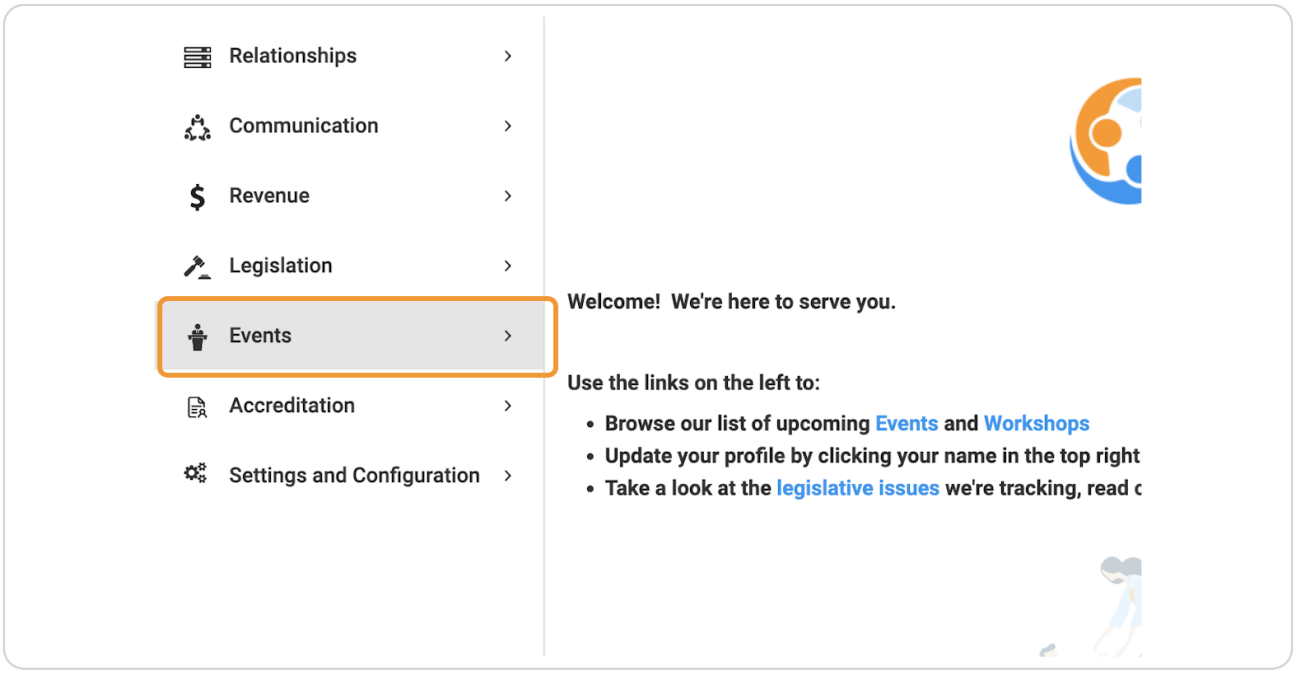
Generating Badges

14 Steps View most recent version

Created by	Creation Date	Last Updated
Engagifii Inc.	Sep 06, 2024	Sep 06, 2024

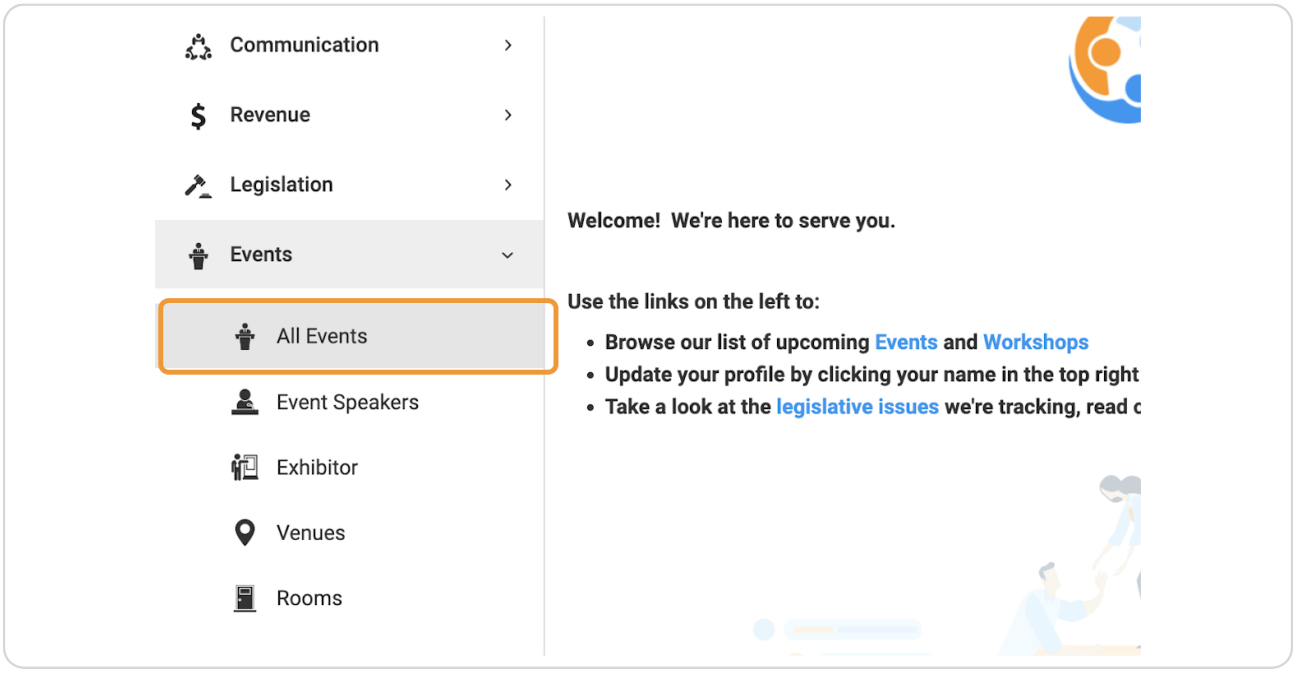
STEP 1

Click on Events in the left hand menu



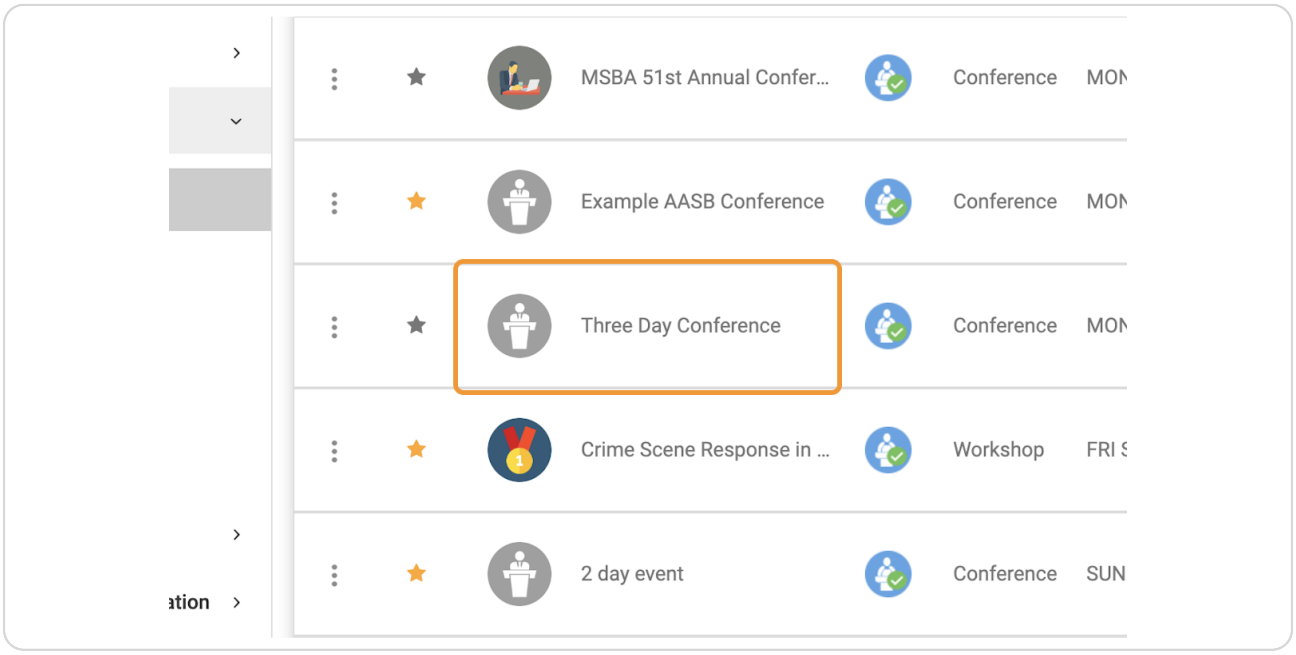
STEP 2

Click on All Events



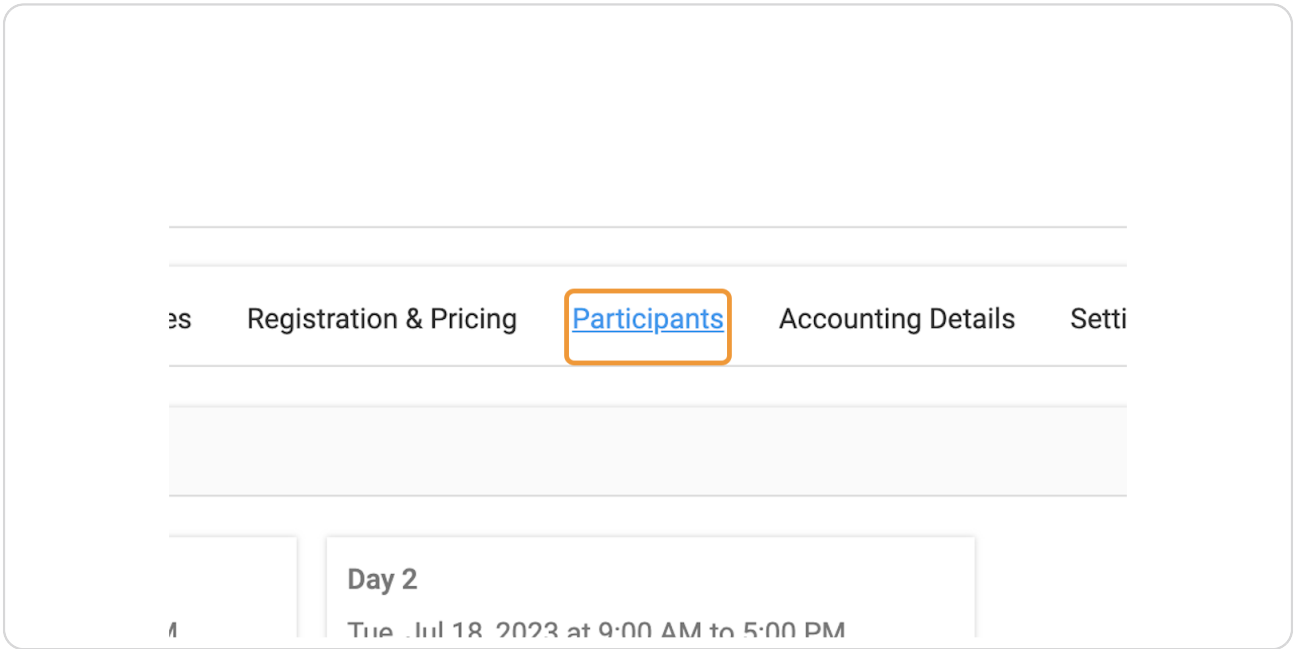
STEP 3

Click on the event you'd like to generate badges for (in our case, it will be the Three Day Conference)

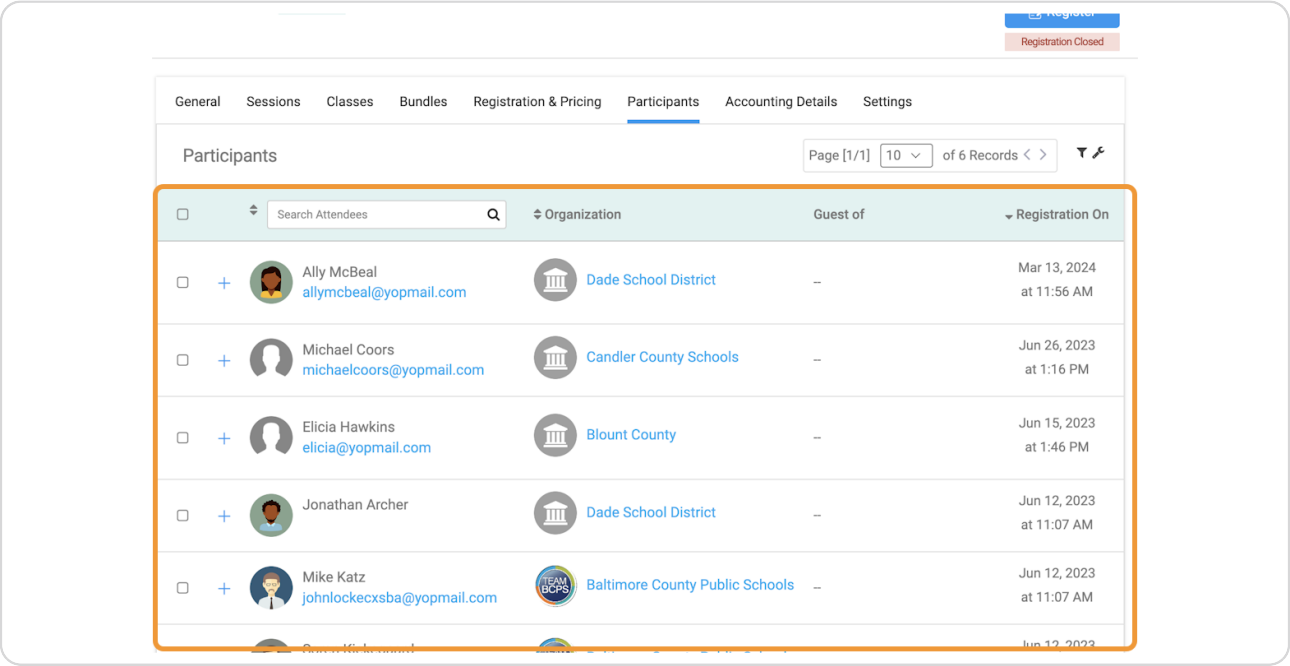


STEP 4

Click on the Participants tab

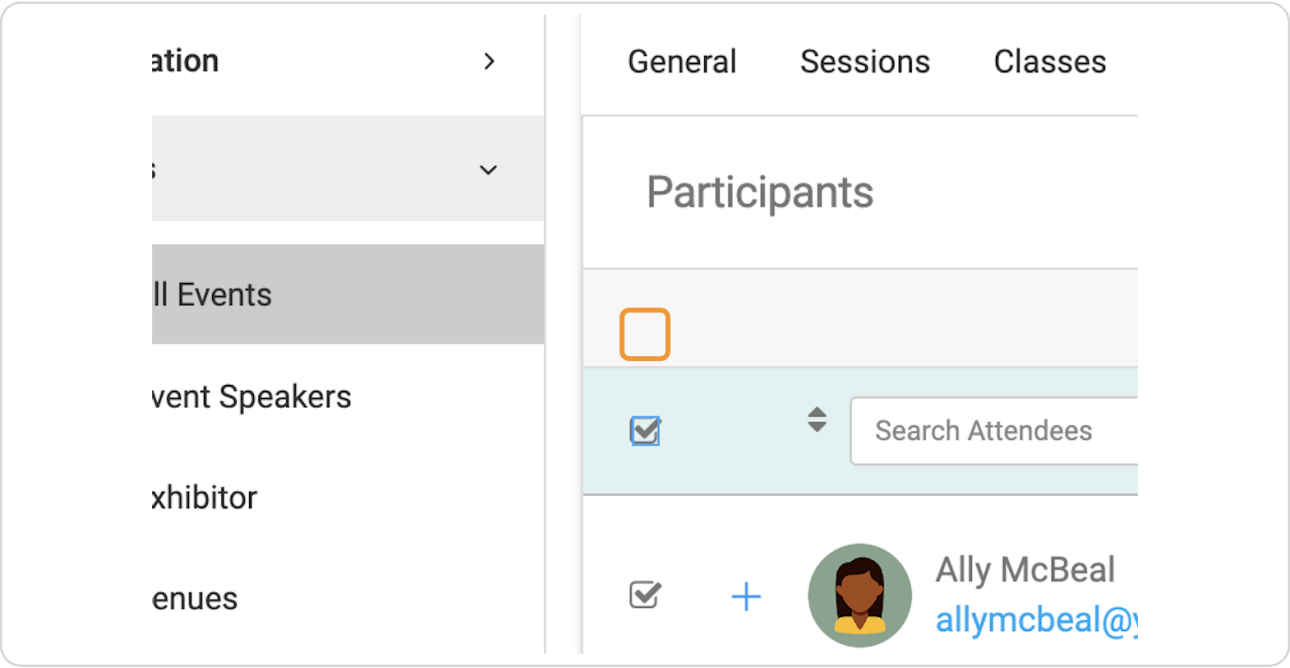


STEP 5



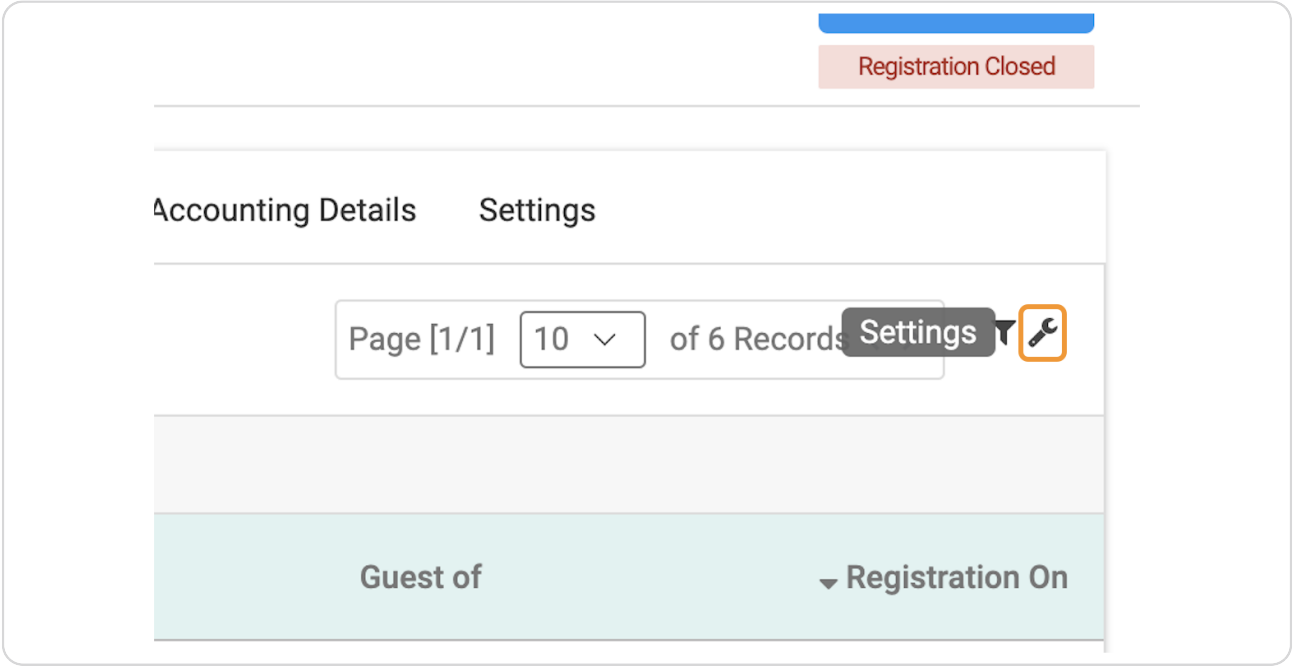
STEP 6

Check on the checkbox in the header to select all Participants



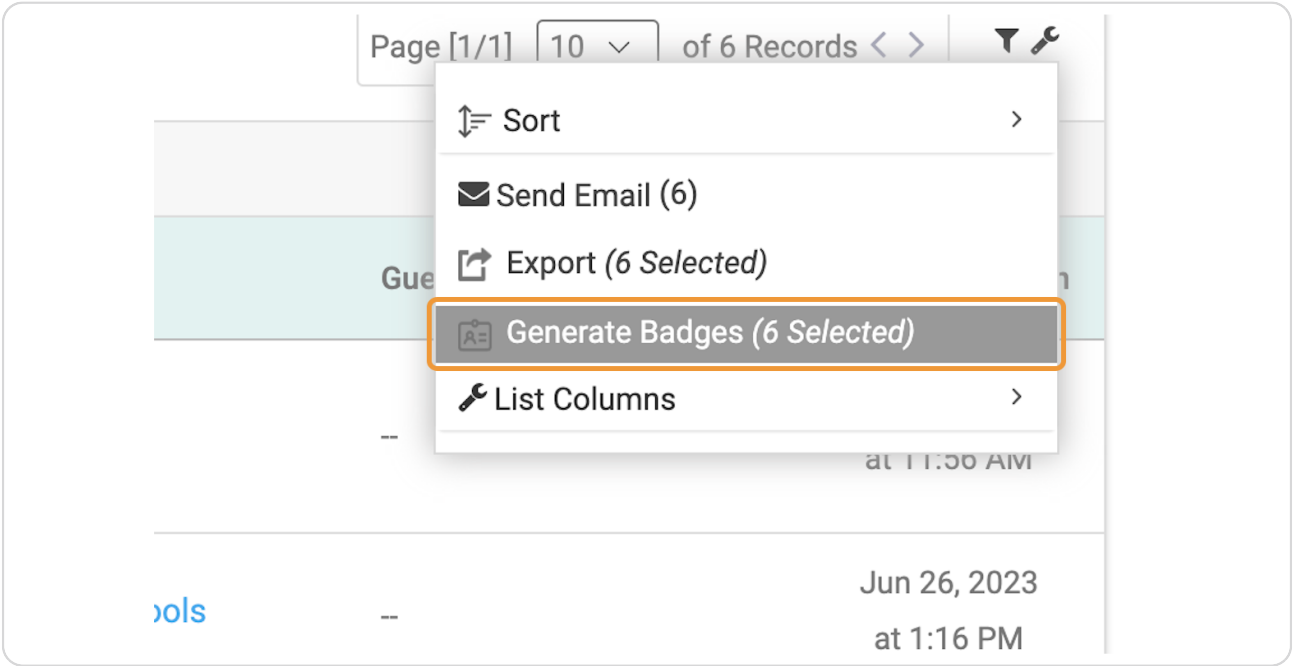
STEP 7

Click on the Settings wrench in the top right corner



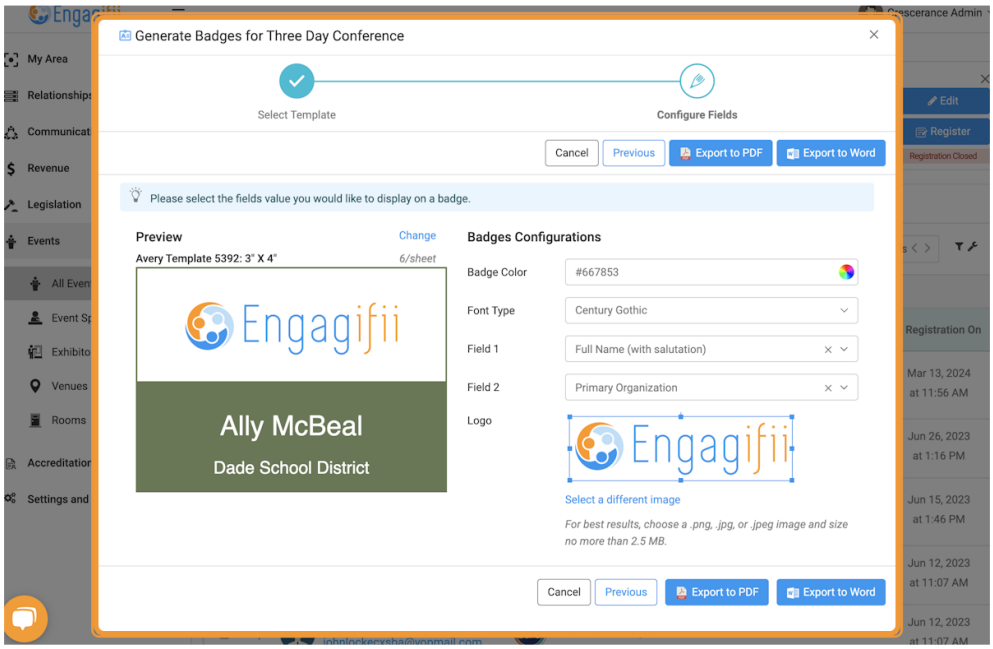
STEP 8

Click on Generate Badges



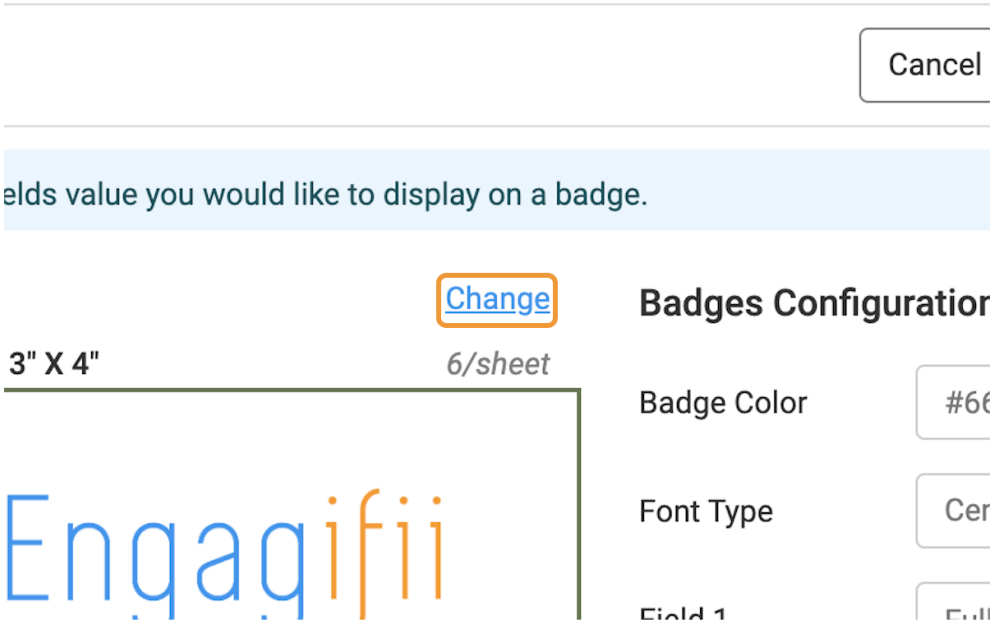
STEP 9

Once clicked, the badges screen will pop up for you



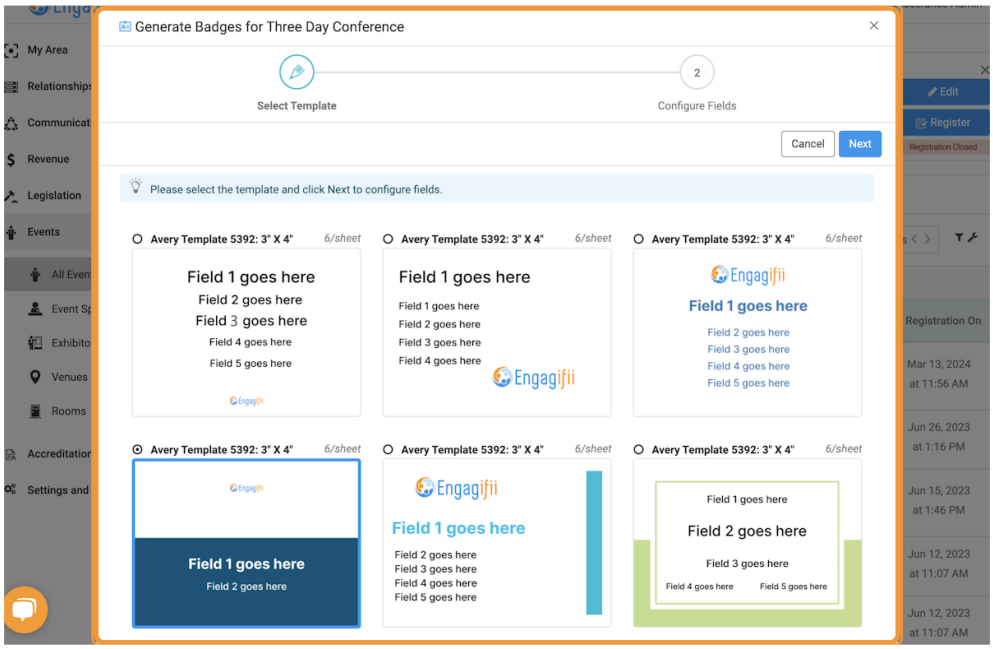
STEP 10

To change the template used, click on the Change link



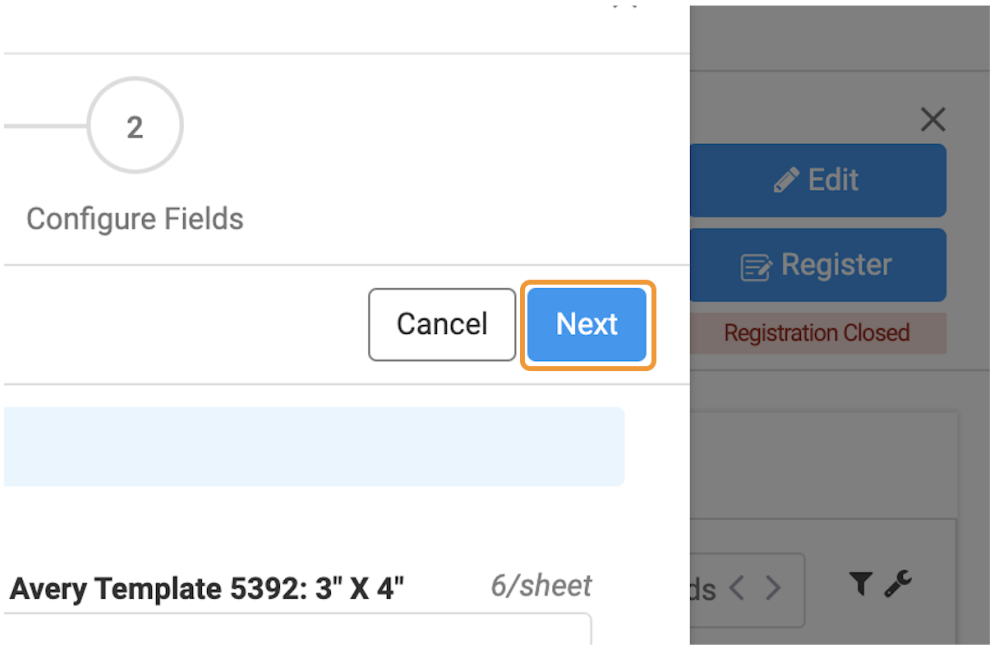
STEP 11

You'll see 6 different templates to choose from



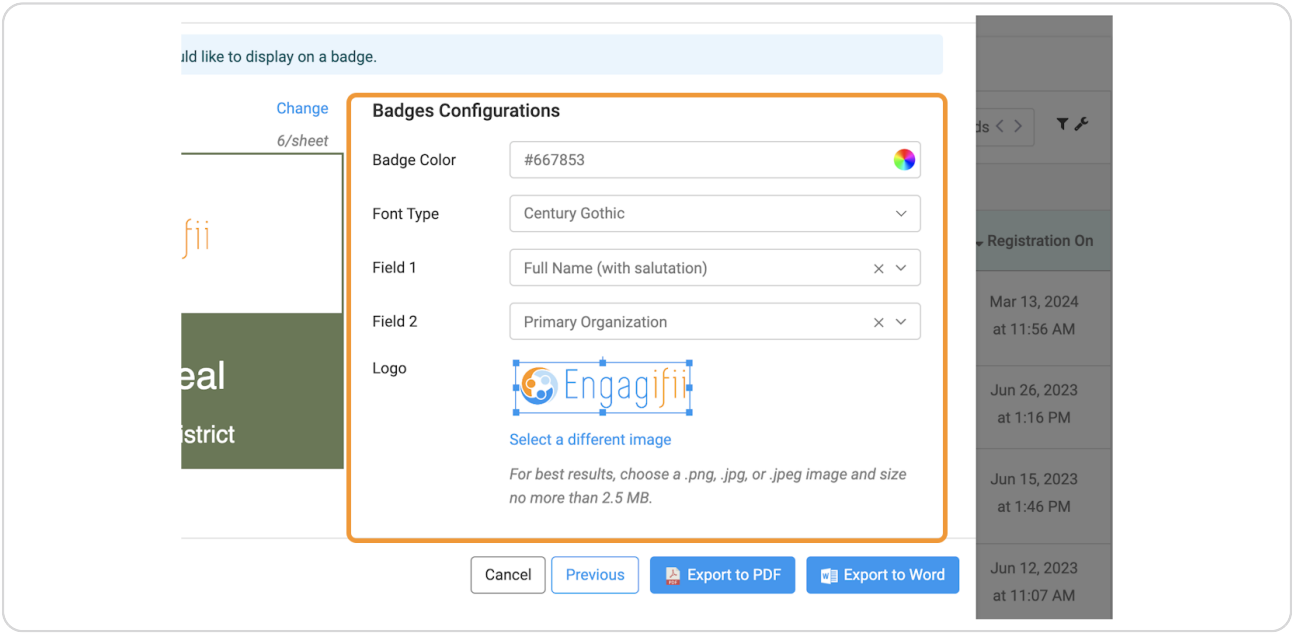
STEP 12

Once you've made your template changes, click Next



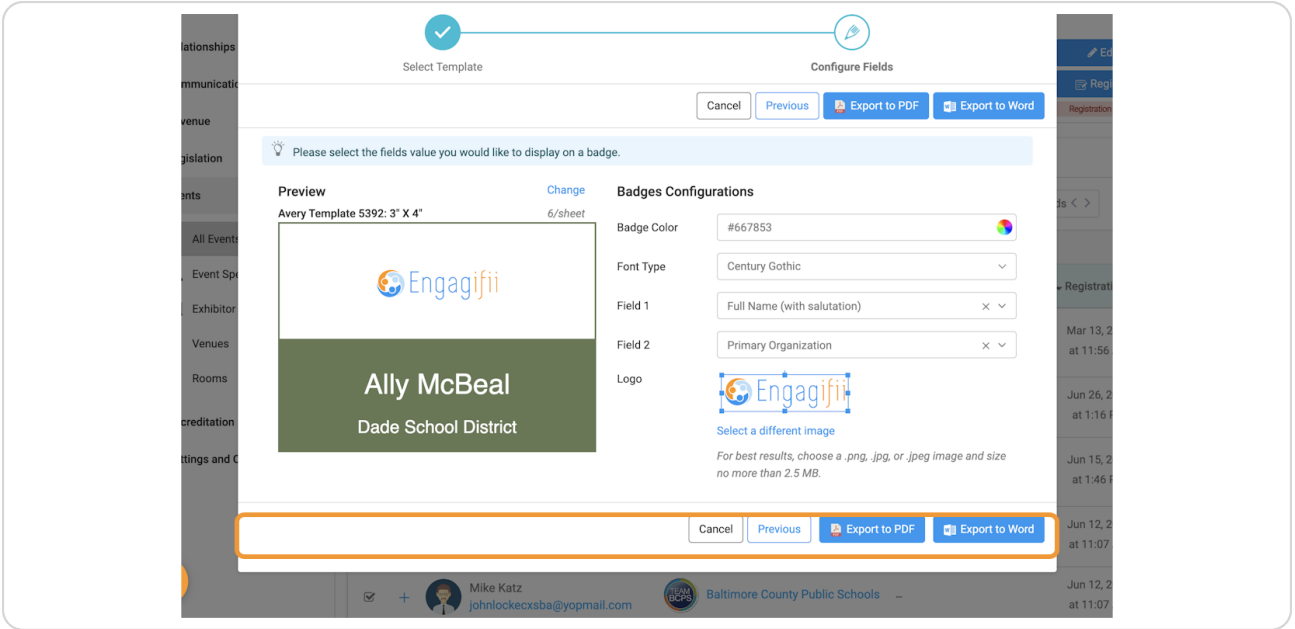
STEP 13

To the right of your badge will be your configurations, where you can make changes to images, fonts and fields shown



STEP 14

Once you're ready to print, click on one of the two Export options in the bottom right



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