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

HERE YOU GET ALL THAT	COOL STUFF WITH YOUR LOGO ON ITI for details & restrict	tab	Welcome Michelle Example, Local Click here to View your Catalog
MY BASKET			
IOPPING CART	STEP 1 STEP 2 STEP 3	Quantity Price L	ine Total
Style DOYAL 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: Magnetic Holder	\$ 2.95 \$ 1.50 2	Remove Edit
	Contin	ue Shopping	Pr Add Similar

NOTE: This option is not available for **"Logo Only" Badges** ** For this Example we will be using the Copy & Paste from file Option **

1

A Personalization Window will pop up.

AddEdit Personalization		Close
Personalization Details	Click on close b	utton to go back to Shopping Cart.
	Manually enter 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)		
Line1	AddEdit Personalization	Richore R
		~ 11 -
		Scroll Down
Submit	Submit Download 1	emplate & lipload Personalizations details
		(OR)
Step 1 : Download the template	Step 1 : Download the template	
 Step 2 : Add Personalizations details in the d 	Step 2 : Add Personalizations details in the dowloaded template	Download Template
 Step 3 : Upload the Personalizations details 	 Step 3 : Upload the Personalizations details 	Browse Submit
Step 4 : Click on Submit	Step 4 : Click on Submit	Note: Upload XIs or Csv files only
	Step 5 : Click on close button(Top Right)	
	Copy paste P	ersonalizations details in the below Textbox (OR)
	Oten 1 - Copy Derconsitiations details with snace senarator	example: line 1: Line1 (tab) Line 2 (tab) Line 3
	Cran 2 - Darke fact within the factbox	
	Step 2 : Paste text within the textbox	
	step a cuck on submit	
	 Step 4 : CBCK on close button(Top Right) 	Submit
		-
	NATURE OUTC	

The Third Option Available is to Copy & Paste your Personalization from either Notepad or Excel. Example: 1 Line as Title NOTE: Be Careful of Spelling since this is how it will be printed

First we will demonstrate Copying from Notepad.

too Loit Personalization		Close	
Personalization Details	Click on close but	tton to go back to Shopping Cart.	
Manually en	iter personalization details in the options provided below		
 Step 1 : Enter Personalizations details within the options I 	below		
 Step 2 : Click on Submit 			
 Step 3 : Click on close button(Top Right) 			
Line1			Open Notepad for this Example
		Copy paste Personalizations details in the below Te	atbox
Submit		(OR)	and the second

Type your Personalization Information into Notepad. For Multiple Lines on your Badges, hit "└── Tab" between Lines. For Multiple Badges, hit "└── Enter" between Badges. This is your Notepad Window type your Personalization here & Save. Select All (Ctrl + A) Copy (Ctrl + C).

Add Edit Personalization

Step 1 : Download the template Step 2 : Add Personalizations details in the dowloaded templa

Step 3 : Upload the Personalizations details

Step 1 : Copy Personalizations details with

Step 2 : Paste text within the textbox

Step 4 : Click on close button/Top Right

Step 4 : Click on Submit Step 5 : Click on close button(Top Right)

Step 3 : Click on Submit

Click on close button to go back to Sho

Submit

Download Template

example: line 1: Line1 {tab} Line 2 {tab} Line 3

Sandwich Artist

Sandwich Artist

Assistant Manager

Assistant Manager Assistant Manager Assistant Manager

Assistant Manager

lote:Upload XIs or Csv files onl



Back at the Website, Click in the Bottom Window & Paste (Ctrl + V) the Text into the Box. Click Submit.

Your Personalization will appear in the boxes at the top.

Check the information inside the boxes for accuracy, then Click the **Submit** Button directly below your text to save the list.

This window will appear letting you know that your Personalization was Saved. Click OK, then Close the Personalization Window to return to your cart.



The next steps show how to copy from Excel instead of Notepad.

Now we will demonstrate Copying from Excel.

Add/Edit Personalization manuany em	er personainzation details in the options provided below	Close	
Step 1 : Enter Personalizations details within the options be Step 2 : Click on Submit Step 3 : Click on close button(Top Right) Line1 Submit Submit Down Step 1 : Download the template Step 2 : Add Personalizations details in the dowloaded templ Step 3 : Upload the Personalizations details Step 4 : Click on Submit Step 5 : Click on close button(Top Right)	Agw Line2 Li	seSubmit	Open Excel for this Example.
 Step 1 : Copy Personalizations details with space separate Step 2 : Paste text within the textbox Step 3 : Click on Submit Step 4 : Click on close button(Top Right) 	Copy Step 1 : Copy Personalizations details with space separator Step 2 : Paste text within the textbox Step 3 : Click on Submit Step 4 : Click on close button(Top Right)	y paste Personalizations details in the below Textbox (OR) example: line 1: Line1 (tab) Line 2 (tab) Line 3	Submit

 Type your Personalization Information into Excel.

 For Multiple Lines on your Badges, hit "↓ Tab" between Lines.

 For Multiple Badges, hit "↓ Enter" between Badges.

This is your Excel Window - Type your Personalization here using 1 Row per Badge & 1 Column per Line as

	/licrosoft Excel - NAME L	IST.xls						l Sho	own	Left
	Eile Edit ⊻iew Insert F	ormat <u>T</u> ools <u>D</u> ata <u>W</u> in	dov	w <u>H</u> elp Ado <u>b</u> e PDF		-	8×			
	🖻 🖬 🔒 🎒 🖏 🖤	🐰 🗈 🛍 ダ 🗠 - 0	ж.	- 🍓 Σ f= 🛃 🖁	t I	🛍 🚯 🛛	» *			
	🐔 🖏 🛛 Arial	• 10 • B I U			B	- 🕭 - 🗛	• *			
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	A	В		C	_	D	E			
1	Line 1	Line 2		Line 3		-				
2	MICHELLE EXAMPLE	ASSISTANT MANAGER	R	Microsoft Excel - NAME L	ST.x	ls				-IUX
3	GLENN EXAMPLES	MANAGER		File Edit View Insert F	orma	t Tools Data Win	dow Hel	b Adobe PDF		- 18 ×
4	NATHAN SMITH	GENERAL MANAGER	1 C		Y C	B B 0 10-0		5 £ 4 7	4 2 2	>>>
5	JANE	3 YEARS SERVICE			00 -					*
6	JOHN	5 YEARS SERVICE	סון	Anal		10 • B X Ū			_ • <mark>° • 4</mark>	<u> </u>
7			⊢	<u> </u>		P		C	0	E
8			1	Line 1	Line	2	Line 3	3	0	
0			2	MICHELLE EXAMPLE	ASS	ISTANT MANAGER	5			
3			3	GLENN EXAMPLES	MAN	IAGER				
10			4	NATHAN SMITH	GEN 3 VE	ARS SERVICE				
11			6	JOHN	5 YE	ARS SERVICE				
12			7		-					_
14 4	Sheet1 / Sheet2 / Sheet	3 /	8							
Rea	adv		10	1			-		-	
		19	11		1				-	
			12	2						
			HI I	Sheet1 Sheet2 Sheet2			E I			
			Re	ady				CAPS NUN	4	

Once you have completed your list & Saved the file, Select All the Personalization then Copy (Ctrl + C)

Back at the Website, Click in the Bottom Window & Paste (*Ctrl* + *V*) the Text into the Box. Click Submit

Step 1 : Enter Personalizations details within the	e options below	
- Step 1 - Short Personal actions of calls michine the		
step Z : Cuck on Submit		
Step 3 : Click on close button(Top Right)		
Line1	Line2	
Submit	Pounload Template & Ilpload Perconstitutione detaile	
	(OR)	
Step 1 : Download the template		
-		
	asta Darronalivations datalis in the balow Taythov	
Converter	AND CALORIDAL CONTRACTOR AND ALCONOMIC TANKANA	
Сорура	(OR)	
Copy pa	(OR) example: line 1: Line 1 (tab) Line 2 (tab) Line 3	
Copy pa	(OR) example: line 1: Line1 (tab) Line 2 (tab) Line 3	
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Copy pa Topy Personalizations details with space separator faste text within the textbox fick on Submit	(OR) example: line 1: Line 2 (tab) Line 3 example: line 1: Line 1 {tab} Line 2 {tab} Line 3	-
Copy pa Copy Personalizations details with space separator laste text within the textbox likek on Submit likek on close button(Top Right)	(OR) example: line 1: Line 1 (tab) Line 2 (tab) Line 3 example: line 1: Line 1 (tab) Line 2 (tab) Line 3 MICHELLE EXAMPLE ASSISTANT MANAGER	3
Copy Personalizations details with space separator laste text within the textbox Nok on Submit Nok on close button(Top Right)	(OR) example: line 1: Line 2 (tab) Line 2 example: line 1: Line 1 (tab) Line 2 (tab) Line 3 MICHELLE EXAMPLE ASSISTANT MANAGER GLENN EXAMPLES MANAGER NATHAN SMITH CENERAL MANAGER	-
Copy Personalizations details with space separator laste text within the textbox likk on Submit likk on close button(Top Right)	(OR) example: line 1: Line 1 {tab} Line 2 {tab} Line 3 MICHELLE EXAMPLE ASSISTANT MANAGER GLENN EXAMPLES MANAGER NATHAN SMITH GENERAL MANAGER JANE 3 YEARS SERVICE	3
Copy Personalizations details with space separator Paste text within the textbox Dick on Submit Dick on close button(Top Right)	(OR) example: line 1: Line 1 {tab} Line 2 {tab} Line 3 example: line 1: Line 1 {tab} Line 2 {tab} Line 3 MICHELLE EXAMPLE ASSISTANT MANAGER GLENN EXAMPLES MANAGER NATHAN SMITH GENERAL MANAGER JANE 3 YEARS SERVICE JOHN 5 YEARS SERVICE	-

Your Personalization will appear in the boxes at the top.

Check the information inside the boxes for accuracy, then Click the **Submit** Button directly below your text to save the list.

Line1

JANE

JOHN

Submit

MICHELLE EXAMPLE

GLENN EXAMPLES

NATHAN SMITH

Personalization Details					
	Manually enter personalization details in the options provided below				
Step 1 : Enter Personalizations	Step 1 : Enter Personalizations details within the options below				
Step 2 : Click on Submit					
Step 3 : Click on close button(Top Right)				
Line1	Line2				
MICHELLE EXAMPLE	ASSISTANT MANAGER				
GLENN EXAMPLES	MANAGER				
NATHAN SMITH	GENERAL MANAGER				
JANE	3 YEARS SERVICE				
portion	5 TEARS SERVICE				
Submic	Download Template & Upload Personalizations details				
	(OR)				
- Free L. Barreland Market Street					
. Front & Barrisland Machinese					
	Line2				
. A	Line2				
	Line2 Submit				
	Line2				
	Line2 ASSISTANT MANAGER MANAGER GENERAL MANAGER				
	Line2 ASSISTANT MANAGER MANAGER GENERAL MANAGER				
	Line2 ASSISTANT MANAGER MANAGER GENERAL MANAGER 3 YEARS SERVICE				
	Line2 ASSISTANT MANAGER MANAGER GENERAL MANAGER 3 YEARS SERVICE				

manually enter personalization de		
	tails in the options provided below	
Step 1 : Enter Personalizations details within the options below		⊠Close
Step 2 : Click on Submit		
 Step 3 : Click on close button(Top Right) 	Click on close button to go back	to Shopping Cart.
Line1	Line2	
	Message from webpage	X
Submit		
Download Template & Upio		
Step 1 : Download the template	Peronalization details Updated	Successfully.
 Step 2 : Add Personalizations details in the dowloaded template 		
Step 3 : Upload the Personalizations details		
Step 4 : Click on Submit	<u> </u>	
 Step 5 : Click on close button(Top Right) 		
Copy paste Personalizations ((details in the below Textbox IR)	
Step 1 : Copy Personalizations details with space separator example: line 1:	Line1 (tab) Line 2 (tab) Line 3	
Step 2 : Paste text within the textbox	2	
• Step 3 - Click on Submit		
Propio a curve on public		
step 4 : Luck on close button(Top Right)	Submit	

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