Santa Barbara
Newcomers Club

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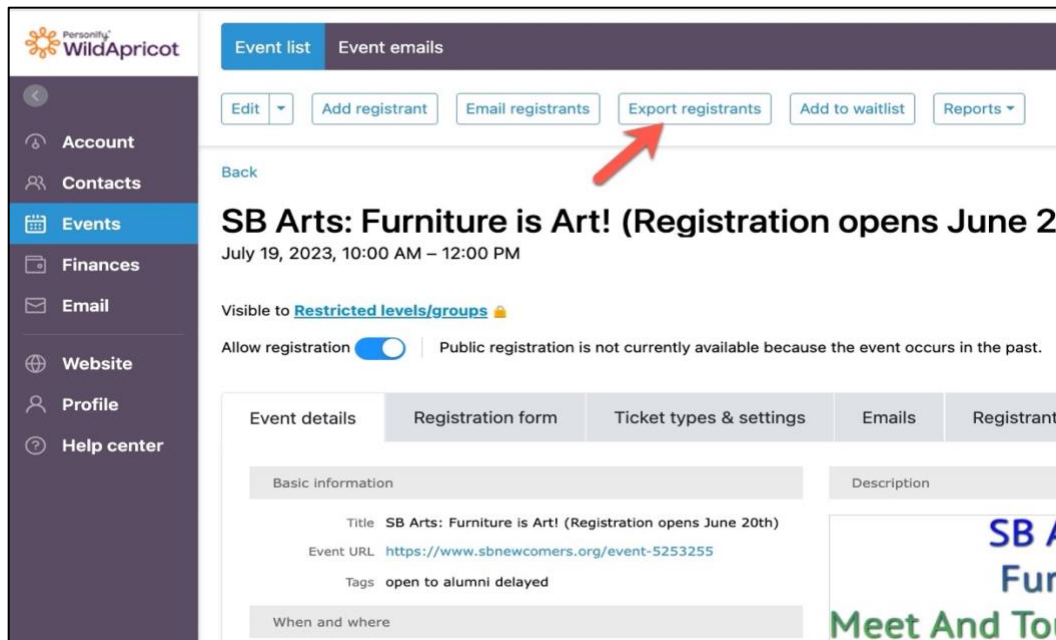
4. Choose the type of file you want to export to … recommend XLS (Excel 2003+)

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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

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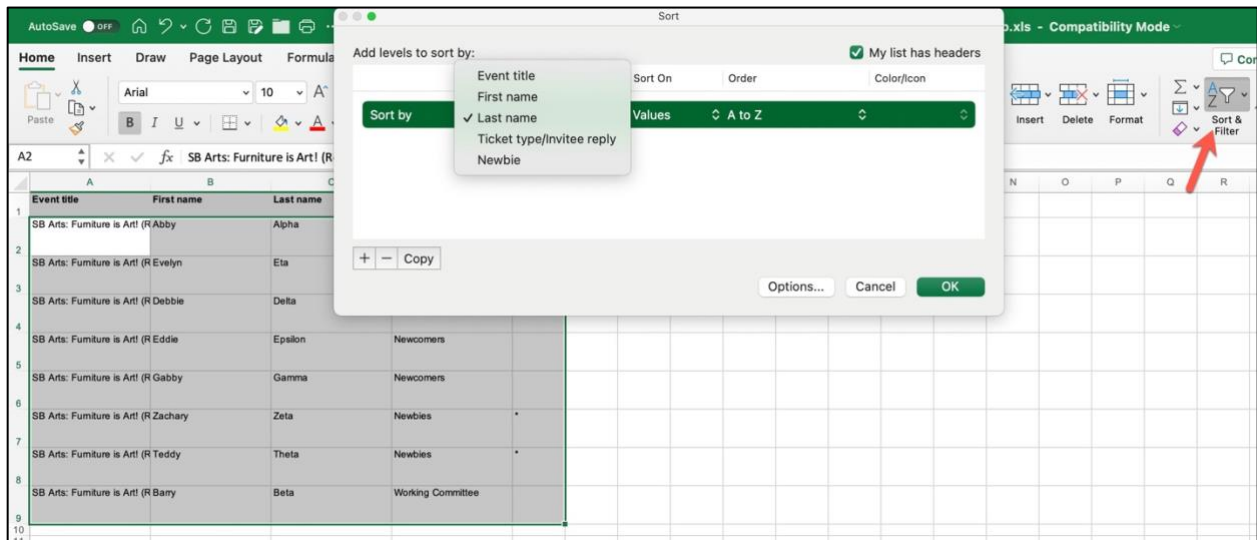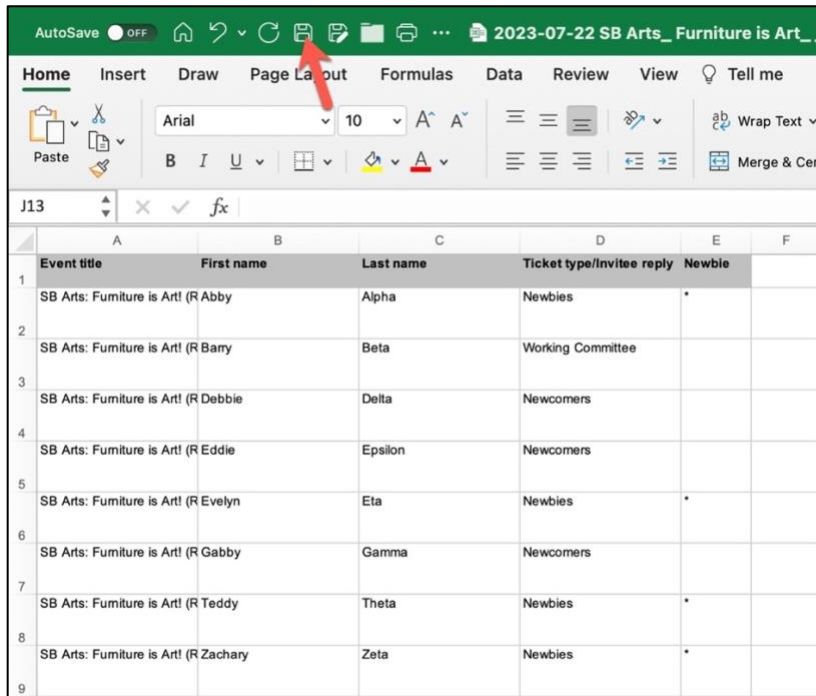
7. With the 5 columns selected, do a Custom Sort by Last Name. Make sure that the option in the Sort window "My List Has Headers" is checked.

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

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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.

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

Printing Name Tags

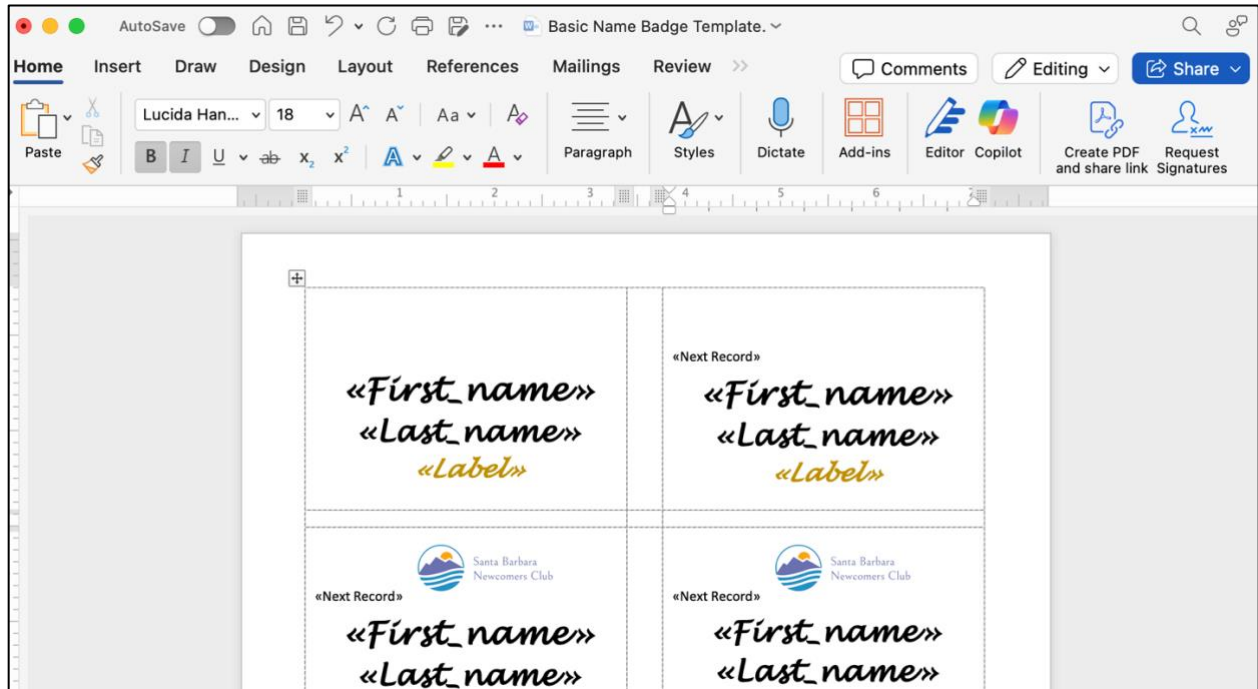# Printing   Name
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11. Go to your Downloads folder and open the document.

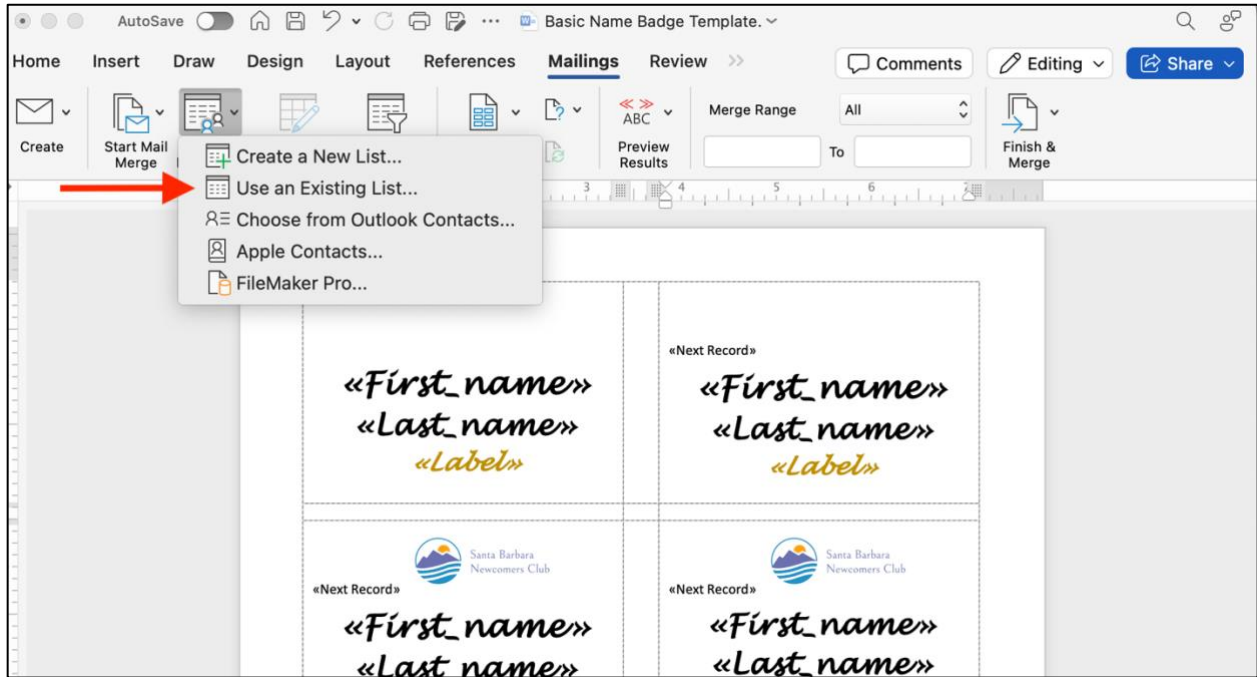12. Click on Mailings, Select Recipients, Use an Existing List, and then navigate to your Excel file.
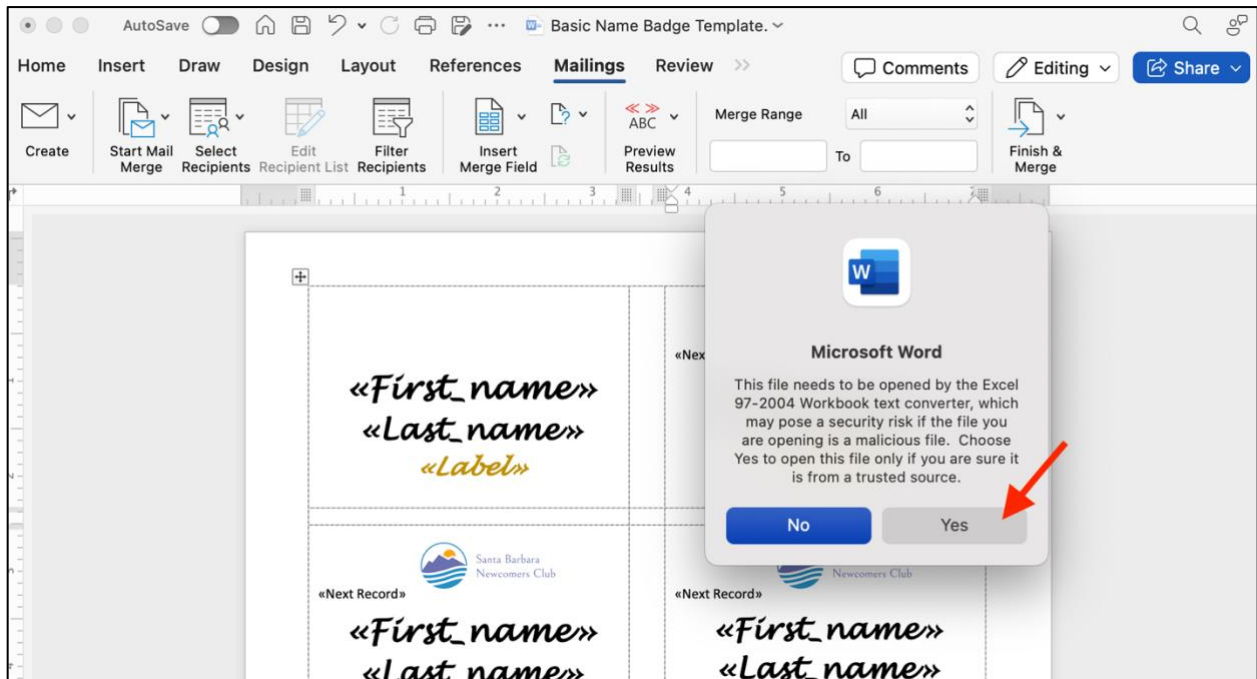
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13. Open the Excel file. You will get a security warning. Click Yes.
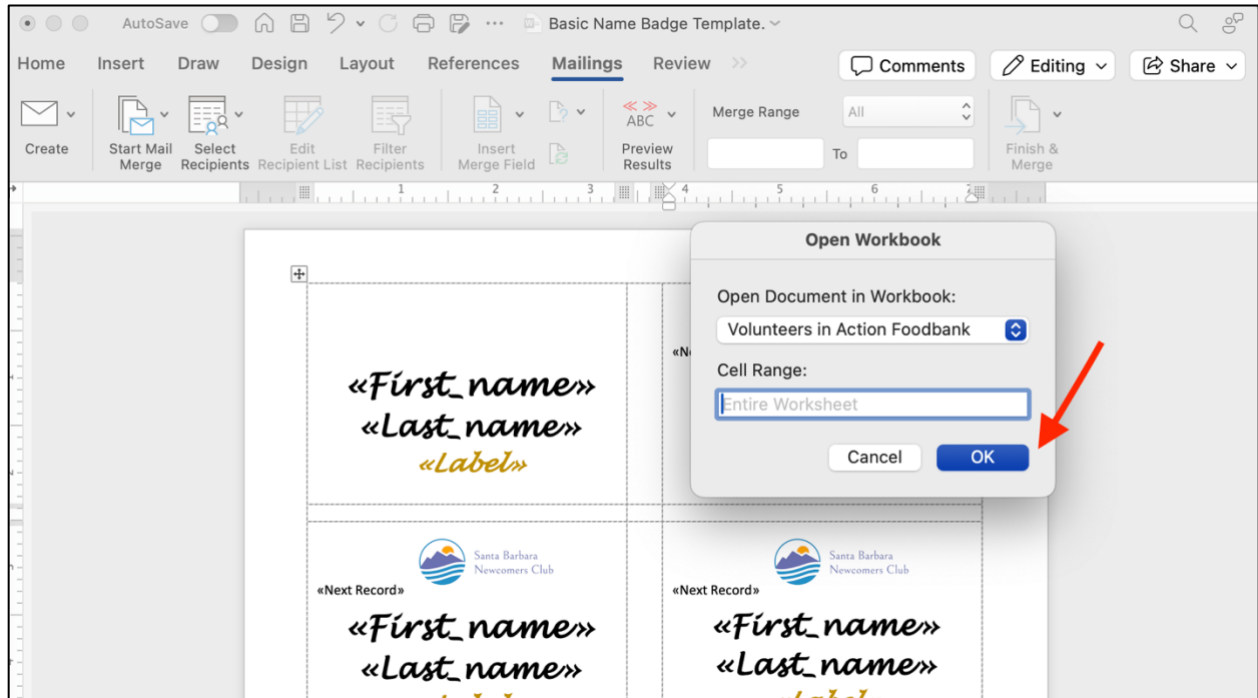
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14. You will see window indicating that the Cell Range is the Entire Worksheet. Click OK.
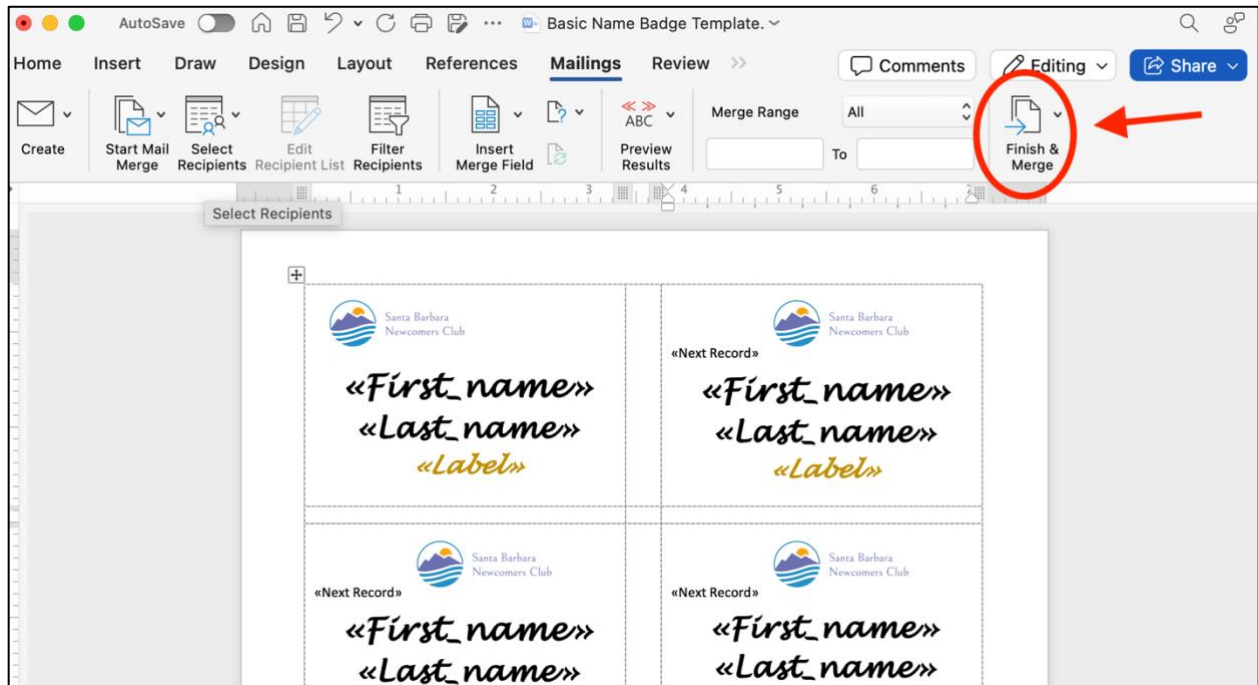

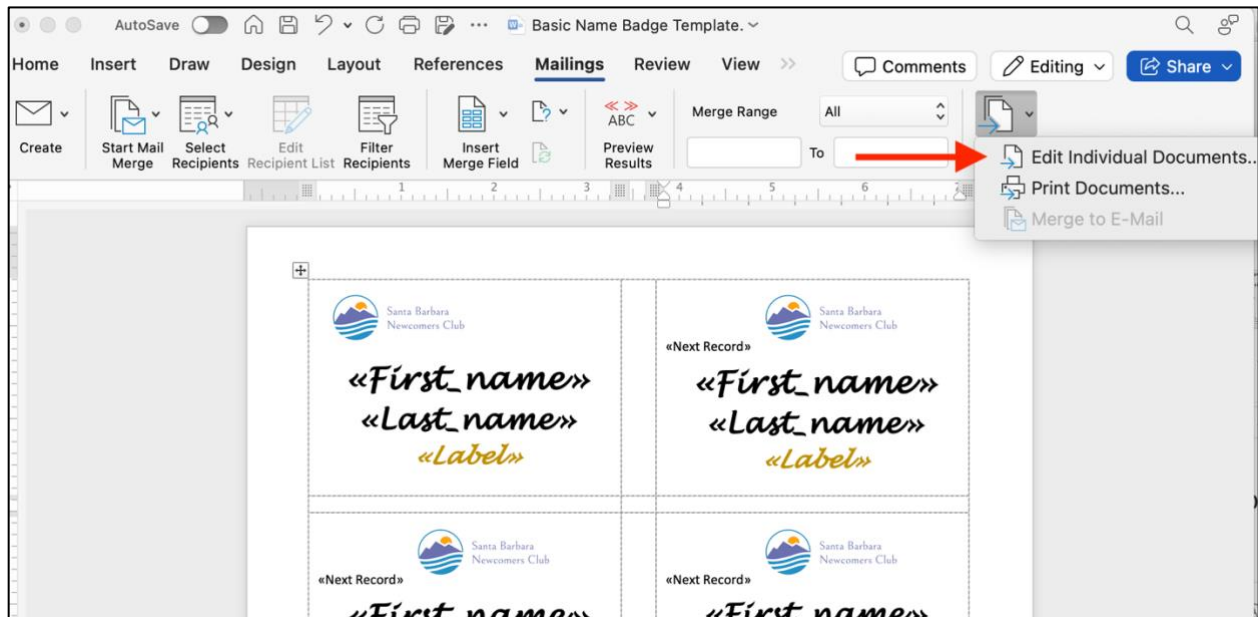15. Then nothing seems to happen, until you click Finish & Merge....

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16. ...and Edit Individual Documents.

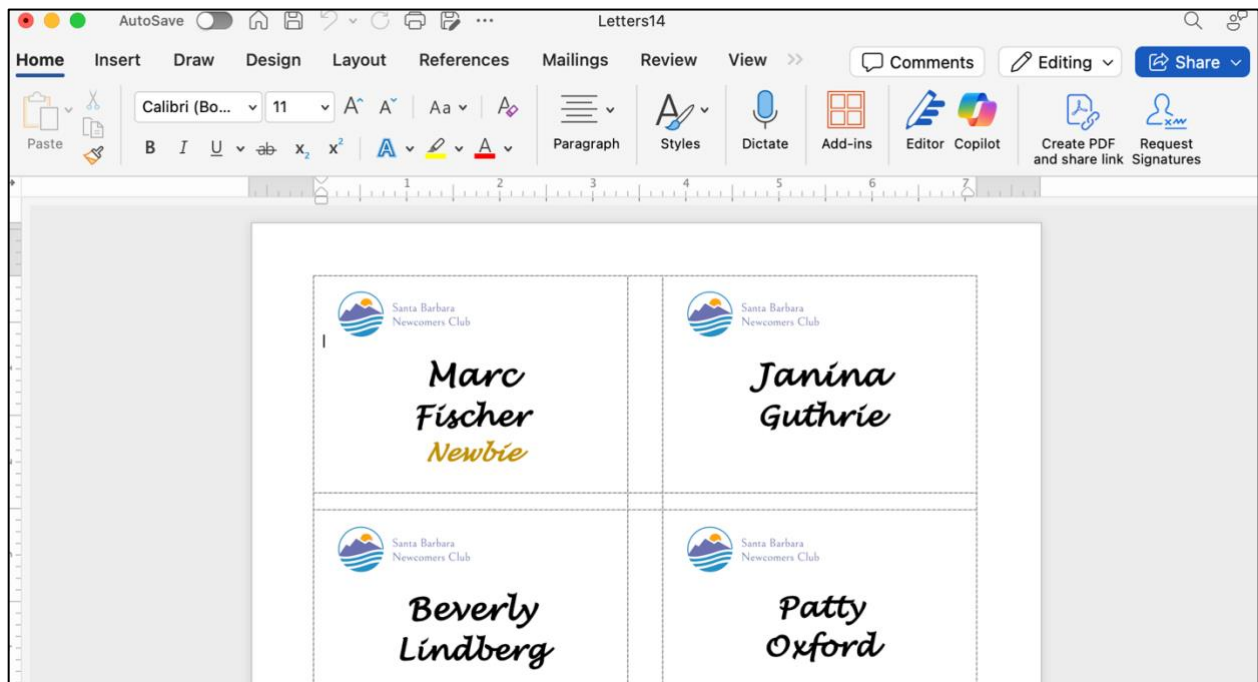# Printing   Name
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17. Now you should see your name tags in alphabetical order including the Labels you created in your Excel file.
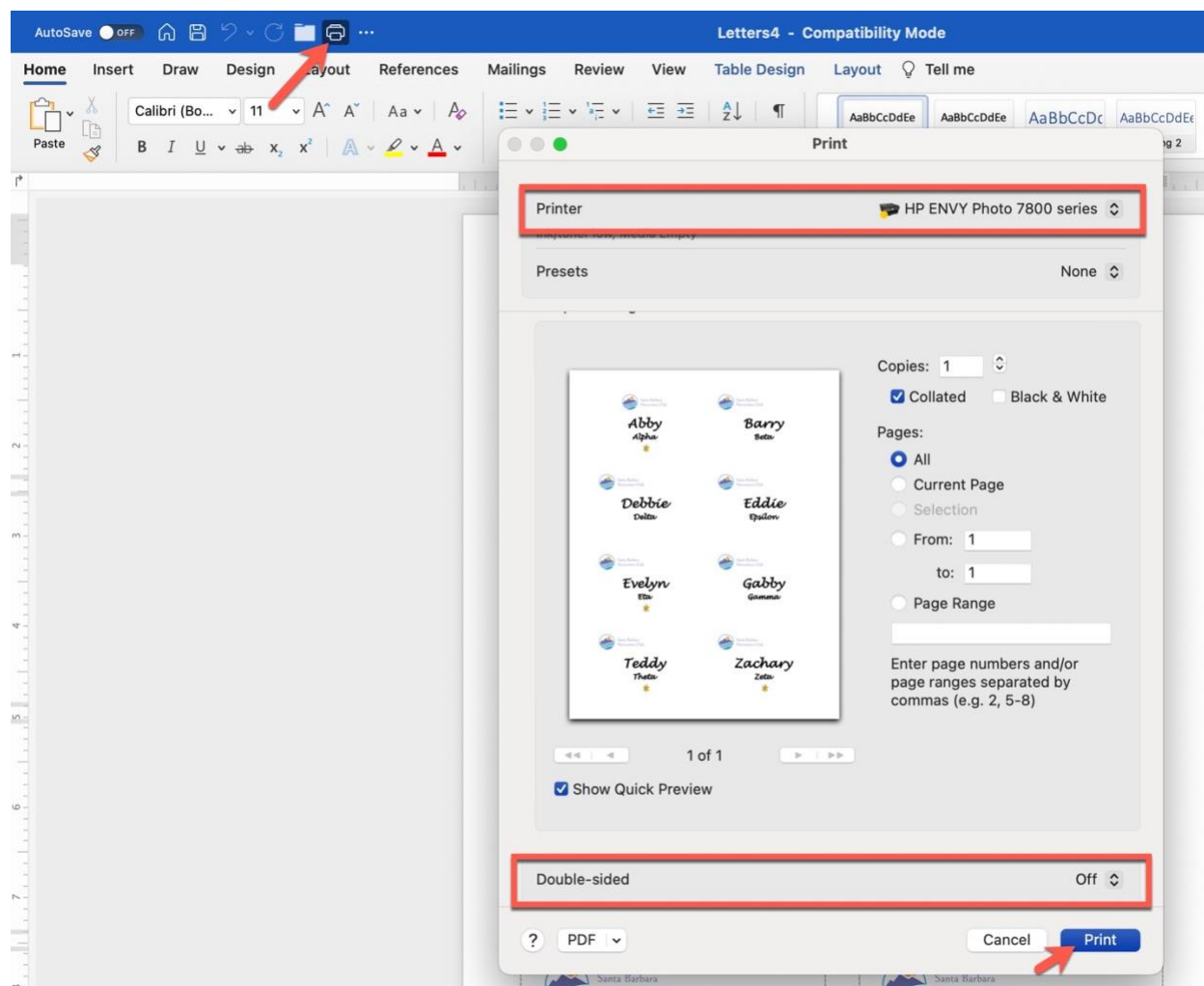
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18. Select the Print feature in Word. In the Print window select your printer, and check your settings to make sure that features like double-sided printing are turned off.

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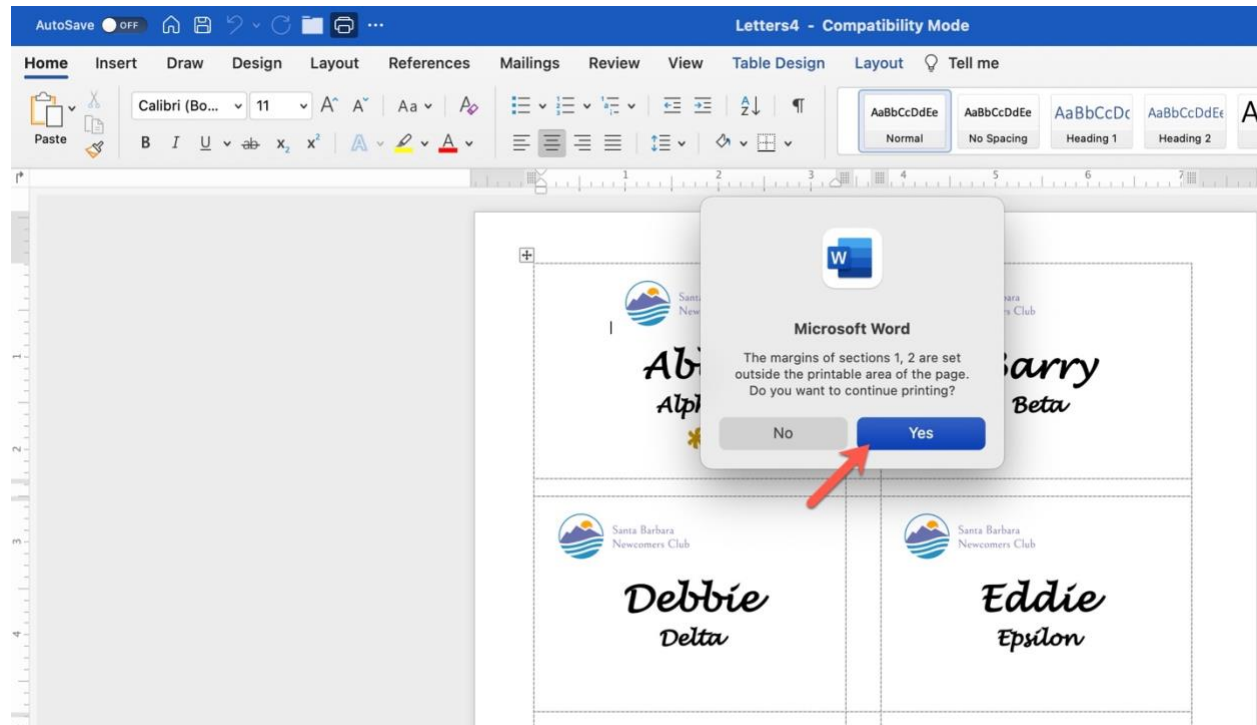
19. You will see an error message regarding the margins. Click Yes.

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.