

HOW TO GENERATE A NAME BADGE LIST VIA WILD APRICOT:

- Go to Events>Events List and select your trip.
- Click on the Green button near the top titled: Export Registrants. A list with check boxes will appear.
- Select (check mark) First Name, Last Name, Need a Name Tag. Remove all other check marks.
- Click “Export”. Open the file and Save as an Excel file.
- Remove anyone with “NO” listed. For those that selected “YES” Those that said “YES” it will add \$10 to the invoice. Current Board Members **do not need** trip name tags.

TRIP CHAIRS: Order name badges 2 weeks prior to your pre-trip party – not before. Before ordering, ask trip participants that you know have been on previous Austin Skiers trips if it is necessary to order them an additional name badge when they already have one from a previous trip.

We order name badges from Bat City Awards. They are located at 17th and Nueces, near UT. If you need them mailed, they will do that for a fee. The badges cost \$5.75 each to produce + \$5.00 to mail = \$10.75. To order the badges send an email to sales@batcityawards.com. Tell them you are ordering the Austin Skiers Trip Participant name badges: White background and a pin or magnet backing and then list the names. They have our logo on file and know our standard format. It usually takes 3 or 4 days for them to make them. If you ask for them to be mailed to you then allow more time. Pay for them using your personal credit card or by check then submit an invoice and IET to the Treasurer for reimbursement. Bat City Awards 512-302-1212. sales@batcityawards.com Casey is our usual contact there and she is familiar with our orders.

- Officer Name Badges are on a gold background – 3 lines: Austin Skiers, Name, Position
- Trip Chair and Assistant name badges are on a red background – 3 lines: Austin Skiers, Name and Position - Trip (the position and trip can be on one line)
- Trip Participant name badges are on a white background – 2 lines: Austin Skiers, Name (no trip name)

SAMPLE showing our logo and club name:



UPDATED:08/04/2019