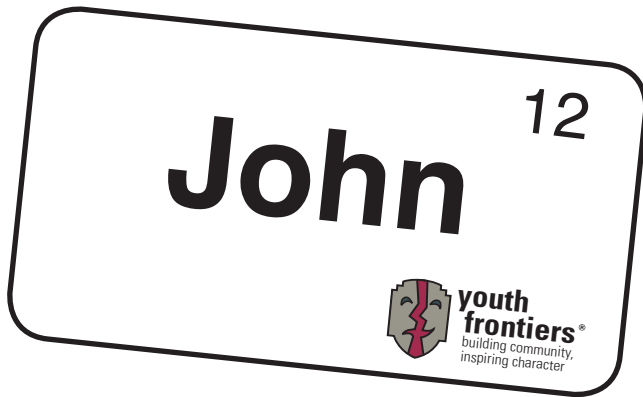


How to Make Your Youth Frontiers Retreat Nametags

Students need to be wearing their nametags before the retreat begins. Please distribute nametags to the students prior to your arrival at the retreat location. When students are wearing nametags as they walk in the door, the Youth Frontiers staff and small-group leaders can immediately begin connecting with your students by name.

Assign a number to each small group (one to 15, for example), and make a nametag for each student using their first name and group number. **Do not use letters, symbols or images to separate the groups. Be sure font on nametags is at least 48-point type so our staff can read them from far away.** (See below.)



The easiest way to make your nametags is using **Microsoft Word's Mail Merge** feature. Here is how you can create your own nametags on a PC using Microsoft Office's 2010 software:

1. **Create a Microsoft Excel spreadsheet** that includes the following information in two columns: your students' **first name** and **group number**.
2. Open a new Microsoft Word document. **Select the "Mailings" tab.** From here, click "Start Mail Merge," and then select "Labels." A dialog box called "Label Options" will appear. Choose your nametag type. We suggest **Avery Template 5395 Name Badges**.
3. From the Mailings tab, click **"Select Recipients"** and choose "Use Existing List." Select the Microsoft Excel spreadsheet that you created in step one. Your labels will then be filled with the phrase "<<Next Record>>."

4. If you want **to include a logo on your nametags, follow these next steps.** From the "Insert" tab, click on "Picture." Select the image file you want to use. The image should appear on the first label on the left. Resize and justify picture as necessary. (We recommend using the Youth Frontiers logo, which you can find on our website.)

5. Click on the Mailings tab and select **"Insert Merge Field"** and click on "Group Number." Enter once. Go back to "Insert Merge Field" and click on "First Name." We suggest you format these fields now. Font size for the students' names should be at least 48-point and Helvetica font is preferred. Justify and align type as necessary.

6. From the Mailings tab, select **"Update Labels."** Congratulations! Your labels should be merged. If you'd like to make any more changes, edit the first label on the left and select "Update Labels" in the Mailings tab again.

7. Click on the Mailings tab again and choose **"Finish & Merge"** and then "Edit Individual Documents." Preview labels and double-check for mistakes.

8. Your nametags are complete. Go ahead and print!

If you have an older version of Microsoft Office, or if you use an Apple computer, these directions might not work for you. Please use the proper Microsoft help features to assist you with your mail merge.

Thank you for taking the time to create effective nametags. We appreciate it!