State Fair Item Tags

Be sure to print State Fair Item Tags in the State Fair Registration section. These tags have the state box checked.

CAUTION Do not print them in the Exhibitors/Items > Item Tags section as these are **county** item tags only.

1. Click **Go to > To State Fair/Registration-Items > Process State Fair Items > Print State Fair Item Tags**. See Figure 1.

Figure 1. State Fair Item Tag

2. Select the radio button for **one copy**, **two copies**, or **three copies**.

3. Select if the tags are printed in order by **item number**, **class code**, **exhibitor name**, or **club**.

4. Select the printing scope. Select the exhibitor when printing an individual item tag.

5. Click the **Process** button. See Figure 2 for a sample State Fair item tag.

Figure 2. State Fair Item Tag

Click the **Eject Sheet** button when a page has less than 4 tags to print the page. The icon to the left of the eject sheet button shows how many tags there are to print by graying out each section.

CAUTION The system does not allow a State Fair item tag to be printed for any class designated as a no tag class at the county level.