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**.
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