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.

![State Fair Item Tag](image)

**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.