

Name Badger

Instructions, Getting Started, Tips on Usage, FAQs

If you have questions or suggestions for this document, email neil@sundaysoftware.com. This document consolidates two former Name Badger docs: Support and FAQ.

Name Badger is really easy to install and use.

Here's the short version on installation and use:

- (1) Install Name Badger to your computer.
- (2) Go into your Windows control panel and setup your label printer to print 2-3/7" labels (nametags) in *landscape* mode.
- (3) Set your label printer as the default printer.
- (4) Start adding names to Name Badger!

Sunday Software



New Tools
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Quick Tips:

- (1) In Step 1, where the User or Admin types in a New User... Only First, Middle, Last Name is required to create a record. Additional info is optional.
 - (2) When the User or Admin selects a nametag to print, **attendance is only registered AFTER you click the flashing nametag and then ALSO click "Print" or "Cancel" on the Printer panel**. If you get to Step 3 with the flashing nametag and then click "Go Back" on the menu, attendance is NOT registered (this is a failsafe in case people click the wrong name). (Why would you click "Cancel"? Some people merely use NameBadger to register attendance and not for nametags.)
 - (3) There are two customizable 'info' lines you can print on a nametag. One is specific to the person and is entered in their individual file. The second is global to all nametags.
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Name Badger Installation Notes

1. Insert the CD in your computer's drive and either wait for "autoplay" to pop up and run the setup.exe file, or manually access the CD's files and start the installation that way. Afterwards, put the CD in a safe place.
 2. **Start Name Badger** using the desktop icon, or by double-clicking the file <c:\namebadger\namebadger.exe>
 3. Begin by **adding your name** to the list, then click Step 1, follow the process, and **PRINT** yourself a nametag. See the Printer Installation Notes below for help.
 4. The default Admin password is: 12345. See notes on this page for resetting it.
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www.sundaysoftware.com/support for more helps

Tips on Using Name Badger

Name Badger has been tested in numerous churches, locations and groups. But every situation is a little different. Do some experimenting to discover works best for you.

1. In some situations, you can leave Name Badger unattended for walk-up users. But through our testing, we learned that it's always a good idea to have someone assigned to help new users, and administrate some functions. But....make sure you let people print their own nametags! ...that's part of the attraction to getting a nametag in the first place.

2. Depending on your church's floorplan, you may want a nametag station at more than one location. If so, you'll need to purchase additional copies of the program and equipment. Some churches have put 2 laptops in one location to speed up the printing process. It's possible to hook up two laptops to one label printer. Printing speed mostly a function of the speed of your computer.

3. Always have an extra roll of nametag labels on hand. Teach your volunteers how to change the roll.

4. Make sure you know the difference between the two custom "footer texts" you can print on the nametags. See our notes below.

5. Remember to discuss "the importance of nametags" with your leaders and encourage them to set a good example.

6. If you're using Name Badger as a preschool sign-in program, print two labels per child, - giving one to the parent as a "receipt."

7. You can use Name Badger to Register participants at a special event and give them a nametag. 8. Yes, you can use Name Badger merely to take attendance without printing a nametag. To do so, simply click the person's name on the Name Badger screen. Select "print", then when you see the print panel screen -select "cancel". Their attendance is now registered ...even though you cancelled the print.

9. No, you don't have to print a person's nametag. After they select their name on the screen the program registers their attendance and you can cancel the print job. If they print their nametag twice on the same day or make a mistake, Name Badger only registers their attendance once for that day.

10. If you have two copies of NameBadger installed on two different computers, consider NAMING each computer (such as "Samson") so the kids know which computer has their nametag entered. This will keep their attendance record at the one computer too. [For more info about working with attendance and name data, go to our FAQ page.](#)

11. If you want to create a second installed copy of NameBadger on your one computer for a special program like VBS registration, you have permission to do this, HOWEVER, please [read](#) our important tech note below about managing the datalist.txt file.



See our interactive Bible story software at www.sundaysoftware.com

PRINTING

About your thermal label printer

You will need to buy a thermal label printer to use with Name Badger. Rather than ink, these label printers apply heat to treated rolls of label. There are a number of thermal label printers on the market which can be used with Name Badger. We have been using the **Brother QL 570**. You can find it and similar printers priced anywhere from \$40 to \$90 depending on the website or store you visit. They are small and light, and can be used for many sizes of labels and uses -in addition to using with Name Badger. Make sure you get a printer that can print 2.4" wide labels.

Here are a few recommended makes & models:

Brother QL 570, Dymo Labelwriter 450, Seiko 440/450, Smart Label Printer 440. Any thermal label printer which can print up to **2.4" wide labels** is good. Some offer manual cutting of the label, others automatic, and that's often the difference in the price. Check Amazon.com, Tigerdirect.com and OfficeMax.com for deals.

Name Badger has been designed to print nametags **2-3/7" WIDE** (2.4") and 4" LONG (a standard nametag length). Make sure the Label Printer you are using can handle up to 2.4" width labels. Most newer ones can. You might be able to set the length *a little shorter than 4 inches but this will cause the nametag font to shrink*.

You can use NameBadger with slightly smaller label, but the font size will also be slightly reduced as NB tries to fit on the smaller tag.

Important Tip: You will want to set your Label printer as the default printer, so that users don't have to do it each time they try to print a label. If you do not set your label printer as the Default Printer in the Windows Control Panel, then each time a user attempts to print a nametag, the print panel that pops up when you select PRINT --may have a different printer selected!

You may also need to adjust the printer's **DEFAULT preferences in the Windows Control Panel** to match your label dimensions ([see notes below](#)). Each printer brand's control panel is a bit different. **IMPORTANT:** Be sure to set their preferences through the Windows Control Panel's printer option so that they are the default for all the labels you will print.

At this time you cannot change the font or layout of the nametags, only the size of the label. You cannot also avoid the Windows printer dialog box from popping up. This is to keep kids from hitting their nametags over and over.

Most printers come with one roll of labels (about 300 to a roll).

There are two different kinds of label rolls: "continuous" and "die-cut." The die-cut labels have pre-cut labels stuck to a long roll/strip. The continuous label roll is one long label, which your printer can cut to any length. Most label printers have built in cutters. Die-cut labels are more expensive. My continuous label roll with automatic cutter works great.

Yes, roll labels are a few cents more a piece than "hello my name is" labels, but your nametags will be legible! ...and your program will take attendance.

Note: this is a functional limit to the number of characters/letters you can put in each line on a nametag. The firstname line is the biggest font. The lastname font is smaller so as to accommodate hyphenated names or long names.

**If you have too many characters in either line (or any input field), the line will wordwrap and may cause the label info to continue on printing on a second label.

Important Printer Settings

When you select PRINT, the Printer Dialog Box will appear, and it will have a **"preferences" option**. However, this particular pop-up printer panel in Windows only sets preferences for one print job. Rather, you want to set your Printer's preferences for **EVERY Label you print**. To do that, follow these steps:

1. Open the **Windows Control Panel**
2. Open **Printers**
3. RIGHT CLICK your Label Printer and select **"Properties"**.
4. Select **"landscape"**.
5. Select **2-3/7"** width label size.* Please note: this is 2.4 inches, not 2/3rds of an inch!
6. Select your label length as **4"**. You can set it slightly shorter, but your fonts will shrink.
7. Select **OK**. These settings will now be the default settings every time you use this printer.

Remember: While you're still in the Printers area. RIGHT CLICK your Label Printer and choose **"Select as Default Printer"**.

***Depending on your printer's software**, you may have quite a few printing and label options. Name Badger can accommodate itself to most 'name tag sized' settings. However, if after printing a test label you have text running off the label, or running onto a second label, try selecting another label preset in your printer's options.

If your printing process is a bit slow, go into your Windows Control Panel, select your Printer, and look in the advanced options for your printer. You may be able to select "print direct to printer" rather than "spool print jobs" which will increase the speed of the process. If you're unfamiliar with these options, ask a techie to help. Older computers can have slower print times. Adding RAM will help. If you are using donated laptops, you'll also want to 'clean' them up when you get them.... uninstalling software and disabling unnecessary programs and processes which may be running in the background.

Note: Attendance is still registered if you click Print then click Cancel to cancel the print job.

Tips

TWO ways of getting to the previous screen: You can click on **"Go Back"** to revert to a previous screen. Or, you can click on **"Step 1"** to go back to the Step 1 "alphabet screen." (Clicking the *Step 1* button is not intuitive the first time people use it. Show them). If you click "Go Back" in Step 3 and do not click the flashing nametag, attendance is not registered.

Once you print a nametag, or cancel a printing, Name Badger automatically returns to Step 1.

When selecting a name to print, you can **select multiple labels on that same screen to print** (families like this option). Note: in version 1.0 this feature had an attendance recording error. If you have 1.0, [download](#) the fix.

To Register Attendance but NOT PRINT a nametag, in Step 3 click PRINT then click CANCEL to cancel the print job. This will register the attendance and not print the tag.

Conversely....it will NOT be registered if you do not click Print or Cancel Print on the Printer Window. In other words, you have to click the Flashing Nametag in Step 3 -PLUS- click Print or Cancel. If you click the flashing



nametag, then click "Go Back" on the Name Badger menu, attendance is not registered. This is a failsafe in case people have selected the wrong name to print. There may also be times when you don't want to print a nametag, and just register attendance.

Name Badger will only register ONE attendance per day, this keeps kids from repeatedly 'attending' an event (though they can still print). Thus, if you have two events the same day which a user attends, it will only show up as one attendance for that date. No way around it. If you have multiple NameBadger stations, remind the kids to use "their" station so that their attendance record is on one computer for later viewing.

Give parents a "pick up receipt" for their preschooler by printing the child's nametag and **writing the child's name on the peel-off backing using a permanent marker**, ---then give that peel-backing to the parent as a receipt. You can print a second nametag if you'd like, OR you can WRITE the child's name on the peel off backing and hand THAT to the parent to save money. Accomplishes the same thing.

The Admin Screen

The default password to the ADMIN SCREEN is 12345. You can change it by changing the password text file - which is located in the installed C:\namebadger folder on your harddrive.

The Admin area is where you can

- Edit User Info
- Export/Import data
- Change the two kinds of printable label footers

About the Label Info and Additional Information printable footers...

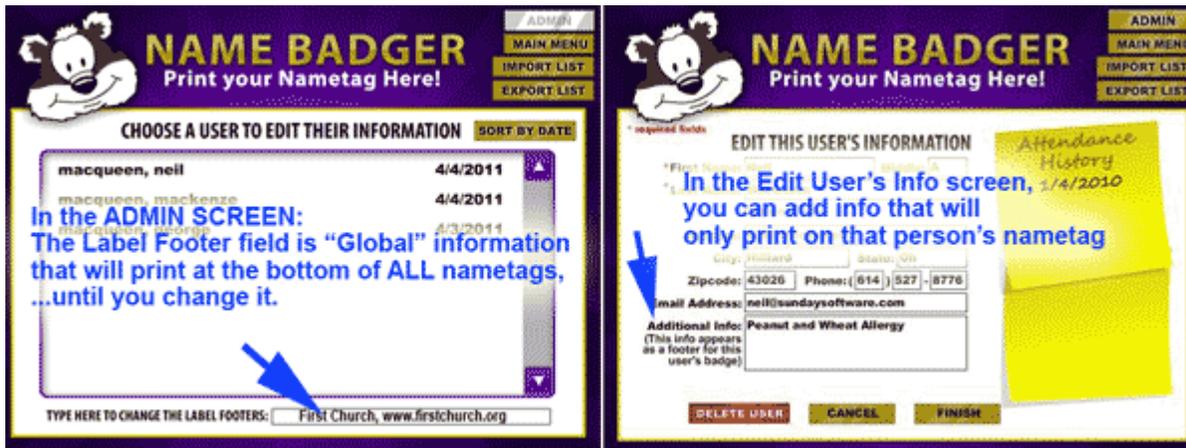
In addition to the person's name, Name Badger gives you two separate fields to fill in that can print text below the person's name: The **Label Info** field, and the **Additional Info** field.

The "**LABEL INFO**" field prints your message on ALL nametags. This field is found at the bottom of the main screen of the ADMIN panel.

Whatever you type in the Label Info field will print on all nametags, ...until you change it.

The "ADDITIONAL INFO" field prints information on the SPECIFIC USER'S nametag. This field is found on each person's User Information screen.

See our interactive Bible story software at www.sundaysoftware.com



Footer Suggestions:

Print a special global message on everyone's nametag, such as, "Canned Food Drive Next Sunday" or the church's website address.

Print special messages on specific user's nametags, such as, "Wheat Allergy", "Awesome Child of God", "5th Grade Class", or "Parent Pick Up Only."

Caution: There is a practical limit to the amount of information you can put in these two footer fields. If you put too much, the program will try to print it all by continuing it on a second nametag! If the footer is printing onto a second label, shorten the amount of text in your footer fields.

Where is your label data stored?

NameBadger's hardwired code saves all data to c:\namebadger\labeldata\datalist.txt. No matter what directory you may have installed NameBadger to, it will also update the datalist.txt file it finds at this one location.

Caution:

Some people like to create a clean copy of NameBadger for special events, such as VBS. You need to know that IF you do this.... IF you install a second copy of NameBadger on the same computer as the first (which you have our permission to do), you need to know that no matter which folder you install the second copy to, when you go to add entries via the second copies screen, NameBadger WILL WRITE THOSE NEW ENTRIES TO THE SAME DATALIST.TXT FILE as the first copy. (NameBadger currently only writes to a specific location on your harddrive and that location cannot be changed. This will be changed in a later version!) The ONLY way around this is to rename your original datalist.txt file to something like "datalist-previous.txt" to keep it from being added-to or overwritten.

Thus, if you have a regular Sunday Morning NameBadger file, and you create a second installation to just handle your VBS registration, you need to BACKUP your original datalist.txt file by moving it to a new folder, ...because your newly installed copy of NameBadger for your VBS data will create/overwrite the original datalist.txt file. So if you want to create a second installed version, you'll need to know how to manually copy or rename your original datalist.txt to preserve it for safekeeping.

About the Export Option

...which exports your list *from* Name Badger to a file you can print/view, and includes attendance dates

You can Export everyone's name and attendance data from within the ADMIN screen by clicking EXPORT, then BROWSE to select a location to copy your attendance report. It will EXPORT your entire list and include the "last 10 dates" that the user printed their tag. Contact information is also included so that you can use the list to make calls or send emails to the users.

You can give your export file a name by typing it in the FIELD and clicking Export. If you don't give it a name, Name Badger will name it "NameBadger[date].csv".



The exported file is in the CSV format. This

is a common database format that can be opened in any spreadsheet program, such as Excel, -or it can be opened in notepad or Word. IF you have imported a LARGE number of names into the database, you may want to view the data in a wordprocessor, rather than print out the entire file as an attendance report, and highlight or takes notes about those who's attendance you want to follow up on.

This text file can be edited in any wordprocessor or spreadsheet program. You may want to edit this saved file before selecting "print" if your list of names is very large. For more advanced comments on syncing and working with Name Badger's export/import datalist.txt file read on!

Note: If a user prints their nametag more than once on the same day it is only registered as one attendance.

**Please see the Tech Note at the end of this document regarding version 1.0. If you select multiple nametags to print all at the same time in v1.0, only the first person's attendance will get recorded. We have a free upgrade to 1.1.

Name	Address	Contact	Note	Most Recent	Previous	Previous
Jane A. McElroy	124 Pine Sarasota FL 34243	(941)-123-1234 mamom@aol.com	Visitor, came with John Ames	11/16/2011	10/04/2011	08/03/2011

I've added the headings in my spreadsheet program. The export function exports all your entries and you can sort/customize from there within your spreadsheet program.

About the Import Option ...which allows you to bring data into Name Badger from another program

The Import option found on the Admin screen will allow you to import a database file into Name Badger from another database program, such as your membership software. **First** you must go into your membership program and "export" the names you want into a simple "CSV" format file. Once you create that file, open it and examine it in Notepad or Excel (see notes below). When you are ready to import that file, select IMPORT on the admin screen and point the dialog box to your saved file.

** Importing will update the file "datalist.txt" found in your installed Name Badger folder on your computer. **It is recommended that you BACK UP that file before making changes to it.**

Again: Name Badger only creates and works with one datalist.txt file. If you are going to import names, they will be put into that file. If you want to create multiple datalist files for various purposes, see our tech note on renaming datalist.

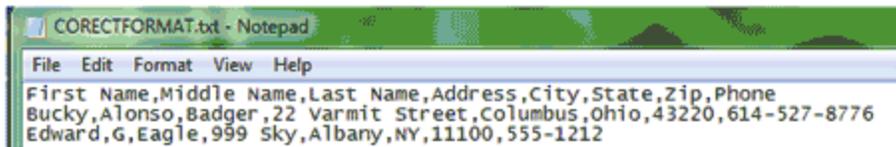
Here are the data "fields" (a.k.a. "comma separated values (csv) that Name Badger wants to import.

Your exported file MUST HAVE these fields in this order -in order for Name Badger to properly display the data on the screen:

First Name, Middle Name, Last Name, Street Address, City, State, Zipcode, Phone Number, Email Address

Having extra fields may cause the Import Process to freeze up and throw a Flash Player error. Read on for details about working with/creating these fields.

Ideally, this is an example of what you want your file to look like coming from your membership program.



```
File Edit Format View Help
First Name,Middle Name,Last Name,Address,City,State,Zip,Phone
Bucky,Alonso,Badger,22 Varmit Street,Columbus,Ohio,43220,614-527-8776
Edward,G,Eagle,999 Sky,Albany,NY,11100,555-1212
```

Nice and clean, no extra fields or gobbledegook.

EXPORT/IMPORT EXAMPLE:

1. **Back up** your datalist.txt file in Name Badger by saving it to another filename/location.
2. **Open up your Church Membership Software** and sort your list until you have all the members/kids you want to export.
3. **Then select the data "fields"** you want to export. Name Badger wants these fields: **First Name, Middle Name, Last Name, Street Address, City, State, Zipcode, Phone Number, Email Address**. It won't know what to do with any other fields, so don't select them. (Note: the onscreen instruction in Name Badger tells you to export the area code separately, but don't do this. See graphic here at right for help.)



Your membership program will ask you what format you want to export these entries into. **Export them using the common "CSV" format (comma separated value)**. Save that file on your computer desktop.

4. **Open that saved file in notepad or Excel for a quick inspection.** You may need to edit that file prior to importing it into Name Badger -depending on the condition of your data, and the membership program's export

capabilities. Look to make sure you have all the required Name Badger fields. If your membership program didn't export the middle names, for example, you will need to manually add that column to your data. See notes below.

Make sure the data fields are exported in the correct order too. For example: some programs may try to export the lastname first, whereas Name Badger expects the firstname to be first in your data. These are simple adjustments to make in your member program during the export process.

EXPORT FILE VIEWING TIP: When looking for your exported file in Excel or some other data program, be sure you are telling Excel (or whatever program you are using) to **look for "all files" -and not just Excel's format.** Click the dropdown box to select "all file formats".

5. Once you are satisfied that the exported file meets Name Badger's specifications, **Open Name Badger and Select IMPORT in Name Badger.** This will open an import dialog box. From there, find the file which you created in the other program and select it for importing.

Important Note: Once you import the file into C:\namebadger\labeldata\datalist.txt, **it cannot be undone** except by deleting it and pasting in your backup copy of the datalist.txt file you backed up before you started the import process!

Things that can go wrong:

The layout of your imported file on the Name Badger screen will be wrong if you didn't include the required fields. For example, if your export from your data program didn't include a Middle Name field, then Name Badger will put the Lastname's into the Middle Name field, and so on.

The importation process may hang up if the file you are trying to import is not in the correct format "comma separated values" (csv) text format. With database files, if you have even one comma in the wrong place, the file will be thrown off. You can hang up the process and get a flash player error if you have too many strange fields coming from your membership data. See the graphic example above for which fields should be in the file created by your membership software.

There is a functional limit to the size of the datafile you are attempting to import. After about 500 entries, the flash-database generator may crap out.

Very Important Exporting/Importing Notes for Advanced Users:

The easiest way to use NameBadger is to let individual users add their own tag info. Kids like doing that, and it 'bonds' them to the program. A secretary or volunteer can enter a list of names into NB as well. If you have a LARGE list, then you may want to import that list in one fell swoop.

(1) When creating an export file FROM your membership software, you must export the RIGHT data in the RIGHT order for Name Badger to properly display each part of a User's data. If you don't export the data in the correct format, or in the correct ORDER of data which Name Badger expects (as seen above), you could end up with Middle Names listed in the Last Name field, or Zip Codes put in the State field, for example.

If you are not familiar with exporting member data from your membership software, we suggest you find someone who is. The data you want to import into Name Badger must be formatted properly for Name Badger to read it properly. If you are unfamiliar with database programs then go slow and get help. If you've already manually typed in numerous names into Name Badger, then you should **BACKUP YOUR NAME BADGER DATA txt file BEFORE importing any new data.** There is no "un-do".

(2) Prior to importing a big list, we recommend doing A TEST EXPORT - IMPORT from your membership program into Name Badger. Only export a few names, and then open up that file in Excel or Notepad to first VIEW the information --before importing that file into Name Badger. You want to perform a VISUAL check that the format of the exported list matches the exact fields and order of fields of Name Badger's importation requirements (seen above). In particular, you need to make sure that your export file contains the same fields as what Badger expects. When you create your export file in your membership software, you can open it in Excel to visually check it. And... if

you need to delete a column of info, or reorder your columns of info to match Name Badger's specified order or data (first, middle, last, street, etc) it's easy to do in Excel, and impossible within Name Badger itself.

(3) If you import a person's name into Name Badger, and their name already existed in installed database, Name Badger will create a second entry for that name (it will never erase data). Only import new data. For more advanced importing tips, read on!

More Importing Helps and Tricks:

If your membership program data does not have middle names, you will either need to create a dummy field for that in your membership program, or open the exported file in a database program and add that field -leaving it blank of data, of course. In **Excel and ADD a column of data in-between the First & Last Name fields**. You can leave this column blank in each entry. Name Badger just needs you to create a placeholder field, otherwise, it will put the Last Name in the Middle Name position.

Even if you don't want to import phone numbers, you still need to "pretend" to do it by adding an area code and phone number column in your export file before you attempt to import it into Name Badger. Otherwise, Name Badger will put your email address in the Phone Number slot. You can have blank fields.

If your membership program treats the street address as two separate fields (street number, street name), you will have to merge those two fields in Excel after you export the data from your membership program. (Most member data programs treat the street address as one field, so that is what Name Badger expects, but some separate the street number from the street name.)

Additional Namebadger Technical Notes:

In version 1.0 sold through 2010, there's a glitch when you select multiple tags all at once to print. In version 1.0, if you select several nametags to print at once, only the first name you check gets registered as "attended" on that date. GO TO www.sundaysoftware.com/namebadger/update.htm to download the v1.1 fix. In the meantime, do not use the multiple tags-at-a-time print feature if you are keeping attendance. Instead, select one name at a time and print.

CANADIAN CUSTOMERS: Name Badger only has a 5 digit postal code field (sorry about that). Thus, if you want to collect postal code info from the user, you will need to post a note that they type their postal code in the Email address field ahead of their email address. If importing postal codes, import it in the email address field.

If you get a "Flash Error" it could be because you are trying to import a datafile which has odd fields or erroneous info. See our IMPORTING notes above. It could also be that your version of Adobe Flash Player needs updated. Go to www.adobe.com/flashplayer.

If your printer is printing two nametags, it is likely to due to one of several problems: your printer default is set to "2" copies, or because you are trying to print too much "footer" information, or a last name is too long, or your label size is set too small in your printer's settings,and thus, like any document, it will print overrun to a new page (which in this case is a new label).

If printing is slow, turn off other programs running in the background. Look to see if you have enough RAM on the laptop, especially if it's an older one. Check your master printer settings to be sure you are printing "directly" to the printer.

Thoughts on Wearing Nametags...

Knowing someone's name or being called by your name creates a friendlier atmosphere.

Calling people by their names promotes fellowship and spirit. It will improve people's perception of your church's warmth.

If you are on staff, you probably know most people's names, but don't assume the average member does.

Repetition over a short period of time is the best way to commit name into memory.

So, rather than have "nametag Sundays" once a month. Hold them for two or three Sundays IN A ROW.

Even if only SOME people will wear nametags -it is better than few or none.

Older members often don't see the need for nametags, but are usually the most appreciative when younger members are willing to talk to them.

Don't expect visitors to want to wear nametags. But new members, leaders, and children are VERY inclined to wear them.

It's important for nametags to be LEGIBLE and VIEWABLE from a DISTANCE, and this is why Name Badger is BETTER than handwritten nametags.

Most people like to "sneak a peak" at other people's nametags so they get the name right.

The cost of nametag label rolls is *far less* than the **cost of losing a visitor or member** "because nobody talked to them" and they "felt your church was cold."

How to Use Name Badger to Register Participants for an Event

How to Use Name Badger to Register Kids for VBS

Your Registrar can input names into Name Badger ahead of time as registrations come in, so the kids' nametags are ready to print when they arrive.

To register a name into the database, the Registrar pretends they are the participant - clicking *NEW USER* on the Step 1 Screen. This will take them to the "Enter Your Info" screen seen here on the right.

After entering info, they click the FINISH button (seen on the graphic on right), this saves the info to the datalist file, and takes you to the STEP 2 screen.

At the Step 2 screen (seen on far right) the Registrar can click GO BACK or "Don't See

The screenshot shows the 'Name Badger' registration form. At the top left is a cartoon badger logo. The title 'NAME BADGER' is in large yellow letters, with the subtitle 'Print your Nametag Here!' below it. In the top right corner, there are two buttons: 'ADMIN' and 'MAIN MENU'. The main form area has a purple background with white text. It says 'ENTER YOUR INFORMATION IN THE FORM BELOW'. There are several input fields: 'First Name' (containing 'Edward'), 'Middle' (containing 'G'), and 'Name' (containing 'Robinson'). Below these are 'Optional Info' fields for 'Address', 'City', 'State', 'Zip', and 'Phone'. There is also an 'Email Address' field and an 'Additional Info' field with a note: '(This info appears as a footer for your badge)'. At the bottom of the form are two buttons: 'CANCEL' and 'FINISH'. A red arrow points to the 'FINISH' button. On the right side of the form, there is a text box that says: 'Clicking FINISH saves the name to the datalist, and then takes you to the Step 2 screen where you can print the tag or select to input another new name'. A small red asterisk and the text '* required fields' are visible near the top left of the form area.

Name on List" to go back and add another New User, or they can print out the nametag.

Name Badger records the DATE of ATTENDANCE each time that person's nametag is printed. This info appears on the yellow post-it note graphic on the User's Info page (seen below right) and can be printed out as a report from the Admin page.

When you click PRINT, this operation registers the attendance. If you click 'cancel' on the print screen, the attendance is still registered but the nametag will not print.

Note of Caution:

If you want to install a second 'clean' copy of NameBadger on the same computer for special events, such as VBS. You need to know that IF you do this.... you need to know that no matter which folder you install the second copy to, when you go to add entries via the second copy's screen, NameBadger 1.0/1.1 will WRITE THOSE NEW ENTRIES TO THE SAME DATALIST.TXT FILE as the first copy. (NameBadger currently only writes to a specific location on your harddrive and that location cannot be changed. This will be changed in a later version!)

Thus, if you have a regular Sunday Morning NameBadger file, and you create a second installation to just handle your VBS registration, you need to BACKUP your original datalist.txt file by moving it to a new folder or renaming it, ...because your newly installed copy of NameBadger for your VBS data will create/overwrite the original datalist.txt file.



The Practical Size Limit of Name Badger

The more names you store in Name Badger, the longer it will take Name Badger to display them, especially on a slow computer. If you input over 500 names, you're going to want to make sure you have plenty of processing power and RAM. So large groups/churches might want to make sure their computer stations are not too old and slow, and may want to have multiple SEPARATE stations for A-M N-Z for example.

The perceptible speed loss is technically minimal on a quick computer. But it is perceivable and **practically annoying**, for example, for a user named "Simpson, Zebulon" who has to scroll through a hundred "S" lastname entries to find theirs!

How many names can you put in the database?

Practically speaking, the more names you input, the more the user has to wade through to find their name. BUT... the program will slow down a bit when a user moves from one list of last names to another (switching between last names ending in "N" to "S" for example), if you have a lot of "S" lastnames to display. We have no technical advice on "how many is too many" as it involves the speed of your computer, but for the sake of argument, we'd suggest no more than 100 lastnames per letter, which gives you a *suggested* maximum of 2600 names. Again, you could have twice that many on a fast laptop. It really just depends on your users and pattern of use.

Name Badger was not designed to be a church's membership program. It was mainly meant for a USER to ADD their own name to the database, and has limited import/export functionality. It is ideal for small groups and Sunday School at a controlled point of entry.

A solution to "really large numbers of names" is to create two stations, such as, Station 1: A-K; Station 2: L-Z. Your particular solution will depend on how you plan to use and deploy Name Badger.

Printing Speed?

Print speed is purely a function of your computer processor and RAM. Check your printer preference to print 'direct' rather than to pool. Some thermal printers are slower than others.

There is no way to get rid of the "print panel pop up." That's there to allow users to select to print multiple copies of nametags. Just remember to set the default printer to your label printer in the Windows Control Panel.

You **must** click PRINT or CANCEL on the printer window for the user's attendance to get registered. If you click their flashing nametag, and then click "Go Back", attd is not registered.

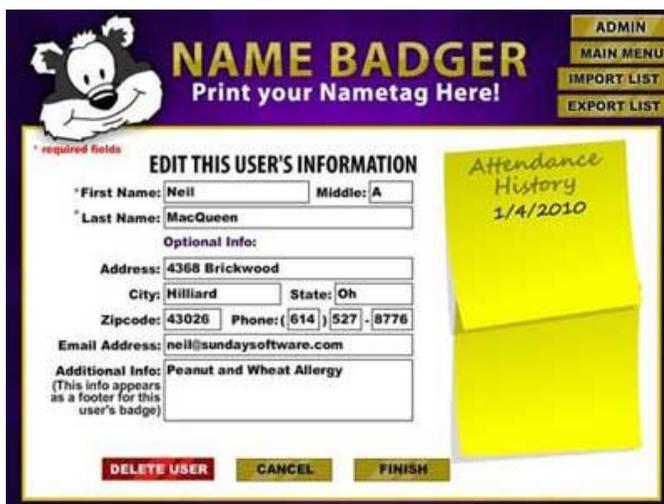
MULTIPLE NAMEBADGER STATIONS:

If you purchase more than one copy of NameBadger, you can have more than one NameBadger stations. However, by doing so, you will be **creating multiple sign-in stations**, and student attendance will get spread across multiple stations if they use a different computer each week. NameBadger is not networkable.

In situations where a church has multiple stations for their kids, they DESIGNATE a station for a certain age group and tell the kids to "only sign in there". The kids don't mind and like having their own group station, especially if you name it and decorate it in a fun way.

Alternately, you can label one computer A-L, and the other M-Z.

At worse, a user might have to manually enter their name into your multiple stations the first time they go to a different stations. Attendance records from different stations can be exported to a spreadsheet program and merged.



The screenshot shows the 'NAME BADGER' software interface. At the top right, there are navigation buttons: ADMIN, MAIN MENU, IMPORT LIST, and EXPORT LIST. The main heading is 'NAME BADGER Print your Nametag Here!'. Below this is a form titled 'EDIT THIS USER'S INFORMATION'. The form has several fields: 'First Name' (Neil), 'Middle' (A), 'Last Name' (MacQueen), 'Address' (4368 Brickwood), 'City' (Hilliard), 'State' (Oh), 'Zipcode' (43026), 'Phone' ((614) 527-8776), and 'Email Address' (neil@sundaysoftware.com). There is also an 'Additional Info' field containing 'Peanut and Wheat Allergy'. To the right of the form is a yellow sticky note with the text 'Attendance History 1/4/2010'. At the bottom of the form are three buttons: DELETE USER, CANCEL, and FINISH.

There is a "workaround" to creating multiple Name Badger database lists on one computer:

EXAMPLE:

Let's say you have a new event, such as a Seminar, that you want to create a "fresh list" of names for,--one that does *not* include a previously created list, such as a list you created for Sunday School. You do NOT need to install a second copy of Name Badger (and actually, that won't work).

You would need to:

1) RENAME your original datalist file to something like "datalist-SunSchl2012.txt. Remember, datalist.txt is found in c:\namebadger\labeldata.

2) Start up NameBadger again and start adding new names for your new event. NameBadger will automatically create a new datalist.txt file for you.

NameBadger does not have built-in controls that allow you to create multiple databases. You have to manually swap in/out your own datalist.txt files if you want to create completely separate lists for separate events. **Note to Techies:** No matter what directory you may have installed NameBadger to, it will always update the datalist.txt file it finds at namebadger\labeldata, or create a new file if it doesn't find one (...because you have spirited the previous datalist.txt file away for safekeeping or renamed it). This is hardcoded and cannot be changed.

Advanced techies might think about writing a simple batch file with copy and ren (rename) commands. Maybe!

Tips on using Name Badger in a large church setting with multiple stations....

We didn't design Name Badger to be your church's membership management program. It was primarily designed for walk up nametag creation by the end-user, at a controlled point of entry. Multiple computers all trying to use the same database is complicated stuff, and it's a task for which Name Badger was not designed. **Name Badger is not networkable at this time.** It was designed for a laptop or two. That said, a smart techie with spreadsheet experience can manage multiple lists and merge them.

For those with multiple installations of Name Badger, i.e. computers at various points of entry, here's a workaround:

- Let people add their own names to whatever nametag station they come upon. If you two stations at different doors, it will only require them to enter their name twice, then never again.
- Or...name the stations and tell people to use their assigned stations. For example, you can have "A-L" and "M-Z" stations, or "First and Fourth Grade Station", etc. How you split them up depends on your scope of use, ages, and location of the computers.

Many large churches want to **merge the attendance reports** from various stations, and while it can be done, it takes someone with some spreadsheet knowledge to do so.

Best Advice: K.I.S.S.

What *is* datalist.txt?

This is the name of the data file in your Name Badger folder which holds all your nametag entries. It's a basic text file with some special markers in it. To find it, use "Computer" (or My Computer in XP) to navigate to c:\namebadger on your harddrive. Open the Labeldata folder there and you'll see datalist.txt. I advise AGAINST trying to manually edit datalist.txt. If you need to edit your datalist file, either EXPORT it as a CSV database file and

edit it in Excel or a similar spreadsheet program, OR, edit user information from the ADMIN screen within Name Badger.

Trouble Finding Datalist.txt? In Windows 7, 8 and 10 use "virtual folders" to keep programs like NameBadger from "writing" to your harddrive. If you go to copy or edit the datalist.txt file, you need to look for it in Window's Virtual Folder area: ...APPDATA → VIRTUAL STORE → PROGRAM FILES (86) → NameBadger

EXPORT FILE TIP: When looking for your export file, be sure you are telling Excel (or whatever program you are using) to **look for files with the .txt file extension**. Excel's default is to look for other formats. Click the dropdown box to select "all file formats".

Important IMPORT Note: When importing into Name Badger, **Name Badger will not copy over an entry in datalist.txt**. It will just append new data. It will create an additional/second entry in datalist.txt. So for example, if you import a file with the entry "John A. Smith," and that entry already exists in the datalist file, you will end up with two entries for John A. Smith. *Why does it do this? Because there may indeed be two John A. Smiths in your congregation.* So, if you Export your list, then reimport it to the datalist file, you will end up with TWO ENTRIES for EVERY USER. **Solution:** After exporting your list from datalist.txt, rename datalist.txt to something like save-datalist.txt for safekeeping. Then import your new file. Name Badger will name your imported file "datalist.txt".

WHERE is it? datalist.txt is ALWAYS found in the c:\namebadger\labeldata folder. That's where NameBadger is hardwired to store info, no matter what directory you have installed NameBadger to. If you attempt to have two installed versions of Name Badger on one computer, both versions, no matter where you install them, will overwrite datalist.txt. To workaround this, you'd have to manually swap in/out various copies of datalist.txt you wanted to work with.

Networking?

At this point, there is no "network version" of Name Badger. That said, it is QUITE POSSIBLE that a networking/data expert could develop a small application that managed datalist.txt for several stations. For most church applications, however, a simpler approach, such as naming your stations so people remember where they put their name, might be just as suitable.

For now, datalist.txt must be manually moved/renamed in order to deploy 'same' across several stations.

Changing the Fonts and Layout of Nametag?

At this time you cannot change the font or layout of the nametags. Adjusting the printer label size can affect some layout, but you need to experiment with that.

To Use Name Badger to Register Attendance Only

Click the person's name on the Name Badger screen. Select "print", then when you see the print panel screen - **select "cancel" on the print screen**. Their attendance is now registered.

Important Tech Note:

Copyright Info: Name Badger is licensed one CD per computer. If you need to install it on more computer, please do the right thing and buy the correct number of CDs.

Questions? Comments? <>< Neil MacQueen, Sunday Software, neil@sundaysoftware.com