

## **General Instructions**

Note: the words *award* and *patch* are used interchangeably.

- 1. Place the award where it belongs on the standard.
- 2. It is advisable to cover the patch with Teflon paper or a paper towel to keep your iron, heat tool, or heat press machine from getting adhesive on it.
- 3. Attach the patch using a heat or cold application method.
- 4. Allow the standard to lie flat while it cools. This allows the adhesive to set.
- 5. If you accidentally put the wrong patch on, you can replace it with the right patch.
  - Apply heat to the existing patch.
  - Carefully remove the patch while it is hot. Note: adhesive will remain on the standard when you remove the patch, so you will have to apply a new patch.
  - Replace the patch with the correct patch.
  - Apply heat/pressure as you normally would.

## Heat application

- Regular iron
  - Set the iron to the polyester/rayon setting. On the polyester/rayon setting, the iron should not burn the standard or patch.
  - Apply heavy pressure when pressing on the awards.
- Hold iron down firmly for 1 minute 45 seconds.
- Heat tool (e.g., EasyPress)
  - Select the high temperature setting.
  - Apply pressure/heat to the patch for 15 to 20 seconds.
- Heat press machine
  - Set the temperature to 350°.
  - Set the pressure to high.
  - Leave the pressure/heat to the patch for 20 to 30 seconds.

## **Cold application**

Adhesives can be purchased online or at craft stores, craft sections of department stores, sewing machine stores, or fabric stores.

- Badge Magic
  - Trace the patch onto a cut-to-fit, freestyle Badge Magic sheet. Note: if you trace carefully, you should be able to fit 88 1-inch circle patches on one  $8\frac{1}{2}$ " x 11" sheet.
  - Use Teflon or nonstick scissors to cut out each traced circle.
  - Remove the paper backing from one side of a Badge Magic circle and apply it to the back of the patch.
  - Remove the other side of the paper backing and apply it in place on the award display item. Apply pressure.
- Cool melt glue gun (Cool melt sticks cure quickly.)
- Beacon Brand Quick Grip Glue (This glue sets in about 5 minutes but will take two hours to totally cure.)
- E-6000 (This clear adhesive will take several hours to cure.)