Overview

This article walks through the steps to print name badges for event registrants, using the Avery 5392 name badge paper. There are quick links at the bottom in the Related Recourses section that link to other mail-merge tasks you can perform in your Trail Blazer database, as well as the other event related articles & videos.

💡 Tip: If you use some other type of paper to print name badges/cards, you take advantage of the export utility to pull out just data that you need (title, name, address, etc.) to a spreadsheet, and run the merge via Microsoft Word & Excel.
How to Print Name Badges for Event Registrants – Using Avery 5392 Name Badge Paper

Steps

Navigate to your Contacts (Donors/Voters) list.
Under the Event tab run a search query for the registrants who have a response of ‘yes’ for the event you want to print name badges for. In this example I used an event called “2016 Celebrity Golf Tournament” which produced 108 contacts.
Select the event to print name badges for, select only those who have a 'Response' of 'Yes'.

Total count of registrants.
Click the [Reports] button in the bottom-right, select your name badge preferences, and click [OK]. As of the time this article was written, there are two options:

- Name Badge – First + Last Names + Employer (Use Avery 5392)
- Name Badge – First + Last Names (Use Avery 5392)

*I chose the second option (First and Last Name).*
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From the print screen you can adjust **margins**, **paper type**, etc. Here’s my *example* print preview of my finished name badges:
Example print preview of my name badges with just First Name + Last Name.

Print once you're all set.

Adjust margins/paper type if necessary.

<table>
<thead>
<tr>
<th>Adaire</th>
<th>Adam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Griffin</td>
<td>France</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adam</th>
<th>Alexander</th>
</tr>
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<tbody>
<tr>
<td>Wall</td>
<td>Rice</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Altha</th>
<th>Amelie</th>
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<tbody>
<tr>
<td>Kann</td>
<td>Cantin</td>
</tr>
</tbody>
</table>
Click [Print] when you’re all finished, select the printer to print to, and click [Print] again. *I would suggest running a test print as well in case it doesn’t line up for some reason.*

Please call our **live support** if you have any trouble with this, or anything else for that matter.
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Related Resources

Articles on the Event Features: Event KB Folder
Article: How to Print or Re-Print Event Tickets and Event Order Receipts from your Database
3rd Party Resource - Material: Avery Name Badge Inserts, 3” x 4”, Box of 300
3rd Party Resource – Material & Template: Avery Name Badge Insert, 6 per sheet, 5392
3rd Party Resource – Avery Template List: Name Badge Templates
Article: Printing Envelopes
Article: How to Print Mail-Merge Address Labels
Article: Managing Households – Creating, Deleting and Re-Creating
Videos on the Event Features: Videos on Events
3rd Party Video: Creating Name Badges with the Avery Wizard Demo Video
3rd Party Video: Avery – Name Badges
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Trail Blazer Live Support

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* As a policy we require that you have taken our intro training class before calling or emailing our live support team.

Click here to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.

* After registering you’ll receive a confirmation email with the instructions for how to log into the GoToMeeting session where we host our live interactive trainings.

* This service is included in your contract.