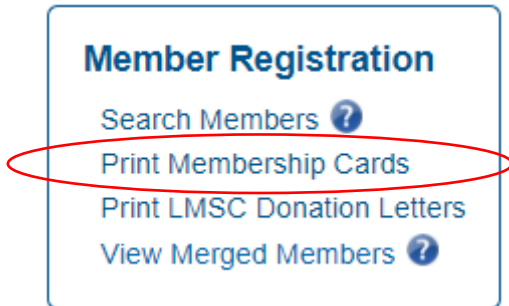# Printing Membership Cards

Setup

USMS provides card stock to all of the membership coordinators. The cards come three to a sheet.

Before you can print cards, you need to enter some offset values and do a little testing.   From the home page, under "Settings" select "Member Card & Donation Letters."

Print All Cards: When a swimmer registers, they can elect whether to have a card mailed to them by checking a box on the online registration form.

- **2021 Membership Card update** - After much consideration and discussion over the past couple of years, the Membership Committee, in collaboration with the National Office, has put forth a plan to sunset the printing and mailing of paper membership cards by removing the link to request one during registration as of Feb. 1, 2021, at 12 a.m. Eastern time.

  This will allow those who may still desire a printed card for 2021 the ability to select the option during the early registration period and provide membership coordinators four months to prepare.

  Members can access an electronic version of their card through their My USMS account for use on their iPhone or Android devices, as well as a PDF they can download. Should someone request a card after January, we will still have the stock to send them one for 2021. If there are clubs that still require a paper card shown, let the National Office know so we can work with you and the club to let them know the alternatives.

  In addition, we plan to continue to send new member welcome packets to all new 2021 members, which includes a card.

If the swimmer has checked the box, the card will appear in your print queue (more on that later) and will be there the next time you view the queue. If the swimmer does not check the box, they are confirming that they will print their own card during the online registration process and does not want a card mailed to them.

Card Printing Order: You can choose the order that your cards print. Of the cards in the queue, they can be printed in either alphabetical order, in registration number order, or in zip code order.

Right-Side Text: On the right-hand side of the membership card, you are allowed seven lines for the membership coordinator's contact information. In the example below, the text shown in the box is what will appear on the right-hand side of every member's card.

Note that the last line contains a variable field, [Workout Group]. If you are in an LMSC where you keep track of swimmers' workout groups (a subset of clubs), you can use this variable to have each swimmer's workout group appear on his/her card. For example, if the card is being printed for a member whose workout group in the database is KCBZ, that last line under the membership coordinator's name and address will read:

Workout group: KCBZ

Printer Offsets: These offsets will adjust the placement of the printed text on the membership cards. The **Shift Down** value will move the text farther down on the page (a negative value, such as -0.05, will shift the text up). The **Shift Right** value moves the text to the right, away from the pre-printed name and address headings on the cards (a negative value will shift the text to the left). The Space Between Cards setting can be used if you notice that the starting point for the text on each of the three cards is in a different place.

Membership Card Printer Offsets

These defaults will be used when registering a new member.

Shift Down: 0.00   inches (range -0.5" to 1")

use negative numbers, i.e. -0.05 to shift up

Shift Right: 0.00   inches (range -0.5" to 1")

use negative numbers, i.e. -0.05 to shift left

Space Between Cards: 0.00   inches (range -0.5" to 1")

use negative numbers, i.e. -0.05 to

decrease space between cards

Right-side Shift Right: 0.00   inches (range -0.5" to 1")

use negative numbers, i.e. -0.05 to

shift right side of card text to the left

Everyone's printer is a little different. After you print a test page, you can start to adjust the values accordingly.

The Right-side Offset value becomes important if you mail your cards in window envelopes. You want to make sure that the text on the right side of the card (the membership coordinator's name and address) cannot be viewed through the window. If any of it is showing, the US Postal Service's automated sorting machinery will not be able to correctly read the address.

Printing Cards

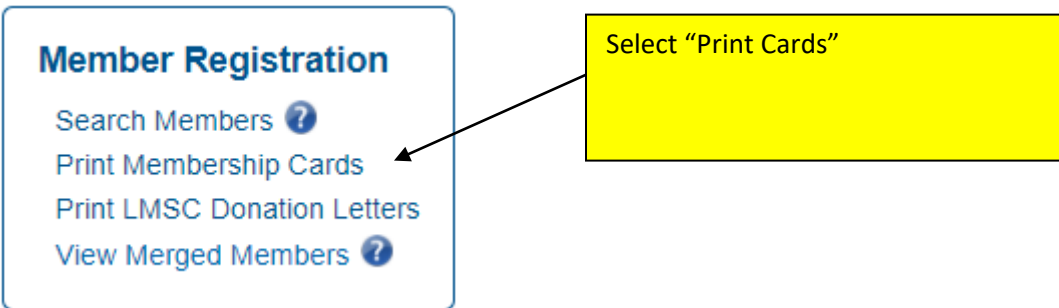**Cards with or without top margin**

When you get to the card printing page, you will see that you have two choices for the type of card stock you are using. Look at a sheet of card stock and you will see that there is an extra half-inch of white space above the first of the three cards. This is what is referred to as the "top margin". You would select the "Print All Cards on Full-Sized Card Stock" option if you are loading a full sheet (or sheets) of cards into your printer.

If you are going to be loading a partial sheet of cards into your printer, you will want to select the "Print ## card on leftover stock with no top margin" choice. For example, perhaps you previously printed one card and tore it off the sheet. You now have two good cards left. Today you only need to print two cards. You could load the partial sheet into your printer and print the two cards.

To view and print cards, begin on the Home page.

Member Registration

Search Members ❓
Print Membership Cards
Print LMSC Donation Letters
View Merged Members ❓

You must have the latest version of Adobe Reader installed on your computer (the paid Adobe Acrobat software will also work).

Print cards on the card stock provided by USMS. No background image is shown in your print preview, because you will be printing on card stock that is already printed with the background image.

2020 Member Cards to Print

2 cards in queue

Print All Cards on Full-Sized Card Stock

Print 1 card on leftover stock with no top margin

Print 2 cards on leftover stock with no top margin

Clear Cards

In this example, there are 2 cards currently in the printer queue. In this case you will be loading full sheets of cards into the printer, so you would select "Print All Cards on Full-Sized Card Stock." The cards will open in the Adobe Reader software. Depending on your browser they may open within the browser, or in a new window.

Once you've viewed the cards, select the print icon (or File/Print) from the top menus.

Select either "File/Print" or the printer icon. Your software may look slightly different.
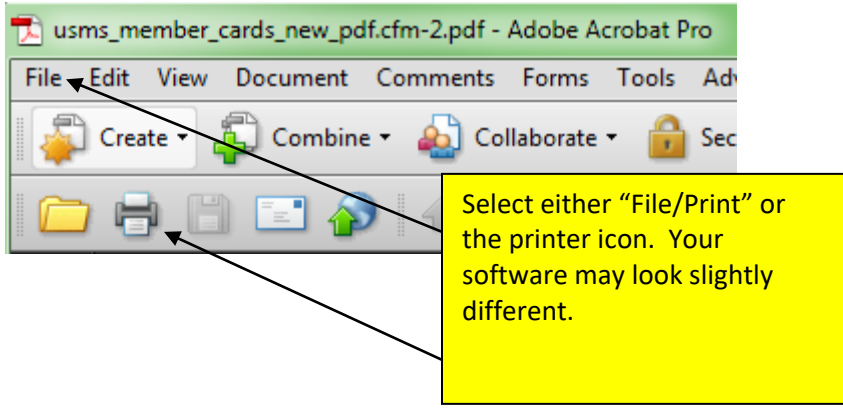
You will see a printer dialog box. There are several settings that MUST be correct for the cards to print successfully.
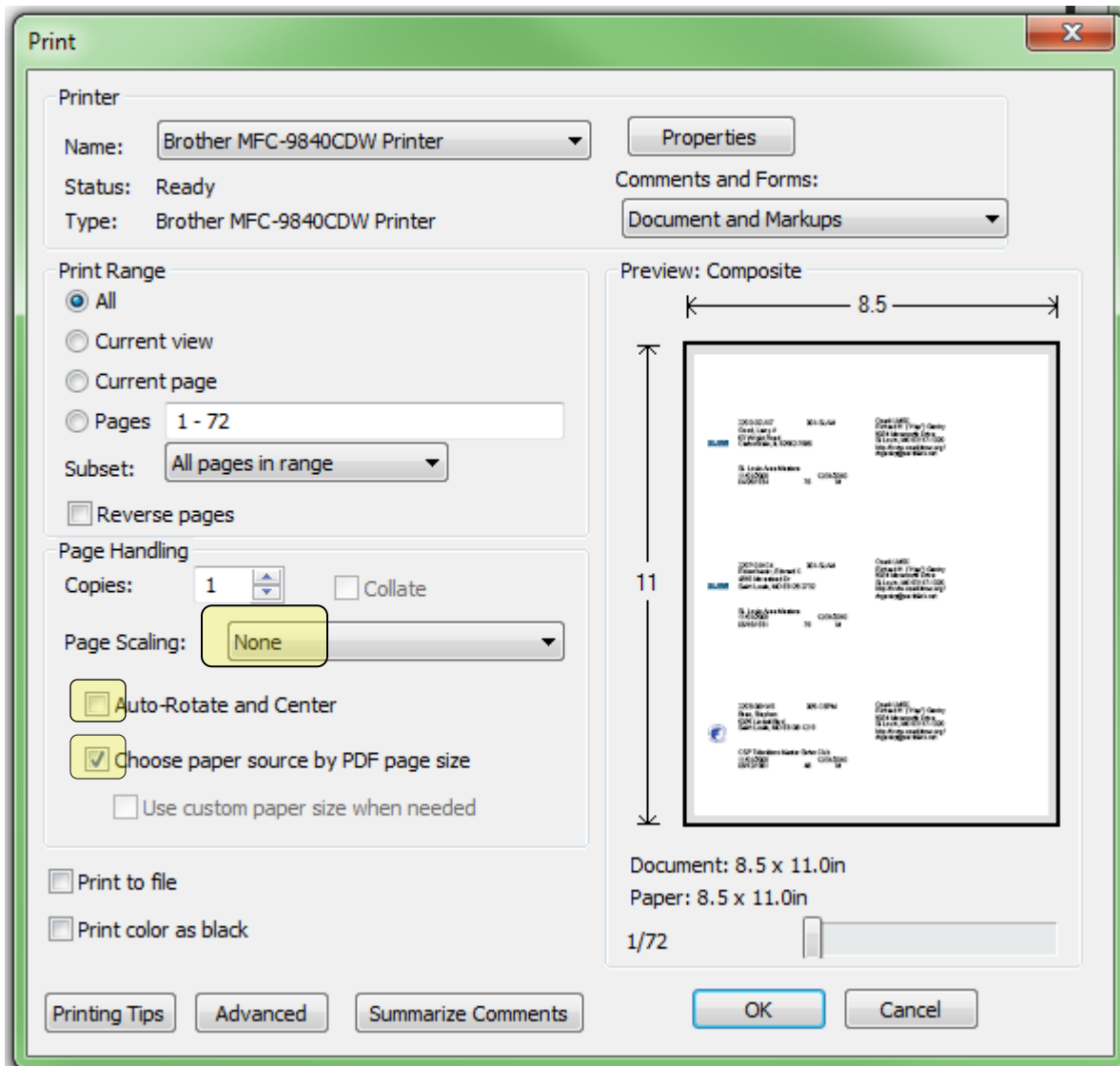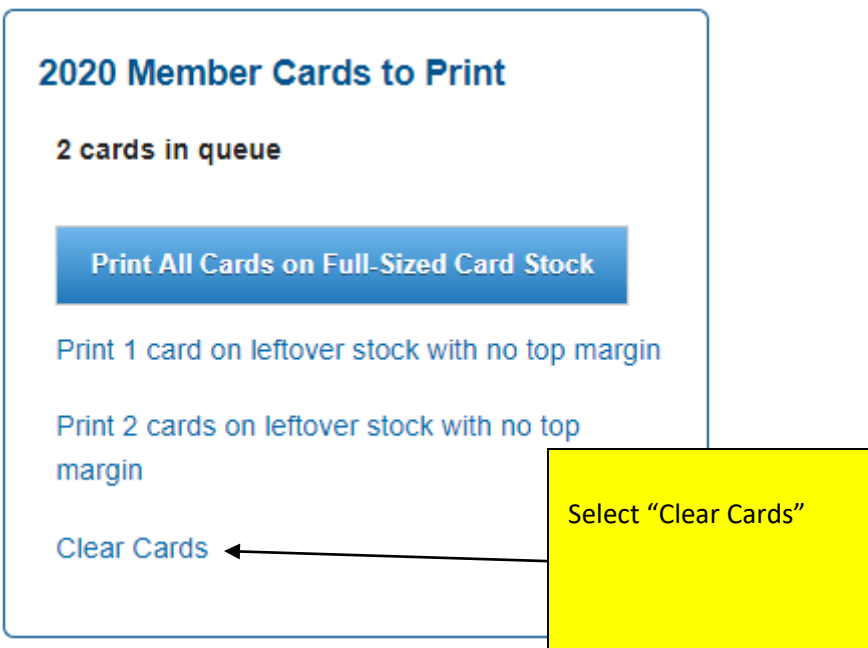
Page Scaling: Must be set to "None"
Auto-Rotate and Center: Uncheck the box
Choose paper source by PDF page size: Check the box

IMPORTANT NOTE: The Adobe software periodically gets revised and updated. Sometimes when it is updated, the printer settings are all reset to the Adobe defaults. If your cards printed fine yesterday but are way off today, first check to make sure that the printer settings are as described above.

Clearing the print queue

After you've successfully printed your cards, you need to clear them from the queue. If you don't clear them, they will be there the next time you need to print cards.

2020 Member Cards to Print

2 cards in queue

> **Print All Cards on Full-Sized Card Stock**

Print 1 card on leftover stock with no top margin

Print 2 cards on leftover stock with no top margin

Clear Cards ←

Select "Clear Cards"

Select Membership Cards to Clear

| | Page [1] of 1 | | | | | | View 1 - 2 of 2 |

USMS Number	First Name	Last Name	Club	Address	City	State	Reg. Date	Clear
320			UC32			CO	10/5/2020	☑
320			CMS			CO	10/12/2020	☑

| | Page [1] of 1 | | | | | | View 1 - 2 of 2 |

Clear Selected Cards

Abort/Cancel

Check the name for each card you wish to clear, then click the button below