TicketPrinting.com

HOW TO ORDER
MIDWAYUSA FOUNDATION
PRINT MATERIALS ON DEMAND

Login
• Visit the Print-On-Demand site at
MidwayUSAFoundation.TicketPrinting.com
• Fill in the Request Access form
• Once your request has been reviewed and approved,
you'll receive an email to create a password and log into
your account.

Event Data
• If you click on the Event Kits tab, you'll see a pop-up
where you can enter some basic details about your event.
• Each product you select will pre-populate with the event
data you entered. You can add to or modify this text for
each template.

Customize
• The blue dots on product sample images show what
parts can be customized.
• Select a product, click on the Customize tab, then add
your details into the form.
• Click continue, and select a suggested order quantity or
enter a custom quantity.

Proof
• Click "Continue," review the proof for accuracy, and add
to cart.
• You can download a PDF version of your proof from the
proof window.

Checkout
• Review your cart contents, and enter your billing and
shipping information.
• On the last step of checkout, you'll be required to enter
your team's Endowment ID before completing your order.

For questions, contact TicketPrinting.com: 888.771.0809

CHANGING THE FUTURE OF
YOUTH SHOOTING SPORTS

≈ TicketPrinting.com

— Direct Mail —

Create Mailing List
• Postcards will be processed with our direct mail technology and delivered via USPS.
• After you select a postcard, you can download a sample mailing list from the pop-up that appears.
• When you create your mailing list, make sure you don't change the text in the column headers, or your CSV file will not upload correctly!
• To save your file in CSV format in Excel, click "Save As" and select "CSV (Comma delimited)" from the "Save as type" drop-down menu.
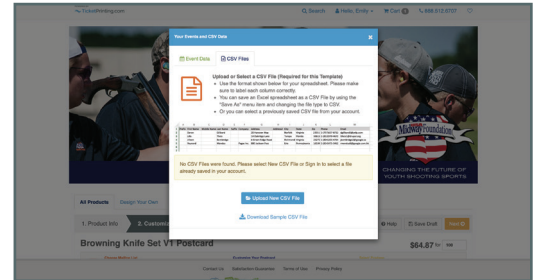
Upload Mailing List
• Once you've selected a postcard, you'll be asked to upload a CSV list. Select your list to upload and click "Save."
• You can proof your postcard with any of the records from your CSV file by clicking "Select" next to the name you want in the CSV upload pop-up.

	A	B	C	D
1	AttendeeFullName	AttendeeCompanyName	AttendeeRole	Barcode
2	Phillip Lynch	Linkbridge		1234567890-12
3	Ronald Jackson	Babbleblab		1234567890-12
4	Philip Hansen	Flashspan		1234567890-15
5	Steve Mason	Jayo		1234567890-21
6	Lori James			1234567890-12
7	Albert Reyes	Voonte		1234567890-15
8	Shirley Nichols	Photobug		1234567890-12
9	Albert Payne	Skaboo		1234567890-12
10	William Miller	Gigaclub		1234567890-12
11	Billy Riley	Flipbug		1234567890-12
12	Joshua Bailey	Voonix		1234567890-15
13	Barbara Hernandez	BlogXS		1234567890-15
14	Rose Miller			1234567890-15
15	Theresa Thompson	Blogtag		1234567890-21

Customize
• The blue dots on product sample images indicate which parts can be customized.
• Click on the Customize tab, then add your details (if applicable) into the form.
• When you are finished editing, add the item to your cart.

Finishing Options + Ordering
• The quantity ordered will default to the number of contacts in your CSV file.
• Select whether you would like to have your items mailed to those on your list or plan to mail them yourself.
• When mailed by TicketPrinting.com, an estimated arrival date will be listed next to the First Class mailing option.
• When postcards are sent directly to you, the expected ship date will be presented on the right side within the order summary window.
• Previously uploaded lists can be found in your account.

For questions, contact TicketPrinting.com: 888.771.0809