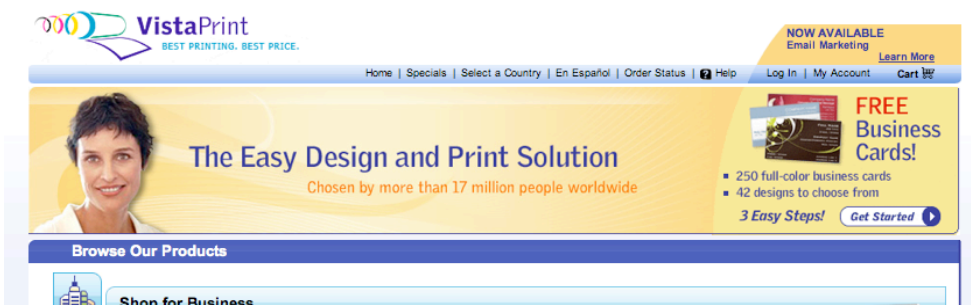


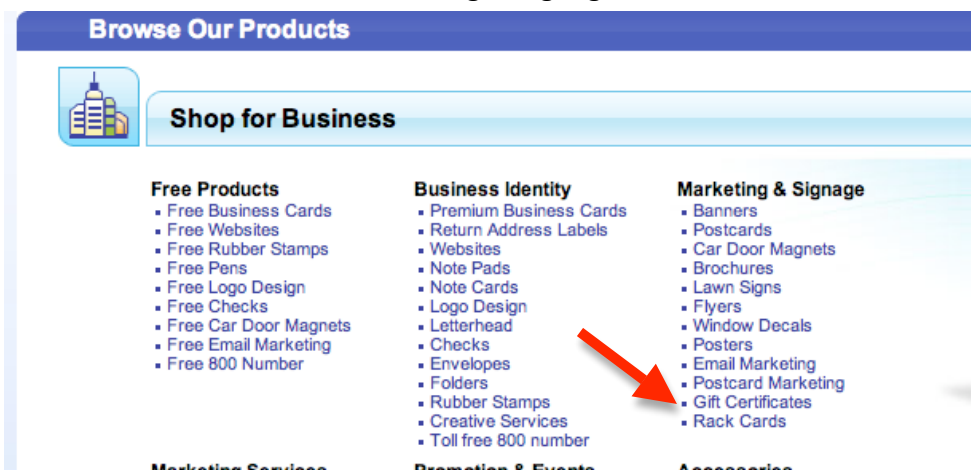


Custom *Become a Sigma Nu* Rack Card Printing Instructions

1. Go to www.sigmanu.org/vbrmarketingmaterial
2. Download the following templates(remember where you saved them)
 - **RackCard.front.custom.pdf**
 - **RackCard.front.sigmanu.pdf**
 - **RackCard.back.custom.pdf**
 - **RackCard.back.sigmanu.pdf**
 - You have the option of mixing and matching which templates you upload and use. You can use the custom templates to create your own content, one of the Sigma Nu templates with content already included, or use a combination of both.
3. Go to www.vistaprint.com



4. Click on **Rack Cards** under Marketing & Signage




5. Then click on **Upload a Complete Design.**

Custom Printed Rack Cards


Rack Cards
Starting at \$14.99


Get your business noticed

- Great for marketing to travelers and tourists
- Premium 80-lb card stock with glossy finish
- High-quality design templates or upload your own



Choose How to Design It

 **Browse our designs**
Select a design template and personalize it to best suit your needs. Easily add your own logo or photo.

 **Upload a complete design**
Upload your own finished design and we'll print it for you.

6. Under **Upload Your Image** select **Browse**.

7. Then choose either **RackCard.front.custom.pdf** or **RackCard.front.sigmanu.pdf**.

8. Once the image has uploaded, in the lower right hand corner, click **Next**.

Upload Your Image






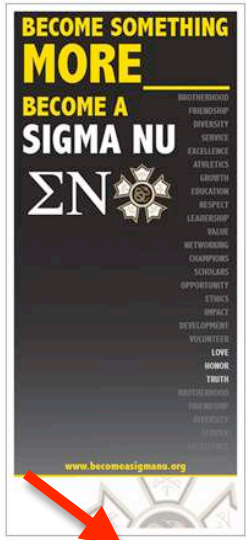
 **Upload Complete**
Your image resolution is excellent.

Image Options

-  [Rotate 90° clockwise](#)
-  [Rotate 90° counter-clockwise](#)
-  [Crop this image](#)
-  [Upload a New Image](#)

Your Card So Far




[www.becomesigmans.org](#)

[Back](#) [Next](#) [Save for Later](#)

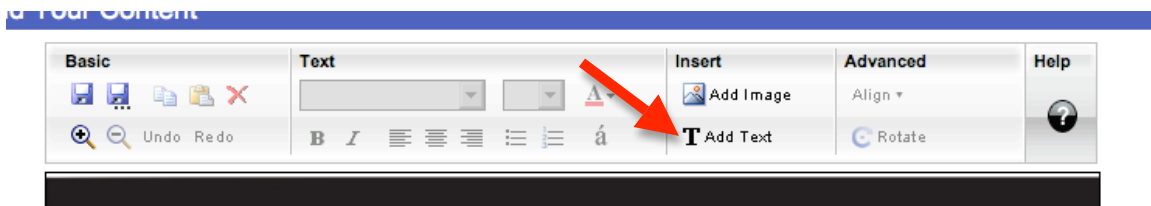
9. Just under the image, click on the underlined link **Advanced Editing**.

[View Larger](#)

[Remove Sample Text](#)

 **Advanced Editing**
Add more text, change fonts and colors, move things around, customize the back side, and more.

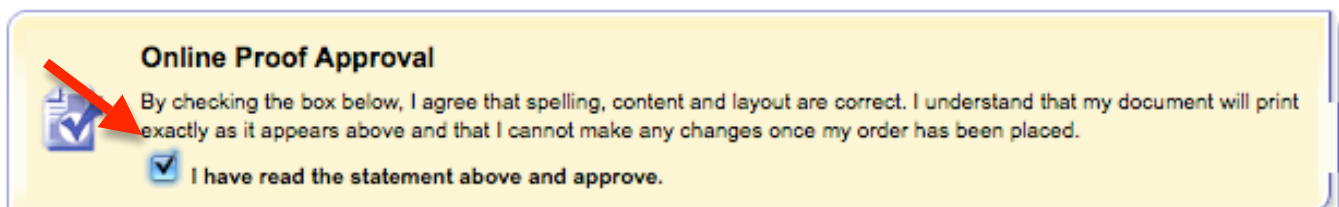
10. From the toolbar above the image, under Insert, click on the **Add Text** button. This will automatically create a text box for you.



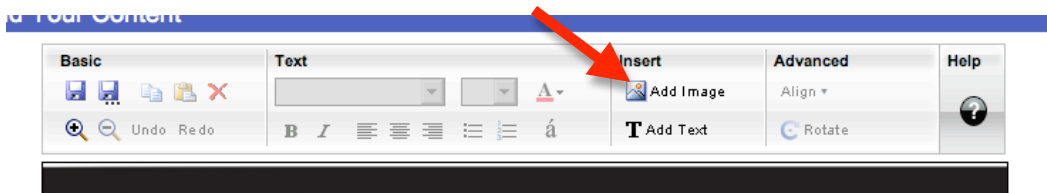
11. Edit the size of the text box to your desired size and position.
12. Double click on the text box, this will allow you to edit the text. Don't click away from the text box until you are done editing your text.



13. Under the image there is a box titled **Online Proof Approval**. Read the statement and check the box verifying that you have the the statement above and approve. Then in the lower right-hand corner, click **Next**.



14. Next, you will need to add the back of the Rack Card. Full-Color Printing is preselected for you but you can choose Grayscale Printing or Blank Back side if you'd like. To add the backside of the Rack Card, click on **Add Image**.



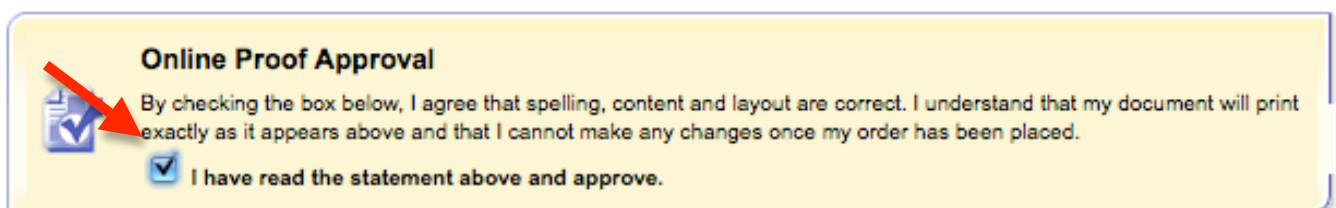
15. Now you will click on the **Choose File** button and choose either **RackCard.back.custom.pdf** or **RackCard.back.sigmanu.pdf**. Once the file has been uploaded, **DO NOT** crop the image and click **OK**.



16. From the toolbar above the image, under Insert, click on the **Add Text** button. This will automatically create a text box for you. Edit the size of the text box to your desired size and position. Then double click on the text box, this will allow you to edit the text. Don't click away from the text box until you are done editing your text.

- If you choose **RackCard.back.sigmanu.pdf**, you **DO NOT** need to add text.

17. Under the image there is a box titled **Online Proof Approval**. Read the statement and check the box verifying that you have the the statement above and approve. Then in the lower right-hand corner, click **Next**.



18. If you are a new customer you will have to create an account. Creating an account will allow you to save your work for later, keep track of what you already ordered, track your packages, etc. If you already have an account, just sign in. OR you can continue as a guest.

To Continue...

Sign in to save your work

What is your e-mail address?
E-mail:

Do you have a VistaPrint password?

No, I am a new customer.
 Yes, I have a password.

Password:

Keep me signed in. [Sign In](#)

[Forgot your password?](#)
[Show my password hint](#)
[E-mail my password](#)

Continue as guest

Don't feel like entering an e-mail and password right now? Continue as a guest, but remember you will not be able to save your work for future visits.

[Continue](#)

3-Day Rush Delivery | Upload Your Own Design | [Log Out](#)

19. Choose the quantity you want from the drop down menu provided.

Choose Quantity

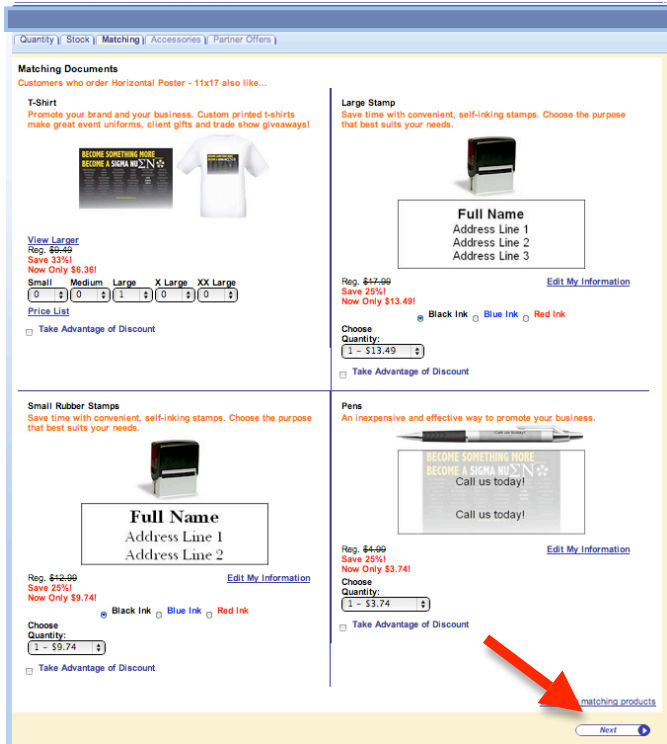
Stock up now! Get 100 for only \$29.99. It's a

50 for \$14.99
 100 for \$29.99
 250 for \$59.99
 500 for \$89.99
 750 for \$129.99
 1000 for \$169.99
 1500 for \$249.99
 2000 for \$329.99
 2500 for \$399.99
 5000 for \$499.99
 10000 for \$799.99

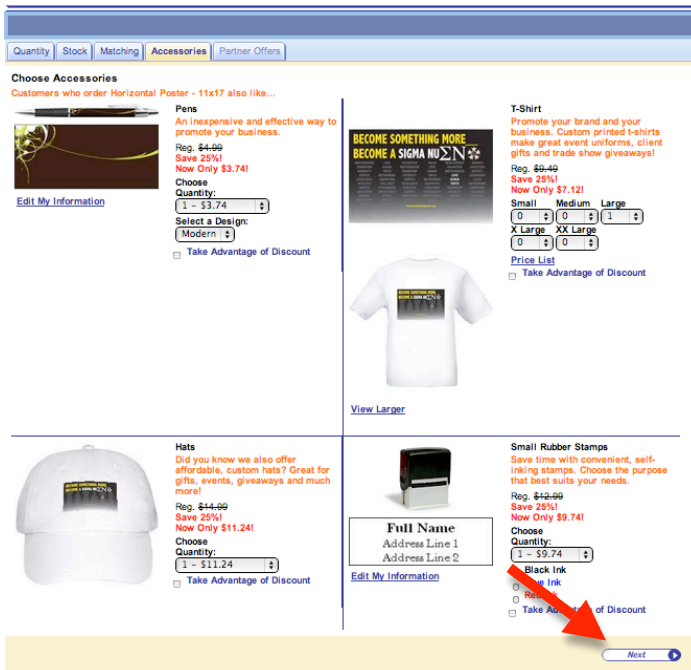
Other Quantities

Dis...
You off...
...ou to receive Vi...
...anks

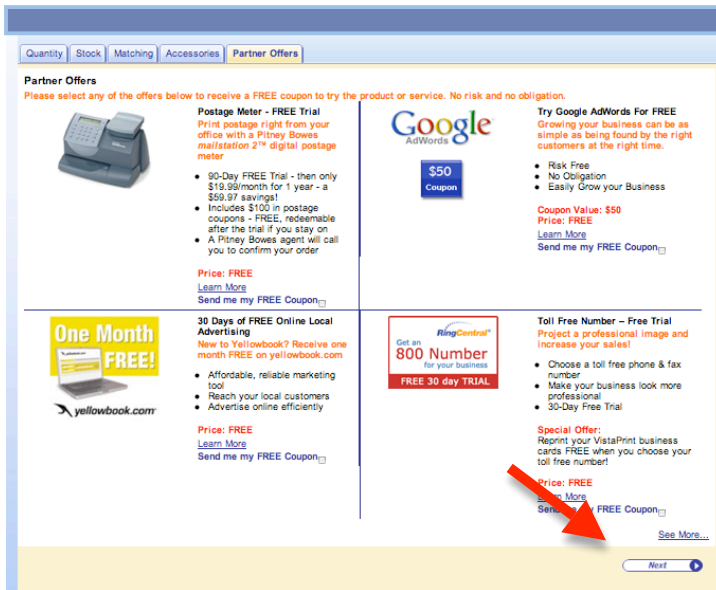
20. Vista Print will ask you if you want to purchase any “Matching Documents.” If you want, choose the documents you’d like to add, there is also a link in the lower right corner to “See more matching documents.” If you **DO NOT WANT** to purchase any matching documents, click **Next** in the lower right-hand corner.



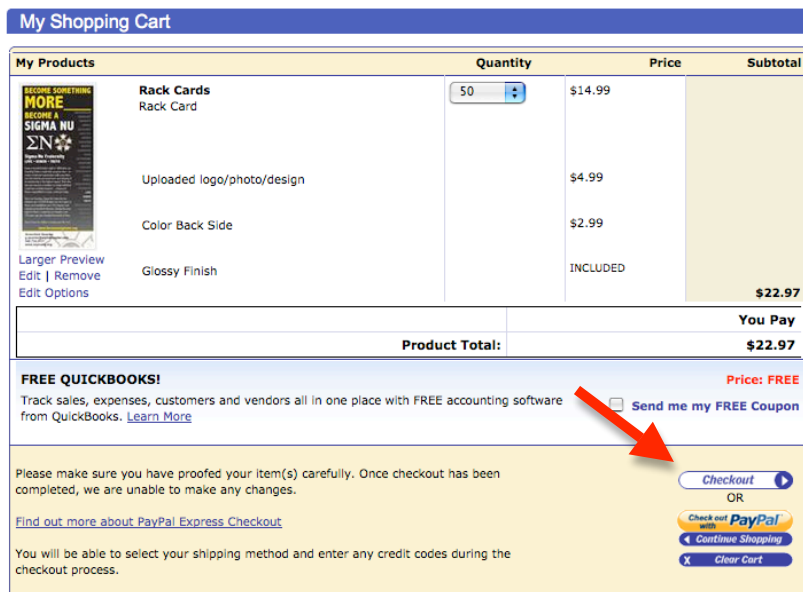
21. Vista Print will ask you to “Choose Accessories.” Choose the ones you want, or if you don’t want any, click **Next** in the lower right-hand corner.



22. Ignore the “Partner Offers” and, click **Next** in the lower right-hand corner.



23. You can now edit your Shopping Cart if you'd like. If your cart is complete, select one of the payment options in the lower right-hand corner. You can choose **Checkout** or **Check out with PayPal** button. (If you choose PayPal, follow the instructions to checkout.)



24. Once you've clicked Checkout, choose a **Delivery Time** and enter a **Delivery Address**. Then, click **Next** in the lower right-hand corner.

25. Enter **Billing Address** and click **Next** in the lower right-hand corner.

26. Enter in **Payment Information** and click **Next** in the lower right-hand corner.

27. Review and Submit your Order. Vista Print will ask you if you want to add Return Address Labels. If you **DON'T**, click the **Accept Without Return Address Labels** button, or, if you **DO**, click the **Accept With Return Address Labels** button.

28. Your Rack Cards are now ordered!