After you Click on Add to Cart, this is what your window will look like

			Click here to View your Catalog
MY BASKET			
SHOPPING CART	STEP 1 STEP 2	STEP 3	Enter Keyword
	Items in Cart	Quantity Price Li	ne Total
Style DOVAL 1.5"x2.4" Printed	Style DOVAL Style D Oval 1.5"x2.4" - Old Logo Logo and First Name- Colors - White Optional Badge Holders:	\$2.95	Remove East
Hariat Barriat	Magnetic Holder	2	Remove
Harriet Shift Manager			Edit
		Continue Shopping	Add Similar
			Add/Edit Remonalization

NOTE: This option is not available for **"Logo Only" Badges** ** For this Example we will be using the Upload Spreadsheet Option **

1

A Personalization Window will pop up.

/Edit Personalization	⊠Ctose
	Click on close button to go back to Shopping Cart.
rsonalization Details	
Manually enter personalization details in the o	options provided below
Step 1 : Enter Personalizations details within the options below	20 C
Step 2 : Click on Submit	
Step 3 : Click on close button(Top Right)	
nat	
C. Junit	
Download Template & Upload Persona	alizations details
(OR)	
Step 1 : Download the template	Download Template & Upload Personalizations details
Step 2 : Add Personalizations deta	(OR)
Step 3 : Upload the Personalizatio • Step 1 : Download the template	
Step 4 : Click on Submit • Step 2 : Add Personalizations details in the dowloaded templa	ate Download Template
Step 5 : Click on close button (To: • Step 3 : Upload the Personalizations details	Browse Submit
Step 4 : Click on Submit	Note: Upload XIs or Csv files only
Stan 5 - Click on place button(Ton Diske)	
Step 1 : Copy Personalizations de	
Step 2 : Paste text within the textbox	
Step 3 : Click on Submit	

The Second Option Available is to Upload your Personalization. NOTE: Be Careful of Spelling since this is how it will be printed

Add Edit Personalization	Close	$\bigcirc \qquad \bigcirc \qquad$
Click	on close button to go back to Shopping Cart.	Once you Click on
Personalization Decais Nanually enter personalization details in the options provided being	24	Download Template
Step 1: Enter Personalizations details within the options below Step 2: Clinic on Subwit		
Step 3 : Click on olase button(Top Right)		this window will appear.
	_	Choose Open with Excel,
Submit Download Template & Upload Personalizations details (OR)		Click OK
Step 1: Add Person Download Template Browse Step 4: Cloken Su Note: Upload XIs or Csv files only	Submit	
Copy paste Personalizations details in the below Textbox (CR) Step 1 : Copy Personalizations details with space separator Step 2 : Paste text within the textbox Step 3 : Click on Submit Step 4 : Click on clase button(Top Right)	Submit	Opening Template.csv X You have chosen to open Template.csv Which is a: Microsoft Office Excel Comma Separated Values File from: http://www.badgeteam.com What should Firefox do with this file? © Open with Microsoft Office Excel (default)
This is the Blank Template	Microsoft Excel - TempPileEditViewInsertFPilePileEditViewInsertFPilePilePilePilePilePileABILine1Line2ABILine2Pile3ABI45678991011111213	C Save File Do this gutomatically for files like this from now on.

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NOTE: Do Not Delete the Information in the File - It is needed to Print your Badges!

Once you have opened the Excel file, type your Personalization Information for each line ordered: 1 Row per Badge



When finished, Go to File > Save As. Save as "Template.xls" on your Desktop. Close Excel.

Add Edit Personalization	13	Close
	Click on close button to go back to Shopping C	art.
Personalization Details		
Manual	ryer for personanzation certains in the options provided below	
+ 3tep 1 : Enter Personalizations details within the options brisw		
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Step 3 : Citok on clase turban (Top Right)		
Litel		
Submit		
	Download Templete & Upload Personalizations Belaits (CM)	
+ Step 1 : Download the template		
 Step 1 : Add Personalizations details in 	Download Template	_
 Step 3 : Upload the Personalizations de 	Download remplace	
 Step 4 : Click on Submit 	Browse	Submit
 Step 5 : Click en obse Sutton (Top Right 	Note: Upload XIs or Cay files only	
	noteropioad his or esty mes only	
. Step 1 - Copy RenardStations details with space separates	exemple: line 1: Une1 (sal) Une 2 (sal) Une 0	
· Step 2 : Page text within the textbox		-
+ Step 3 : Olick on Submit		
 Step 4 : Click on close button (Top Right) 	S.omt	



Back at the **Website**, Click on the **"Browse..."** Button

Select the **"Template.xls"** file on your Desktop & Click **Open**

Click Submit.



Your Personalization will appear in the boxes above.

Add/Edit Personalization	⊠Cte	ise
Personalization Details	Click on close button to go back to Shopping Cart	
Manual	yenter personalization details in the options provided below	
Step 1 : Enter Personalizations details within the options below		
 Step 2 : Click on Submit 		
 Step 3 : Click on close button(Top Right) 		
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Glen Michelle		2 Years Service
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Step 1 : Download the templ		
Step 2 : Add Personalization: Step 3 : Upload the Personalizations details	C:\Documents and Settings\Art 2\Desktop Browse Submit	
Step 4 : Click on Submit	Note: Upload XIs or Csv files only	
Step 5 : Click on close button(Top Right)		
C	opy paste Personalizations details in the below Textbox (OR)	
 Step 1 : Copy Personalizations details with space separator Step 2 : Paste text within the textbox 	example: line 1: Line1 {tab} Line 2 {tab} Line 3	
Step 3 : Click on Submit Step 4 : Click on close button(Top Right)	Submit	

Check your **Personalization** for any **Errors**, then Click the **Submit** Button directly below your names to save the list.

dd/Edit Personalization		⊠Ctose
Personalization Details	Click	- ECto
Manually enter	personalization details in the options provided belo	Click on close button to an back to Shanning Cart
Step 1 : Enter Personalizations details within the options below		click on close button to go back to shopping cart.
Step 2 : Click on Submit		
Step 3 : Click on close button(Top Right)		
Inel	Line2	
Michelle	2 Years Service	
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This window will appear letting you know that your **Personalization was Saved**. Click **OK**, then **Close** the **Personalization Window** to return to your cart. If you need any additional help please do not hesitate to contact us.

Phone: 985-649-5145 Fax: 985-649-3533 E-mail: sales@badgeteam.com

Business Hours: Mon. - Fri. 8 am - 5 pm Central Time