



Item Tag Printing

County item tags are printed in this section. Several options are available including bar codes, multiple copies, printing by department, division, or class, printing a range of tags, and printing individual tags.



Do not print State Fair Item tags in this section because they have the county box checked. State Fair Item tags are printed in the *State Fair/Registration* section.

It is not a good idea to attempt to print thousands of tags at one time. Printing goes much slower and the printer may overheat, causing even longer delays. The Scheduled Processing Delay message provides an opportunity to quit printing tags if there is a problem with the printer. See Figure 1. If **OK** is clicked before the 40 tags print, the printer may be overloaded. The printer can jam or tags may be skipped. In the long run, time is saved by being patient and letting each group of tags process and print before clicking the **OK** button.

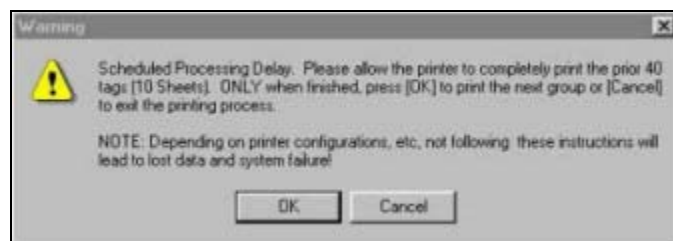


Figure 1. Scheduled Processing Delay

Sample Item Tag Sheet

Item tags print four (4) tags per 8 ½" by 11" sheet. A sample item tag sheet can be printed.

1. Click **Go to > Exhibitors/Items > Item Tags > Print Form.**

Item Tag Printing

2. A sample sheet prints. See Figure 2.

	FairPlus! <i>Bv C & K Ventures...</i> <small>www.4HPlus.com</small>
COUNTY <input style="width: 40px;" type="text"/>	STATE <input style="width: 40px;" type="text"/>
<input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>
DEPT. 4H-FFA-OC	ID Number <input style="width: 40px;" type="text"/> Item <input style="width: 40px;" type="text"/>
<input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	
DIV# <input style="width: 40px;" type="text"/>	Division Title <input style="width: 100px;" type="text"/>
<input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	
CLS# <input style="width: 40px;" type="text"/>	Class Title <input style="width: 100px;" type="text"/>
Placing <input style="width: 40px;" type="text"/>	Award(s) <input style="width: 100px;" type="text"/>
Exhibitor Age <input style="width: 40px;" type="text"/>	Yr In Prjt <input style="width: 40px;" type="text"/>
Description <input style="width: 100px;" type="text"/>	
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	FairPlus! <i>Bv C & K Ventures...</i> <small>www.4HPlus.com</small>
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Figure 2. Sample Item Tag Sheet

Contact a local printer to have paper scored vertically and horizontally for item tags. Some counties print State Fair item tags on different colored paper. This makes it easier to find exhibits at the end of State Fair.

Tag Style

Three tag styles are available. Be sure **tag style one** is selected. See Figure 3.

View Styles...

Style One | Style Two | Style Three

Then...

Select Item Tag Style...

☒ Use Item Tag style one.

☐ Use Item Tag style two

☐ Use Item Tag style three.

Figure 3. Tag Style

1. Click **Go to > Exhibitors/Items > Item Tags > Tag Style**.
2. Click **Use Item Tag Style One**.



Do not use the other tag styles. This sets the tag style for the State Fair item tags. Using the other styles does not print the bar code and other information needed at the Wyoming State Fair.

Tag Printing

1. Click **Go to > Exhibitors/Items > Item Tags > Tag Printing**. See Figure 4.

Item Tag Printing

Figure 4. Tag Printing

2. Click the **Print item tag bar code** box when using scanner posting.
3. The **Print Graphic** can be unchecked if the 4-H clover is not wanted on the item tags.
4. Additional copies can be printed. Some county fairs will print two copies with the second copy being used as a receipt.
5. Click the **Batch Printing** button.
6. Click the **desired option** in the *Tag Print Order* section: item number, class code, exhibitor name, or club.
7. Select **Unprinted Tags** or **Printed and Unprinted Tags**.
8. Select if tags are to be printed for the entire fair, department, division, class, club, or individual item tag.
9. Click the **Process/Print** button.
10. Check the graphic in the *Printer Type* section. Before a page prints, all four boxes in the graphic must be gray. Click the **Eject Sheet** button to print a tag sheet with less than 4 tags. See Figure 5 on page 5 for a printed item tag.



If tags are not printing, check the No Tag Class list to make sure that a department, division, or class was not added by mistake.

				FairPlus! Bv C & K Ventures... www.4HPlus.com	
COUNTY			XXX	STATE	
H	G	O	S	4	3
DEPT.		4H-FFA-OC		ID Number	
0	5	6	Rifle		
DIV#			Division Title		
0	0	2	Any Level 2 exhibit - Ages 11-13		
CLS#			Class Title		
Placing			Award(s)		
Exhibitor Age			8	Yr In Prjt	
			01		
Description					
Color					
Goshen					
Appleseed, Johnny					
Jellystone, WY 87000-0000					

Figure 5. Printed Item Tag

Individual Item Tag

One item tag can be printed from the Exhibitors screen. This is useful when an exhibitor has lost an item tag, and it needs to be reprinted.

1. Click **Go to > Exhibitors/Items > Exhibitors > Individual (Normal Method)**.
2. Select the exhibitor.
3. Highlight the item that needs an item tag. See Figure 6 on page 6.

Item Tag Printing

Enter/Select Exhibitor...

0 ☐ 4H Member >> 4H Exhibitor
 17 ☐ 4H Club >> 4H Exhibitor
 117 ☒ 4H Exhibitor
 11 ☐ FFA Exhibitor
 4 ☐ Open Class Exhibitor

Find...

State Fair Only...
 Tag Printing...
 Manual Back Tag...
 Auto Optional...
 Auto Livestock...
 Print OCE Age...

Current 4H Fair Exhibitor list...

Id	Name
GOS4022	Adamson, Adam
GOS3801	Adventurer, Aladdin
GOS4300	Appleseed, Johnny
GOS3798	Beagle, Snoopy
GOS4279	Bear, BooBoo
GOS4296	Bear, Cindy
GOS4278	Bear, Yogi
GOS4202	Beethoven, Schroeder
GOS4280	Bell, Tinker
GOS4251	Big Red Dog, Clifford
GOS4282	Bird, Road Runner
GOS3923	Brown, Charlie
GOS3601	Brown, Sally
GOS3628	Bunny, Bugs
GOS4281	Canary, Tweety
GOS3911	Cat, Dilbert
GOS3597	Cat, Sylvester

Delete Exhibitor

Exhibitor Data...

Id Last First MI
 GOS4300 Appleseed Johnny

Phone SSN Age Grade 4H Year Gender
 (307)349-1298 8 3 1 M

Street City State Zip
 123 Main Jellystone WY 87000-0000

Back Tag Number Representing Club...
 GOS112 Bunny Round-Up Youth Club

Exhibitor Items...

Item Count 2

Add New Item(s)
 Optional Info
 Delete Item

000000008 H056002 4H DEPARTMENT Rifle Any Level 2 exhibit - Ages 11-13
 000000020 H057001 4H DEPARTMENT Robotics Juniors (8-10 yrs old) - 1st or 2nd yr in

Tag Printing Status

Figure 6. Individual Item Tag

4. Click the **Print Item Tag** button.
5. Click the **Eject Sheet** button.