ClubRunner

How do I prepare name tags for registered attendees?

Omar S. - 2022-12-23 - Reports

You can create name tags for all registered attendees and guests in MyEventRunner if you selected the Pro version. The event attendees can wear the name tags at the event so other attendees would know who each person is. To learn how to prepare the name tags please follow the steps below:

1. In MyEventRunner click on **Prepare Name Tags** below the **Registrations** title on the left.

Registrations

View Registrations
View Attendees
View Payments
Prepare Name Tags

1. This will take you to the **Prepare Name Tags** page.

Prepare Name Tags

If you would like colour codes included in your name tags, click here to assign the colour codes for the packages and add-ons.

Create the name tags:

Step 1 – Select the criteria. (Payment Status, Packages or Add-ons)

Step 2 – Select the template.

Step 3 – Click the "Generate" button to create a download file with the name tags

Payment Status   ◉ Paid   ○ Unpaid   ○ All
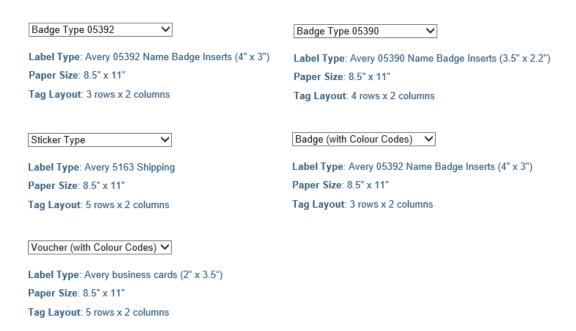
Packages   ☑ Select all

Add-ons   ☑ Select all

Template   Badge Type 05392 ▾

Label Type: Avery 05392 Name Badge Inserts (4" x 3")

Paper Size: 8.5" x 11"

Tag Layout: 3 rows x 2 columns

☐ Show Theme Logo

Generate

1. First you need to select who you would like to create the Name Tags for: Paid, Unpaid, or All.

Payment Status   ◉ Paid ○ Unpaid ○ All

1. Next you need to select whether you want the **Badge Type** or the **Sticker Type**. The difference is in the Label Type and the Tag Layout (# of rows x columns). Below are the five types you can choose from.

Badge Type 05392 ⌄

Label Type: Avery 05392 Name Badge Inserts (4" x 3")
Paper Size: 8.5" x 11"
Tag Layout: 3 rows x 2 columns

Badge Type 05390 ⌄

Label Type: Avery 05390 Name Badge Inserts (3.5" x 2.2")
Paper Size: 8.5" x 11"
Tag Layout: 4 rows x 2 columns

Sticker Type ⌄

Label Type: Avery 5163 Shipping
Paper Size: 8.5" x 11"
Tag Layout: 5 rows x 2 columns

Badge (with Colour Codes) ⌄

Label Type: Avery 05392 Name Badge Inserts (4" x 3")
Paper Size: 8.5" x 11"
Tag Layout: 3 rows x 2 columns

Voucher (with Colour Codes) ⌄

Label Type: Avery business cards (2" x 3.5")
Paper Size: 8.5" x 11"
Tag Layout: 5 rows x 2 columns

1. If you want the Club theme logo to be displayed on the name tag as well, then check the box on.

☐ Show Theme Logo

1. Now click the Generate button to produce the name tag report:

Generate

The image below is an example of what the name tag would look like:

Ron

Ron Double

ClubRunner Kayako

Note

The name tag left logo is from the club's Website Logos & Theme logo (right logo) is from your district's **Website Logos.** To change the logos for your club or district website & MyEventRunner event name tags, please use the information & steps in the **Upload Club Logo** section of this **Website Settings** article on the Knowledgebase.