


Author: Joel Kristenson

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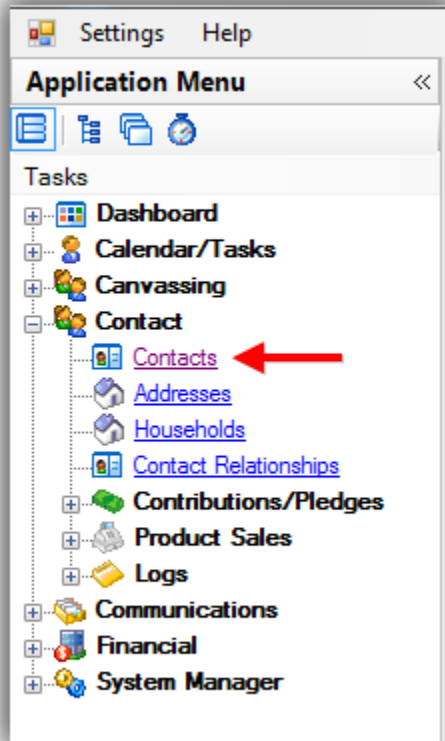
Overview

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](#).

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.*

How to Print Name Badges for Event Registrants – Using Avery 5392 Name Badge Paper

Select the event to print name badges for, select only those who have a 'Response' of 'Yes'.

The screenshot shows the TrailBlazer software interface. At the top, there is a menu bar with options like Search, Reset, New, File, Edit, Include Other, and Contacts. Below this is a sub-menu with Favorites, General, Address, Household, Attribute, Canvass, Contribute, Pledge, Event, Log, Admin, and SQL. The 'Event' sub-menu is highlighted with a red box and a '1'. In the main area, there are three panels: 'Events', 'Response', and 'Financial'. The 'Events' panel has a list of events, with '2016 Celebrity Golf Tournament' selected, indicated by a red box and a '3'. The 'Response' panel has radio buttons for 'Yes', 'Maybe', and 'None', with 'Yes' selected, indicated by a red box and a '4'. The 'Financial' panel has checkboxes for 'Contributed', 'Pledged', and 'Neither'. A red box with a '5' is around the 'Search' button. A red arrow with a '2' points to the 'Event' sub-menu. A red arrow with a '4' points to the 'Yes' radio button. A red arrow with a '3' points to the selected event in the 'Events' list. Below the panels, there is a toolbar with options like Edit, Include, Exclude, Sort, Format, Export, Print, Detail, Summary, and Pivot. A red box with a '5' is around the 'Contacts [108 records found]' label. A red arrow with a '5' points to this label. Below the toolbar is a table of registrants with columns: Incl, ID, Last Name, First Name, Address Type, Address, Address Line 2, City, State, Zip Code, Home Phone, and Bus Phone. The table contains 10 rows of data.

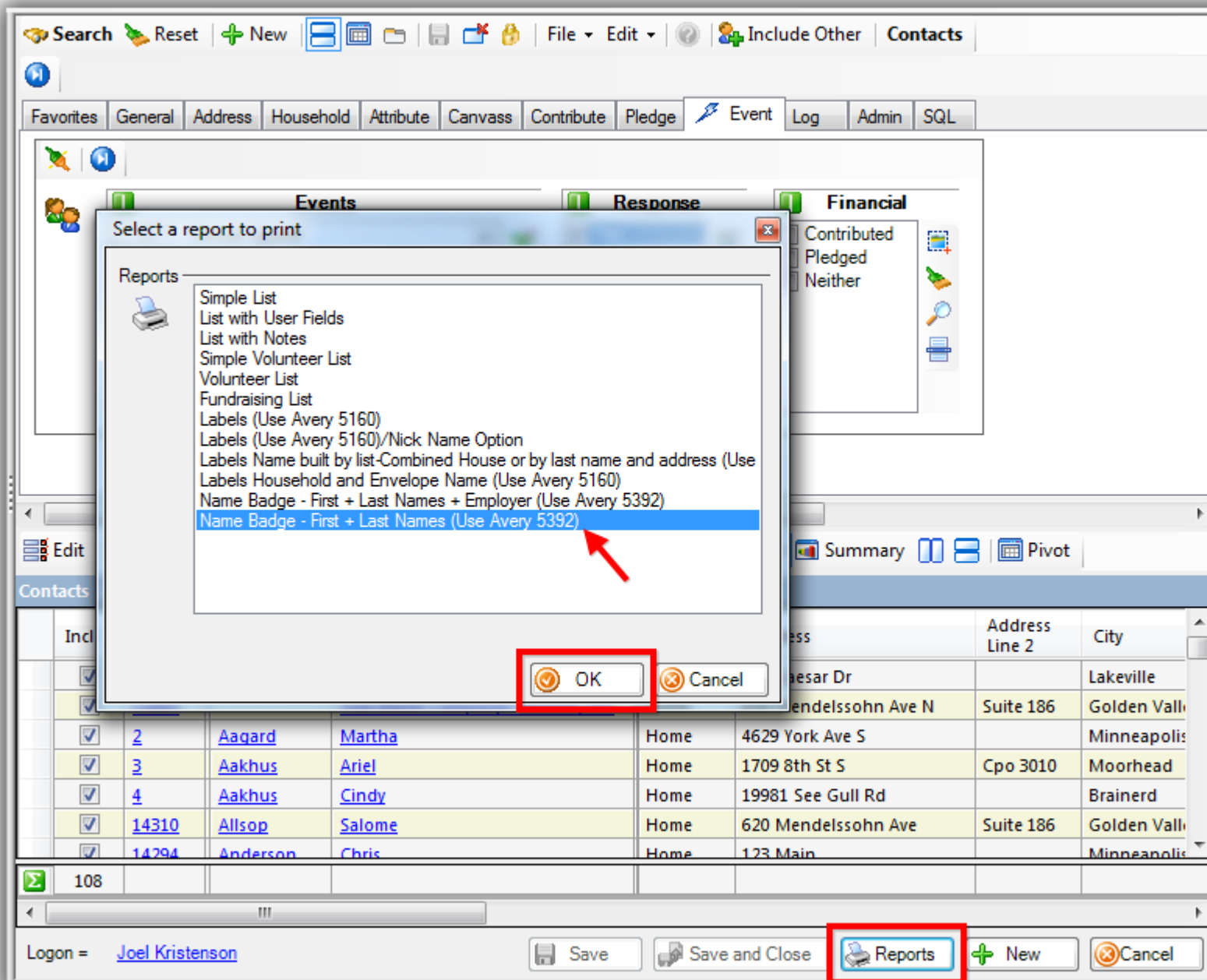
Incl	ID	Last Name	First Name	Address Type	Address	Address Line 2	City	State	Zip Code	Home Phone	Bus Phone
<input checked="" type="checkbox"/>	10109		Calouste Gulbenkian Foundation	Work	316 Caesar Dr		Lakeville	MN	55044		
<input checked="" type="checkbox"/>	12842		Trail Blazer Campaign Services, LLC	Work	620 Mendelssohn Ave N	Suite 186	Golden Valley	MN	55427-4350	(123) 456-7890	(866) 909-8700
<input checked="" type="checkbox"/>	2	Aagard	Martha	Home	4629 York Ave S		Minneapolis	MN	55410	(612) 920-9217	
<input checked="" type="checkbox"/>	3	Aakhus	Ariel	Home	1709 8th St S	Cpo 3010	Moorhead	MN	56560	(218) 825-9215	
<input checked="" type="checkbox"/>	4	Aakhus	Cindy	Home	19981 See Gull Rd		Brainerd	MN	56401	(218) 828-9215	
<input checked="" type="checkbox"/>	14310	Allsop	Salome	Home	620 Mendelssohn Ave	Suite 186	Golden Valley	MN	55427		
<input checked="" type="checkbox"/>	14294	Anderson	Chris	Home	123 Main		Minneapolis	MN	55427		
<input checked="" type="checkbox"/>	166	Anderson	Kamay	Home	21507 Height of Land Dr E		Detroit Lakes	MN	56501	(218) 847-7931	
<input checked="" type="checkbox"/>	14388	Avila	Christian	Home	123 Main St		Florence	AZ	55427		
<input checked="" type="checkbox"/>	270	Bailey	Robert	Home	16241 Urbank St NE		Ham Lake	CT	06500	(763) 434-8025	
<input checked="" type="checkbox"/>	14151	Beal	Nicole	Home	123 Main St		Minneapolis	MN	55427		

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).*

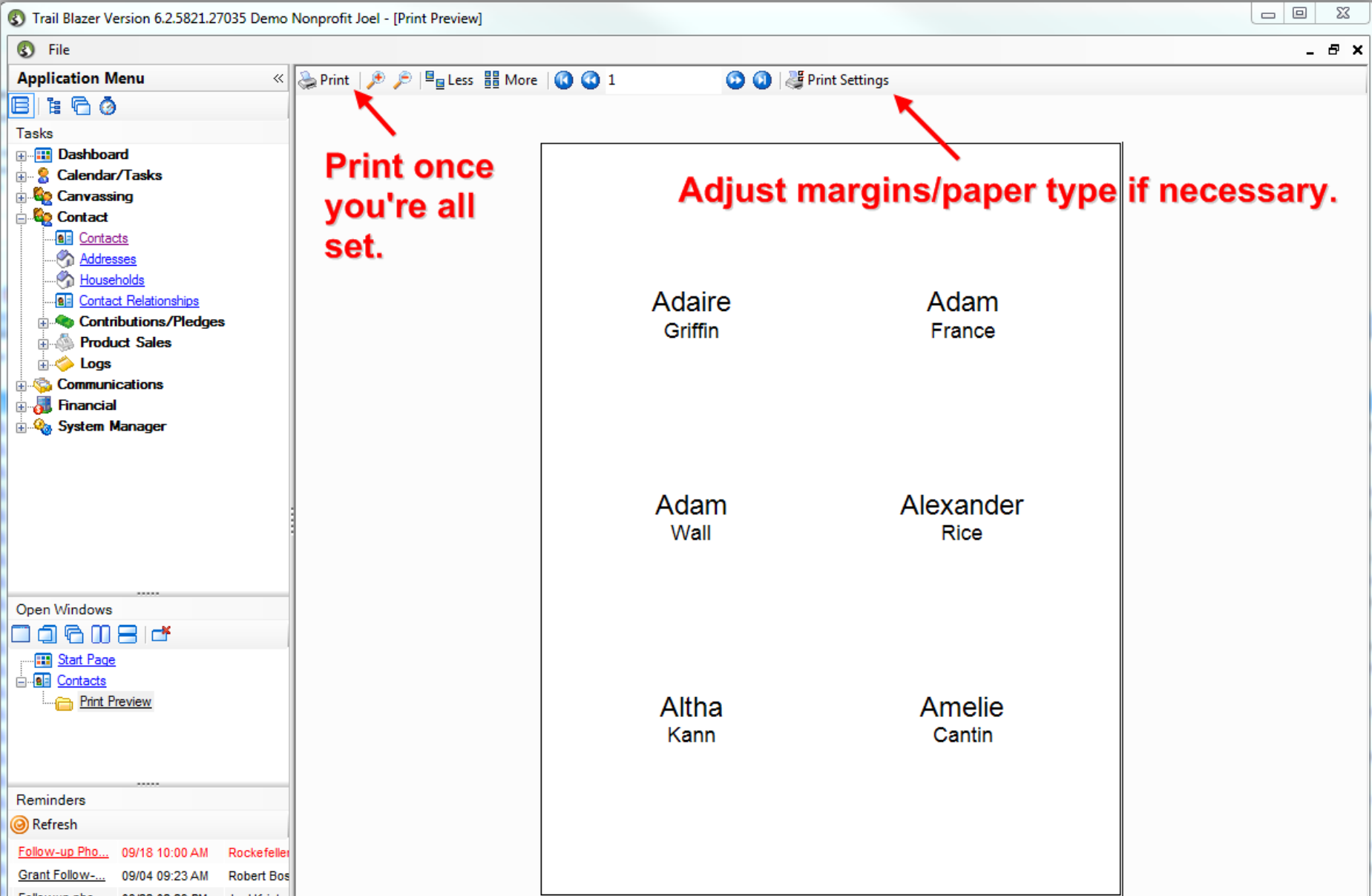


The screenshot displays the TrailBlazer software interface. A dialog box titled "Select a report to print" is open, showing a list of reports. The report "Name Badge - First + Last Names (Use Avery 5392)" is selected and highlighted in blue. A red arrow points to this selection. The "OK" button is also highlighted with a red box. In the background, a table of contact information is visible, with columns for "Address Line 2" and "City".

Address Line 2	City
	Lakeville
	Golden Vall
	Minneapolis
	Moorhead
	Brainerd
Suite 186	Golden Vall
	Minneapolis

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.



The screenshot shows the TrailBlazer software interface in print preview mode. The window title is "Trail Blazer Version 6.2.5821.27035 Demo Nonprofit Joel - [Print Preview]". The interface includes a menu bar with "File", "Print", "Less", "More", and "Print Settings". A sidebar on the left contains an "Application Menu" with various tasks and "Open Windows" showing "Print Preview" is active. The main area displays a preview of six name badges arranged in a 3x2 grid. Red arrows point to the "Print" button and the "Print Settings" button. Red text annotations provide instructions: "Print once you're all set." and "Adjust margins/paper type if necessary.".

Adaire Griffin	Adam France
Adam Wall	Alexander Rice
Altha Kann	Amelie Cantin

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.



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

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](#)

Trail Blazer Live Support

☎ **Phone:** 1-866-909-8700

✉ **Email:** support@trailblz.com

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