

Namecoach is a free utility that allows a faculty member to record their name in their voice to share with others via email and social media.

TO GET STARTED

1. Navigate to this link: <https://www.namecoach.com/events/name-profile/registrations/new>

Complete the form shown below. Once you have added your information and recorded your name pronunciation, click 'Submit'.

TIP: Your username will be the email address that you enter (it is highly suggested you use JHEDID@jh.edu)

The form is titled "Create Your Namebadge!". It contains several input fields: "Email", "First name", "Last name", and "Full name or your name as you would like it said/announced" (with an example: "Henry Indiana Jones, Jr."). There is a section for "Phonetic spelling of your name" with a "What's that?" button. Below that, there are instructions on how to clarify pronouns and a "Please audio record the pronunciation of the full name you wish to be called by others." section. This section offers three recording methods: "Phone", "Web Recorder", and "Uploader". The "Phone" method includes a field for a phone number and a "Call me now!" button. At the bottom, there is a "Submit" button and a checkbox for "Already registered on our site?".

2. Follow the prompts on screen to create your password

The screen is titled "Set Password". It contains a paragraph of text: "Set a password so that you can come back later and edit your info. That is totally optional - you can skip this now and later on use the password recovery feature if you want to make changes." Below this are two input fields: "Create Password" and "Confirm Password". At the bottom, there is a large purple button labeled "Set Password and Continue" and a link labeled "Skip Setting Password".

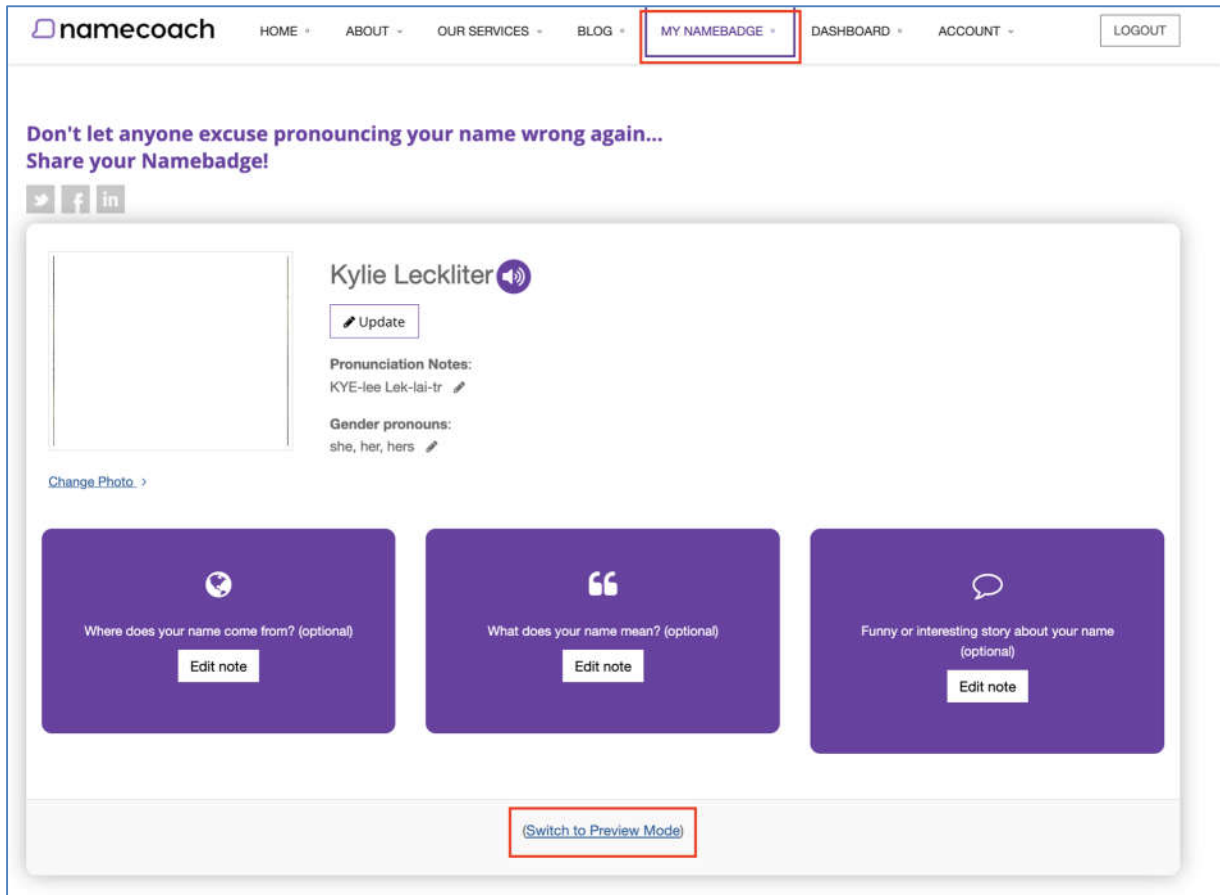
3. Select a Namebadge icon of your preference by following the steps in the screenshot below. There are two icons available to choose from.

Then you will navigate to your email signature settings and past your new Namebadge in your email signature.

The screen is titled "Add Namebadge to your Email Signature" and is labeled "STEP 1". It contains a heading: "Add [icon] or [icon] buttons to Your Email Signature:". Below this are three options: "Copy button without text" (STEP 2), "Copy button with text" (STEP 2), and "Click here to copy your Namebadge link" (STEP 3). To the right, there are two sample email messages. "Sample Message 1" shows a signature with a "Hear my name" button. "Sample Message 3" shows a signature with a "Hear my name" button. At the bottom, there are instructions: "2. Go to your email settings. STEP 3" and "3. Paste button or link into the email signature field. STEP 4".

HELPFUL HINTS

- Instructions on how to embed your Namebadge into your email signature are available [here](#)
- Namebadges can also be used on other social media profiles (LinkedIn, etc.)
- You can preview what someone else will see when they click on your Namebadge. Simply click “MY NAMEBADGE” and then ‘Switch to Preview Mode’



If you experience any difficulties integrating your Namecoach Namebadge into your email signature or with accessing your account, please reach out to: support@name-coach.com