Getting Started

Using our Online Tagging System to Enter and Print Tags

JUST BETWEEN FRIENDS

START

Login at jbfsale.com

1 Type in your Zip Code

The sale should be listed as an upcoming event

Consignor
X-000-XXX

MY EVENTS

JBF Local Sale
Consignor

Don't See the Sale?
You can search via distance or state

2 Register for the Upcoming Event

Be sure that you are registered for
upcoming events in your JBF Profile

Hello **Consignor**   LOGOUT

TAGGING   ACCOUNT SETTINGS

3 Click on the Tagging Icon

Once selected you will be prompted
to start tagging - Click Create Tags

The JBF Tag 🏷️

Understanding JBF Tags and Design

JUST BETWEEN FRIENDS
www.jbfsale.com

Consignor #
10

D

Girls

2pc Baby GAP navy blue
hoodie and joggers

6972733

‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖

10-25.00-0-6972733

18 mo

$3.50

Item Description*	2pc Baby GAP navy blue hoodie and joggers
Price*	3.50
Category	Clothing-Girls ▼
Size	18 mo ▼
Reduce	✔
Donate	✔
Quantity*	1

18 mo   **$3.50**

⭐
Full Price
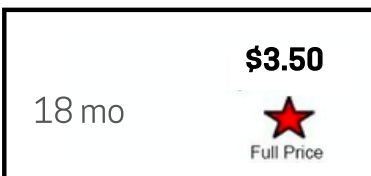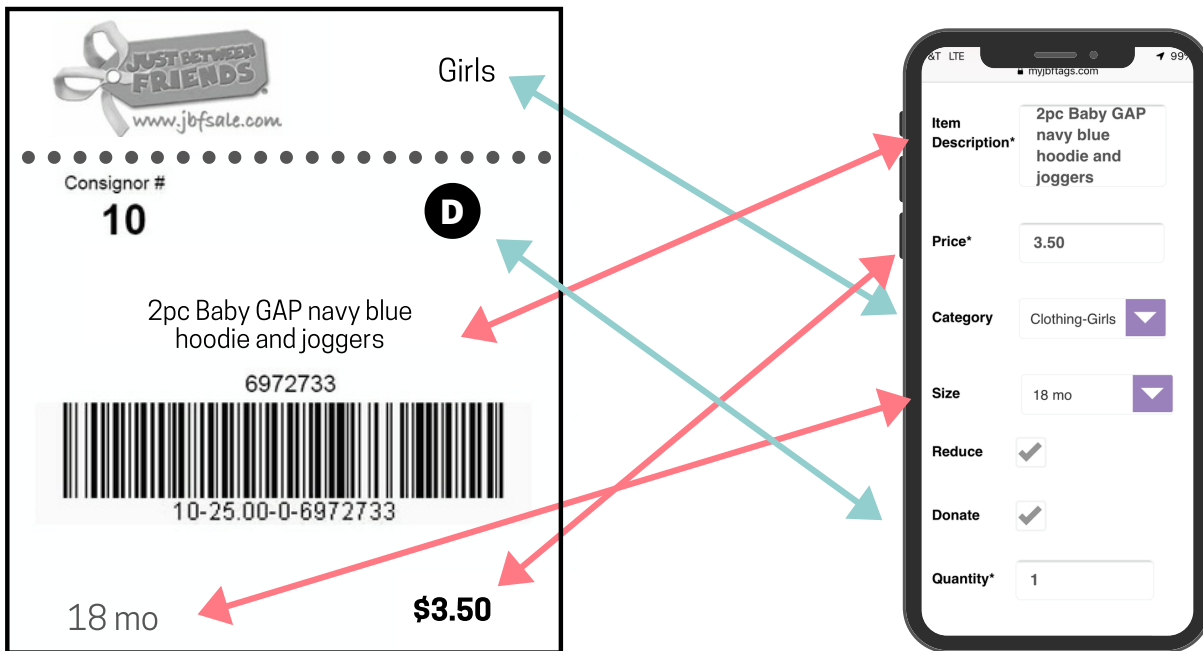
Full Price Indicator:

In some cases, Consignors do not want an item to be reduced during the JBF sale. In that case, **UN-CHECK the "Reduce" box**. This will cause the "Full Price" STAR to print on your tag. Tags without this indicator will ring up at reduced prices on reduced price days of the sale.

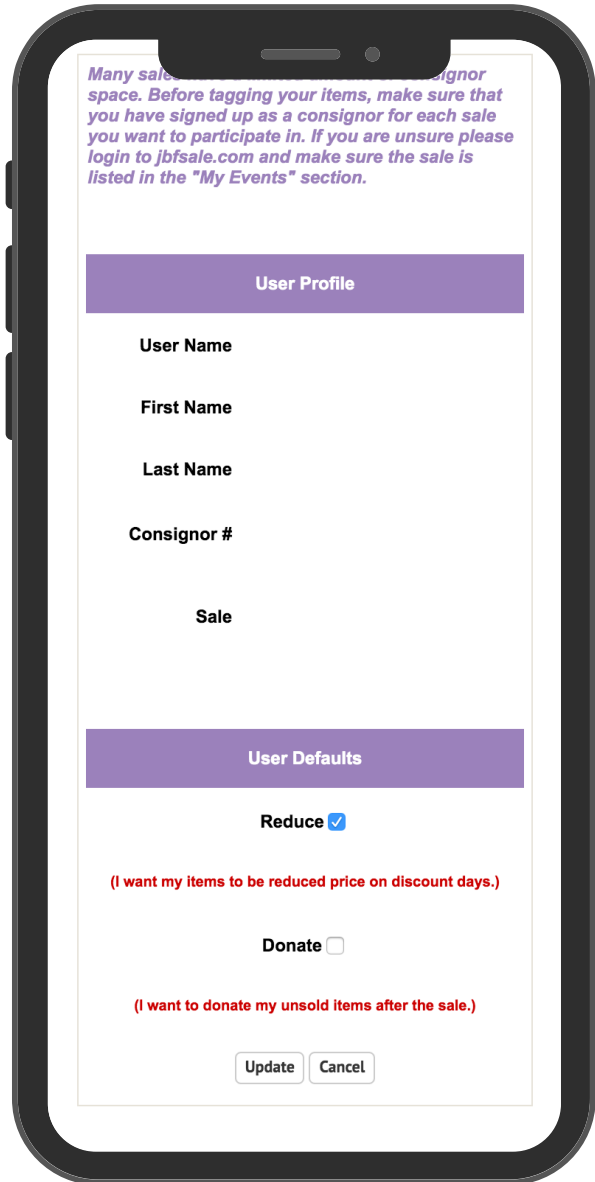Got questions? Join our Facebook Group for Quick Answers to your Tagging Questions

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JBF Blaine/Andover
Twin Cities NE Metro -WBL

You Can Tag Using:
- 💻 Computer
- ☐ Ipad or Tablet
- ☐ Smart Phone

Many sale_____signor space. Before tagging your items, make sure that you have signed up as a consignor for each sale you want to participate in. If you are unsure please login to jbfsale.com and make sure the sale is listed in the "My Events" section.

User Profile

User Name

First Name

Last Name

Consignor #

Sale

User Defaults

Reduce ☑️

(I want my items to be reduced price on discount days.)

Donate ☐

(I want to donate my unsold items after the sale.)

Update   Cancel

Verify your Settings:

① Select "My Settings" from the Tabs in the Tagging System

② Verify your Name & Selected Sales

③ Set your Defaults in regards to Reduce & Donate

Check Reduce and/or Donate based on the percent you plan to tag to be reduced or donated

🏆 **Pro Tip:** If your plan to Tag 50% or more of your items to go Half-off: **Click this box**
This is our default & can be changed as you tag per item

④ Click Update
You can come back to your Settings anytime and update

Tagging Tabs/Dropdowns

MY JBF TAGS shop. sell. save. smart!™

| MY TAGS | CREATE TAGS | PRINT TAGS | REPORTS | MY SETTINGS | RECALLS | HELP |

My Tags: Lists all Tags you have created in the system

Create Tags: Starting the Tagging Process

Reports: Sales & Inventory Reports

My Settings: Your Defaults & Information

Help: Step by Step Tagging Guide & FAQs

Print Tags: Selecting Tags to Print

Recalls: Item Recall Resource

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Entering Tags

JUST BETWEEN FRIENDS

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START Select "Create Tags" from the Tabs in the Tagging System

↓ Dropdown Selection ↓

Basic Entry: Enter all details ONE Tag at a time

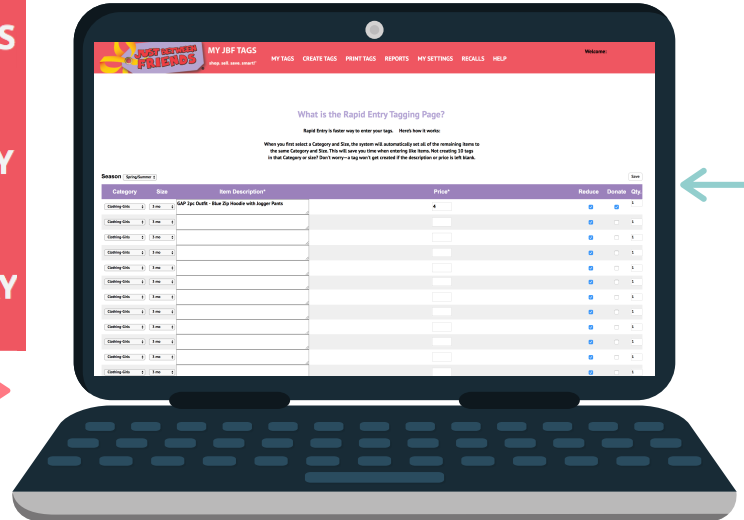**Rapid Entry:** Populates category & size the same for each line after the current line

CREATE TAGS

BASIC ENTRY

RAPID ENTRY

Pro Tip: Select **Rapid Entry** for each set of tags if you have your items organized by size. You can manually change the size and category if needed.

Changing a size will change all sizes below the current line

Tagging Tabs

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 [Spring/Summer]

Category	Size	Item Description*	Price*	Reduce	Donate	Qty.
(b)	**(c)**	**(d)**	**(e)**	**(f)**	**(g)**	**(h)**

Season
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)

Category
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)

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

Description
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.

Price
e. **Price:** (required) The system will only allow you to use full dollar 0.75, 0.50 or 0.25 cent increments.

Reduce
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).

Donate
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 settings" page. You can still change individual items even when using a default.

Quantity
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.

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Printing Tags

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From the "My Tags" screen
Select your Tags to Print by:

- Selecting all your Tags → ☐ Select All*
- Selecting all the items on Page → ☐ Select All on Page
- Checking the Box before each item → ☑

To Print: Select "Print Tags" from the Tabs in the Tagging System → **PRINT TAGS**

↓ Dropdown Selection ↓

RECOMMENDED STATEMENT

PDF: Prints 9 Tags using the PDF Print Option → **PDF (9 TAGS PER PAGE)**

HTML: Prints 6-9 Tags using the HTML Print Option (creates an additional web-based tab) → **HTML (9 TAGS PER PAGE)**

Pro Tip: Select **9 Tags to Print** or multiples of 9 Tags to print at a time to reduce paper waste & stay organized as you go

Supplies
- ☑ Cardstock Paper
- ☑ Printer

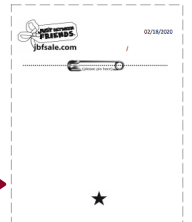**Printing Notes:** ·
- You need to print your tags on white cardstock
- The barcode & numbers need to be clearly legible and sharp
- Tags that are full price will have a star at the bottom
- Reduced items will be blank at the bottom

Pro Tip: Filter your Tags to Print by Unprinted Tags

Steps to Filter your Tags
1. Select Tools
2. Use the Drop-Drown

Filter Items:
Filter by Sold, Donated or Printed
All Items
Filter by Category
Filter by Season
All Items
Filter by Last Update Date (Start/End)
Go

Update Selected Items:
Change REDUCED values.
○ Reduce ○ Do Not Reduce ○ No Change
Change DONATED values.
○ Donate ○ Do Not Donate ○ No Change
Update
This will change your selected, unsold items.
You will need to reprint any tags that you change.

Show All
Delete
This will delete your selected items. Once deleted, you will no longer be able to see these items online, however, you will get credit if the item sells.
Export
This will export all of your items to a Microsoft Excel file.

3. Select Not Printed

Filter Items:
Filter by Sold, Donated or Printed
- All Items
- Sold Items
- Unsold Items
- Donate
- Donate & Unsold
- Donate & Sold
- Printed
- Not Printed

⚠ Error Alert

Problem: The Print Tag Screen is Blank

Try this Fix: If you have not selected any tags to print, your tag preview screen will be blank. If this happens: back-up & select your tags by checking each box →

Problem: The barcode is printing weird and the numbers below the barcode are not readable

Try this Fix: On the print dialog advanced options, make sure the "Print As Image" box is checked.

Problem: My tags are printing really small

Try this Fix: Change the page scaling in the print dialog from "Multiple pages per sheet" to "Fit to Printer Margins"

Problem: Trying to print PDF tags but they never come up or the Screen does not load

Try this Fix: Check the following options
- Change your Browser to Firefox, Chrome or Microsoft Edge
- Turn-off your Pop-up Blocker
- Install Adobe Acrobat Reader
- Print in HTML

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