



Printing Name Tags

Many committees choose to hand-write name tags for events, and that is fine. If you would rather print them using a printer, this will show you how to do so.

These instructions assume basic knowledge of MS Word and Excel. Your screens may be different, depending on your version of these programs.

1. Several days before your event, go to the storage locker to get enough Avery 5395 name tag labels. Get few more sheets than what you need in case of a printer malfunction. If there are no labels in the storage locker, either order more from Amazon, or go to OfficeMax (219 E. Gutierrez St.) to buy some. Send an e-mail to memberatlarge@sbnewcomers.org to let them know we are out of (or low on) labels.

2. Check your printer to make sure you have enough ink to print the labels.

NOTE: Only Committee Chairs have access to export the list of names for an event. If you are a Working Committee member who would like to print name tags for an event, please ask your Committee Chair to export the list of registrants (per the guidance below), and forward the resulting email attachment to you. Then, you can continue with the next steps.

3. Log into sbnewcomers.org using your Chair credentials (see note above). In Admin View, find your event and click Export Registrants.

The screenshot shows the WildApricot Admin View interface. On the left is a sidebar with links: Account, Contacts, Events (which is highlighted in blue), Finances, Email, Website, Profile, and Help center. The main content area has tabs at the top: Event list (selected) and Event emails. Below the tabs are buttons: Edit, Add registrant, Email registrants, Export registrants (which has a red arrow pointing to it), Add to waitlist, and Reports. The event details are displayed: title 'SB Arts: Furniture is Art! (Registration opens June 20th)', date 'July 19, 2023, 10:00 AM – 12:00 PM', visibility 'Visible to Restricted levels/groups', registration status 'Allow registration' (button is off), and a note 'Public registration is not currently available because the event occurs in the past.' Below this are tabs: Event details, Registration form, Ticket types & settings, Emails, and Registrants. Under 'Event details', there are sections for Basic information (Title: SB Arts: Furniture is Art! (Registration opens June 20th), Event URL: https://www.sbnewcomers.org/event-5253255, Tags: open to alumni delayed) and When and where.

4. Choose the type of file you want to export to ... recommend XLS (Excel 2003+)



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Export registrants

Export to **XLS (Excel 2003+)**

Select ONLY these 3 fields (First Name, Last Name, and Ticket type), and then click Export.

Export registrants

Registration form

User ID
 First name
 Last name
 e-Mail
 Phone
 Street Address
 City
 Zip Code
 SBNC Event Waiver & Media Release
 Prospect Contact Type
[Select all / Clear all](#)

Registration details

Ticket type/Invitee reply
 Ticket type fee
 Total fee incl. extra costs and guests registration fees
 Invoice #
 Payment state
 Online/Offline
 Payment type
[Select all / Clear all](#)

Event registration date
 Shown to public

Buttons: Export Cancel



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5. Go to your Downloads folder to open the newly created Excel file.

NOTE: You will also get an email notifying you that your export list is ready, with a link to the file. You can forward this email with the link to a Working Committee member to print the name tags.

Tip- If your list is long, you can sort by Ticket Type first to group all of the Newbies together.

6. Create a new column called "Label". This field can be left blank or free text can be entered to identify Newbies (HIGHLY RECOMMENDED!), your Committee members (GREAT IDEA!), SBNC officers, or whatever tag would be appropriate or helpful for your event.

To individualize name tags at event check-in, you can prompt attendees to hand-write something in this space that would contribute to starting a conversation or getting to know each other.

	A	B	C	D	E
1	First name	Last name	Ticket type/Invitee reply	Label	
2	Marc	Fischer	Newbie	Newbie	
3	Caron	Sherry	Newbie	Newbie	
4	Algis	Tamosiunas	Newbie	Newbie	
5	Robin	Tremper	Newbie	Newbie	
6	Janina	Guthrie	Newcomer/Extended Newcomer		
7	Beverly	Lindberg	Newcomer/Extended Newcomer		
8	Patty	Oxford	Newcomer/Extended Newcomer		



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7. With the 5 columns selected, do a Custom Sort by Last Name. Make sure that the option in the Sort window "My List Has Headers" is checked.

The screenshot shows the 'Sort' dialog box open over an Excel spreadsheet. The 'Sort by' dropdown is set to 'Last name' under 'Sort On'. The 'Order' dropdown is set to 'Values' and 'A to Z'. The 'My list has headers' checkbox is checked. The main Excel window displays a table with columns: Event title, First name, Last name, Ticket type/Invitee reply, and Newbie. The rows contain data such as 'SB Arts: Furniture is Art! (R Abby)', 'Alpha', 'Newbies', and an asterisk.

8. Check to make sure that the list is in alphabetical order by Last Name, and that everything looks correct. Save your Excel file.

The screenshot shows the Microsoft Excel ribbon bar with the 'Save' icon highlighted in red. The main Excel window displays the same table as the previous screenshot, with the 'Last name' column header bolded. The rows contain data such as 'SB Arts: Furniture is Art! (R Abby)', 'Alpha', 'Newbies', and an asterisk.



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9. Switch to Public View mode and click on the Chairs tab of the top menu bar.

Click on the Forms box to open a selection of forms.

The Committee Chairs Guidelines page includes the Committee Chair Guidebook and instructions on the tasks you will need to carry out as a Committee Chair.

The Posting Committee and Board Guides page includes information for use only by these members.

The **Forms** page contains links to forms that you will likely need to use during your time as a Committee Chair. Included on this page is the Club's Alcohol & Cannabis Policy which is to be posted at events.

The Storage Locker Inventory page contains a listing of all the materials that you can use at your events.

10. Click on Forms, and then SBNC Logo Name Tag Print Label Template.

EVENT FORMS

- [JotForm](#) (Event Submission Form)
- [SBNC Logo Name Tag Print Label Template](#). - Instructions [Printing Name Tags](#) March 2025
- [SBNC Alcohol & Cannabis Policy](#)



Santa Barbara
Newcomers Club

Printing

Name

Tags



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11. Go to your Downloads folder and open the document.

The screenshot shows a Microsoft Word document titled "Basic Name Badge Template." The ribbon menu is visible at the top, showing Home, Insert, Design, Layout, References, Mailings, Review, etc. The main content area displays a table with four columns. The first column contains the text "«First_name»" and "«Last_name»" in black, and "«Label»" in yellow. The second column contains the same text followed by "«Next Record»". The third and fourth columns repeat this pattern. Each row also contains a small logo of the Santa Barbara Newcomers Club and the text "Santa Barbara Newcomers Club". The table has a dashed border and is set against a light gray background.

12. Click on Mailings, Select Recipients, Use an Existing List, and then navigate to your Excel file.



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The screenshot shows the Microsoft Word ribbon with the 'Mailings' tab selected. A red arrow points to the 'Start Mail Merge' button in the 'Create' group. A dropdown menu is open, showing options: 'Create a New List...', 'Use an Existing List...', 'Choose from Outlook Contacts...', 'Apple Contacts...', and 'FileMaker Pro...'. Below the ribbon, a mail merge preview is displayed with two rows of data. Each row contains placeholder text: «First_name», «Last_name», and «Label». At the bottom of each row is a small logo for 'Santa Barbara Newcomers Club'.

13. Open the Excel file. You will get a security warning. Click Yes.

The screenshot shows the Microsoft Word ribbon with the 'Mailings' tab selected. A red arrow points to the 'Select Recipients' button in the 'Create' group. A dropdown menu is open, showing options: 'Start Mail Merge', 'Select Recipients', 'Recipient List', 'Edit Recipient List', 'Filter Recipients', 'Insert Merge Field', 'Preview Results', and 'Merge Range'. To the right of the ribbon, a 'Microsoft Word' dialog box is displayed. It shows a preview of the merged document with placeholder text. A security warning message reads: 'This file needs to be opened by the Excel 97-2004 Workbook text converter, which may pose a security risk if the file you are opening is a malicious file. Choose Yes to open this file only if you are sure it is from a trusted source.' Two buttons are shown: 'No' and 'Yes'. A red arrow points to the 'Yes' button.



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14. You will see window indicating that the Cell Range is the Entire Worksheet. Click OK.

The screenshot shows a Microsoft Word window titled "Basic Name Badge Template." The "Mailings" tab is selected in the ribbon. In the center of the screen, there is a preview area showing two rows of name tags. Each tag contains placeholder text: "«First_name»", "«Last_name»", and "«Label»". Below each tag is a small circular logo with the text "Santa Barbara Newcomers Club" and the instruction "«Next Record»". To the right of the preview area, a "Merge Range" dialog box is displayed. It contains a dropdown menu "Open Document in Workbook:" with "Volunteers in Action Foodbank" selected. Below it is a "Cell Range:" dropdown which has "Entire Worksheet" selected. At the bottom of the dialog box are "Cancel" and "OK" buttons, with a red arrow pointing to the "OK" button.

15. Then nothing seems to happen, until you click Finish & Merge....



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The screenshot shows the Microsoft Word ribbon with the 'Mailings' tab selected. In the 'Editing' dropdown, the 'Finish & Merge' button is highlighted with a red circle and an arrow pointing to it. Below the ribbon, a preview window displays a grid of six badge templates. Each template contains a club logo, the text 'Santa Barbara Newcomers Club', and merge fields for 'First_name', 'Last_name', and 'Label'. The 'Label' field is colored yellow.

16. ...and Edit Individual Documents.

The screenshot shows the Microsoft Word ribbon with the 'Mailings' tab selected. In the 'Editing' dropdown, the 'Edit Individual Documents...' option is highlighted with a red arrow. Below the ribbon, a preview window displays a grid of six badge templates. The 'Label' field in the first two templates has been edited to show the text 'First name' in black ink, while the other four templates still show the original 'Label' field.



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17. Now you should see your name tags in alphabetical order including the Labels you created in your Excel file.

Marc Fischer <i>Newbie</i>	Janina Guthrie
Beverly Lindberg	Patty Oxford

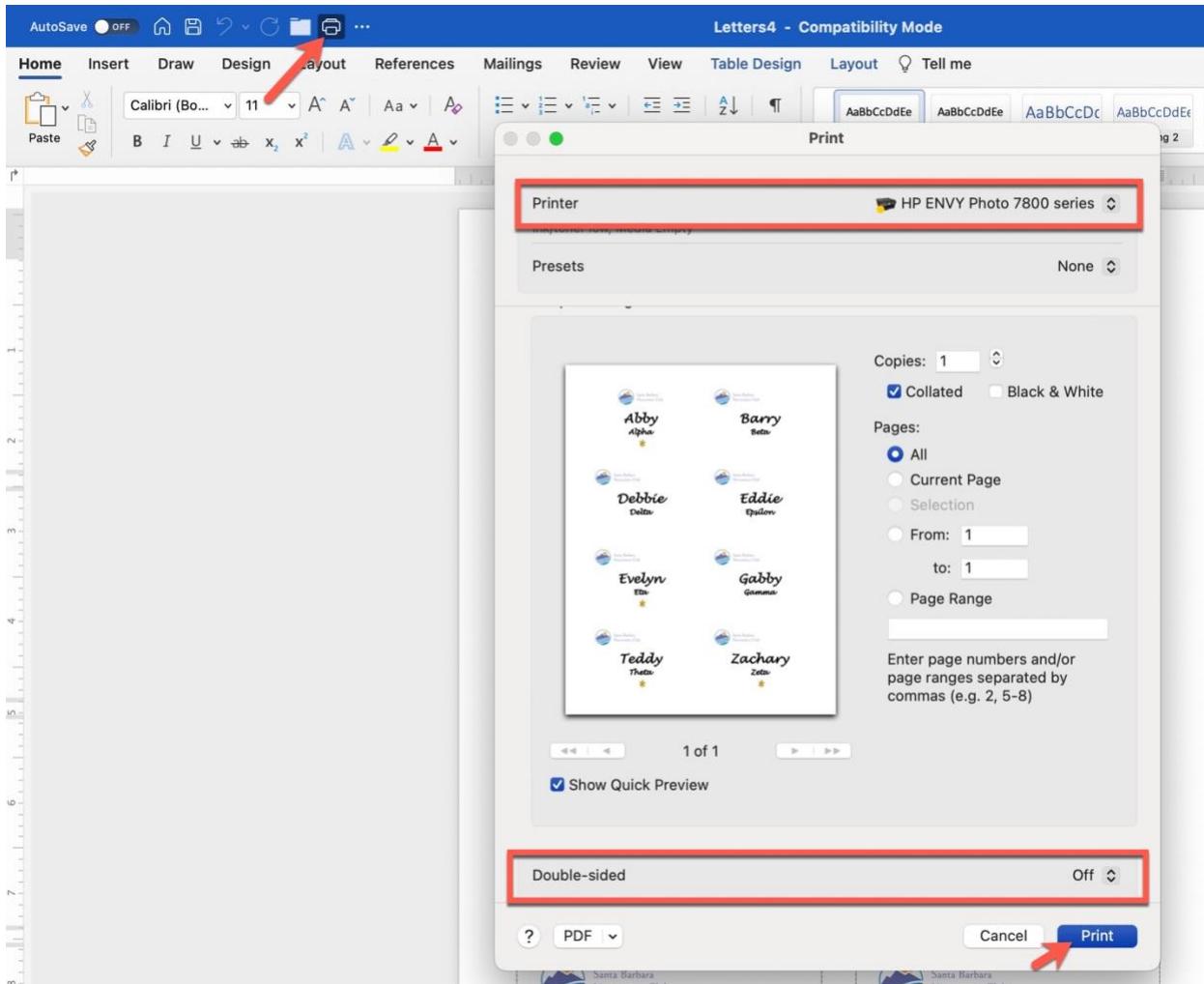


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18. Select the Print feature in Word. In the Print window select your printer, and check your settings to make sure that features like double-sided printing are turned off.

**It's a good idea to print your labels first on regular copy paper and proofread before printing on the label stock. This is also a good time to notice which direction to load the label pages into the printer (usually head first, face down).

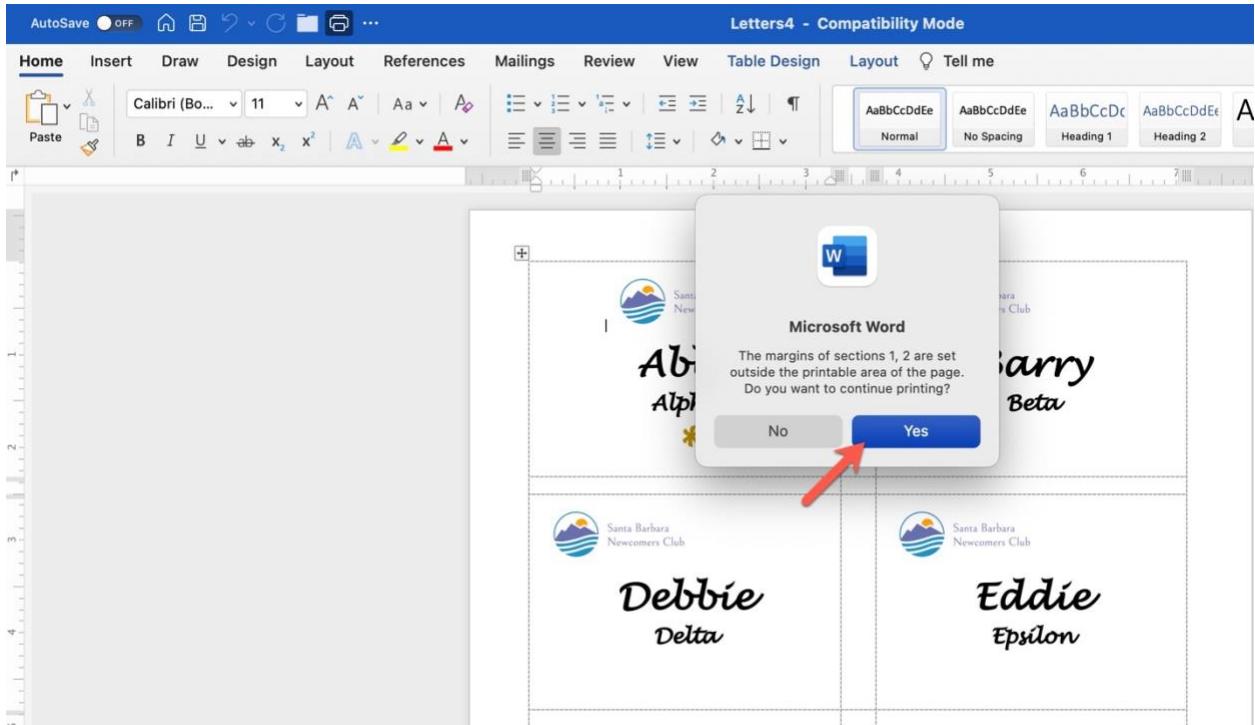
Once your labels have been proofread, and look good, load the Avery labels into your paper tray, carefully noting which side of the paper the printer will print on. I load my labels in face down, leading edge first.





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19. You will see an error message regarding the margins. Click Yes.



20. You should now have your name tags. Some printers have a problem printing several pages without jamming. In this case, it's best to just print one page at a time.