

We hope you find the new website to be even more user friendly than the previous site!

Follow these steps to access the features you use most within the JBF website.

You may now sign up for events, access My JBF Tags, and select volunteer shifts directly

through the JBF website! This eliminates the need to go to different websites to manage your

JBF information—it is seamless and simple. Just follow the steps outlined below.

**STEP 1**: Go to www.chattanooga.jbfsale.com

**STEP 2:** In the upper right hand corner of the sales event Home Page, click “Log In.”

**STEP 3**: If this is your FIRST time logging into the NEW system, click on “FORGOT PASSWORD”. A

temporary password will be emailed to you.

**STEP 4:** Log into the system using your email address and the temporary password you just received. After you log in, please change your password to one that is easy for you to remember.

**STEP 5:** My JBF Profile Page at a Glance

After you have logged in, you will notice everything you need to participate with a JBF sales event is right at your fingertips! There’s a lot you can do from this page. The main functions of this page you will probably use the most include:

A. Accessing the tagging site (“ENTER MY TAGS”)

B. Signing up for events (Click on the pink “SIGN UP” buttons to the right of each sales event in

which you’d like to participate)

C. Scheduling or modifying volunteer hours = “MY SHIFTS” on the left side of the page)

**STEP 6: SIGN UP TO PARTICIPATE!**

If you are signing up to participate in an event, click the pink “Sign Up” button from your “My JBF Profile” page. You will be taken to this page (below) where you may choose the way(s) in which you would like to participate by selecting them under “Select JBF Groups.” You can choose from categories or “groups” such as Consignor, Volunteer, or Shopper. Just remember to click the “SAVE” button before leaving the page to complete your sign up!

**STEP 7: READY, SET, TAG!**

When you are ready to tag your items, enter the site as explained in the previous steps (you will now be able to log in from you're my JBF Profile page using the “Log In” feature in the upper right hand corner).

Click on “Enter My Tags” and you will be taken to the My JBF Tags barcode tagging site. Please note: The tagging site does not work when using Google Chrome.

**AND the good news—you’re almost done!**

By clicking “Enter My Tags” from your “My JBF Profile” page, you will be taken directly to the My JBF Tags site.

**PREVIOUS MY JBF TAGS USERS**: If you have used the JBF tagging site for past events, enter your

username and password for your original MyJBFTags account. This will convert your old tags to

your new number. After this initial step, you will not have to do this step again. You will just

click "enter my tags" and begin entering tags.

**NEW USERS**: If this is your first time using MY JBF TAGS, select NEW USER and your new

tagging account will be created automatically. Please Note: If you create a NEW ACCOUNT in

the system yet already have tags created under a previous account, you will no longer have

access to those tags. The NEW USER account set up is for users who have not previously

created any tags in the system.

**IMPORTANT REMINDER**: Once you convert OLD tags in the system, please reprint them and

attach the new UCN tag to all items (make sure you remove old tags to prevent confusion)

That should do it! If you run into any trouble with the system, please contact us at

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**jbfsale.com**