

**First application**

1. Place the award where it belongs on the award display item (i.e. standard, TruthBook sleeve, cinch bag, or book tote).
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:

Heat application (Then follow step 4 below.)

- Regular iron
 - Set the iron to the polyester/rayon setting. On the polyester/rayon setting, the iron should not burn the award display item 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 on the patch for 20 to 30 seconds.

Cold application (Ignore step 4 below.)

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 8½" 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.)
4. Lay the award display item flat to cool, allowing the adhesive to set well.

Reapplication of heat-set patches

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 garment when you remove the patch, so you will need to cover it with a patch.
- Place the replacement patch.
- Apply heat/pressure as you normally would.

Reapplication of cold-set patches

If a cold-application award comes off, try one of the adhesives (details under "Cold application" above): E6000 glue, Quick Grip Glue by Beacon, or Badge Magic.

Tips & Troubleshooting

1. Try not to iron awards over and over again. The more you iron older awards, the harder it is on the adhesive.
2. If a patch comes off and there is no adhesive left on the back, you can reapply the patch using an adhesive such as Patch Attach by Beacon (this adhesive requires the use of heat), Quick Grip Glue by Beacon, E6000, cool melt glue gun, or Badge Magic. Note: adhesive comes off if temperature was too hot, heat was left on patch too long, or patch has been ironed on too many times.
3. If patches are not staying on, look at the back of the patch and standard.
 1. If the back is still glossy and/or the standard is clean with no adhesive where the patch was applied, it could be one of these issues:
 - The heat was insufficient.
 - The pressure was insufficient.
 - The materials require more time.
 2. If the patch fell off and left adhesive on the standard and/or if the back of the patch is matte instead of glossy, it could be one of these issues:
 - The temperature was too hot.
 - The heat/pressure was left on too long.