



## ***badges and participants list | how to create conference materials***

### **Participants List**

- Access the organization's AMS, Impexium
- Click on EVENTS and then REPORTS
- Locate the report named **Conference Participant List\***
- Click the chart icon to RUN the report
- Choose your event name from the "Select Event" dropdown
- Choose your Sort Order preference (by name or by company)
- Save report as a Word document
- Retrieve your saved document and format as needed (branding header, etc.)

### **BADGES**

- In Events, run Impexium **Query (Conference Badge Report)**
- Choose Event; Run Report
- Change column headers to match template header/fields
  - Example: Preferred Name **vs** Informal Name
    - **If a name is missing from the Preferred Name column, use the First Name**
  - Make other edits/changes for data to merge correctly
- Save report as .CSV
- Open: Badge – merge template\_NEW.docx document
- In the Mailings tab, go to Select Recipients; Use Existing List; choose saved file from event Registration folder
- Pop Up box will appear; hit OK
- Add event header to each cell (insert header before <Next Record>)
- Go to Finish & Merge; Edit Individual Documents; Merge ALL Records
- Save as Badges\_eventname

#### **To create extra badge stock**

- Delete 2 – end pages; should only have page 1
- Delete all names leaving just headers
- Save As; then Save As PDF
- Send PDF version to IST to print extra pages of badge stock