MY JBF TAGS ONLINE TAGGING INFORMATION

Registering:

1. Register for the JBF sale on www.jbfsale.com and find your local event by entering your zip/postal code or state/providence.

2. Select the sale events that you would like to participate in.

3. Click on "Login" in the upper right hand corner. Log in to your account or click on "NEW TO JBF? SIGN UP HERE" 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 on the "Tagging" icon in the upper left hand corner to enter your account and 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. You are now ready to enter the information for each of your items. You can do this all at once or at different times. Before you log out of a session be sure that your tags are saved. You can review and edit your entered tags by clicking on "my tags".

   a. **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)

   b. **Category:** (optional) if you choose a category you can sort your items after they are entered by what category they are in (toys, clothes)

   c. **Size:** use for shoes and clothing only. Choose the appropriate size from the drop down box.

   d. **Description:** (required) write a short description of the item, (i.e. Ralph Lauren boys navy tank top). In the event a tag is separated from the item a good description will help match the tag back to the item.

   e. **Price:** (required) The system will only allow you to use full dollar or 0.50 cent increments.

f. **Reduce:** Click the reduce box if you want your item to go for less than full price on the reduced price day at the sale (25% off OR 50% off: depending on which sale you are participating in).

g. **Donate:** Click the donate box if you want 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.

h. **Quantity:** The quantity box defaults at "1". If you have several of the exact same items that you want 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.

4. **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.

   a. If your system is left inactive for a while you may be logged out of the system, any unsaved tags will be lost.

   b. Your most recently entered tags will appear in the "my tags" screen at the top. You can sort your tags by any of the column headings by clicking white word at the top of the heading (i.e. "category" or "price"). Clicking the heading once will sort them in an ascending order and clicking again will sort them descending. (i.e. you can see how many shoes you are putting in the sale by clicking on "category" and scrolling down until you see the "shoes" category.)

   c. If there is an error (no price entered) a red error message will appear beside that item.

*If you need to edit your tags you can do this from the "my tags" screen. Click "edit" to the left of the item. Change whatever is needed and click "update" to save the change. If you have already printed your tags, you will need to 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. Click the check box next to the tags which you want to print. You can click on the box to the left of the item to choose them individually OR click on the box in the left, top purple heading to "select all" of your tags OR "select all on this page"

3. click "print tags", then 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. Remember that a "D" means your item will be donated. And a red star means your item will stay FULL PRICE on the discount day.

7. PRINT your tags by clicking on 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 apart and attach them to your items as described in the video tutorials from the "consignor details" page of our website. Make sure you put the correct tag on the correct item. You should also 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:

      a. **Printing too light:** if you cannot see all of the bars clearly, it won't scan. Print on the next darkest setting.

      b. **Printing too dark:** if you cannot see clear space between the bars, it won't scan. Print on the next lightest setting.

      c. **Misalignment:** if your bar-code looks "wavy", it won't scan. Align your print cartridge and print again.

      d. **No item number** printing below the barcode.

      e. **Smearing** ink.

Managing your sold/unsold items:

1. Click on "my tags"

2. The sold items will have a checkmark in the "sold" column. Unsold items will remain blank.