

# **MY JBF TAGS ONLINE TAGGING INFORMATION**

## **Registering:**

1. Register for the JBF sale on [www.jbfsale.com](http://www.jbfsale.com) and get a consignor number.
2. Open the webpage [www.myjbftags.com](http://www.myjbftags.com)
3. Create a new account: user name, password, email, security question, security answer, consignor number, sale and click : “**create user**”. Be sure to choose the correct city. (if you are consigning in multiple JBF sales choose the location of the first sale you will be participating in, once that sale is complete you will need to login and change your location in user profile. This updates your information so you do not have to reprint your tags.)
4. You’re registered! 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 “**my tags**”
3. Click on “**enter tags**”
4. 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. **Category: (optional)** if you choose a category you can sort your items after they are entered by what category they are in (toys, clothes)
  - b. **Size:** use for shoes and clothing only. Choose the appropriate size from the drop down box.
  - c. **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.
  - d. **Price: (required)** The system will only allow you to use full dollar or 0.50 cent increments. Also remember the \$3 rule for clothing items. All hanging clothing **MUST** be a minimum of \$3. If the item is not worth \$3 on its own, pair it with another item to reach the \$3 minimum. If you have

questions about pricing check our “merchandise prep” page on the website.

- e. **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).
- f. **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.*
- g. **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.*


- 5. **SAVE:** at any time you can scroll to the bottom of the page and click “save”, you must save your tags after you enter 10. You can also clear that page of tags by clicking “clear all” at the bottom of the screen; those items will not be saved.
  - 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 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 “**enter 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 blue heading bar to print all of your tags.
3. click “print tags”, then “print tags”
4. Your tags will appear. Preview your tags for accuracy. It is very important to check the price, donate, reduce and consignor number.
5. 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.
6. PRINT your tags by clicking on the printer ICON  for your browser.
7. If there is a problem with your printed tags, you can reprint using the “print tags (alternate)” link. This is another option in case your browser doesn’t support the first method of printing.
8. Cut the tags apart and attach them to your items as described on the “merchandise prep” 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. Log in to “my jbf tags”
2. Click on “my tags”
3. The items showing up in navy blue are SOLD. The items remaining in black are unsold.

### **Consigning in more than one JBF sale?**

If you are consigning in more than one JBF sale in a season (a different city), after the completion of the first sale, login to “my jbf tags”, click on “my profile” and change your location to the next sale you will be participating in. You do not have to reprint your tags. Remember, you must register online for each sale separately at [www.jbfsale.com](http://www.jbfsale.com) so we will know you are coming.

**You only have to reprint your tags if you are CHANGING your consignor number at the other sale.**