SGNA Regional Mailing Labels
Downloading Labels Online

Step 1: Member login

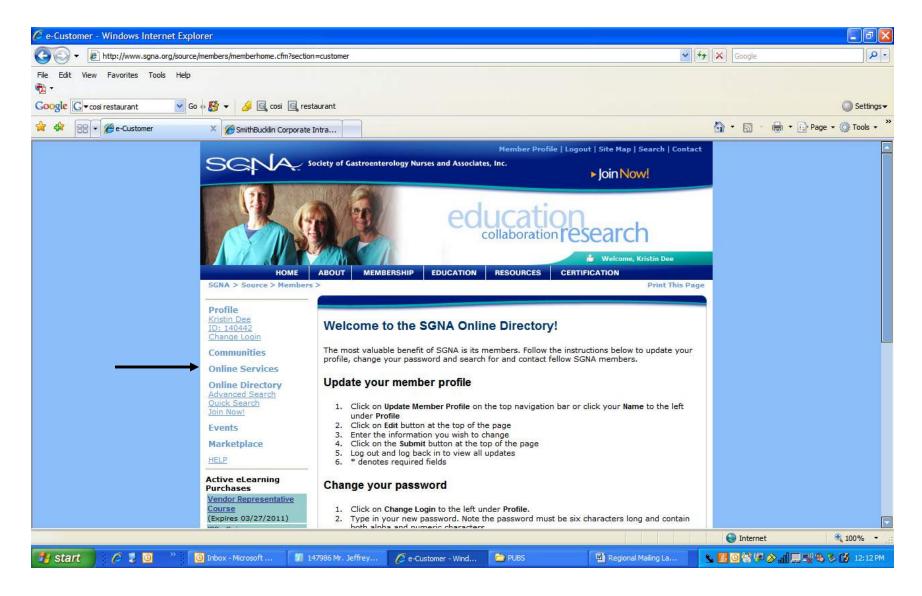**Step 2**: Accessing Member Reports
(*only Regional Presidents, Treasurers and beginning in 2009 President-elects have report access)

Once you have logged in, follow the path below by clicking on the designated links located on the left-hand side of the SGNA Web site.
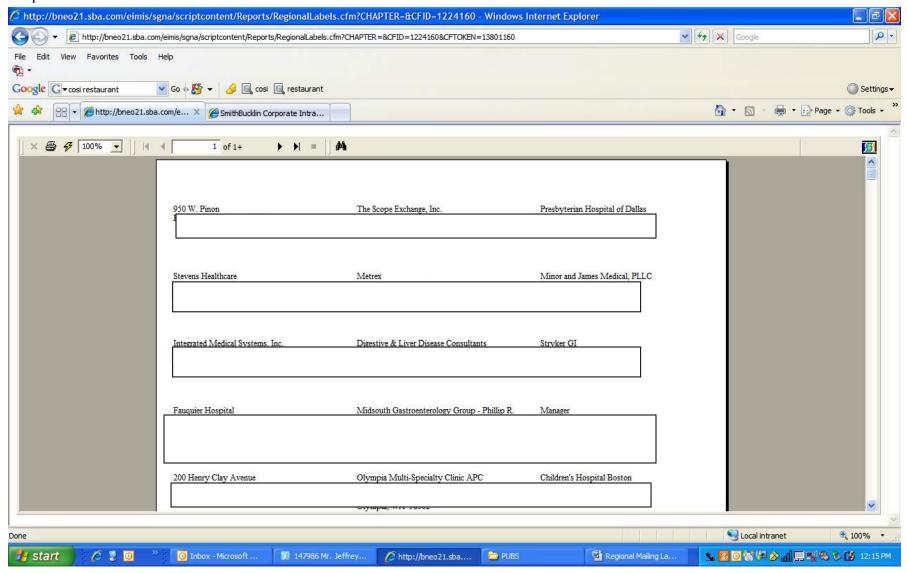**>> Online Directory**

>> Online Services

>> Reports

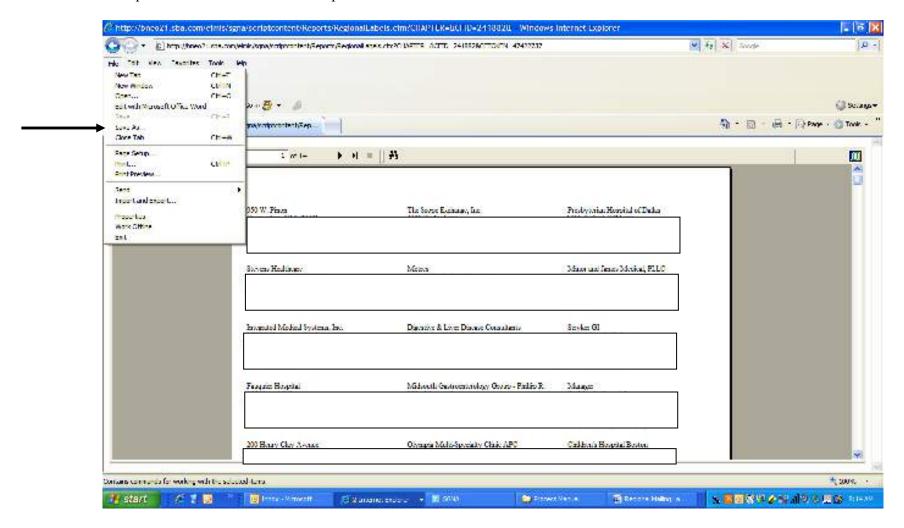**Step 3**: Accessing the Regional Mailing Label Report

Once you have reached the reports page on the Web site, select the "Labels" link to download your regional mailing labels. This report generates your mailing labels already formatted to print on Avery 5160 mailing labels. Once you have pulled up this report you are ready to print the labels or save them for a later use.

Step 4: Saving Mailing Labels

To save the labels to your computer or email them to another individual:
- Select "File" located in the upper left-hand corner
- Once the file menu has expanded, selected "Save As" and save the labels to your computer
- This report will save as an internet explorer file

Step 5: Printing Mailing Labels from Saved File

If have you saved the Regional Mailing Label report and want to print it you will need to open up the report and select the print icon on the report to print correctly.

If you do not use this print icon your labels will not print with any data on them.