

## Namecoach for Events and Ceremonies

hong chau - 2023-07-03 - Comments (0) - Namecoach

**Note:** Namecoach allows students to record and indicate the phonetic pronunciation of their name. Departments and programs can use Namecoach for Commencement ceremonies and other events by submitting an [access request form with OIT](#). If you have questions about the service, please email Digital Learning Design at [dld@brown.edu](mailto:dld@brown.edu). Information can also be found at the [vendor's site](#).

### Getting Started with a Namecoach Name Page:

1. [Request a Namecoach](#) admin account and Name Page
2. Log in to [name-coach.com](https://name-coach.com) using the credentials emailed to you from **noreply@namecoach.com**. From the dashboard, you'll see the Name Page for your event.
3. Click on **Go** for your department/program

### Reviewing Recorded Names, Unrecorded Names, and Names

#### Requested links:

- **Recorded Names:** a list of completed form submissions that include audio files, personal notes from students, and a column for administrators to make internal notes. Email re-recording requests, archive or delete student records to update the final list.
- **Unrecorded Names:** a list of students who may have started the form submission process, but did not record an audio pronunciation
- **Names Requested:** a list of students without an audio recording or phonetic pronunciation

**Recorded Names**

Unrecorded Names

Names Requested

Request Names/Your Link

Admin

### Customizing Name Event Page and Sender Email:

1. Click on the **Admin** tab for your Name Event Page
  - **Invite** other administrators
  - Update **Participant** records without sending notifications to students
  - Update **Preferences** to customize the "Sender" email field.
    - Change the "**Notification sender**" field to your departmental address or

administrator's address.

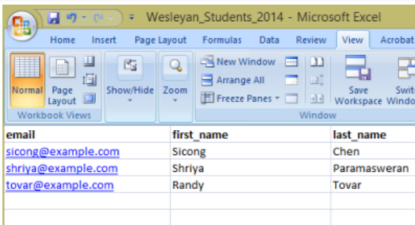
- Customize a preface welcome message for students when they see the NameCoach recording page.
- Make form fields optional or hidden (i.e. hide Middle name or Phonetic field.)
- Enable the option to remind students to record their name within 7 days of the event.
- Add custom fields to the recording page.

### Sending Mailmerge Invitations:

1. **Create** a new Excel or Google spreadsheet
2. Include in the first row the columns "**first\_name**", "**last\_name**", "**email**"
3. **Copy/paste** First names, Last names, and Emails into this template file. Email is the only required field for the mailmerge to work.
4. **Save** the Excel file on your computer.
5. **Return** to the Name-coach.com event page in your web browser.
6. Click the **Request Names/Your Link** tab in your event page to import the **.csv/.xls** file.
7. Click on the **Upload Excel/CSV** button
8. Click on the **Import and Notify** button
9. Update and edit the **Email Body** and click **Save message**
10. Click the **Browser/Choose File** option to locate the Excel document on your computer
11. Click **Import and send invites** to send students the email message with a link to record their names, indicate pronouns, and enter phonetic pronunciations
12. **Review** the Recorded Names, Unrecorded Names, and Names Requested tabs for updated information.

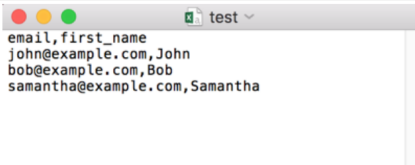
#### Formatting Requirements for Excel or CSV file:

- First row should be a header row
  - **Required headers:**
    - 'email'
    - 'first\_name' or 'last\_name'
  - **Optional headers:**
    - 'first\_name' if 'last\_name' was included
    - 'last\_name' if 'first\_name' was included
    - 'middle\_name'
    - 'institution\_id'
- Every row (except header row) should contain a valid email address, under the 'email' header (no blank rows allowed)
- Emails should not contain blank spaces.
- Allowed file extensions:
  - .xls
  - .xlsx
  - .csv
- You can import and export custom attribute values for your students as well. [NamePage Custom Attributes](#) is a screencast introducing you to this feature. People have used this feature to capture all kinds of different things, including:
  - Commencement walking order
  - Student degree levels
  - Student schools



email	first_name	last_name
sicong@example.com	Sicong	Chen
shriya@example.com	Shriya	Paramasweran
tovar@example.com	Randy	Tovar

Example: Excel file with email, first\_name, and last\_name



```
email,first_name
john@example.com,John
bob@example.com,Bob
samantha@example.com,Samantha
```

Example: CSV file with email and first name

