Mailing Labels

Exhibitor mailing labels can be printed using Avery 5160 laser labels.

1. Click **Go to > Exhibitors/Items > Exhibitor Lists > Mailing Labels**. See Figure 1.

Figure 1. Mailing Labels

2. Select the **desired exhibitor types**.

3. Select **fair**, **department**, **division**, or **class** in the *Labels By/For* section.

4. Select the actual **department**, **division**, or **class** in the tab area. Figure 1 shows the 4-H department selected.

5. Click the **Add Classes** button.

6. Select **zip code** or **name** in *Sort Method*.

7. Remove duplicate records by selecting **address** or **name**.

8. Click **Process**.

9. The number of labels displays in the **Print** button. Click **Print** to print the labels.