Overview

The State Branch has set up a template on the Name Badges Australia webpage to allow members to order name badges.

Process and timelines

Follow the following steps to place a new order:

- Log into the website www.namebadgesaustralia.com with e-mail/username chairvic@theorderofaustralia.asn.au and Password: **oaassoc1**

- It will open in My Dashboard

- In the top box (Load Badge Template Files) click on Load Template

- It will open in a new page, scroll down to the Badge designer where your saved layout appears with your fitting option and doming option. Please check these to ensure you have the right options.

<u>To add one name:</u>

- To add one new name – go to the text boxes underneath the badge designer – delete the name in the text box and add the new name in the box – it will appear in the badge designer above.

- **To finalise your order, click on ADD to Cart**

<u>Choosing a billing and delivery address:</u>
- The account does have a default billing and delivery address listed
- When you get to the billing and shipping page, you can click on the Down Arrow at the end of the default address and choose – New Address – please enter your billing details here and at the bottom of this, you can select to save the address and also ship to the same address.
- Choose your preferred delivery method on the next page.

<u>Payment:</u>
- There are 3 payment options – credit card online - this goes directly to the bank and is processed directly by the bank, cheque or EFT (direct deposit). If paying by EFT or Cheque, please reference your order number.
- Please note that goods will only be sent to production once payment has been received.