

**NAME BADGE HOW-TO**

**STEP 1: *PULL LIST(S)***

1. Go to Harris admin and login

2. Navigate to Reporting > Form Reports > Event Registration Reports (or other form-builder app)

3. Search for form and click on View Detailed Reports

4. Identify date range and select Name Tag Report from saved query drop down

5. Add additional data/fields to the report (such as degree year, alumnus, etc.) that you'll want to in your name tags

6. Remove data/fields that you do not want in your name tags. For example, Form ID, Order ID, etc. are fields you probably don't want to include.

6. Save this report if you think you're going to use it again

7. Download the report

**STEP 2: *MODIFY LIST(S)***

1. Open report in Excel

2. Modify data as needed ie; remove any columns that were included that you don't want in case you missed in step 6 in the Harris process.

3. Save the file as a .xls

**STEP 2: *CREATE NAME TAGS***

1. Go to [http://www.avery.com/avery/en\_us/Templates-&-Software/Software/Avery-De…](http://www.avery.com/avery/en_us/Templates-%26-Software/Software/Avery-Design--Print-Online.htm%22%20%5Co%20%22http%3A//www.avery.com/avery/en_us/Templates-%26-Software/Software/Avery-Design--Print-Online.htm%22%20%5Ct%20%22_blank)

2. Select Name Badges and ID Cards icon

3. Find the Name Badges that you're using. Avery generally has a product number on the packaging that you can refer to.

4. Select a template design

5. Follow the on-screen instructions

6. Viola