1. From the event, go to the Registrations tab.

2. Click on the number of completed registrations.
3. From the window that pops up (the report results window), click on Print Badges and Label to open the Name Badge Wizard.

4. Configure the badges according to the needs of the event (fields, avery label type, etc.) and continue clicking the Next button until you are done with any of the configuration changes.

5. At the final configuration page, confirm that the Avery label type is displayed, and then click on the Finish button.
6. Microsoft Word will be launched with the labels displayed in the appropriate Avery Label format.

Revision History:
Modified: 2/21/2013 – MS