



## Back Tag Number Assignment

Back tags are worn by the exhibitor in the show ring. Back tag numbers are assigned with one of three methods.

- Use the traditional sequential number system.
- Use the full exhibitor ID or the number portion of the exhibitor ID. FFA and Open Class exhibitors must use the full exhibitor ID for a back tag to avoid duplications when the number portion is selected.
- Back tag numbers can be manually assigned when an item is entered for an exhibitor.

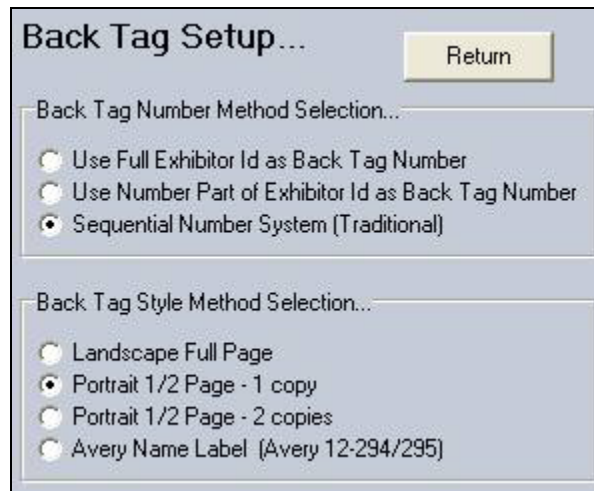


When the same individual is entered as a 4-H exhibitor and an Open Class exhibitor, separate back tag numbers are assigned. This person is considered two different exhibitors by the program.

### Sequential Number System

1. Click **Go to > Call Sheets/Back Tags > Back Tags > Select Back Tag Method/Style**. See Figure 1 on page 2.
2. Select the **Sequential Number System**.
3. Select if the back tag prints **landscape full page**, **portrait ½ page 1 copy**, or **portrait ½ page 2 copies**.
4. From the menu toolbar, click **Back Tags > Sequential Back Tag Assignment by Classes**.

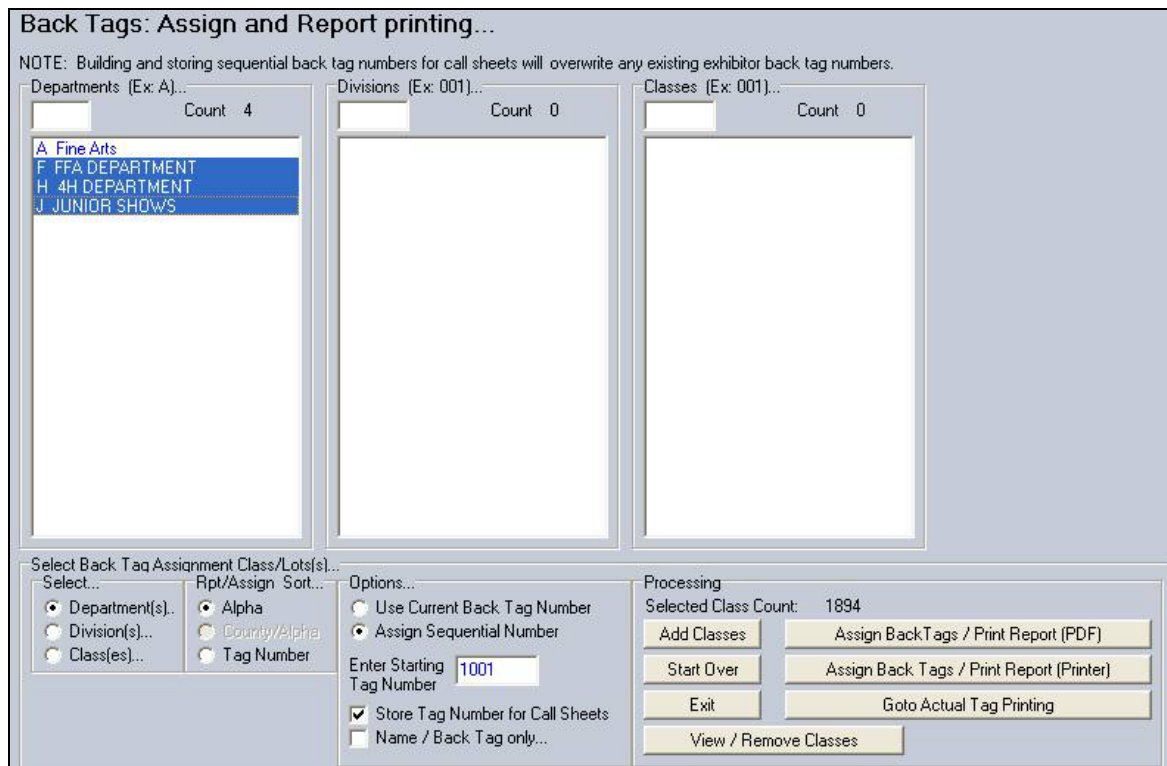
## Back Tag Number Assignment



The 'Back Tag Setup...' dialog box contains two sections. The first section, 'Back Tag Number Method Selection...', has three radio buttons: 'Use Full Exhibitor Id as Back Tag Number', 'Use Number Part of Exhibitor Id as Back Tag Number', and 'Sequential Number System (Traditional)'. The third option is selected. The second section, 'Back Tag Style Method Selection...', has four radio buttons: 'Landscape Full Page', 'Portrait 1/2 Page - 1 copy', 'Portrait 1/2 Page - 2 copies', and 'Avery Name Label (Avery 12-294/295)'. The second option is selected. A 'Return' button is located in the top right corner.

Figure 1. Sequential Back Tag Setup

5. Click the **Departments** radio button in the *Select* section. See Figure 2.



The 'Back Tags: Assign and Report printing...' dialog box includes a note at the top: 'NOTE: Building and storing sequential back tag numbers for call sheets will overwrite any existing exhibitor back tag numbers.' Below this are three columns for 'Departments (Ex: A)...', 'Divisions (Ex: 001)...', and 'Classes (Ex: 001)...', each with a 'Count' field. The 'Departments' list shows 'A Fine Arts', 'F FFA DEPARTMENT', 'H 4H DEPARTMENT', and 'J JUNIOR SHOWS'. The bottom section contains 'Select Back Tag Assignment Class/Lots(s)...' with radio buttons for 'Department(s)...', 'Division(s)...', and 'Class(es)...'. The 'Rpt/Assign Sort...' section has radio buttons for 'Alpha', 'County/Alpha', and 'Tag Number'. The 'Options...' section has radio buttons for 'Use Current Back Tag Number' and 'Assign Sequential Number', with a text field for 'Enter Starting Tag Number' set to '1001'. There are checkboxes for 'Store Tag Number for Call Sheets' (checked) and 'Name / Back Tag only...'. The 'Processing' section shows 'Selected Class Count: 1894' and buttons for 'Add Classes', 'Assign BackTags / Print Report (PDF)', 'Start Over', 'Assign Back Tags / Print Report (Printer)', 'Exit', 'Goto Actual Tag Printing', and 'View / Remove Classes'.

Figure 2. Sequential Back Tag Number Assignment

6. Highlight the **departments** with divisions needing back tags.
7. Select **Alpha** or **Tag Number** in the *Sort* section.
8. Select **Assign Sequential Number** in the *Options* section.
9. Enter the **starting tag number**.
10. Select the **Store Tag Number for Call Sheets** box.

## Back Tag Number Assignment

11. Click the **Add Classes** button
12. Click the **Assign Back Tags/Print Report (Printer)** button. See Figure 3 for a report sample.

Selected Class Back Tag List				4/24/2006 3:20:55 PM Page 1	
Name	Tag	Id	Class	Item	Description
Adamson, Adam	1001	GOS4022	H017002	000000003	4H DEPARTMENT Archery Any Level 2 Exhibit
			H049002	000000004	4H DEPARTMENT Pistol Any Level 2 exhibit
			H045002	000000005	4H DEPARTMENT Muzzleloading Any Level 2
			H056002	000000006	4H DEPARTMENT Rifle Any Level 2 exhibit
			H061002	000000007	4H DEPARTMENT Shotgun Any Level 2 exhibit
Appleseed, Johnny	1002	GOS4300	H056002	000000008	4H DEPARTMENT Rifle Any Level 2 exhibit
			H057001	000000020	4H DEPARTMENT Robotics Juniors (8-10 yrs)
Beethoven, Schroeder	1003	GOS4202	H056002	000000009	4H DEPARTMENT Rifle Any Level 2 exhibit
			H017002	000000010	4H DEPARTMENT Archery Any Level 2 Exhibit
			H017001	000000056	4H DEPARTMENT Archery Any Level 1 Exhibit
Cat, Dilbert	1004	GOS3911	H078015	000000037	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000057	JUNIOR SHOWS MARKET BEEF Market Ste
Cat, Sylvester	1005	GOS3597	H017002	000000051	4H DEPARTMENT Archery Any Level 2 Exhibit
Chipmunk, Chip	1006	GOS3617	H078015	000000038	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000058	JUNIOR SHOWS MARKET BEEF Market Ste
Collie, Lassie	1007	GOS3821	H078015	000000039	4H DEPARTMENT Showmanship Beef Cattle
Cowboy, Woody	1008	GOS4184	H078015	000000040	4H DEPARTMENT Showmanship Beef Cattle
Coyote, Wile	1009	GOS4229	H017003	000000052	4H DEPARTMENT Archery Any Level 3 Exhibit
Finn, Huckleberry	1010	GOS4017	H017001	000000053	4H DEPARTMENT Archery Any Level 1 Exhibit
Flintstone, Pebbles	1011	GOS4209	J003015	000000025	JUNIOR SHOWS MARKET BEEF Market Ste
Hood, Robin	1012	FFA4057	F002004	000000011	FFA DEPARTMENT AGRONOMY Noxious V
Hood, Robin	1013	GOS3800	H078015	000000042	4H DEPARTMENT Showmanship Beef Cattle
			H078014	000000036	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000059	JUNIOR SHOWS MARKET BEEF Market Ste
Jetson, Elroy	1014	GOS3839	H078015	000000043	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000060	JUNIOR SHOWS MARKET BEEF Market Ste
LaRamie, Jacque	1015	GOS4126	H078015	000000044	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000061	JUNIOR SHOWS MARKET BEEF Market Ste
Lightyear, Buzz	1016	FFA1239	F002004	000000014	FFA DEPARTMENT AGRONOMY Noxious V
Magoo, Quincy	1017	FFA1002	F001002	000000055	FFA DEPARTMENT AGRICULTURAL MECH
Mouse, Minnie	1018	GOS3709	H078015	000000045	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000062	JUNIOR SHOWS MARKET BEEF Market Ste
Puppet, Pinocchio	1019	GOS3622	H078015	000000046	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000063	JUNIOR SHOWS MARKET BEEF Market Ste
Robot, Rosie	1020	GOS3717	H078015	000000047	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000064	JUNIOR SHOWS MARKET BEEF Market Ste
Rubble, Barney	1021	GOS4208	H078015	000000048	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000065	JUNIOR SHOWS MARKET BEEF Market Ste
Sailor, Sinbad	1022	GOS3926	H078015	000000049	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000066	JUNIOR SHOWS MARKET BEEF Market Ste
Warthog, Pumbaa	1023	GOS3547	H078015	000000050	4H DEPARTMENT Showmanship Beef Cattle
			J003001	000000067	JUNIOR SHOWS MARKET BEEF Market Ste
White, Snow	1024	GOS3842	H078015	000000041	4H DEPARTMENT Showmanship Beef Cattle

Figure 3. Sequential Back Tag Report

## Exhibitor ID

The full exhibitor ID or a partial exhibitor ID can be used for 4-H exhibitors. FFA and Open Class exhibitors must use the full exhibitor ID for a back tag to avoid duplications when the number portion is selected.

1. Click **Go to > Call Sheets/Back Tags > Back Tags > Select Back Tag Method/Style**. See Figure 4.

**Back Tag Setup...** Return

Back Tag Number Method Selection...

☒ Use Full Exhibitor Id as Back Tag Number

☐ Use Number Part of Exhibitor Id as Back Tag Number

☐ Sequential Number System (Traditional)

Back Tag Style Method Selection...

☐ Landscape Full Page

☒ Portrait 1/2 Page - 1 copy

☐ Portrait 1/2 Page - 2 copies

☐ Avery Name Label (Avery 12-294/295)

Id Back Tag Assignment Options...

☒ Assign Back Tag Number on Exhibitor Entry

Id Back Tag Utilities ( For all Exhibitors...)

Set Back Tag Number to Id Number

Clear Back Tag Numbers

**Figure 4. Exhibitor ID Back Tag Setup**

2. Select **Use Full Exhibitor ID as Back Tag Number** or **Use Number Part of Exhibitor ID as Back Tag Number**. Remember, using the number part of the exhibitor ID does not apply to FFA exhibitors and Open Class exhibitors. The full ID is still used.
3. Select if the back tag prints **landscape full page**, **portrait ½ page 1 copy**, or **portrait ½ page 2 copies**.
4. Click the **Set Back Tag Number to ID number** button.
5. A warning message may display about sequential ID numbers being replaced. See Figure 5 on page 5. Click **OK**.

## Back Tag Number Assignment



Figure 5. Sequential Numbers Replaced

## Manual Back Tags

Back tag numbers can be assigned manually when an item is entered for the exhibitor. This allows the use of non-sequential, commercial back tags.



Be careful not to assign the same back tag number to different exhibitors when using the manual method.

1. Click **Go to > Exhibitors/Items > Exhibitors > Individual (Normal Method)**.
2. Change the **Manual Back Tag** button to **On**. See Figure 6.



A parameter is available so the *Manual Back Tag* button does not have to be set to *On* each time the program is opened when this method is being used throughout the fair. Click **Go to > Utilities > Parameters**. Highlight the **Collect Back Tag Number for Exhibitors** parameter. Change it to **True**.

3. Select the radio button for **4-H exhibitor**, **FFA exhibitor**, or **Open Class exhibitor**.
4. Highlight the **exhibitor**.
5. Type the **back tag number**. Press **Tab**.

A screenshot of a software window titled "Manual Back Tag Assignment". The window is divided into several sections. On the left, there's a "Find..." section with a search bar and a list of exhibitors. Below that is the "Exhibitor Data..." section with fields for Id, Last, First, MI, Phone, SSN, Age, Grade, 4H Year, Gender, City, State, and Zip. A red arrow points to the "Back Tag Number" field, which contains the value "1005". To the right of the "Exhibitor Data..." section is a "Current 4H Fair Exhibitor list..." section with a list of exhibitors and their names. At the bottom right, there are "Delete Exhibitor" and "Exit" buttons.

Figure 6. Manual Back Tag Assignment