

Printing Out Your NADT Membership ID Card



1. Go to www.nadt.org
2. **Log onto MemberClicks** by using your username and password
3. Hit the **“Enter” button** at the bottom of the page to enter MemberClicks
4. Type in your name in the “Name Quick Search” box

Note: If multiple results appear under your name search, simply check the “tag” box directly above your name

5. Click on the **“print” icon** located above the display of results
6. In the Print Center, you will see the following display:

The screenshot shows the NADT website's Print Center. At the top, there's a navigation bar with "FORUM HOME", "BECOME A MEMBER", "MEMBERSHIP & REGISTRY RENEWAL", and "Logout". Below this is a "Name Quick Search" box with a "GO" button. The main content area is titled "PRINT CENTER" and includes a "Return to results" link. Under "New Jobs", there's a section explaining the Print Center's purpose. Step 1: "Which profiles would you like to print?" shows "Search Results (3 profiles)". Step 2: "Which format would you like to use?" shows a dropdown menu with options: "Phone List", "Sample Print Template", "NADT Membership ID" (selected), and "addressstest2". Below the dropdown is a link "edit your print formats". Step 3: "preview" is highlighted, with a note to click the Preview button. At the bottom, there's an Adobe logo and a note: "Can't view the print preview? To use the Print Center, please download the free Adobe Acrobat Reader from Adobe Systems, Inc."

6. (a) Step 1 is already selected for you (profiles you would like to print)
(b) Step 2: Scroll down and select “NADT Membership ID”
(c) Step 3: Hit “preview”
7. Once the preview screen opens up, click on the link:
“PDF created for the print format NADT Membership ID”

Your Membership ID is ready to print!