

Setting up an audio name badge

Instructions

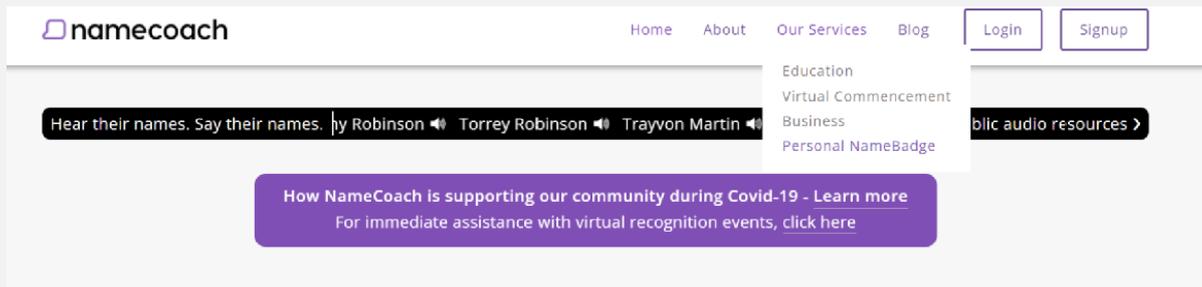
If you would still like to set up an audio name badge, we recommend using <https://cloud.name-coach.com/>

NameCoach allows you to use a 'visual button' in your email signature to signal that this is an audio name badge to the reader. When the reader presses the icon, they will be able to hear you pronouncing your name.

The process of setting up an audio name badge should take about 10 minutes.

Step by step guide to setting up your audio name badge

1. Go to the <https://cloud.name-coach.com/> website (Google Chrome works best).
2. Select 'Our Services' from the ribbon and select 'Personal Name Badge' from the drop-down menu (screenshot below).



3. Click 'Get your NameBadge' in the blue rectangular box.
4. You'll be presented with a form:
 - a) Enter your email address and name.
 - b) As well as recording your name badge, you'll see that there are other options such as adding your pronouns, adding the phonetic spelling of your name, adding a video of you saying your name, etc. These are optional and you can decide whether you want to include any or leave them blank.
 - c) Record your name badge. You can either use your phone, upload a recording or the easiest option is to use the 'web recorder' to record your name directly (screenshot below). You need to ensure that you have either the laptop microphone or headset audio enabled.
 - d) You can listen to your recording and re-record as needed.
 - e) Once you are happy with the recording, click 'submit and finish'.

Example 1: "she, her, hers"; Example 2: "they, them, theirs"; Example 3: "ze, zir, zirs"

Please audio record the pronunciation of the full name you wish to be called by others.

You can record your name by having the NameCoach system call you, or by using the Web recorder

[Having trouble recording?](#)

Phone
 Web Recorder
 Uploader

Record your name using our web audio recorder.

The prompt under the Record button will read 'Ready', then 'Set' and finally, 'Record' - wait for the 'Record' prompt before speaking.

0.0/25.0

Record

By using these tools, I agree to the [Terms of Use](#)

Submit and Finish

5. Optional- You have the option to set up an account or you can skip this step. The benefits of setting up an account is that you can go back and edit your name badge if needed. You can use your account to copy your audio name badge to use on other platforms if needed (e.g., on LinkedIn).
6. After setting up an account (or skipping that step), you'll see your dashboard.
7. On your dashboard, choose the 'Add NameBadge to email signature option' tab. You can then choose to copy one of the two visual 'buttons' to insert into your email signature. One button option is an image of just a sound icon and the other button is the sound icon plus the words 'Hear My Name'.

Image below - here, the user has selected and copied the full 'Hear My Name' icon badge'.

Your NameBadge:

🔔 Publish your NameBadge

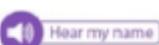
✉ Add NameBadge to your Email Signature

Add  or  Hear my name buttons to Your Email Signature:

1. Choose a button or link to copy:

 Click here to copy this button to clipboard: 

Copied!

 Click here to copy this button to clipboard: 

 Click here to copy your NameBadge link

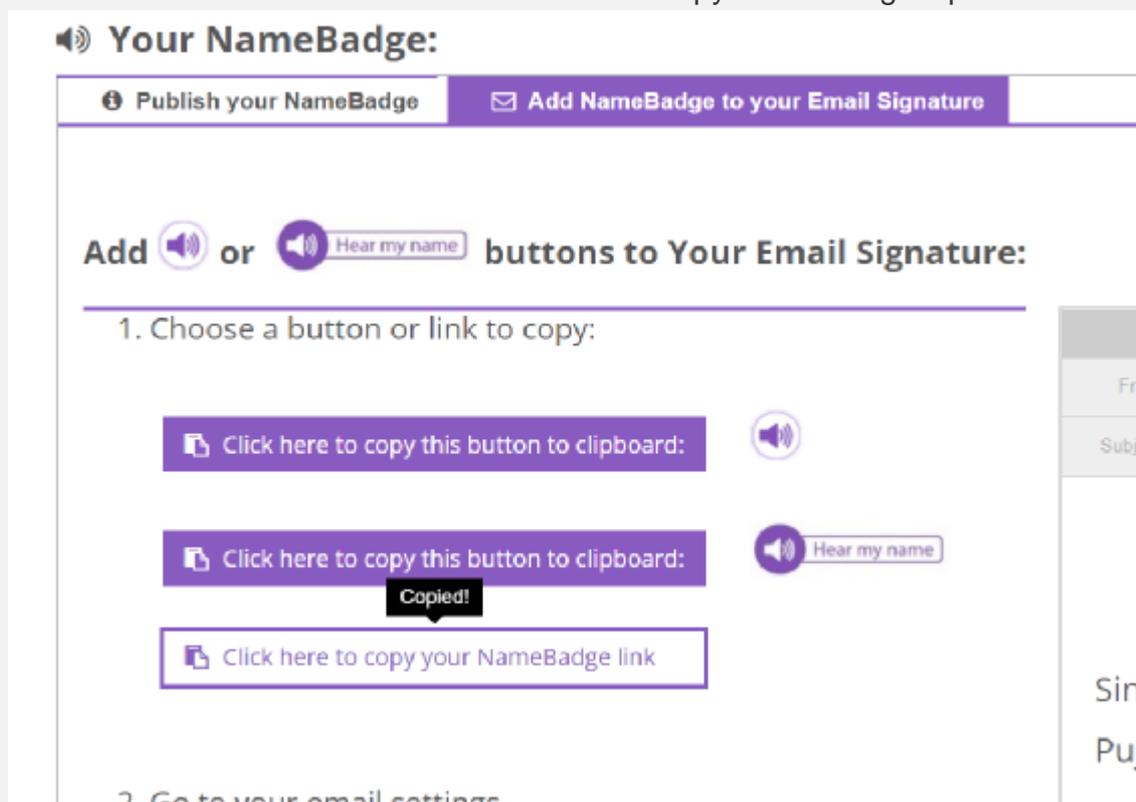
From: Puja Laporte

Subject: Email subject

Sincerely,
Puja Laporte 

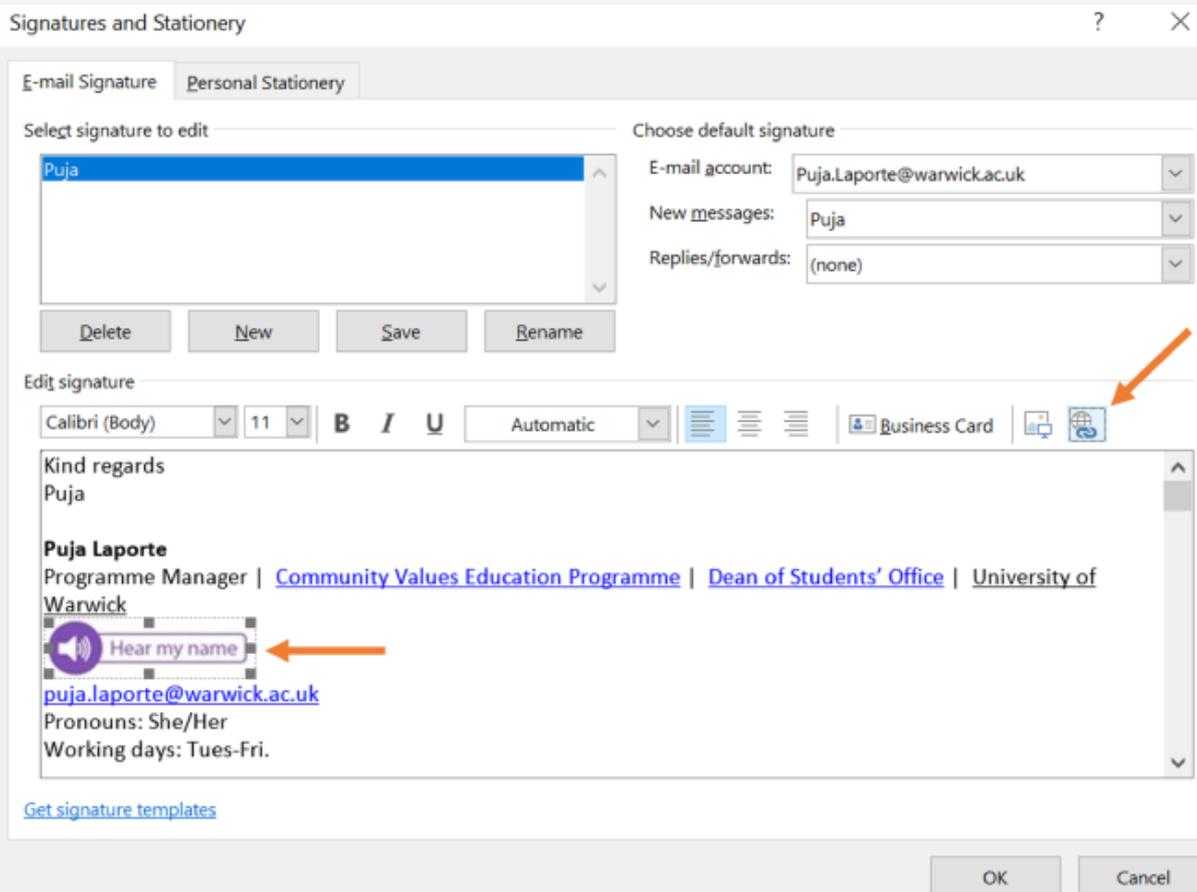
2. Go to your email settings.

8. Once you've copied the button option you want, open your email, open your signature settings, and paste the button into your signature. Leave this open as you'll be coming back to it in a moment.
9. Go back to your Name Coach dashboard and copy your 'NameBadge link'. Image below of the dashboard and the user has selected the 'copy NameBadge' option.



10. Now go back to your email settings, select the 'hear my name' icon you had already pasted, open the hyperlink setting, and paste/insert the 'NameBadge' link you just copied. Save the setting. The link should now be attached to the icon.

Image below - the user has selected the 'hear my name' icon and then clicked on the edit hyperlink option.



11. Your final signature might look like this image below - where the user has included the 'Hear my name button'. You should be able to test the audio by clicking on it and it takes you to a Name Coach webpage with your recording.

