No Tag Class

The No Tag Class is a utility for identifying departments, division, or classes that do not need an item tag such as livestock and horses. When a class is identified as a “no tag class”, the setting carries all the way through to State Fair item tags.

Select No Tag Classes

1. Click Go to > Exhibitors/Items > No Tag Classes. See Figure 1.

![Figure 1. No Tag Classes](image)

2. Click the radio button for Department, Division, or Class in the Select area.

3. A list of departments displays. Highlight the desired departments.
4. If division was selected, highlight the **desired divisions**.
5. If class was selected, highlight the **desired classes**.
6. Click the **Add Classes** button. Notice that the number of tag classes’ count shows the total number of classes that are selected for no tag printing.

**Delete No Tag Classes**

Individual classes, a group of classes, or all the classes can be removed from the no tag printing list.

1. Click the **View/Remove Classes** button on the no tag screen. See Figure 2.

![Figure 2. Delete From No Tag List](image)

2. Highlight the classes in the list.

3. Click the **Delete** button. Click the **Delete All** button to remove all the classes.

4. Click **Return**.