

How to create event badges

Last Modified on 05/21/2026 10:52 am EDT

Using the [event attendance report](#) and the [blank name badge stock](#) you've purchased for your event:

1. In Word, click **Mailings > Start Mail Merge > Step-by-Step Mail Merge Wizard** to start the mail merge wizard.
2. Choose **Labels**, and then click **Next: Starting document**.
3. Choose **Label options**, select your label vendor and product number, and then click **OK**.
4. Click **Next: Select recipients**.
5. Click **Browse**, select your Excel mailing list, and then click **Open**.
6. Make sure the **First row of data contains column headers** box is selected and click **OK**.
7. Check your list. Drag the bottom right corner to make the dialog box bigger. Then click **OK**.
8. Click **Next: Arrange your labels**.
 - We suggest adding the [HBA logo](#) in this step
9. Insert merge fields (name, company, etc.) and click **OK**.
10. Click **Update all labels**.
11. Click **Next: Preview your labels**.
12. Click **Next: Complete the merge**.
13. Click **Print**, click **OK**, and click **OK** again.

For more information, please view this [Microsoft article](#).
