

Using Big First Name

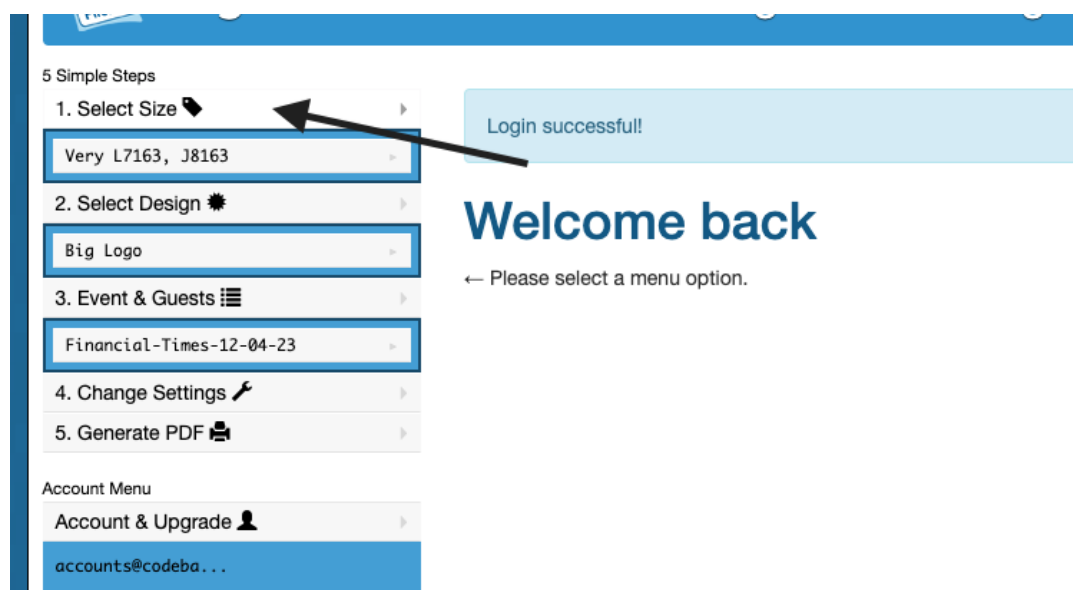
Big First Name is the software we use to generate name tags for workshops. These are incredibly useful as they have people's full name, pronouns, and whether they are a student or coach.

Below is documentation on how to generate these name tags.

Firstly, you will need sheets of label paper, you can ask the company if they have any, or if you need to buy some please get some and then send the receipt to company@codebar.io and we will reimburse you.

The login details for Big First Name are in 1password, so you should see it. If you do not have access to 1password please send an email to charlene@codebar.io.

- 1) Visit <https://big.first.name/> and login using the codebar details stored in 1password.
- 2) Once logged in, the first thing is to ensure the label size is correct. Typically labels will be a 2 x 3 or 3 x 7 format. If you need to change it press "Select Size".



3) You can change the layout in this dropdown

Select Template Size Manage Custom Sizes

1. Select Paper Size:
A4

2. then Layout:
7 rows down x 2 columns across

3. and then select matching Template:
Very L7163/J8163 (portrait)

4. Save Selected Size or All Badge Sizes → All Place Name Card Sizes →

Current Template Size: Very L 7163 J8163

4) We have ensured that the design is the codebar one so this does not need amending. Next up press “Events and Guests”

5 Simple Steps

1. Select Size
Very L7163, J8163

2. Select Design
Big Logo

3. Event & Guests
Financial-Times-12-04-23

4. Change Settings

5. Generate PDF

Select Template Size

1. Select Paper Size:
A4

2. then Layout:
7 rows down x 2 columns

3. and then select matching Template:
Very L7163/J8163 (portrait)

4. Save Selected Size

5) Then press the “Add New Event” button. Enter the event title, a good one should include the company name and date. For example “Financial Times 12-4-23”.

6) Next you will want to upload a file rather than add people individually.

Add People [File Upload](#)

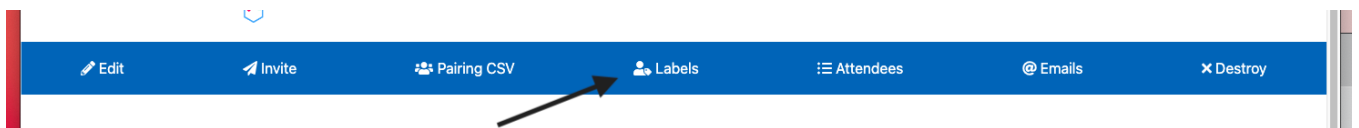
Full Name
e.g. John Citizen

Detail *optional*
e.g. Company Name

First Name *optional*
(auto first name override)

Add Person (or just press Enter on your keyboard)

- 7) You get this file from the admin page of your workshop. Go to the admin page, and press “Labels”, this will download you a CSV file in the format needed for labels.



- 8) Once downloaded, upload this to big first name.

optionally include a custom first name in the 3rd field separated by a comma

Bartholomew Giesler, Detail Corp, Bart
Marjorie Jean, Bargins Inc, Marj

optionally include an avatar uri in the 4th field separated by a comma

Coretta Harper, Devicentems Germany, , http://example.com/corretta.jpg
Sampson Potter, Silickare Group , Sam, http://example.com/sam.gif

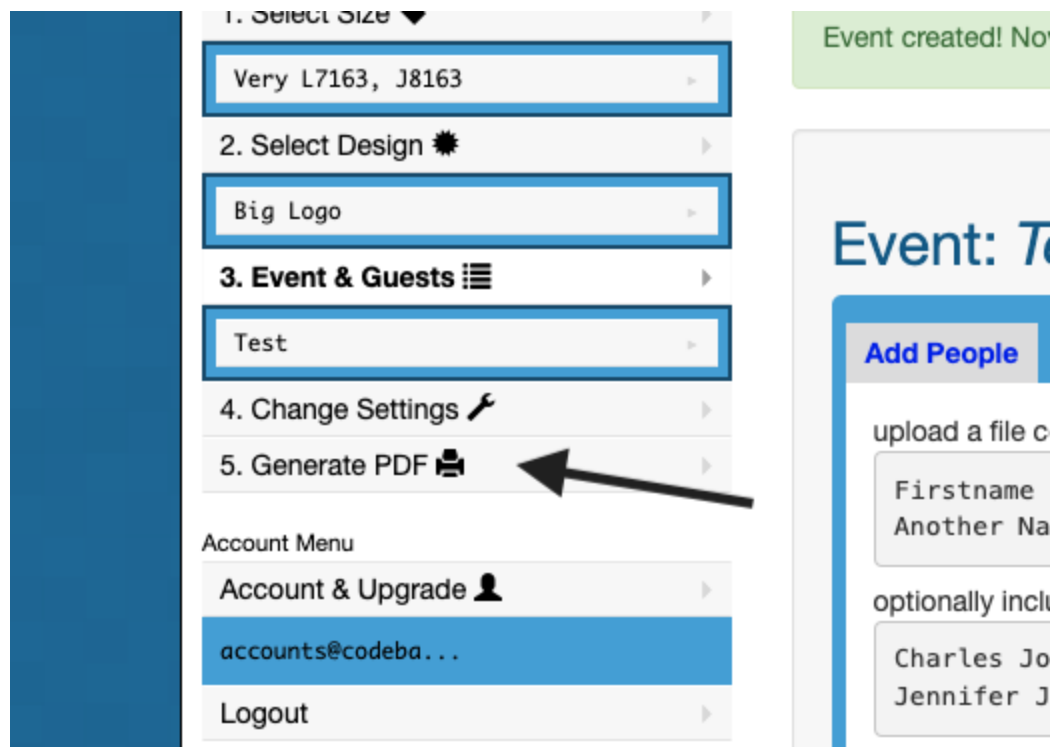
Upload a file: TEXT or CSV (not .xls) with UTF8 encoding:

No file chosen

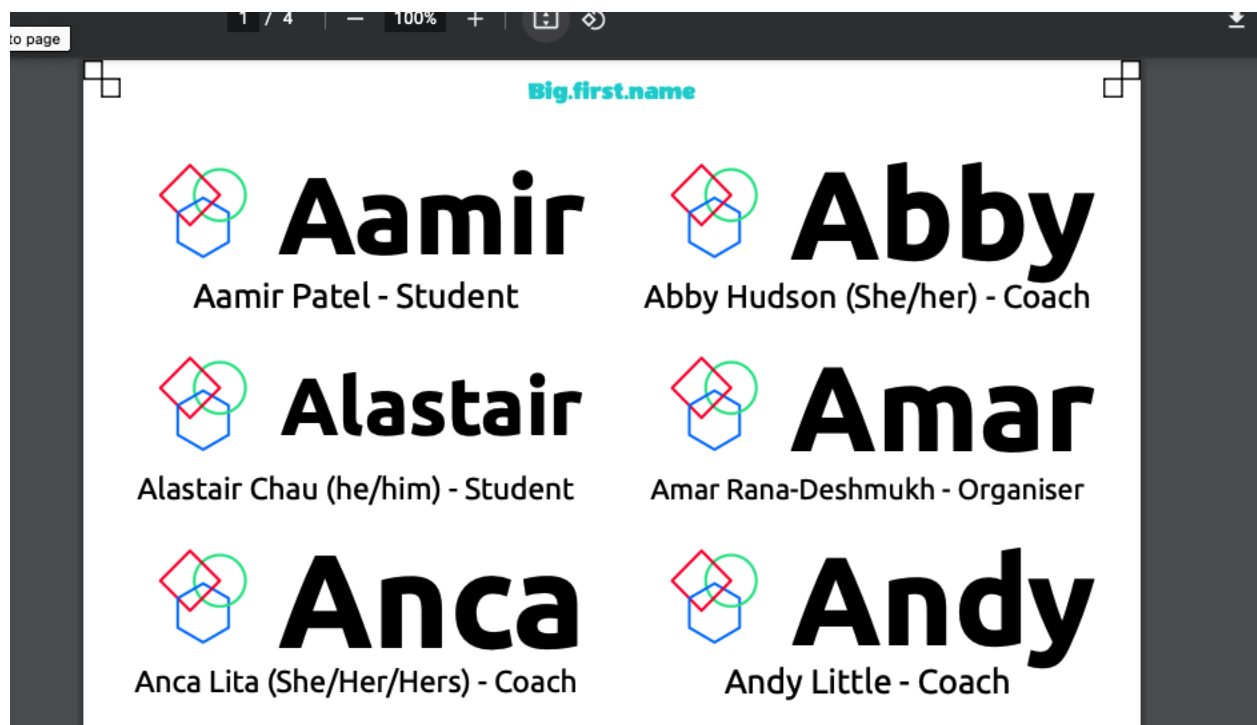
Full Name	Detail	First name	Updated	Actions
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- 9) You should then see all the names of attendees appear below.

- 10) Then press “Generate PDF”.



11) You should then see the PDF generated with all the names on, and it should look like this.



12) Download this PDF and print using the label paper. Or send this PDF to the company for them to print.

Voila, you now have labels for your workshop 🎉

If you have any questions please reach out to Kimberley Cook in Slack or via email (kimberley@codebar.io) or send a general email to company@codebar.io and we'll try to help you ASAP.