

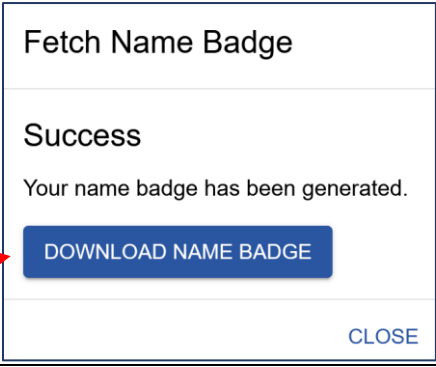
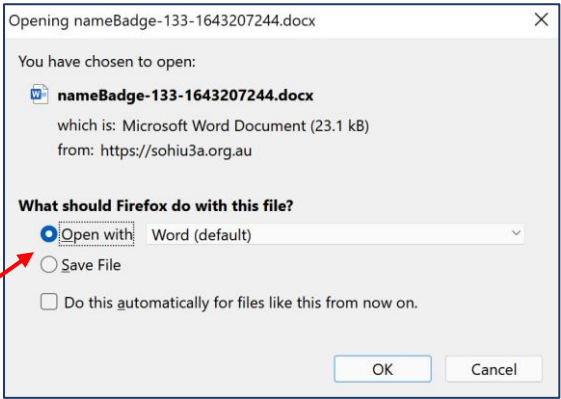
How to print your U3A name badge

We encourage you to wear your name badge at all U3A courses, activities and events. The badge helps our volunteers quickly look up your name when signing you into a course, and it helps build camaraderie and makes it easy for our members to address each other.

You can request U-MAS to download a Word document containing a dual image of your name badge designed to be folded over and inserted in a name card holder on a lanyard. To be able to print your name badge, you will need the Microsoft Word computer program or an alternative computer program (or app) that can read and print Word documents.

If you require assistance in printing your name badge, please email our Membership Coordinator at membership@sohiu3a.org.au or call 9990 6650 and leave a message. A Committee member will contact you as soon as they are able to.

<p>1. From the U3A Southern Highlands website https://sohiu3a.org.au, pass the cursor over LOGIN at the top right corner of the screen, then click Member Login.</p>	
<p>2. Enter your Member number or email address and your password and click SUBMIT.</p>	
<p>3. Your current membership details will be displayed.</p> <p>Click on Name Badge.</p>	
<p>4. A pop-up window will appear with a box labelled Fetch Name Badge.</p> <p>Click SUBMIT.</p> <p><i>Trouble Shooting:</i> If the pop-up window does not appear, check that in your web browser settings, 'allow for pops-ups' has been switched on.</p>	

<p>5. Once the name badge request has been submitted, a pop-up window will show: 'SUCCESS Your name badge has been generated'.</p> <p>Click on DOWNLOAD NAME BADGE.</p>	
<p>6. Once your name badge has been successfully downloaded it can be opened in Word or a compatible program and printed.</p> <p>The name badge can also be saved on your computing device for printing at a later time.</p> <p>This example shows how the Firefox web browser gives you the option of opening the document or saving it.</p>	
<p>7. Your name badge is displayed in a Word document suitable for printing on A4 paper in portrait mode.</p>	