



I-LinCP NAME BADGE GUIDELINES and TEMPLATE

Every event should have name badges available for attendees.

(Note: Printing of name badges is not required, but it provides a better experience for guests and a formality to the event.)

1. **Avery Wizard:** In order to print name badges you need to download Avery Wizard for excel or create an account to design and create online.
 - a. **Avery Wizard for Excel:** <https://www.avery.com/software/partners/microsoft-excel>
 - i. Once you have installed Avery Easy Merge, you can find it on the Insert tab under My Add-ins.
 - b. **Website:** <https://www.avery.com/software/design-and-print/>
2. **Access Attendee List:** You can access the attendee list through the event management page (Admin access is required). You can do this through the following steps:
 - Log in to your I-LinCP Account
 - Click Admin View in upper right-hand corner
 - (If you don't have administrative privileges set up yet this will not be visible. Contact account administrator for access.)
 - Click **Events** tab and select event you want to view
 - Click **Registrants and Invitees** and Organize attendees by name (Alphabetical)
3. **Export Registrants to Excel**
 - Click **Export Registrants** tab
 - Under **Registration Form**, select information to export:
 - **First Name, Last Name, Organization**
 - You may want to include the Position Title for some events, if so, select this option also
 - Click **Export and Save File**
4. **Add Contact Info to Avery App**
 - a. Click Avery Easy Merge in Excel
 - b. Open or input data into your Excel file, and include a column header row
 - c. Select the cells you want to export
 - d. Click Export Now

Note: Once you export your data, you will be able to select the product and design you want to use, as well as personalize your data.

5. Name Badge Text and Dimensions
 - a. Organization of the name badge should be centered with the following layout:
 - i. First Name (Ariel font, 36 pt., BOLD)
 - ii. Last Name (Ariel font, 20 pt.)
 - iii. Organization (Ariel font, 20 pt.)
 - iv. I-LinCP Logo

