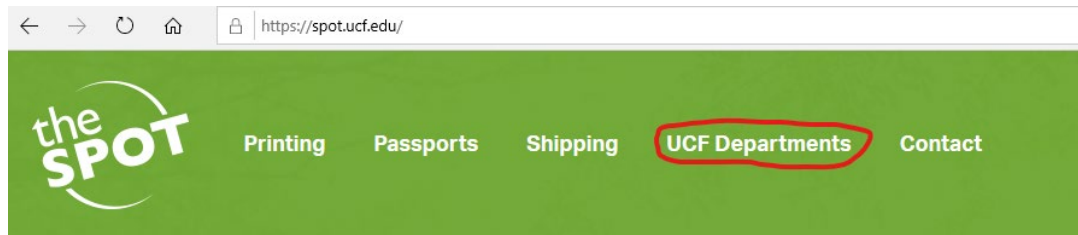
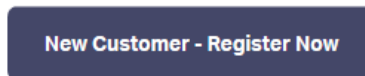


CCIE Faculty and Staff Name Badge Ordering Procedures

1. All name badge purchases require an account with The SPOT. To create an account, go to <https://spot.ucf.edu> then click on UCF Departments in the green bar on the top of the page.



- Click on the New Customer – Register Now button in the middle of the page.



- Fill out the Member Registration page with your information, confirm all information is correct, then click Next at the bottom of the page. UCF's Tax ID# 85-8012703010C-9

A screenshot of the "member registration" form. On the left, there is a "back" button and a list of five benefits of registering. Below the list is a note about username and password requirements. The main form area has a heading "member registration" and a note "Fields marked with * require entry." The form fields include: User ID (kelle.tabor@ucf.edu), Password, Password Confirmation, First Name (Kelle), Last Name (Tabor), Job Title (Administrative Assistant I), Company (University of Central Flori), Address 1 (528 W Livingston St), Address 2 (UCF Downtown, Suite 30), City (Orlando), State / Province (Florida), Zip / Postal Code (32801), Country (United States), Do not charge sales tax (checked), TAX ID (85-8012703010C-9), Phone Number (4078232046), Fax Number, eMail Address (kelle.tabor@ucf.edu), Your merchant (33777, Largo, The Spot), Send Me Marketing Updates (checked), and Language (English).

- Once you have submitted the information for your new account, wait for the emails that confirm your account has been set up correctly. You will **get 2 emails**: one from The SPOT (shop@utypia.com) and one from Pinellas Rubber Stamp Company - PRS (PRS Sales sales@prsorders.com) confirming you are a department user. Then place your order. **If you place an order before receiving the confirmation email from Pinellas Rubber Stamp (PRS) confirming you are a department user, you will pay by credit card, full price and with sales tax.**

2. To place an order: sign into your account at <https://thespot4badges.utypia.com/UI/en-US>. (Please bookmark this site.) Also, be aware that orders are nonrefundable.

- You will place your order by using the CCIE template name badge. See the example below:

UCF Name Badge Example



1.5 in x 3.0 in

- The templates are listed in alphabetical order and are located on the main page in the center. Choose the CCIE template and fill out the layout with the name and title of the faculty or staff member:

back create your layout next

layout proof PDF

UCF Name Badge (1.5x3)

UCF Name Badge Large Layout with Magnet Backing

\$ 12.30

Material/Letter Color
Black/White

Finished Edge
Square Corners/No Bevel

Name Badge Fastener
Magnetic

Zoom: 100%

TEXT

Text	Special characters	Size
* Insert Name		16
* Insert Title		12
College of Health Professions and Sciences		12

Apply to all lines

* Indicates a required line!

back next

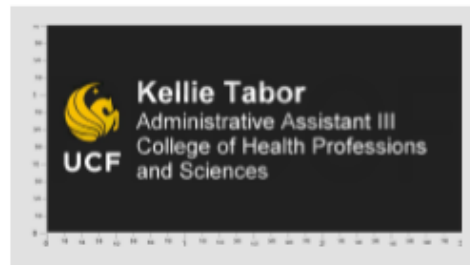
- If you would like a proof, click “layout proof PDF” that is circled in red in the upper right corner of the picture above. A separate page will pop up with the proof. An example of the proof page is below:

PROOF

UCF Name Badge (1.5x3)

UCF Name Badge Large Layout with Magnet Backing

- **SKU:** J60091
- **Material/Letter Color:** Black/White
- **Finished Edge:** Square Corners/No Bevel
- **Name Badge Fastener:** Magnetic



Sign here to approve this layout: _____
Created on 1/28/2020 10:02 AM

User ID: kellie.tabor@ucf.edu

- Click the **red** next button in the lower right-hand corner once the badge is how you want it.
- Proofread your badge. You will have an option on this page to use the newly created badge as a template.

If you save your current preview, it will be available to use as a template on subsequent visits.

Template name:


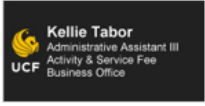

Save and add to cart

- Add the proofread badge to your cart. Remember, orders are nonrefundable.

- You will see your discounted price of \$11.07 per badge at checkout.

Back continue shopping my shopping cart checkout

Use the [Special Instructions](#) link in your cart to specify special requests, or other information necessary for processing these items.

Quantity	Product	Description	Custom	Special	Price each	Discount	Subtotal
1		UCF Name Badge (1.5x3) Material/Letter Color : Black/White Finished Edge : Square Corners/No Bevel Name Badge Fastener : Magnetic J60091	 Kellie Tabor Administrative Assistant III Activity & Service Fee Business Office change layout	Instructions	\$ 12.30	\$ 1.23	\$ 11.07 
						Total	\$ 11.07

*If you do not see the discounted pricing and have an option to pay via credit card, **please hold your order** until you receive an email from Pinellas Rubber Stamp indicating that you have been set up as a UCF Department User.

- If you have any special instructions for your badges, use the red Instructions link next to the name badge noted in the screenshot above.
- Click on checkout in the upper right-hand corner to place your order noted in the screenshot above.
- All orders will ship directly to The SPOT, which is located in the John T. Washington Center directly across from the bookstore. Department orders will be delivered to your office.

If you have any trouble placing an order with the new system, please call The SPOT at 407-823-2500 or you can reach them at spot@ucf.edu.