



Volunteer Coordinator Name Badge Guide

Creating name badges for event volunteers, using data
from the Volunteer Management System (VMS)

FIRST® is a global robotics community that prepares young people for the future.

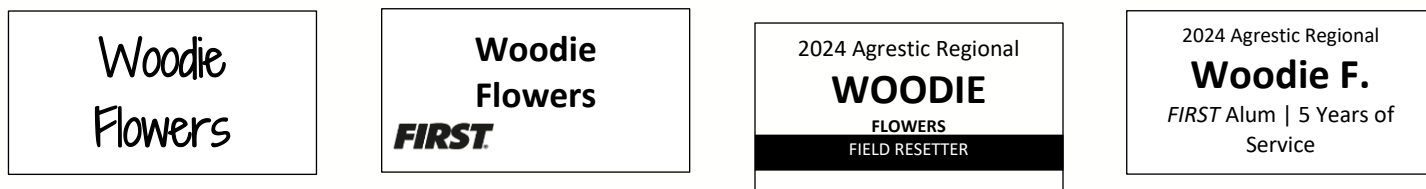


Helpful Tips

- At a minimum, badges should include volunteer names. You may also wish to include additional information such as volunteer roles, *FIRST* Alumni status, the event name, and/or other information.
 - All information you need for badges can be derived from the Volunteer Management System (VMS). Most common fields can be found in the “Badges” report.
 - Many volunteers collect badges and bring them to subsequent events, so **including the event name** is helpful.
- Name badges should be **easily readable** from a few feet away.
- **FRC Events Only:** Your apparel order contains plastic cards for name badges with a **2”x4” (5.08cm x 10.16cm) spot for customization**. While name badges can be hand-written or printed on normal paper, the easiest option is to use labels.
 - LaserJet Printers: [Avery 5163](#) or similar
 - Inkjet Printers: [Avery 8163](#) or similar
 - Thermal Printers: [Dymo 2 1/8 x 4](#) or similar
- **For FLL and FTC programs:** name badges and lanyards are not provided by *FIRST* and can be sourced from many retailers such as Amazon. A *FIRST* Volunteer season-theme template for name badges can be downloaded from the Volunteer Coordinator Toolkit accessible on *FIRST* Training.



Examples of acceptable FRC badges



Examples of acceptable standalone badges for FLL and FTC

Process Overview

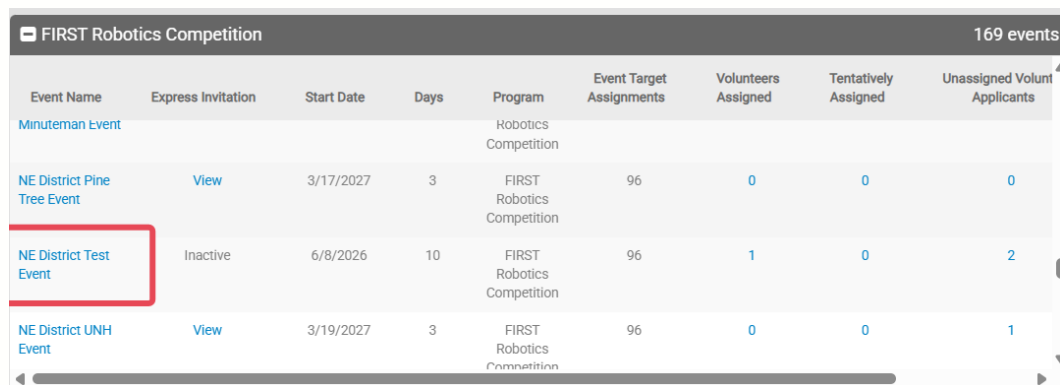
Part 1: Export and prepare the data

Part 2: Design, prepare, and print name badges

Step-by-Step Guide

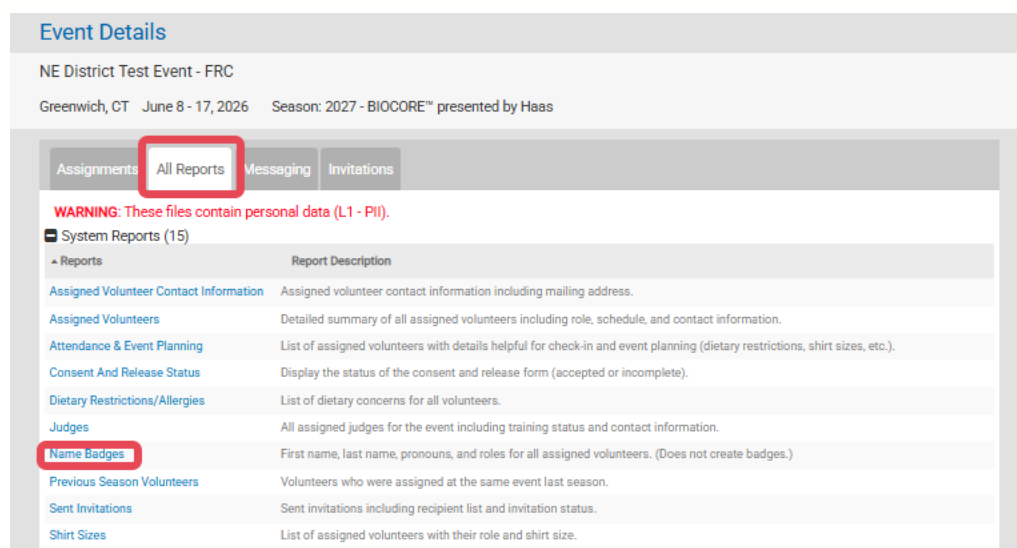
Part 1: Export & Prepare the Data

1. Log in to the [Volunteer Management System \(VMS\)](#).
2. Click on the **name of the event**.



Event Name	Express Invitation	Start Date	Days	Program	Event Target Assignments	Volunteers Assigned	Tentatively Assigned	Unassigned Volunteer Applicants
Minuteman Event				Robotics Competition				
NE District Pine Tree Event	View	3/17/2027	3	FIRST Robotics Competition	96	0	0	0
NE District Test Event	Inactive	6/8/2026	10	FIRST Robotics Competition	96	1	0	2
NE District UNH Event	View	3/19/2027	3	FIRST Robotics Competition	96	0	0	1

3. Click on the **All Reports** tab.
4. Select the **Name Badges** report and click on the **Export** button.



Event Details

NE District Test Event - FRC

Greenwich, CT June 8 - 17, 2026 Season: 2027 - BIOCORE™ presented by Haas

Assignments **All Reports** Messaging Invitations

WARNING: These files contain personal data (L1 - PII).

System Reports (15)

Reports	Report Description
Assigned Volunteer Contact Information	Assigned volunteer contact information including mailing address.
Assigned Volunteers	Detailed summary of all assigned volunteers including role, schedule, and contact information.
Attendance & Event Planning	List of assigned volunteers with details helpful for check-in and event planning (dietary restrictions, shirt sizes, etc.).
Consent And Release Status	Display the status of the consent and release form (accepted or incomplete).
Dietary Restrictions/Allergies	List of dietary concerns for all volunteers.
Judges	All assigned judges for the event including training status and contact information.
Name Badges	First name, last name, pronouns, and roles for all assigned volunteers. (Does not create badges.)
Previous Season Volunteers	Volunteers who were assigned at the same event last season.
Sent Invitations	Sent invitations including recipient list and invitation status.
Shirt Sizes	List of assigned volunteers with their role and shirt size.

NE District Test Event - FRC
 Greenwich, CT June 8 - 17, 2026 Season: 2027 - BIOCORE™ presented by Haas
WARNING: This file contains personal data (L1 - PII).

Name Badges Refresh Export

Minor	Preferred First Name	Last Name	Personal Pronouns	Roles Assigned	Languages Spoken
	Ashley		Not Specified	A/V Crew	

This will generate a comma-separated file (CSV) containing all volunteers and their first names (or preferred names, if provided), last names, personal pronouns, roles, and languages spoken.

5. **Optional:** make changes to the data. You can open the export file in a spreadsheet editor such as Microsoft Excel or Google Sheets if you need to modify the data. For example, if you would like to remove individuals from the list who do not need a badge or change how someone's name displays, you can do this from within the spreadsheet. Save your changes.

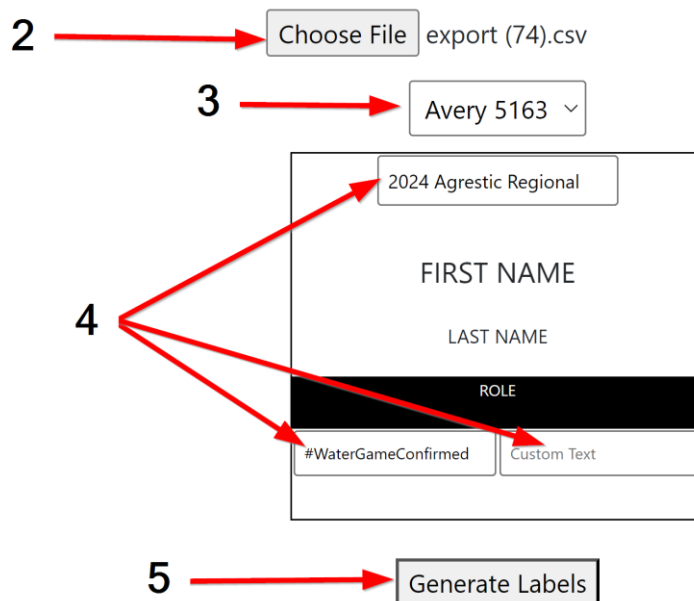
Part 2: Design & Prepare the Badges

There are several ways to generate name badges. You can select an option based on your technical comfort and on the amount of customization you desire.

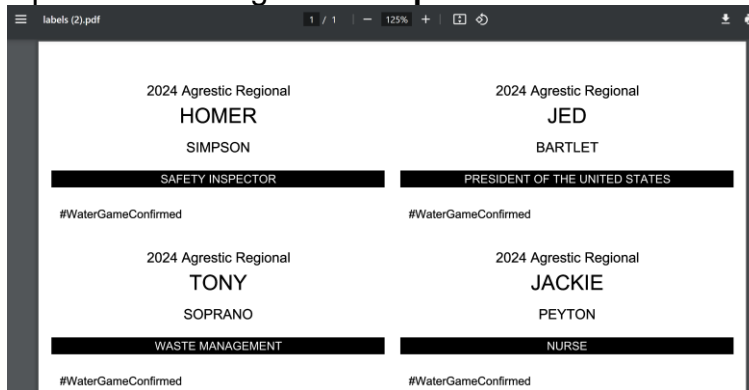
	A: VC Tools	B: Avery Design and Print	C: Microsoft Office Mail Merge
Difficulty to use	Easy	Easy-Moderate	Moderate-Difficult
Customization	Text fields only	Some	Full
Software/account required	No	Free account	Microsoft Word/Excel (\$)

Part 2A: Design & Prepare the Badges with VC Tools

1. Go to volunteer.systems/badge.
2. Click the **Choose File** button and **select the .csv file you exported** in Part 1.
3. Select your **desired label size** from the dropdown menu.
4. **Optional:** Add customizations to the text fields on the sample badge.
5. Click **Generate Labels**.



- Open the resulting PDF and **print it on desired labels**.



Part 2B: Design & Prepare the Badges with **Avery Design and Print**

Note: this method will work whether you are using Avery brand labels or generic labels marketed as “Works with Avery xxxx.” If you cannot find an Avery equivalent to the labels you purchased, this method may not work.

- Open the **.csv file you exported** in a spreadsheet editor (e.g. Microsoft Excel or Google Sheets).
- Delete the informational rows (with the name/date of the event, volunteer coordinators, etc.) so that the first row of the spreadsheet is the header rows.

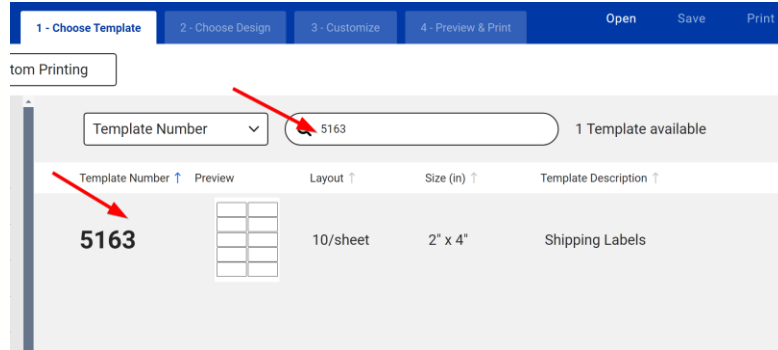
	A	B	C	D	E	F	G	H
1	Report: Name Badges							
2	Date: 5/29/2024							
3								
4	Event: 2024 Demo Event - FRC							
5	Location: Los Angeles, CA							
6	Event Dates: May 30 - 2, 2024							
7	Season: 2024 - CRESCENDO							
8								
9	Volunteer Coordinator(s)							
10	Mickey M. Donald Duck							
11								
12	Minor	First Name	Last Name	Personal P Roles			Languages Spoken	
13		Homer	Simpson	Not Specif	Safety Inspector			
14		Jed	Bartlet	Not Specif	President of the United States			
15		Tony	Soprano	Not Specif	Waste Management			
16		Jackie	Peyton	Not Specif	Nurse			



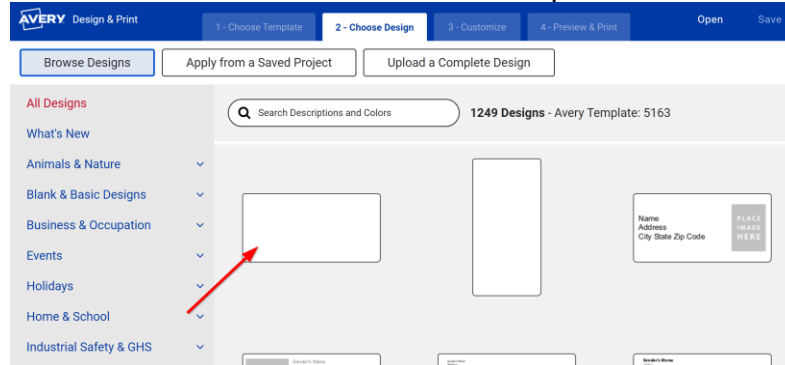
	A	B	C	D	E	F	G
1	Minor	First Name	Last Name	Personal P Roles			Languages Spoken
2		Homer	Simpson	Not Specif	Safety Inspector		
3		Jed	Bartlet	Not Specif	President of the United States		
4		Tony	Soprano	Not Specif	Waste Management		
5		Jackie	Peyton	Not Specif	Nurse		

- Save the new spreadsheet somewhere where you can find it later.
- Go to avery.com/software/design-and-print.
- Click **Start your Design**.
- Log in to or create your **Avery account**.

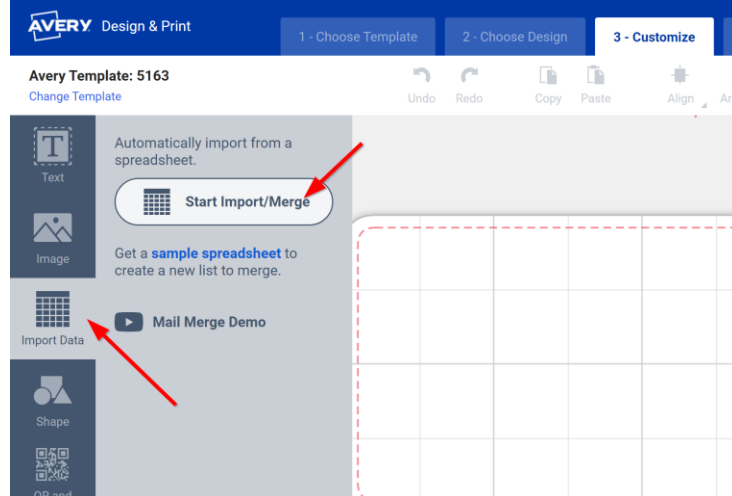
7. Search for your **template** then **click on it**. If you are printing 2x4" labels, search for 5163.



8. Select the **blank horizontal label** template.



9. On the left sidebar, click **Import Data** then **Start Import/Merge**.



7. Click **Browser for File** then **select the file you created in step 3**.

8. **Uncheck** the box about **header rows** and then click **Next**.

IMPORT DATA | MAIL MERGE

CHOOSE SPREADSHEET CHOOSE FIELDS ARRANGE FIELDS NAVIGATOR

Choose the rows and columns you want to print

Link1.xlsx Replace Spreadsheet

☒ If the first row contains your column titles, uncheck this box so they do not print.

#	Select All	Minor	First Name	Last Name
1	☐		Homer	Simpson
2	☒		Jed	Bartlet
3	☒		Tony	Soprano
4	☒		Jackie	Peyton
5	☒			

BACK NEXT

9. **Double click or drag** whichever **fields** you want to include on the badges. You will see a preview of the first volunteer on your list in the box on the right. Then, click **Next**.

IMPORT DATA | MAIL MERGE

CHOOSE SPREADSHEET CHOOSE FIELDS ARRANGE FIELDS NAVIGATOR

Imported Data Fields:

- Minor
- First Name
- Last Name
- Personal Pronouns
- Roles
- Languages Spoken

Arrange Data Fields:

Add commas, spaces and other text between fields.

Homer
Simpson
Safety Inspector

The data from these field names will appear on all labels after completing the merge.

BACK NEXT

10. Click **Finish**.

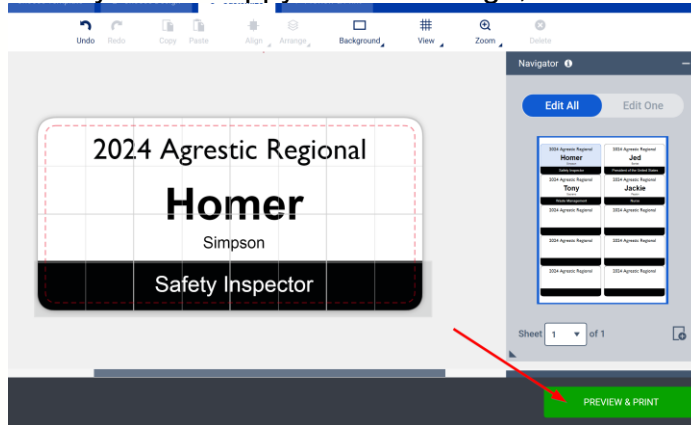
11. On the next screen, use the formatting tools to arrange the badges however you would like. You can add additional text such as the name of the event, or images. You can adjust fonts and sizes, too. It will look as if you are editing one volunteer's badge, but you are in fact editing the template.

Homer
Simpson
Safety Inspector

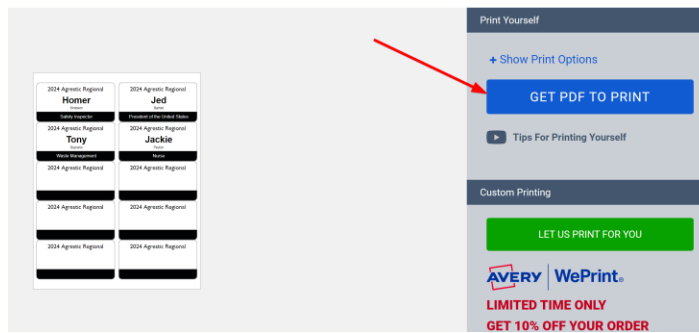
2024 Agrestic Regional
Homer
Simpson
Safety Inspector

2024 Agrestic Regional
Homer
Simpson
Safety Inspector

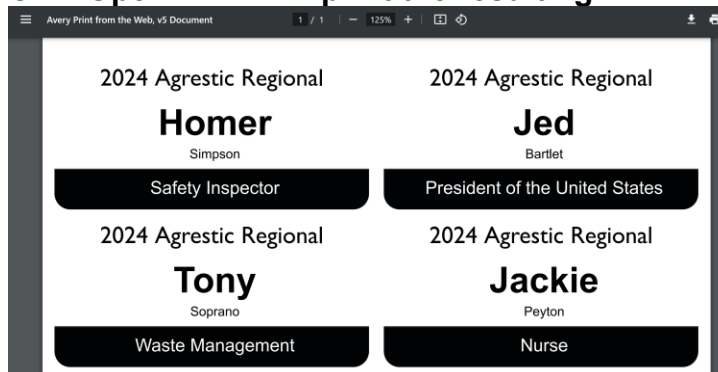
12. Once you are happy with the design, click **Preview & Print**.



13. If you are satisfied with the preview, click **Get PDF to Print**. You may be prompted to save the project to your Avery account which you can do, if you would like.



14. Click **Open PDF** then **print the resulting PDF** on your labels.



Part 2C: Design & Prepare the Badges with **Microsoft Office**

The following instructions assume you are using the latest version of Microsoft Office 365. If you are using Word or Excel from before 2016, the exact menu locations and names might differ, but the critical steps should remain the same.

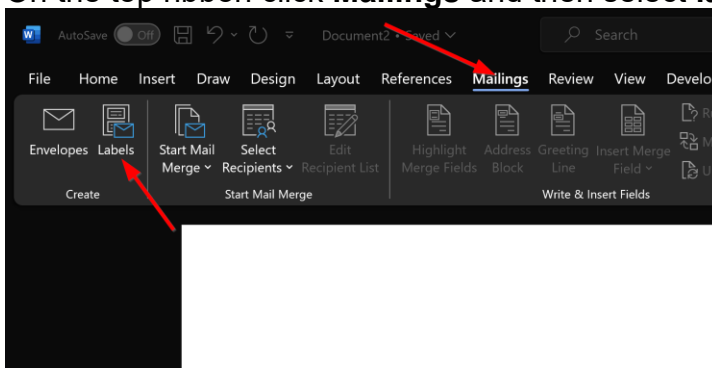
1. Open the **.csv file you exported in Microsoft Excel**.
2. Delete the informational rows (with the name/date of the event, volunteer coordinators, etc.) so that the first row of the spreadsheet is the header rows.

	A	B	C	D	E	F	G	H
1	Report: Name Badges							
2	Date: 5/29/2024							
3								
4	Event: 2024 Demo Event - FRC							
5	Location: Los Angeles, CA							
6	Event Dates: May 30 - 2, 2024							
7	Season: 2024 - CRESCENDO							
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10	Mickey Mouse, Donald Duck							
11								
12	Minor	First Name	Last Name	Personal P Roles	Languages Spoken			
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15		Tony	Soprano	Not Specif	Waste Management			
16		Jackie	Peyton	Not Specif	Nurse			

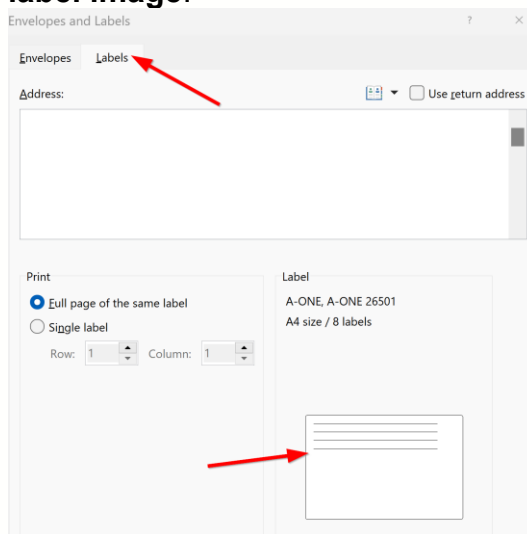


	A	B	C	D	E	F	G
1	Minor	First Name	Last Name	Personal P Roles	Languages Spoken		
2		Homer	Simpson	Not Specif	Safety Inspector		
3		Jed	Bartlet	Not Specif	President of the United States		
4		Tony	Soprano	Not Specif	Waste Management		
5		Jackie	Peyton	Not Specif	Nurse		

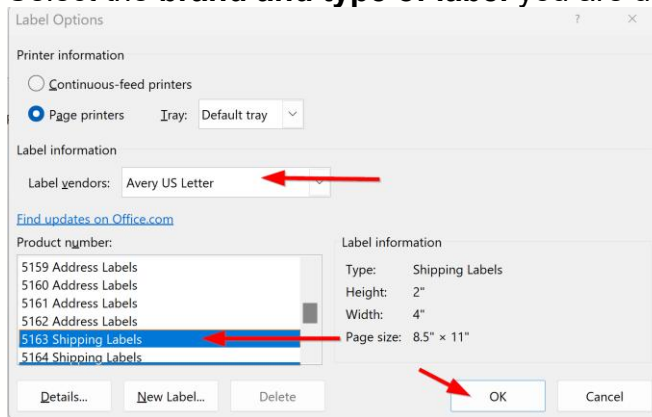
3. Save the new spreadsheet somewhere where you can find it later.
4. Open **Microsoft Word**.
5. On the top ribbon click **Mailings** and then select **Labels**.



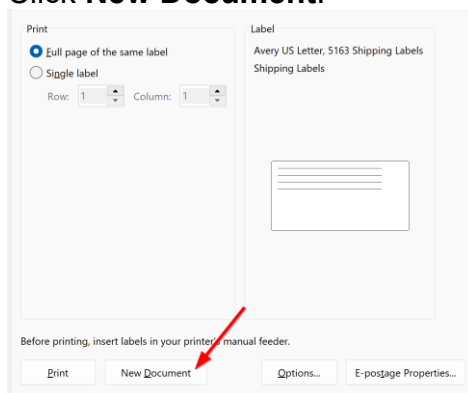
6. In the dialog box that opens, navigate to the **Labels** tab and then **click on the label image**.



7. Select the **brand and type of label** you are using from the menus, then click **OK**.

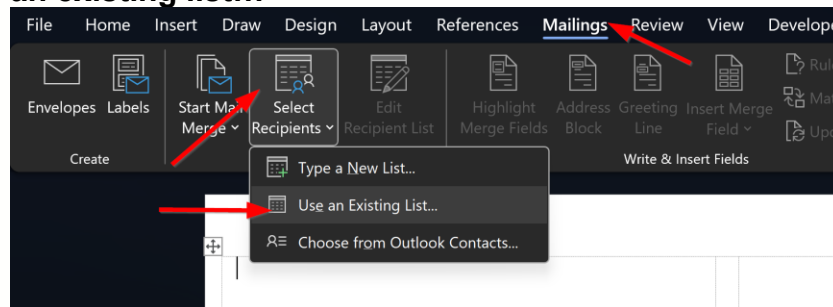


8. Click **New Document**.



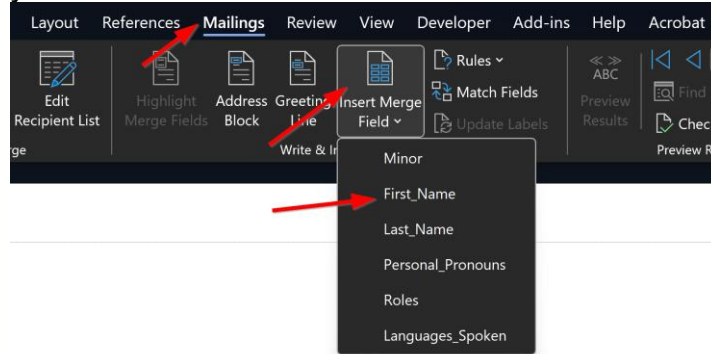
9. Using the first label on the sheet (top right), design your label. You can add text, images, shapes, and whatever formatting you would like. To include custom fields from the spreadsheet ("merged fields"):

- a. Return to the **Mailings** tab, click **Select Recipients**, and then select **Use an existing list...**



- b. Locate and select the **Excel file you saved in Step 3**.
c. Select the sheet name and click **OK**.

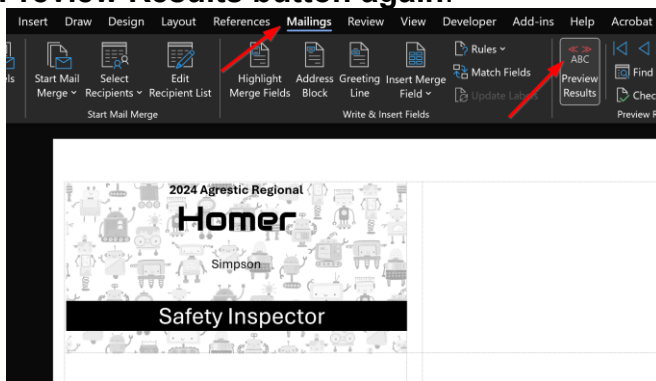
- d. From the **Mailings** tab select **Insert Merge Field** and then click the field you want to inset.



- e. Repeat step 9d for each additional field you want to insert.



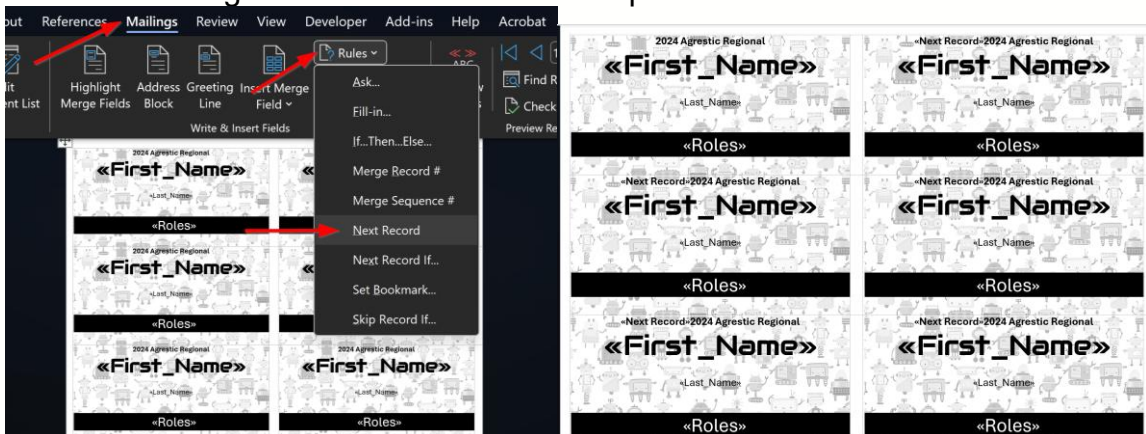
10. Once you are happy with the design of the first badge, return to the **Mailings** tab and click **Preview Results**. When you are done looking at the preview, click the **Preview Results** button again.



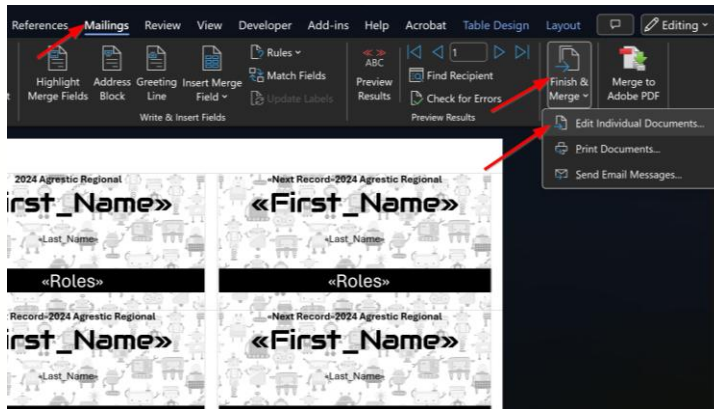
- a. If you are satisfied with the preview, continue to the next step. Otherwise, click make any changes you need, and repeat.
11. **Copy the first badge and paste it** into the remaining cells on the page. You will need to paste several times, depending how many labels there are per sheet. For example, if there are 10 labels per sheet, you will need to paste the first cell nine times.



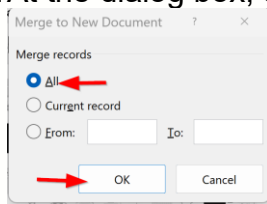
12. At the start of each badge, from the **Mailings** tab, click **Rules** and select **Next Record**. You will need to **insert this rule at each badge other than the first one**. This will insert a tag that says <<Next Record>> which will not print but will tell the software to go to the next row from the spreadsheet.



13. If you would like, repeat the steps to **preview** the badges from step 10.
 14. From the **Mailings** tab click **Finish and Merge** then select **Edit Individual Documents...**



15. At the dialog box, select **All** and then click **OK**.



16. If you are satisfied with your name badges, **save and print the file** on your labels.

