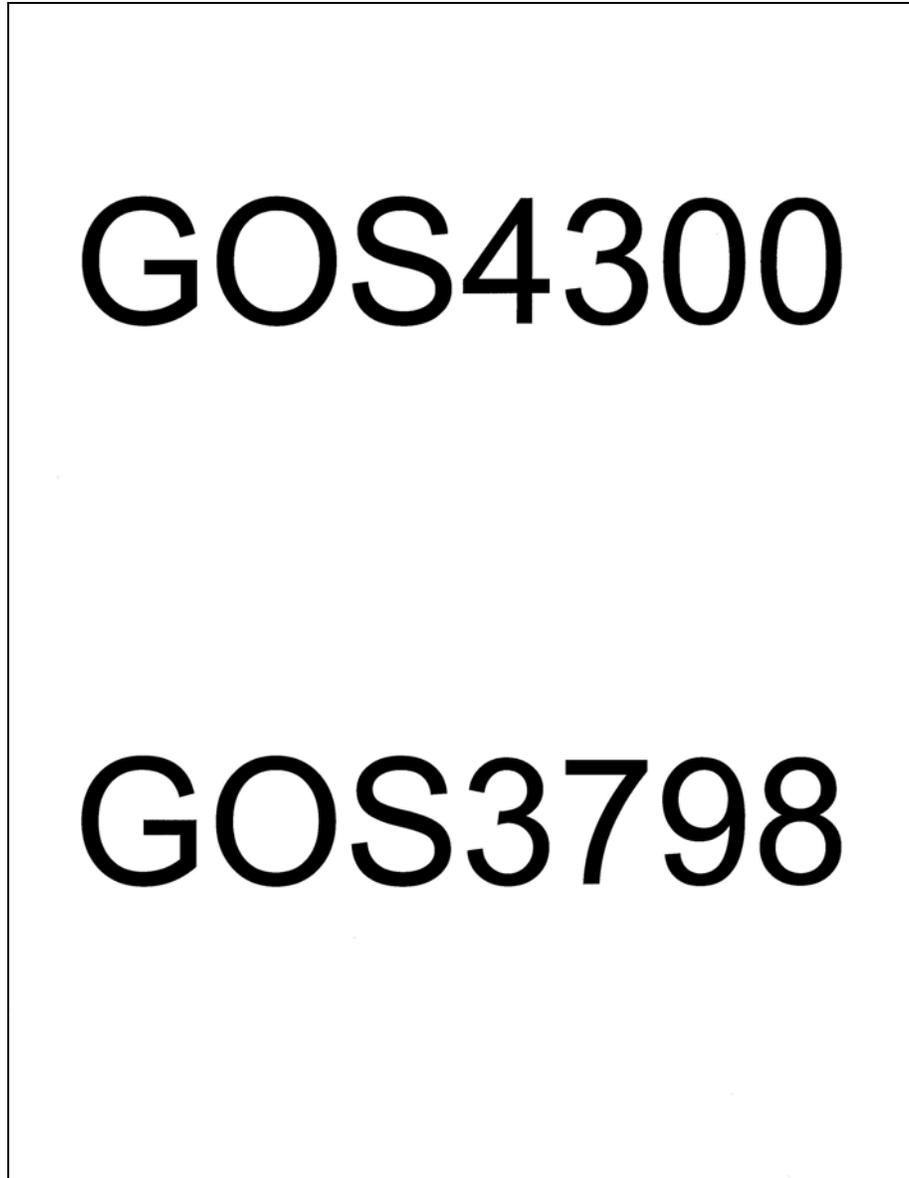


Figure 2. Back Tags