

Volunteer Name Tag Ordering Process

Before you begin:

- The name tag order site is not optimized for mobile phone. Orders must be placed on a desktop or laptop computer.
- Name tags are printed once a month. The next print date is displayed throughout the order process. All name tags ordered prior to the ship date of that month will be held until the monthly ship date. This may result in a longer wait for those that order furthest from the print date.
- There are only two (2) title choices for your nametag, 'Volunteer' and 'Service Unit Volunteer.'

Name tag order portal: <https://www.nationsprint.com/clients/3730/>

Ordering for yourself:

Step 1: Select 'Start a New Name Tag Order'.

Step 2: Adjust the quantity of name tags you would like for yourself. Select 'Add' when you have input your desired quantity. *Note: You will customize your order on the next screen.*

Step 3: Complete the field titled 'First and Last Name'. Then, select either 'Volunteer' or 'Service Unit Volunteer' from the drop-down menu. You will be able to see how your name tag will look on the screen to the right of the fields. Select 'Check Out' when you have reviewed and ensured everything is correct on your name tag.

The screenshot shows a web form on the left and a preview of the name tag on the right. The form is titled "NAME & TITLE:" and has two main sections. The first section is labeled "First and Last Name:" and contains a text input field with "Jane Doe" entered. The second section is labeled "Title:" and contains a dropdown menu with "Service Unit Volunteer" selected. To the right of the form, the text "GSCTX Volunteer Name Tag -" is displayed above a preview of the name tag. The name tag is a white rectangular card with rounded corners, featuring the "girlscouts of central texas" logo at the top right. Below the logo, the name "Jane Doe" is printed in a large, bold, black font, and the title "Volunteer" is printed below it in a smaller, green font.



Step 4: Provide confirmation of your proof. This will be the final opportunity to make any edits. If you have reviewed and ensured everything is correct on your name tag, click the checkbox labeled 'I am responsible for all costs applicable for this order and approve the exact layout shown.' And select 'Accept Proof'

Step 5: Fill out the following screen with your information. 'Requestor Information' is your information. 'Shipping Information' will be the location where you would like your name tag to be shipped. You must fill out this information before proceeding to the 'Billing Information' screen. Once you have filled out this page, please select 'Billing Information'.

Step 6: Complete your billing information and select complete order. Your order will be shipped during the next print date. Congratulations, you've ordered your GSCTX name tag!

Ordering multiple name tags:

Note: You will add one (1) name tag to your order for each unique name tag. After each unique name tag is approved, you will have the opportunity to add additional unique name tags. You'll be able to view the 'Add More Name Tags' button once you get to Step 5.

Step 1: Select 'Start a New Name Tag Order'.

Step 2: For your first name tag, adjust the quantity of name tags you would like for that person. Select 'Add' when you have input your desired quantity. *Note: You will customize your order on the next screen.*

Step 3: Complete the field titled 'First and Last Name'. Then, select either 'Volunteer' or 'Service Unit Volunteer' from the drop-down menu. You will be able to review how the name tag will look on the screen to the right of the fields. Select 'Check Out' when you have reviewed and ensured everything is correct on this name tag.

The screenshot shows a form titled "NAME & TITLE:" with two input fields. The first field is labeled "First and Last Name:" and contains the text "Jane Doe". The second field is labeled "Title:" and is a dropdown menu with "Service Unit Volunteer" selected. To the right of the form is a preview of the name tag, titled "GSCTX Volunteer Name Tag -". The name tag features the Girl Scouts of Central Texas logo at the top right, and the name "Jane Doe" in bold black text with "Volunteer" in green text below it.



Step 4: Provide confirmation of your proof. This will be the final opportunity to make any edits for this name tag. If you have reviewed and ensured everything is correct on the name tag, click the checkbox labeled 'I am responsible for all costs applicable for this order and approve the exact layout shown' and select 'Accept Proof.'

Step 5: Here on the final review page you may add another unique name tag to your order. Select the 'Add More Name Tags' button under your listed items.

PLEASE SELECT QUANTITIES FOR YOUR NAME TAG:

ITEM	PRODUCT CODE	QTY	REMOVE	EDIT
GSCTX Volunteer Name Tag - Jane Doe		<input type="text" value="1"/>	<input type="checkbox"/>	edit

Add More Name Tags **Update**

Repeat steps 2 through 4 until you have inputted all your name tag orders.

Step 6: Fill out the following screen with your information. 'Requestor Information' is your information. 'Shipping Information' will be the location where you would like your name tag to be shipped. *Note: You can only input one shipping address for the whole order. If you'd like to have different shipping addresses per each name tag, you will need to submit an individual order for each shipping address.* You must fill out this information before proceeding to the 'Billing Information' screen. Once you have filled out this page, please select 'Billing Information'.

Step 7: Complete your billing information and select complete order. *Note: You can only input one billing information for the whole order. If you'd like to have different billing information per each name tag, you will need to submit individual orders.* Your order will be shipped during the next print date. Congratulations, you've ordered GSCTX name tags!