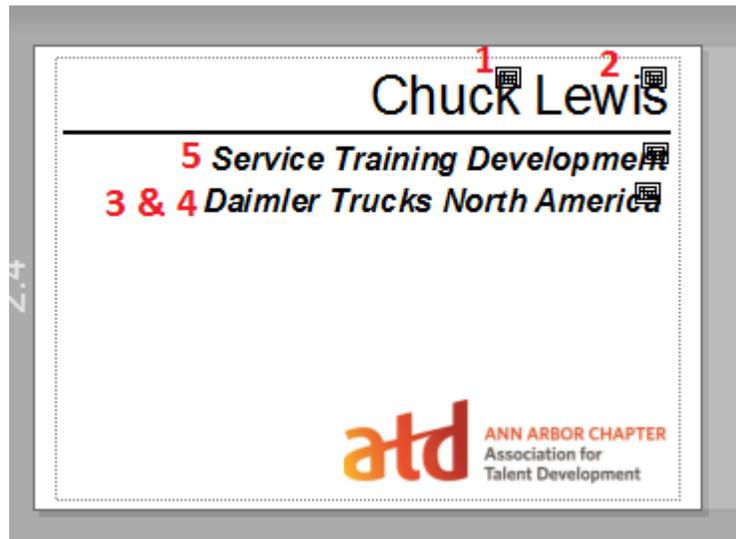


Steps to update name tags to use database fields

1. When opening the P-touch Editor, choose Open and then browse to the Name Tag Template you saved/downloaded from Box.
2. Make sure that the Label List is turned on by going to File/Database/ Label List. IMPORTANT: Once this is turned on, do NOT turn that view off or it will lose the links you have created in step 3 below.
3. The template will open and if the first time setting up the Name Tag, you will need to link the following database fields to the Name Tag. The options will be under Insert / Database Field.
 - Memo 1 for First Name
 - Memo 2 for Last Name
 - Memo 3 for Organization
 - Memo 4 for Local Chapter Member (that is not an Ann Arbor member)
 - Title field is shown as number 5 in the illustration.



Now that you have the label updated. Save the label.

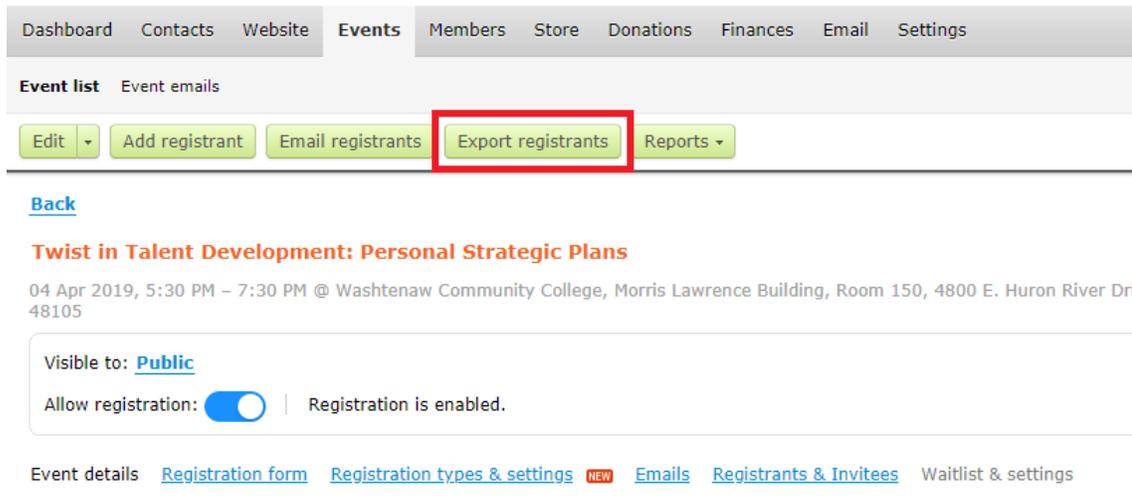
Steps to print name badges for an Event

1. Open the P-touch Editor and Name Tag Template if you haven't already.
2. Be sure your Label List is showing and you database fields are still present.
3. To obtain the Registrant List, go to a2atd.org and login.
4. Choose the Admin view and then on the Dashboard select the event that you need for creating name badges.

Next 3 events

Date	Title	Confirmed	Pending	Total
04 Apr 2019	Twist in Talent Developm	1	-	1
01 May 2019	Demystifying Gamificatio	1	-	1
06 Jun 2019	Night of Networking	-	-	-

- Once the event opens up there will be an Export Registrants option at the top of the screen.



- In the Export Registrants dialog, choose to Export to CSV (Comma Separated Values).
- Unmark Export All Fields and clear all fields except:
 - First Name
 - Last Name
 - Organization
 - Title
 - Local Chapter Member (other than Ann Arbor)

Registration form

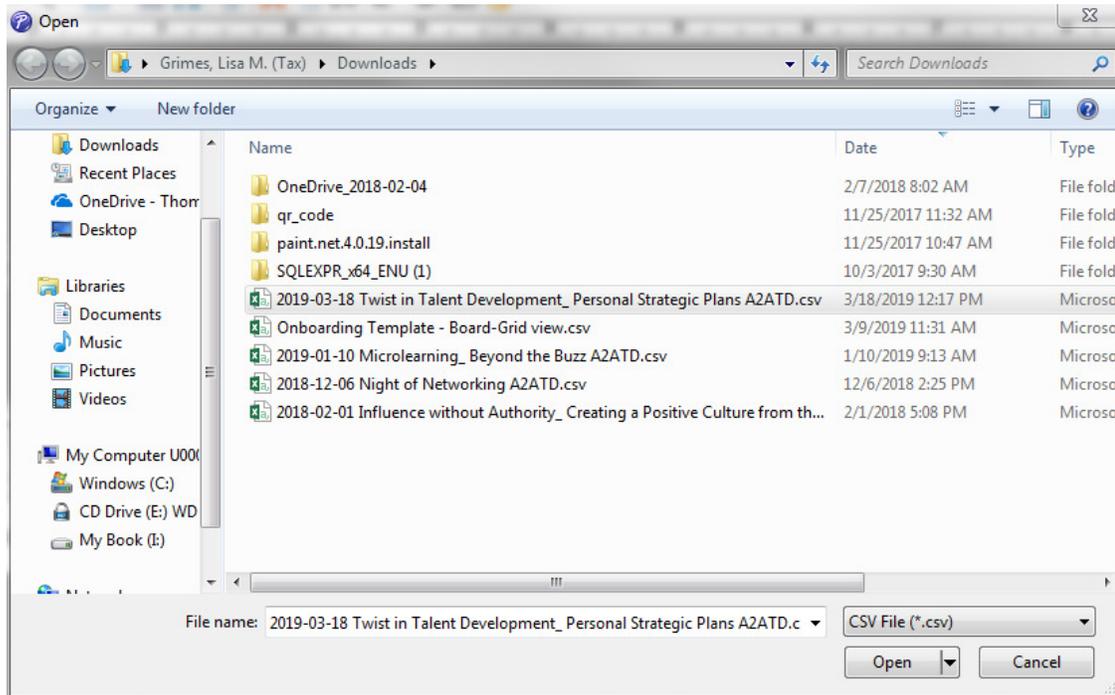
- Member ID
- First name
- Last name
- Organization
- e-Mail
- Phone
- State
- Zip
- Title
- Area Code
- Company
- Address 1
- Address 2
- Company Name
- Zip/Postal Code
- Local Chapter Member (other than Ann Arbor)

[Select all](#) / [Clear all](#)

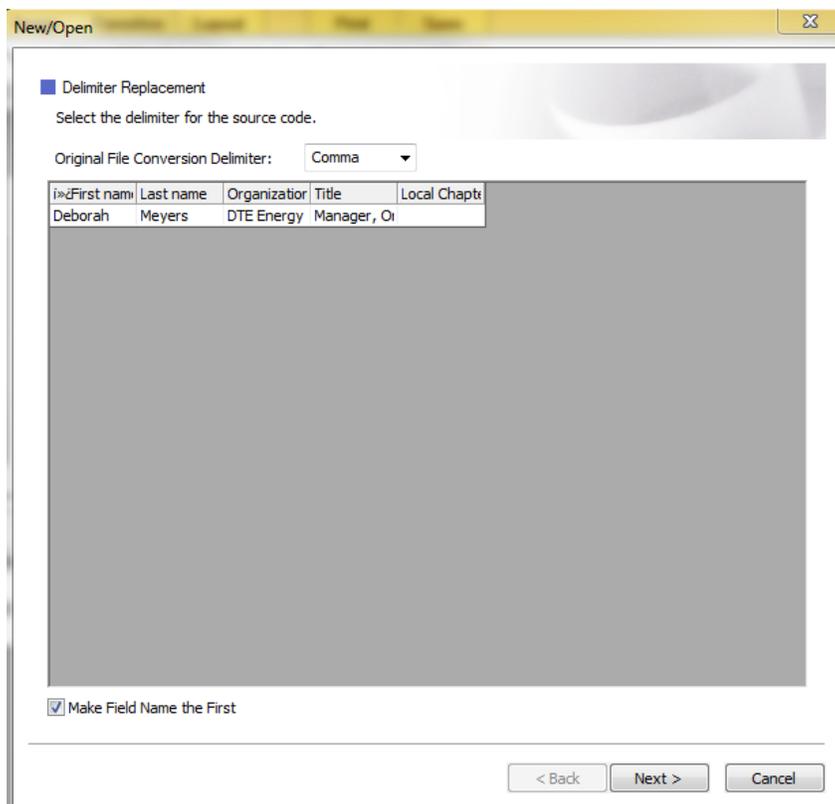
- Click Export. It will generate an CSV file to be imported into the P-touch Editor. Normally this will download directly to your computer in the Downloads folder.
- Then bring the P-Touch Editor back up to import the CSV file. With the Label List active, choose File / Import. (IMPORTANT: The Import option will not show in the File menu if the Label List is

not the active area of the screen. Do NOT turn the Label List off as you will lose the link to your database fields.)

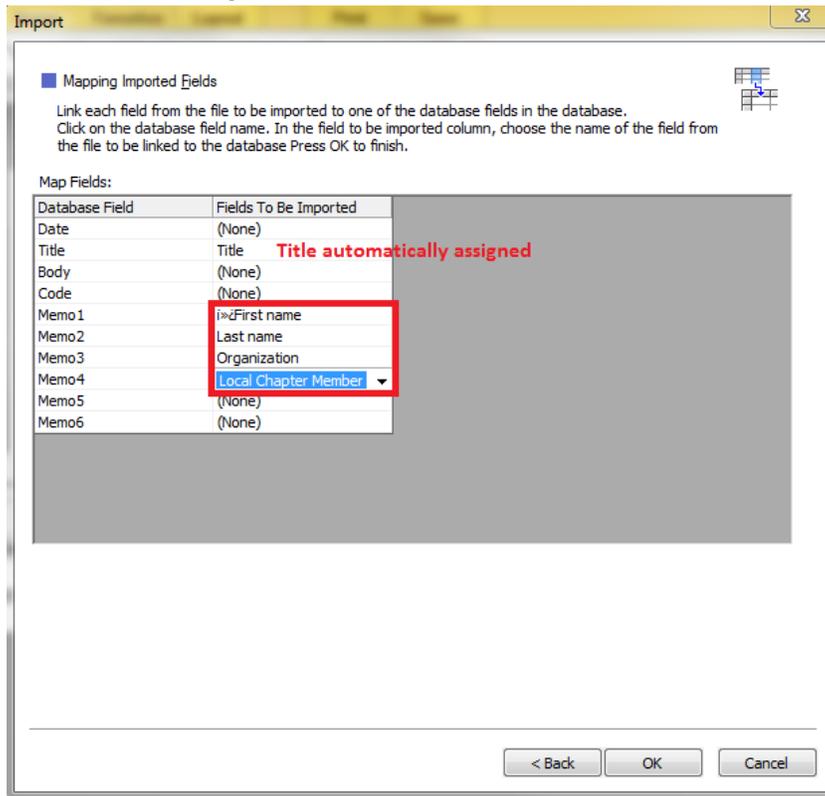
10. A screen will open for you to choose the CSV file to be imported.



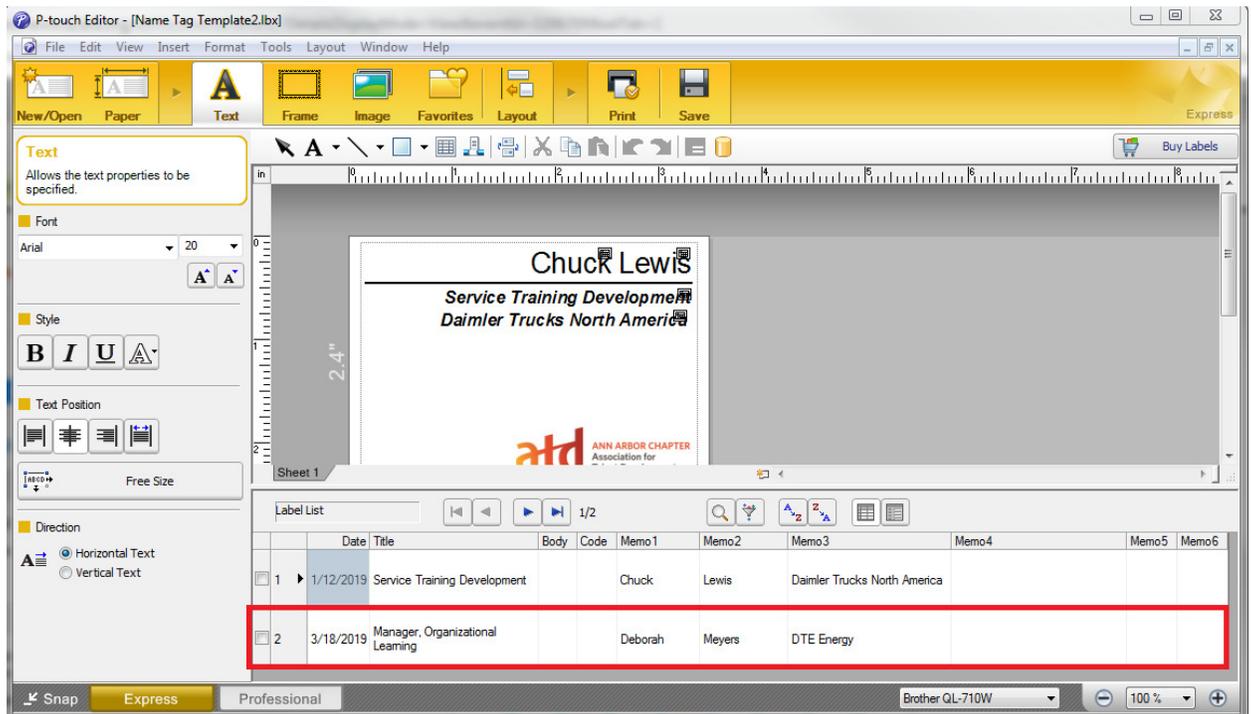
11. The attendees should appear in the next screen based on Comma Separated Values.



12. Click Next and assign the fields as follows.



13. Click OK and the attendees will automatically be added to the database at the bottom of the screen. Records that were already there will remain unless deleted. (Tip: always leave one line, even a blank record so that the Label List is never gone. If the Label List is turned off, it will lose the link to the database fields.)



14. You can add or modify any of the records as needed.
 - a. Right click to add new records (example: a name tag for a walk-in)
 - b. You can print All records, only Marked records or the currently selected record.
 - c. To delete multiple records at a time click in the Row Number field and drag down to choose all records to be deleted (But always leave at least one behind.)

