

Generating Badges

14 Steps [View most recent version](#) 

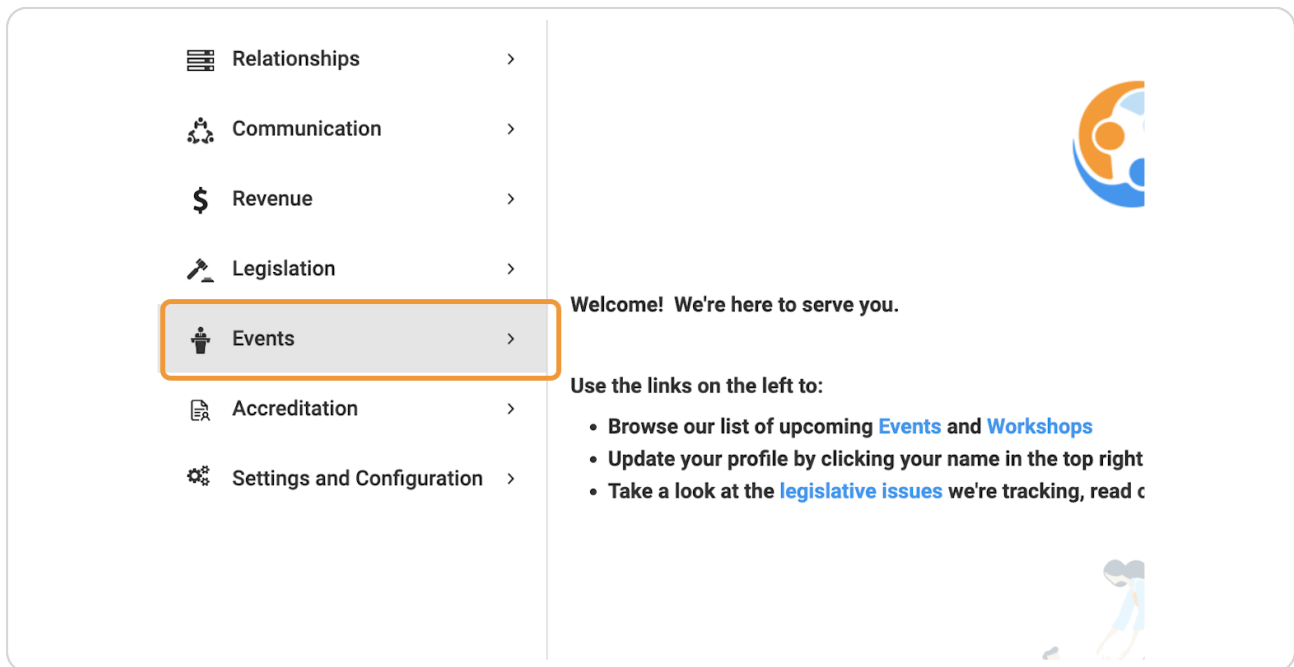
Created by
Engagifii Inc.

Creation Date
Sep 06, 2024

Last Updated
Sep 06, 2024

STEP 1

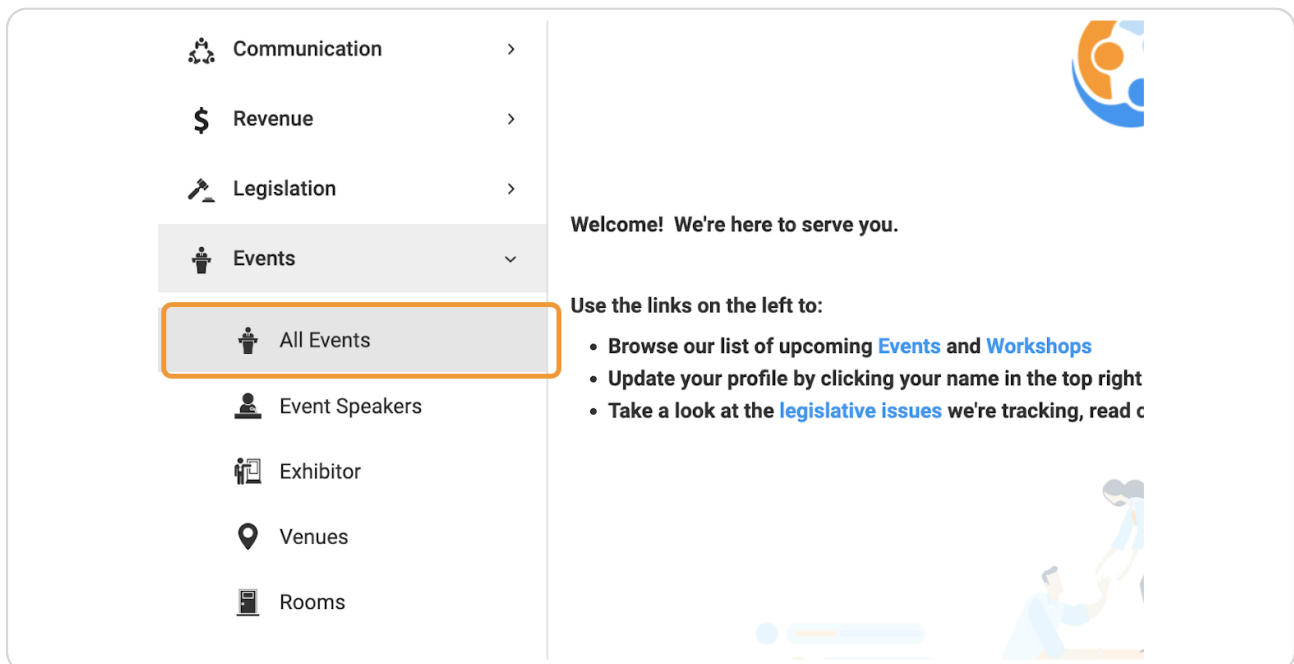
Click on Events in the left hand menu



The screenshot shows a dashboard interface. On the left, there is a vertical menu with several items: Relationships, Communication, Revenue, Legislation, Events, Accreditation, and Settings and Configuration. The 'Events' item is highlighted with an orange border. On the right side of the dashboard, there is a large orange and blue circular logo in the top right corner. Below the logo, the text reads: 'Welcome! We're here to serve you.' followed by 'Use the links on the left to:' and a bulleted list of instructions: 'Browse our list of upcoming Events and Workshops', 'Update your profile by clicking your name in the top right', and 'Take a look at the legislative issues we're tracking, read c'. At the bottom right, there is a small illustration of a person sitting at a desk.

STEP 2

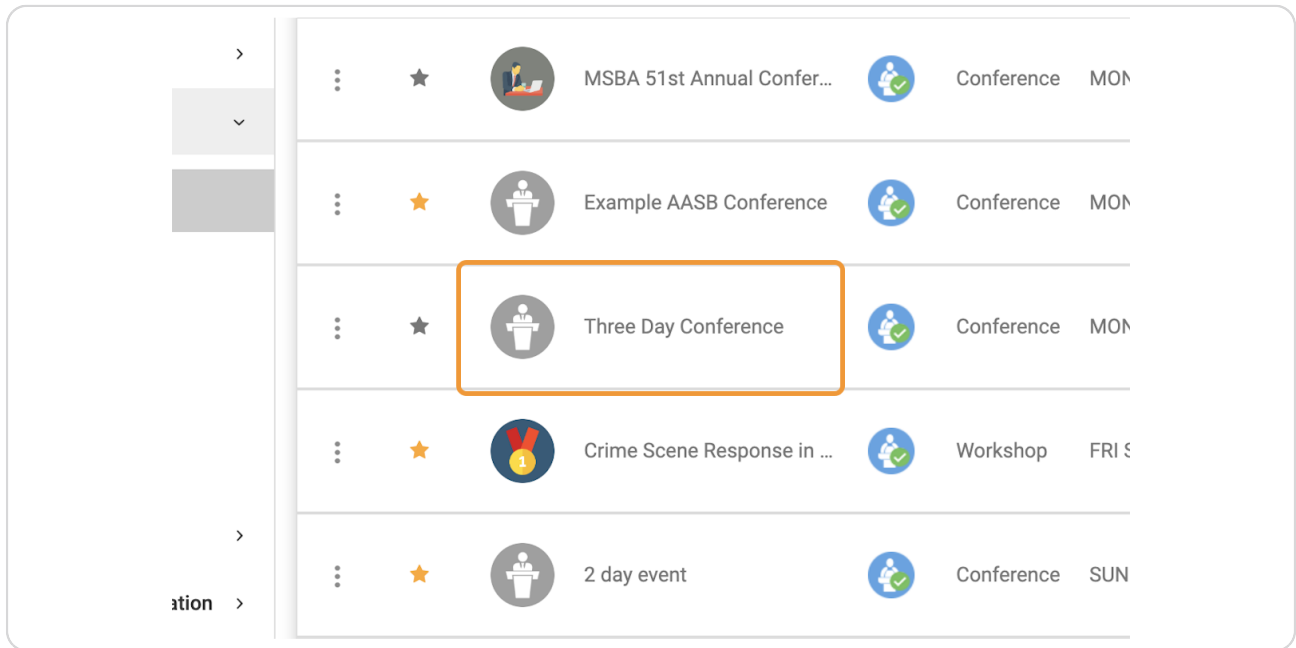
Click on All Events



The screenshot shows the same dashboard interface as in Step 1. The 'Events' item in the left-hand menu is now expanded, showing a sub-menu with several options: All Events, Event Speakers, Exhibitor, Venues, and Rooms. The 'All Events' option is highlighted with an orange border. The rest of the dashboard, including the logo, welcome message, and instructions, remains the same as in Step 1. The illustration at the bottom right is also present.

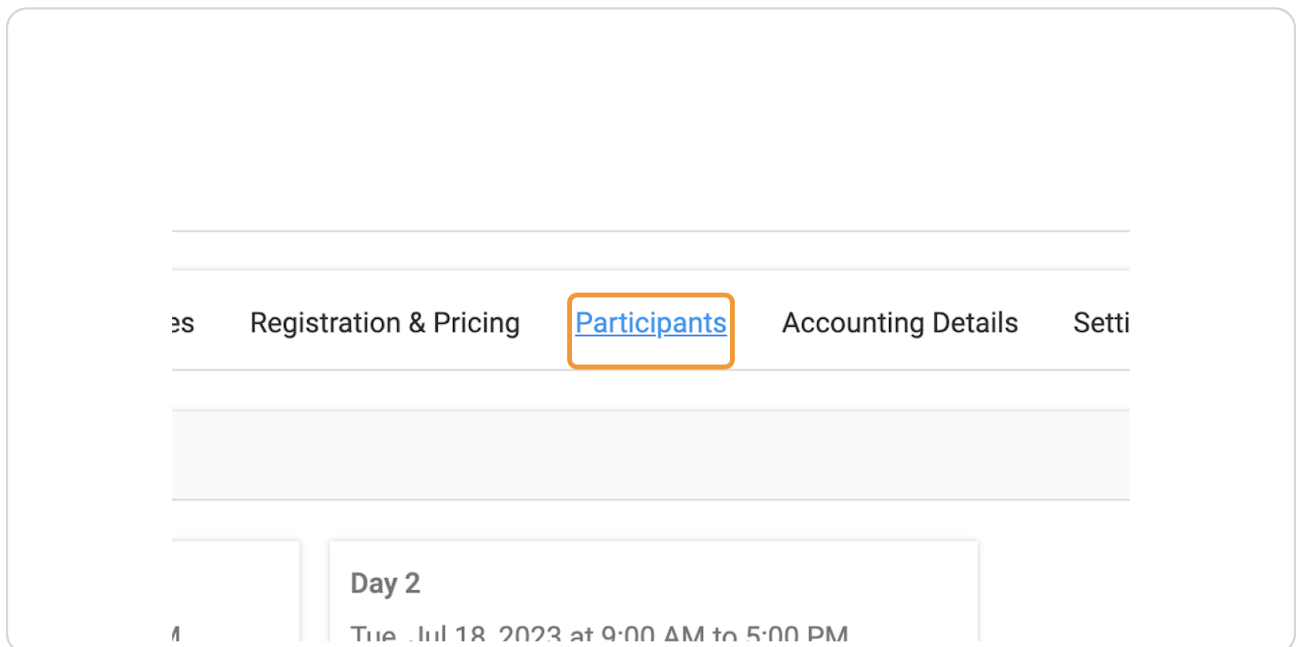
STEP 3

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

Registration Closed

General Sessions Classes Bundles Registration & Pricing **Participants** Accounting Details Settings

Participants Page [1/1] 10 of 6 Records

<input type="checkbox"/>	Search Attendees	Organization	Guest of	Registration On
<input type="checkbox"/>	+ Ally McBeal allymcbeal@yopmail.com	Dade School District	--	Mar 13, 2024 at 11:56 AM
<input type="checkbox"/>	+ Michael Coors michaelcoors@yopmail.com	Candler County Schools	--	Jun 26, 2023 at 1:16 PM
<input type="checkbox"/>	+ Elicia Hawkins elicia@yopmail.com	Blount County	--	Jun 15, 2023 at 1:46 PM
<input type="checkbox"/>	+ Jonathan Archer	Dade School District	--	Jun 12, 2023 at 11:07 AM
<input type="checkbox"/>	+ Mike Katz johnlockecxsba@yopmail.com	Baltimore County Public Schools	--	Jun 12, 2023 at 11:07 AM

STEP 6

Check on the checkbox in the header to select all Participants

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Participants

All Events

vent Speakers

xhibitor

enues

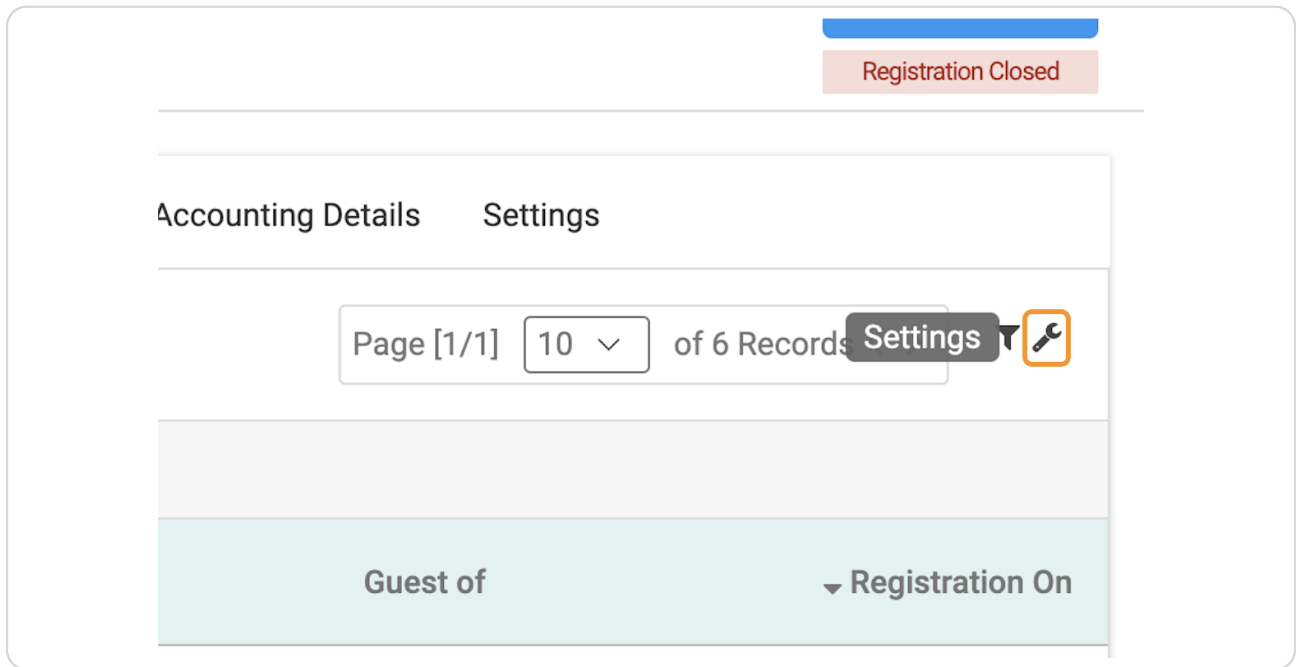
General Sessions Classes

Search Attendees

+ Ally McBeal
allymcbeal@yopmail.com

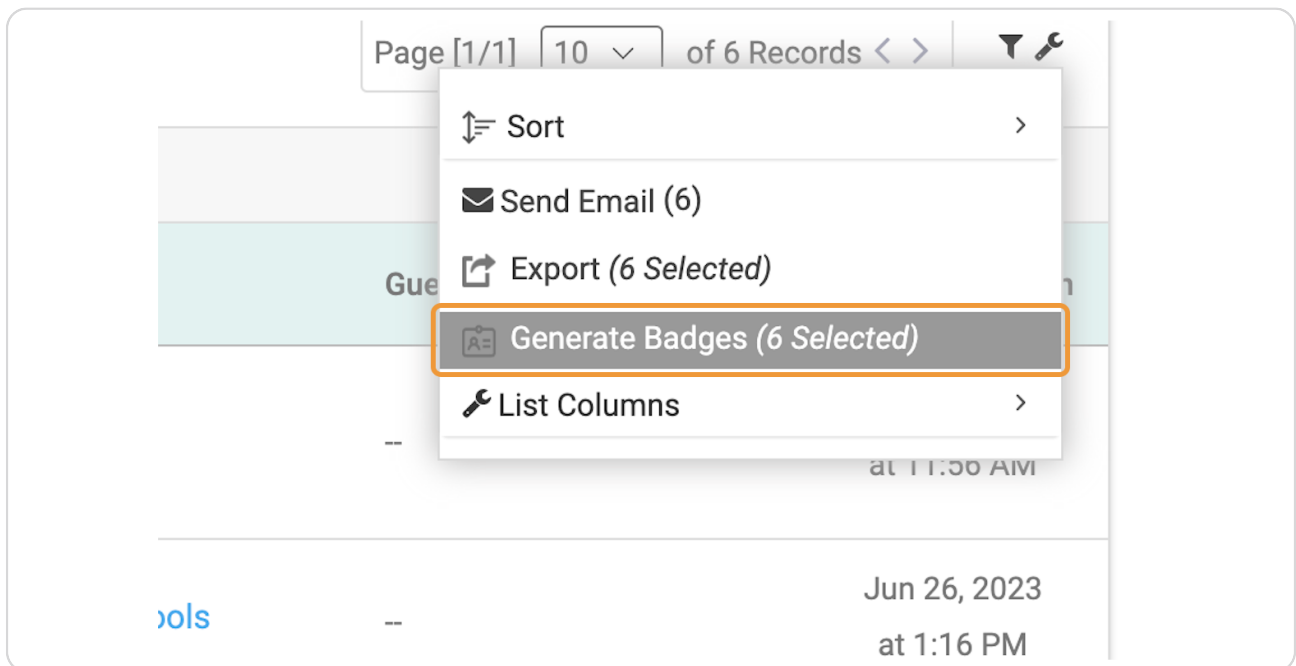
STEP 7

Click on the Settings wrench in the top right corner



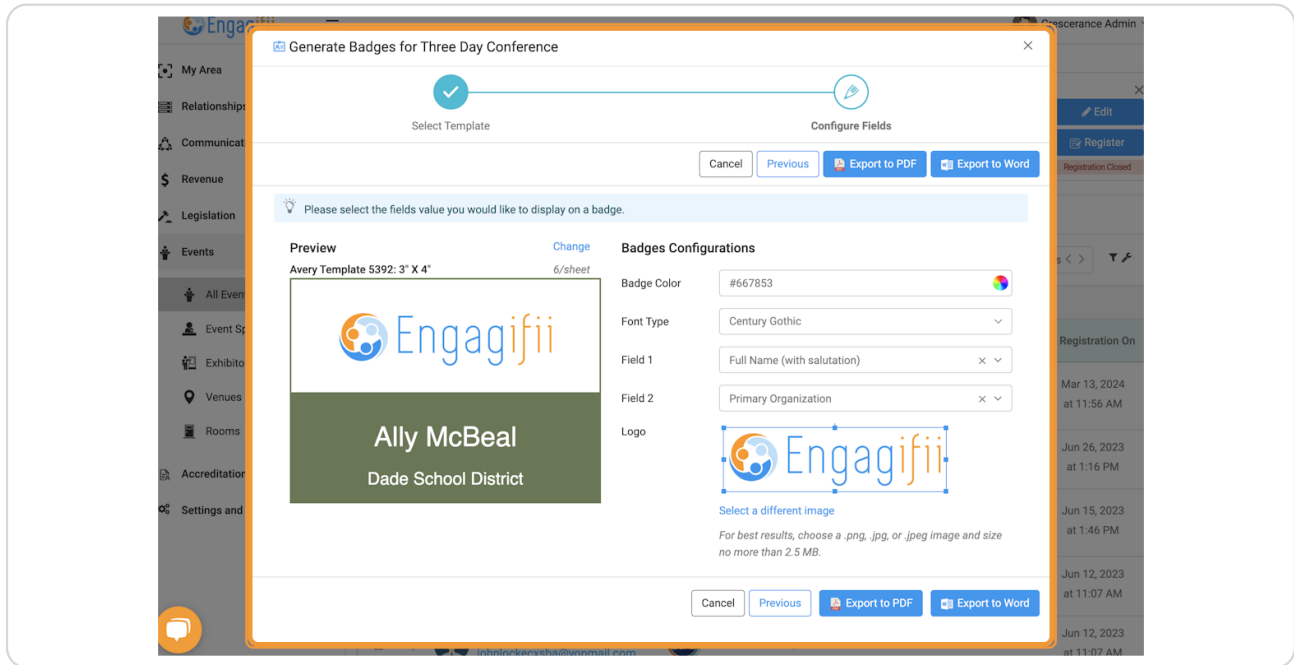
STEP 8

Click on Generate Badges



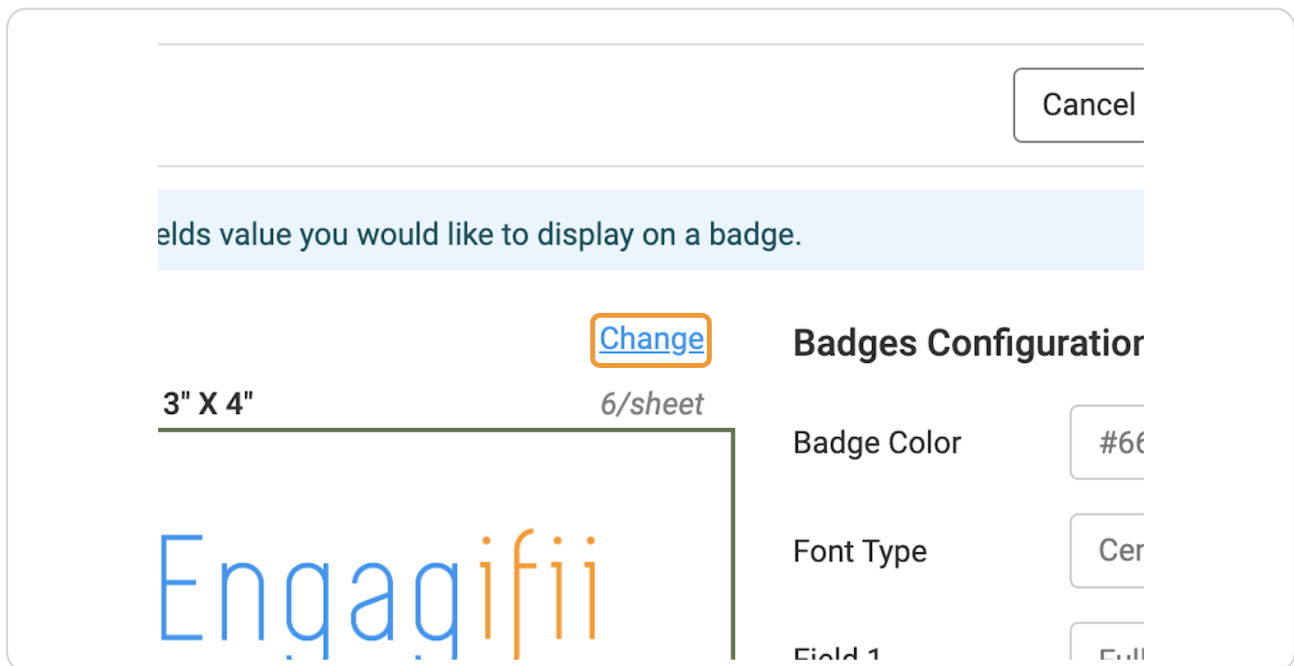
STEP 9

Once clicked, the badges screen will pop up for you



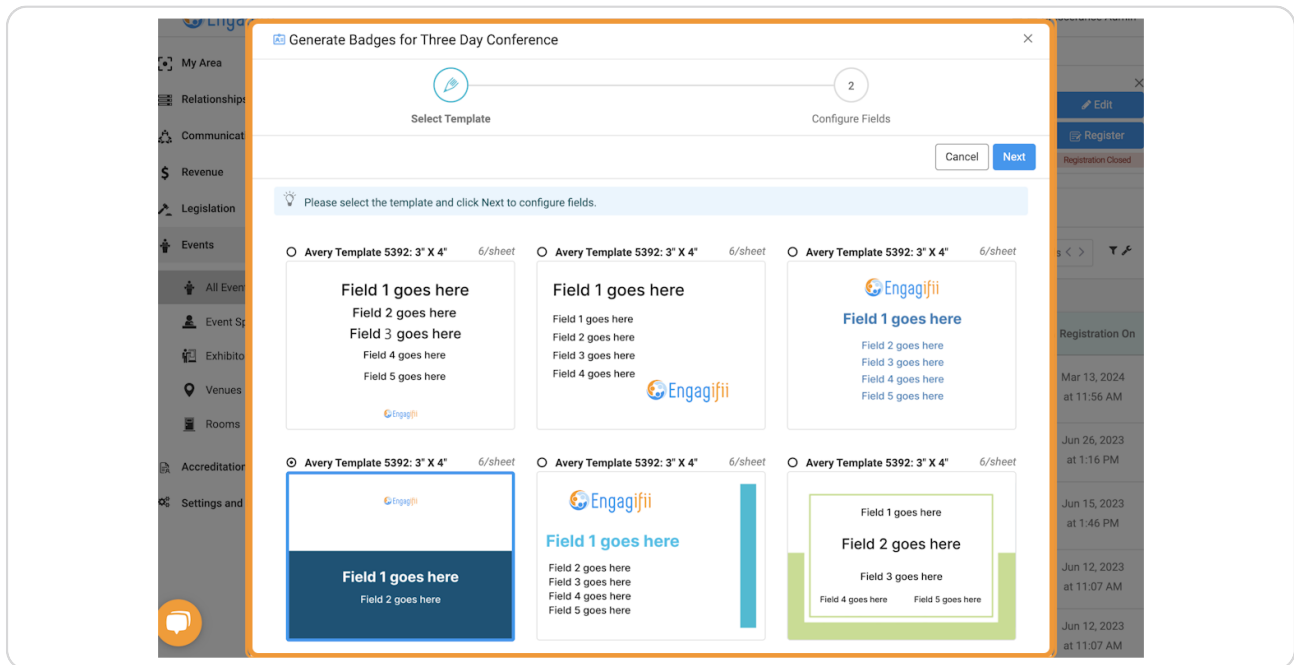
STEP 10

To change the template used, click on the Change link



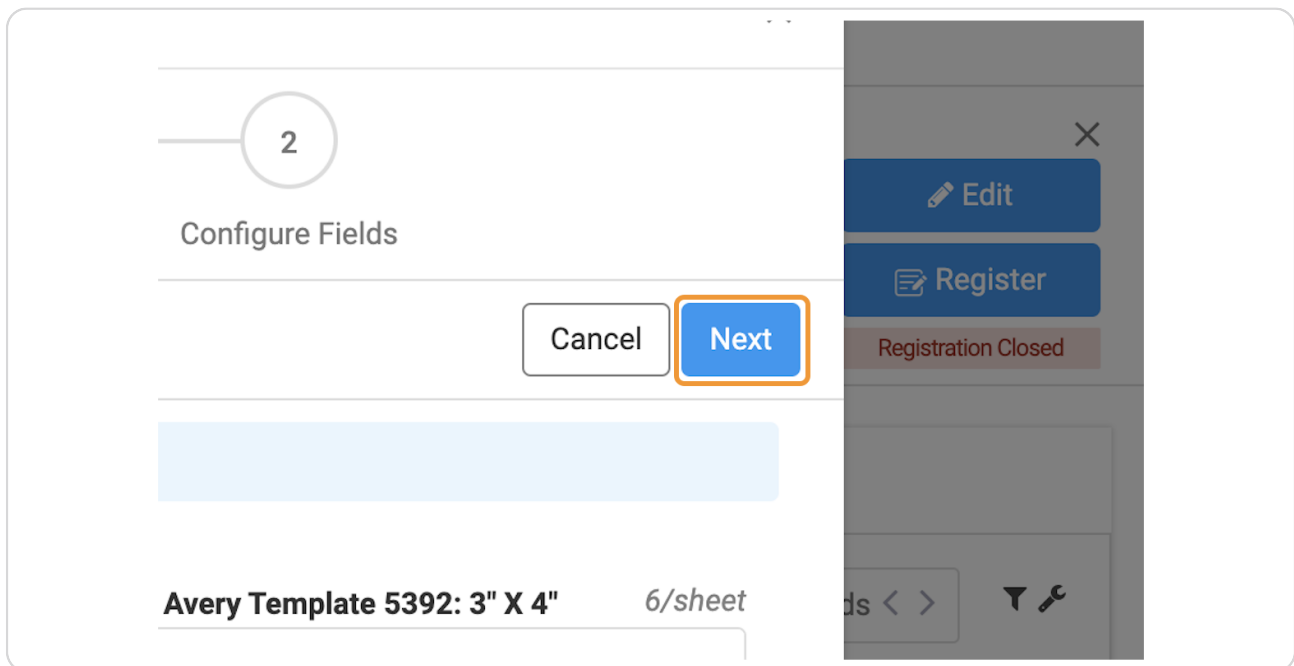
STEP 11

You'll see 6 different templates to choose from



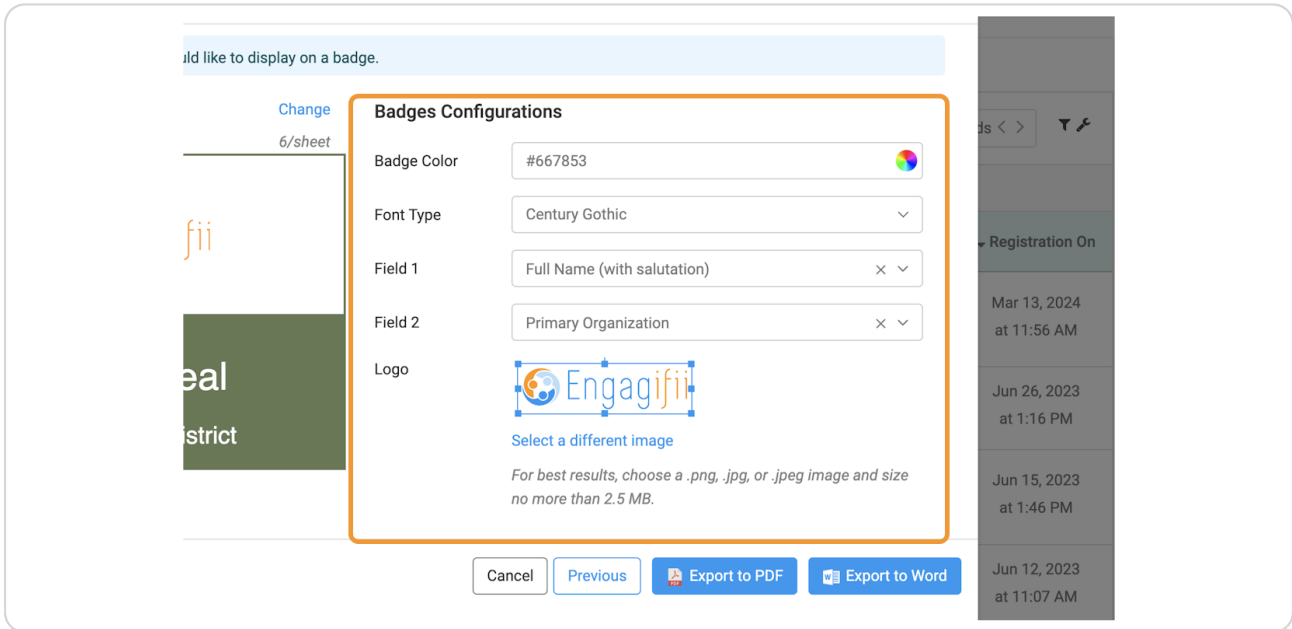
STEP 12

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

