# Name Tag Template Instructions:

- The name tag template is a Google Sheet document.
- Make a copy of the document so that you can enter your school's information into the copied document.
- You will also need an "add-on" to properly print the labels using this template. We suggest using "Foxy Labels" (it is a free add-on and the one these instructions use).
- At the top of the Barrier Island Name Tag Template document, click on EXTENSIONS.
- Choose ADD-ONS.
- Click GET ADD-ONS. Search for FOXY LABELS. Select and install FOXY LABELS – LABEL MAKER FOR AVERY & CO.
- Once the add-on has been installed, it is time to add your information into the sheet.
- Add first and last names in columns A and B.
- Enter the words "Field Group" in column C.
- Enter the person's assigned field group letter in column D.
- Enter the words "Table Number" in column E.
- Enter the person's assigned table group number in column F.
- Enter the person's assigned cabin name in column G.
- Once all the information is entered for your name tags, it is time to set up the tag format.
- Click on EXTENSIONS.
- Choose FOXY LABELS.
- Choose CREATE LABELS.
- The next screen that opens looks like this:
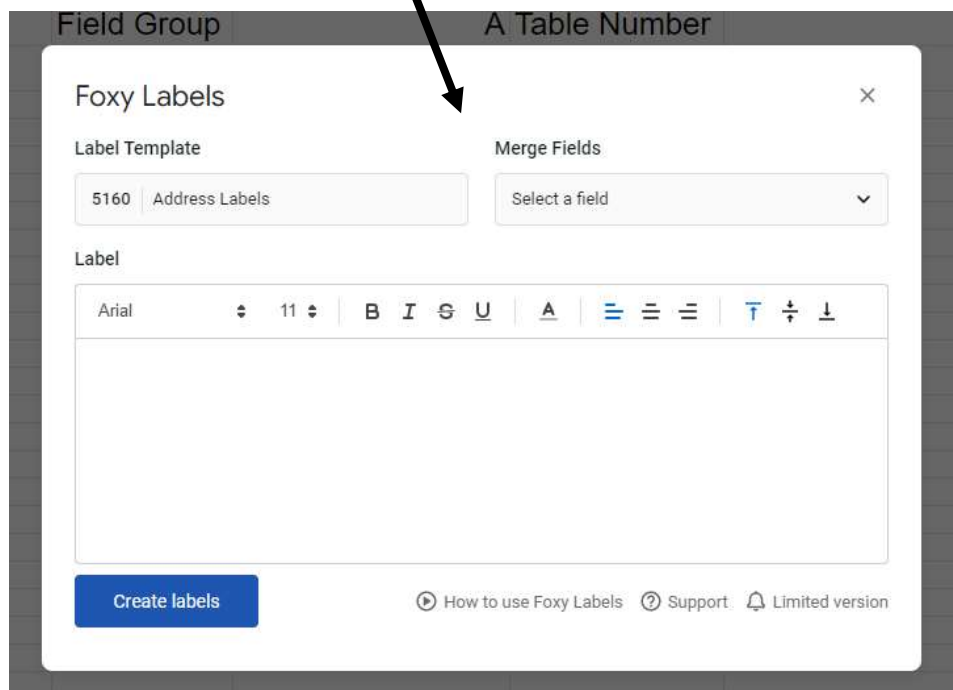
- Select 5163 SHIPPING LABELS under the label template tab on the top left of the above screen.
- Before setting up the format of the name tag, choose the centering option on the tool bar of the label section. Also change the font size to 24pt.

- Now begin setting up the format of the name tag by selecting and adding fields using the MERGE FIELDS drop down menu.
- For the first row of the name tag, select "First Name", press the space bar and then select "Last Name". Press return.
- Select "Field Group", press space bar, then select "Field Group Letter". Press return.
- Select "Table Number", press space bar, then select "Table Group Number". Press return.
- Select "Cabin Name".
- Once the screen looks like this, it is time to create the name tags!
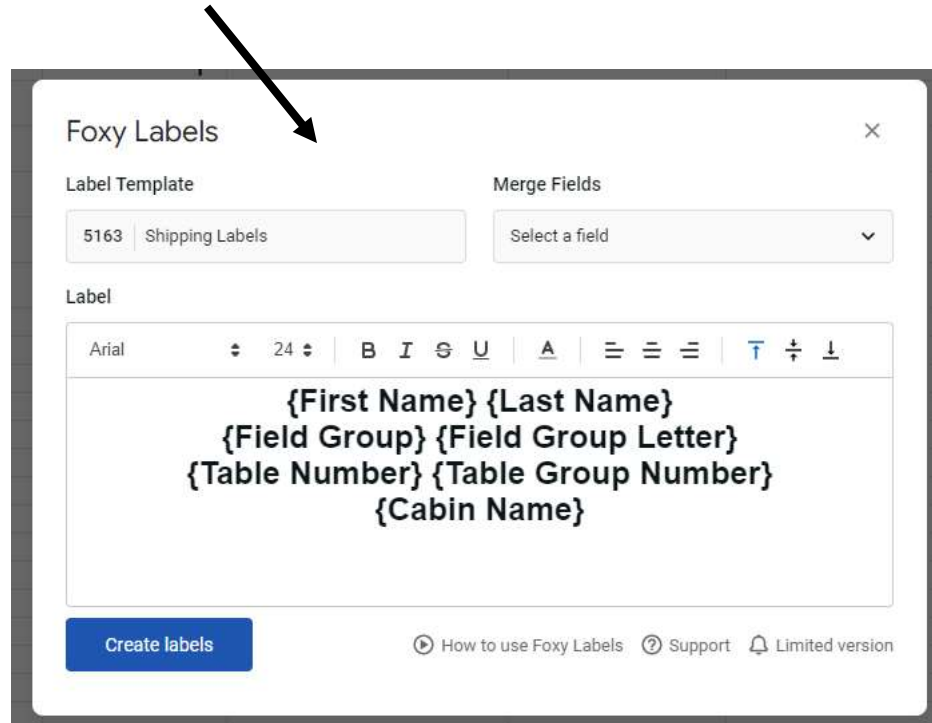
- Click CREATE LABELS.
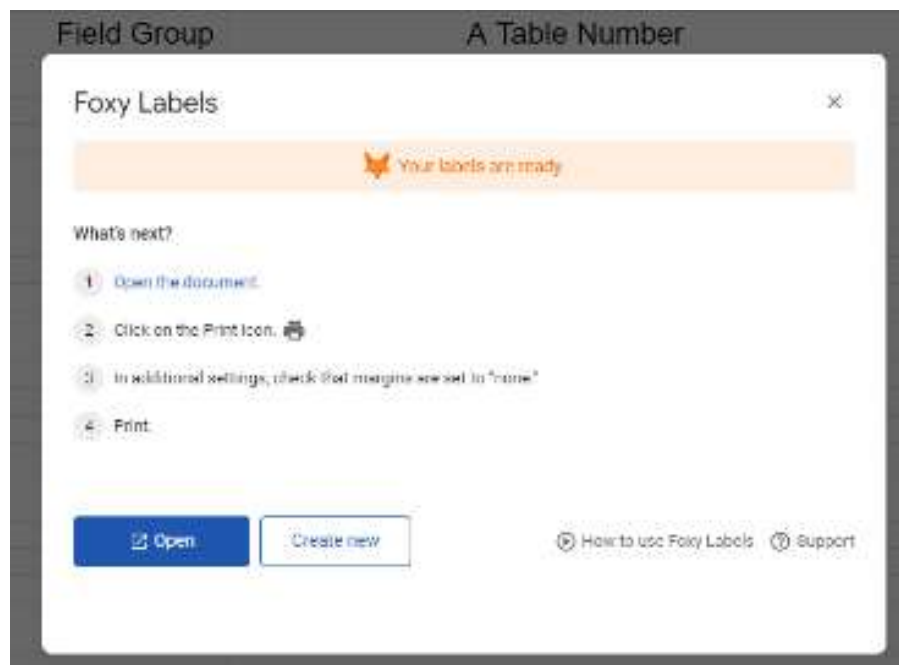
- Click the blue OPEN button.
- Once the document is open, you can make edits if necessary, or go directly to print the document.
- We suggest printing the document on card stock (not actual labels) so the name tags can be cut and laminated.

Feel free to be creative and change the font styles if you would like.

The first and last name font size should remain large so the names can be easily read. The field group, table number, and cabin name can be in smaller font size if you like.