**My JBF Tags Online Tagging Information**

**Registering:**

1. Register for the JBF sale on [www.jbfsale.com](http://www.jbfsale.com). Enter your zip code or state to find your local event.
2. Select the sale events that you would like to participate in.
3. Click on ‘Login’ in the top right corner. Log in to your account or click on ‘[NEW TO JBF? SIGN UP HERE](https://www.jbfsale.com/JBF/contact.jsp?franNo=992117328)’ to create an account or login with Facebook.
4. When creating a new account, complete the required fields and hit ‘Submit’.
5. Change your password and hit ‘Submit’.
6. You’re registered! Click the ‘Tagging’ icon in the top right corner to start tagging. Watch the online tutorial to show you how to use this easy tagging system.

**Creating Tags:**

1. Log in to **My JBF Tags** using your user name and password.
2. Click on ‘Enter Tags’. Basic Entry is a single entry for each field. Rapid Entry carries down the category and size for multiple entries.
3. Now you’re ready to enter the information for your items. Be sure to save often. You can review and edit your entered tags by clicking on ‘My Tags’.
	1. **Season**: (optional) if you choose a season you can sort your items after they are entered by what category they are in (Spring/Summer, Fall/Winter)
	2. **Category**: (optional) if you choose a category you can sort your items after they are entered by what category they are in (toys, clothes)
	3. **Size**: for shoes and clothing only. Choose the appropriate size from the drop down box.
	4. **Description**: (required) write a short description of the item, (i.e. Ralph Lauren navy tank top). If a tag falls off, a good description will help match the tag back to the item.
	5. **Price**: (required) the system will allow you to use full dollar or 0.25 cent increments.
	6. **Reduce**: Click the reduce box to allow the item to sell for 50% on Half Price Day.
	7. **Donate**: Click the donate box to allow your item to be donated if it does not sell.

\*You can default all or none of your items to be reduced or donated on the ‘My Profile’ page. You can still change individual items even when using a default.

* 1. **Quantity**: The quantity box defaults at ‘1’. If you have several of the exact same items to sell for the same price, type in the number of those items in the ‘Quantity’ box. The system will automatically print the correct number of tags for those items.

You can use the tab button to get across the fields, but will need to use your mouse for the boxes.

1. **SAVE**: at any time you can scroll to the top or bottom of the page and click ‘Save’. There is no automatic save. You must hit save after you have enter your items.
	1. If your system is left inactive, you will be logged out and any unsaved tags will be lost.
	2. Your most recently entered tags will appear in the My Tags screen at the top. You can sort your tags by any column heading by clicking the white word at the top of the heading (i.e. Category or Price). Click the heading once to sort ascending; click again to sort descending.
	3. If there is an error (no price entered) a red error message will appear beside that item.

\* You can edit your tags from the My Tags screen. Click Edit to the left of the item. Make the change and click Update to save. If you have already printed your tags, you must reprint the tags that you edit.

Click Create Tags to enter more tags and begin the process again.

**You are ready to print your tags. This does not all have to be done on the same day. You can wait until all of your tags are entered before you print them.**

**Printing Tags:**

1. Go to My Tags
2. To print tags, you can choose them individually by checking the box to the left of each item, you can check the box in the top left purple heading to ‘Select All’ or check ‘Select All on Page’.
3. Hover over Print Tags and select PDF (9 tags per page) or HTML (9 tags per page). It is recommended to use the PDF option.
4. An example image will appear. To ensure that your barcode is readable, make sure you follow the printer settings mentioned on this page.
5. Your tags will appear. Preview your tags for accuracy. It is very important to check the price, donate, reduce and consignor number.
6. A ‘D’ means the item will be donated. A star means the item will stay full price on Half Price Day.
7. Print your tags by clicking the printer icon for your browser or you may need to ‘download’ your tags and open in Adobe to print them.
8. Cut the tags and attach them as described in these [video tutorials](https://www.youtube.com/playlist?list=PL52B264A51151FDDE). Be sure to put the correct tag on the correct item. You should clearly see the barcode number beneath the barcode.

**IMPORTANT:** You **MUST** use white cardstock - NOT regular paper. **DO NOT** print on both sides of your tags. **DO NOT** cover the barcode with tape.

**IMPORTANT**: For your barcode to scan, you must be able to see all of the bars clearly. Watch out for:

1. **Printing too light**: if you can’t see all the bars clearly, it won’t scan. Print on the next darkest setting.
2. **Printing too dark**: if you can’t see clear space between the bars, it won’t scan. Print on the next lightest setting.
3. **Misalignment**: if your barcode looks wavy, it won’t scan. Align your print cartridge and print again.
4. **No item number** printing below the barcode.
5. **Smearing** ink.

**Managing your sold/unsold items:**

1. Click on My Tags
2. Sold items will have a checkmark in the ‘Sold’ column. Unsold items will remain blank.