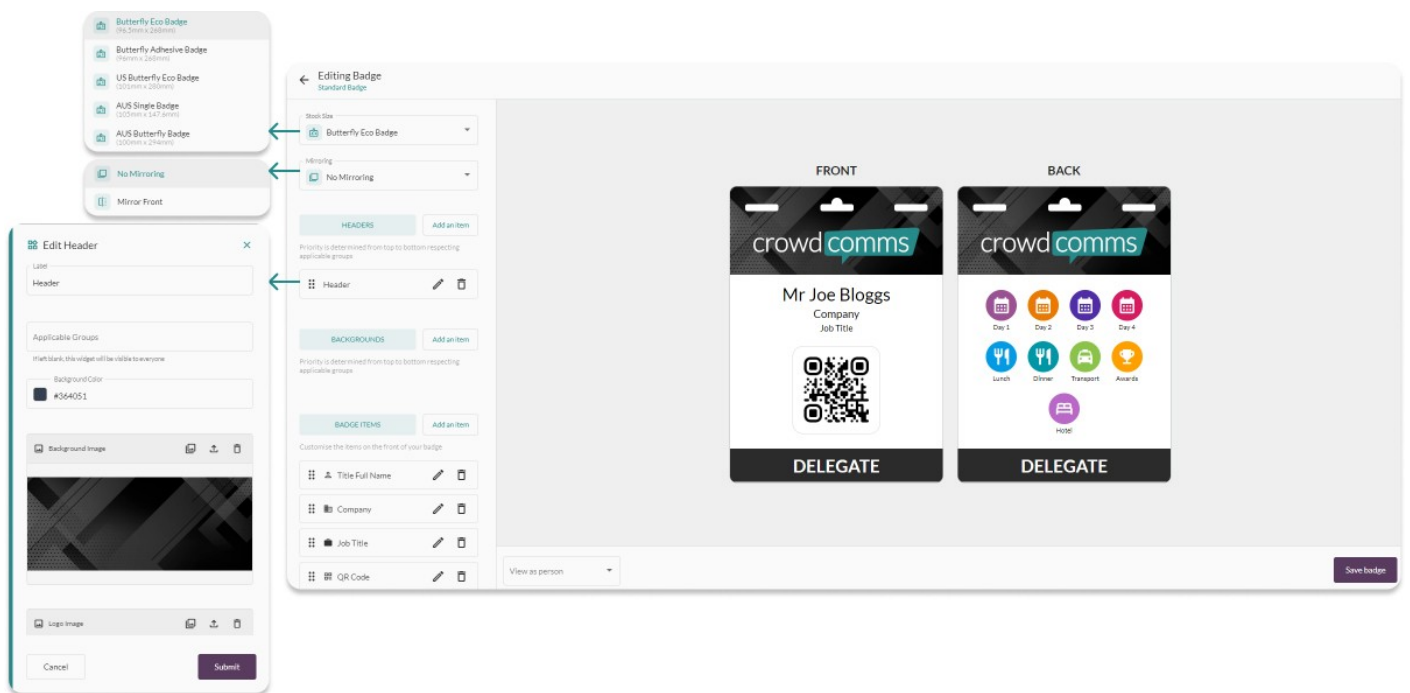


# Kiosk Manager, Badge Designer, Badge Options

- [Badge options](#)
- [CrowdComms - Kiosk Badge Designer](#)
- [CrowdComms - Kiosk Configuration](#)
- [CrowdComms - Badge Prints Summary](#)

# Badge options



## Dynamic badges

- Use attendee profile data to automatically change layouts, colours, icons and other design elements
- Display unique information such as attendee types or dietary requirements
- QR codes connect attendee's profile data to the Event App, Capture App and Track App

## Powerful online badge editor

- Create full colour, single or double sided badges
- Upload images, logos, icons or full PDF designs
- No limits on the number of templates per event

- Generate a print ready PDF file or print directly via kiosks

## Solutions for every event and budget

- Generate a print ready PDF file to pre-print badges
- Print on-site directly via Kiosks for self-service premium check-in
- On-site Printing feature to print badges or dymo labels at your registration desk

## Badge Options

Choose from a range of badge stock options to meet your unique event requirements. Our design service includes replicating your brand utilising the flexible badge creator module.

### 1. ExpoBadge T180, environmentally friendly (*'Eco' badge size on the Dashboard*)

- Due to the lack of backing paper, no residual waste is created, which results in a cleaner environment where printing takes place. The ExpoBadge T180 is also only made of paper and so these badges are suitable for recycling after use as wastepaper.
- The ExpoBadge T180 is made of a specially developed extra thick paper which is provided with the best performing inkjet coating.
- Consideration: There is always a small white border around the badge. To maintain the Epson ColorWorks C3500 badge printer, it is necessary to keep a margin of 1.5 mm around.
- **Material:** Sturdy matte inkjet paper
- **Made from recycled material:** No
- **Can be recycled:** Yes
- **96.5 x 134mm (96.5 x 268mm print set-up)**

### 2. Butterfly badge, double sided design (*'Sticky' badge size on the Dashboard*)

- Provides enhanced flexibility compared with single-sided badges. Possible to showcase multiple brands, sponsors and content, which can be duplicated across both sides or apply a different design on each side.
- Option to have either a single clip or double clip at the top of the badge. Double clip ensures the front of the badge is always visible when attached to lanyard. Single clip allows for movement.
- Durable material, suitable for multi-day events.
- **Material:** Tear resistant paper
- **Made from recycled material:** No
- **Can be recycled:** No
- **96.5 x 134mm (102 x 274mm print set-up)**

### 3. Credit card style badge

- Tear-resistant credit card-sized badge
- No lanyard hole so requires a plastic badge holder

- Durable material, suitable for multi-day events.
- **Material:** Tear resistant paper
- **Made from recycled material:** No
- **Can be recycled:** No
- **86 x 54mm (62 x 182mm print set-up)**

# CrowdComms - Kiosk Badge Designer



## Designing Your Badge

### 1. Accessing the Badge Designer

- Log in to the CMS Dashboard.
- From the left-hand menu, go to 'Kiosks'.
- In the secondary menu, select 'Badge Designer'.

### 2. Choosing a Badge Design

- Two Badge design templates are available:
  - **Standard Badge (Eco Print)**: Ideal for eco-conscious events, with quick printing duration due to low ink consumption.
  - **Standard Card Badges**: Suitable for printing on flexible plastic card for recurring events or premium souvenirs.
- From within your chosen template you will have a range of pre-set designs to choose from. All pre-sets are completely customisable to suit your needs, ensuring you can

always add any extra design features you desire.

### Standard Badge Pre-Sets

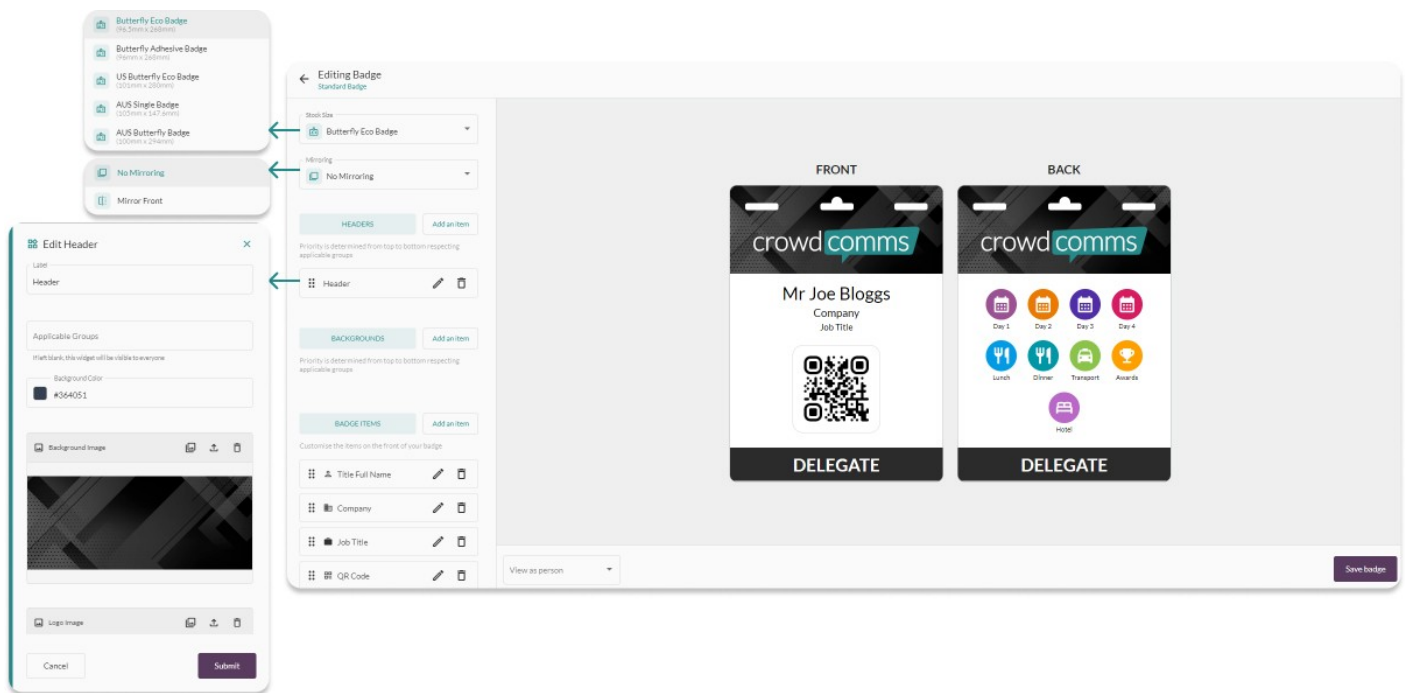
1. Standard
2. Rear Attributes
3. Front Attributes
4. Vertical Group
5. No Group
6. Background Card
7. Profile Picture
8. Full Background

### Standard Card Pre-sets

1. Standard
2. Double Sided

## 4. Designing the Badge

- Choose your **Stock Size** (Eco, Sticky, AUS & US Eco).
- Then select from the drop down whether to enable front-to-back design **Mirroring**.
- In the badge designer side bar customise the front of your badge with :
  - **Header**
    - Can include block colour or a background image and/or logo.
  - **Backgrounds**
    - With colour or an image.
  - **Badge items**
    - Profile fields, profile image, text field, QR codes, image or attributes.
  - **Footers**
    - Can include text, block colour background or a background image/logo.
- All content can be customised under the following parameters:
  - Adjusting item spacing, margins and alignment.
  - Text wrapping or truncating.
  - Font style, size, casing, weight, line height and colour.
  - Visibility of backgrounds, badge items, headers and footers can be assigned to specific groups

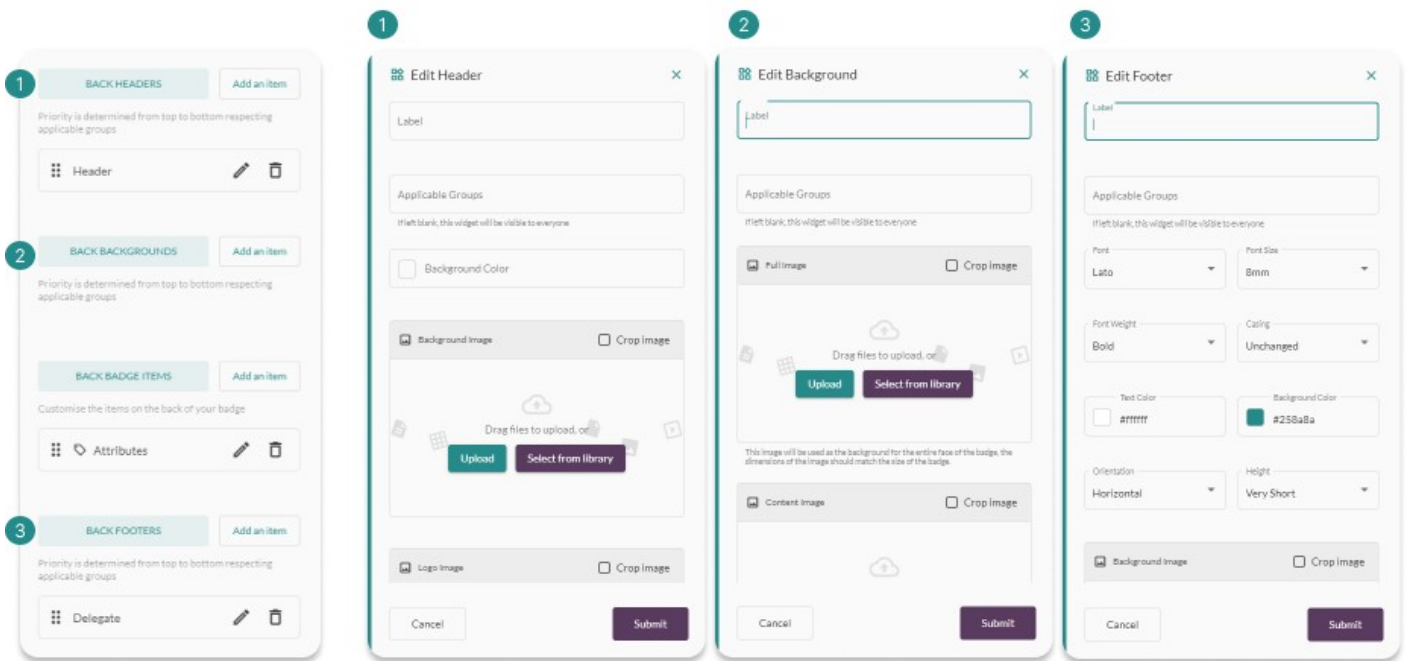


## 5. Back Design Configuration

- If not mirroring the front design you will need to configure:
  - **Back Header**
  - **Back Background**
  - **Back Badge Items**
  - **Back Footers**
- All back content will have the same functionality as the front content, detailed above.

## 6. Template Preview

- You can view your design changes in real time in the preview panel and view designs tailored for specific groups via the '**View as Person**' dropdown menu in the bottom left of the preview panel.

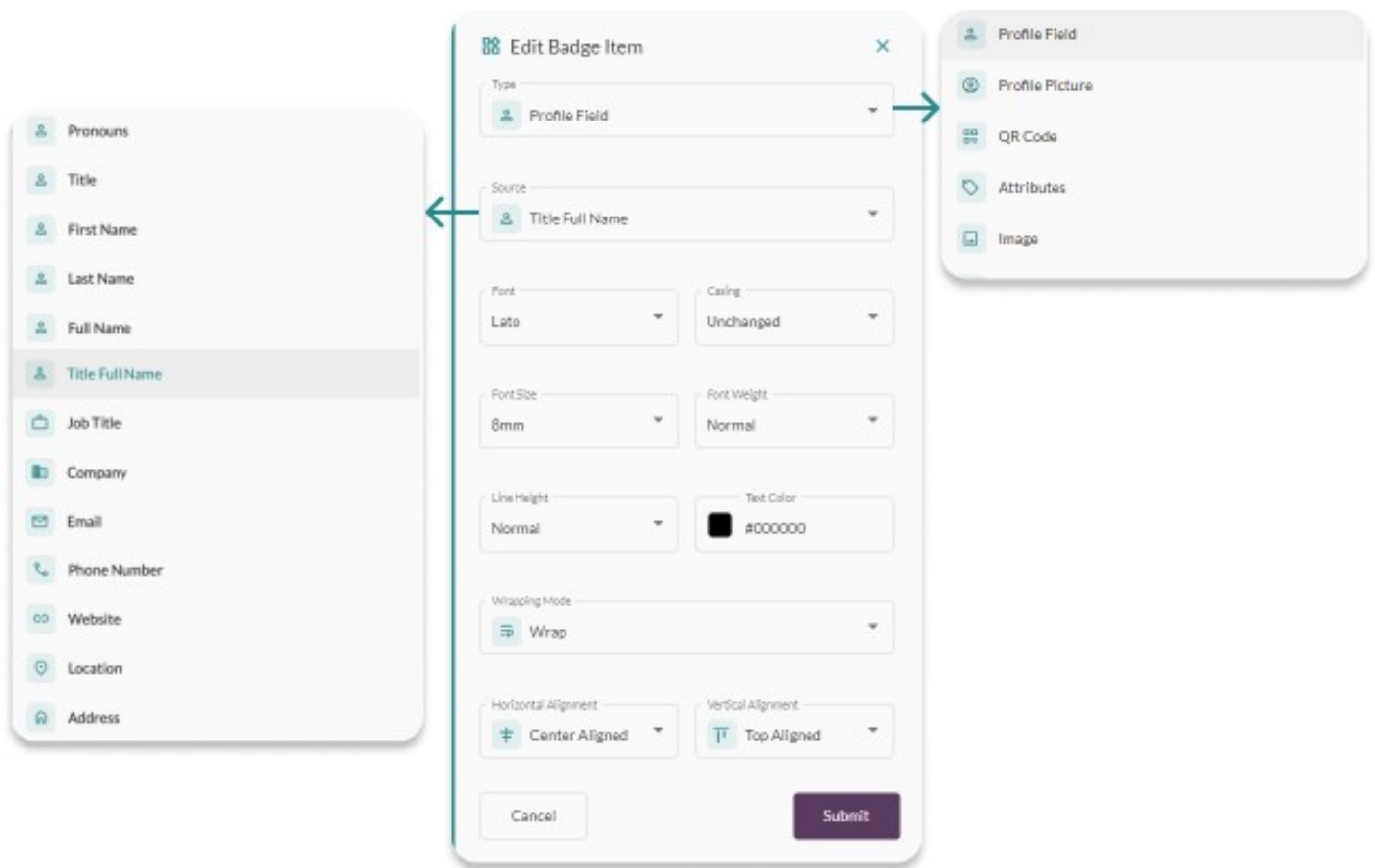


# Badge Items

Your pre-set badge design by default, will have The full name, company name and job title and QR code displaying. You have total control over all of these fields and can add to or remove any item you wish. Each Badge field's content can be edited to pull in any default profile field you'd like to display (not including custom fields). To remove a badge field simply click on the trash can icon next to the field. Alternatively, you can edit each field by clicking on the pencil icon.

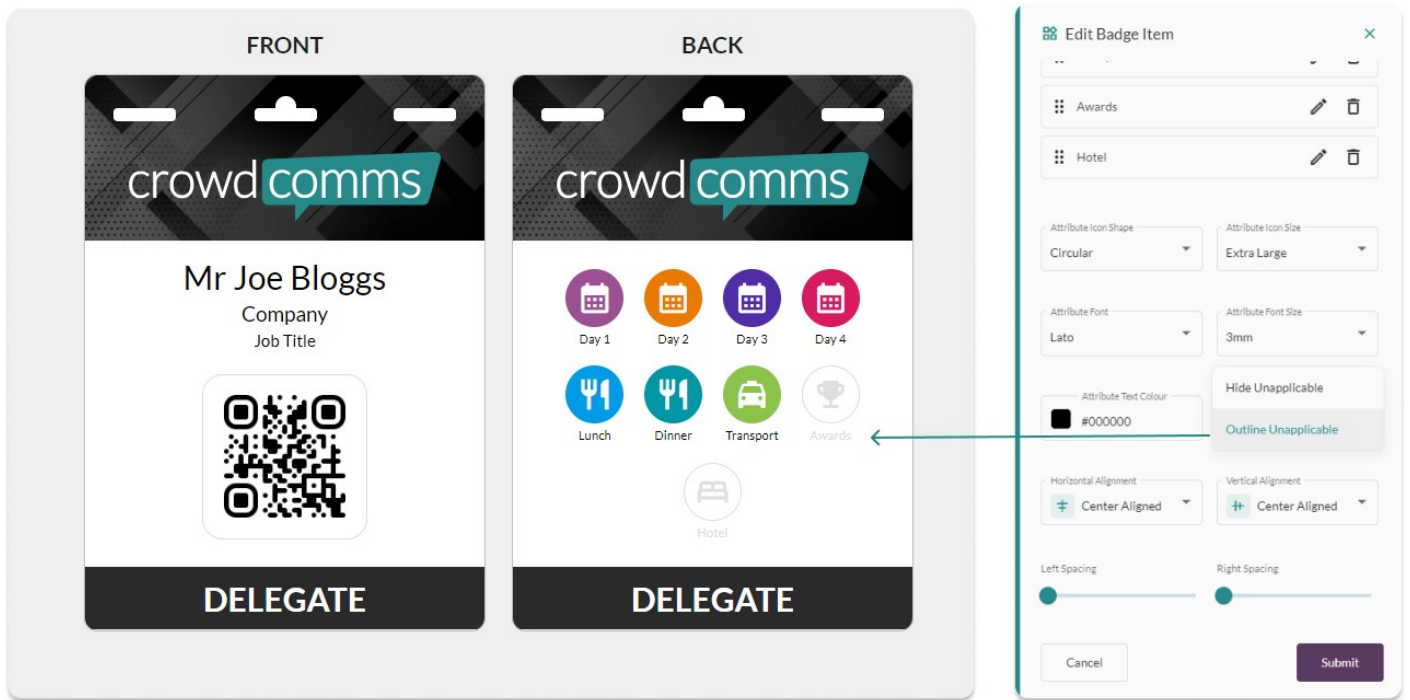
- Customise information displayed on the badge such as **Profile Fields, Profile Picture, Attributes, QR code, Image or Text Field.**
- Edit or remove fields as needed.
- Control font, size, weight, casing, colour, text wrapping, margins, and alignment.





## Group Customisation

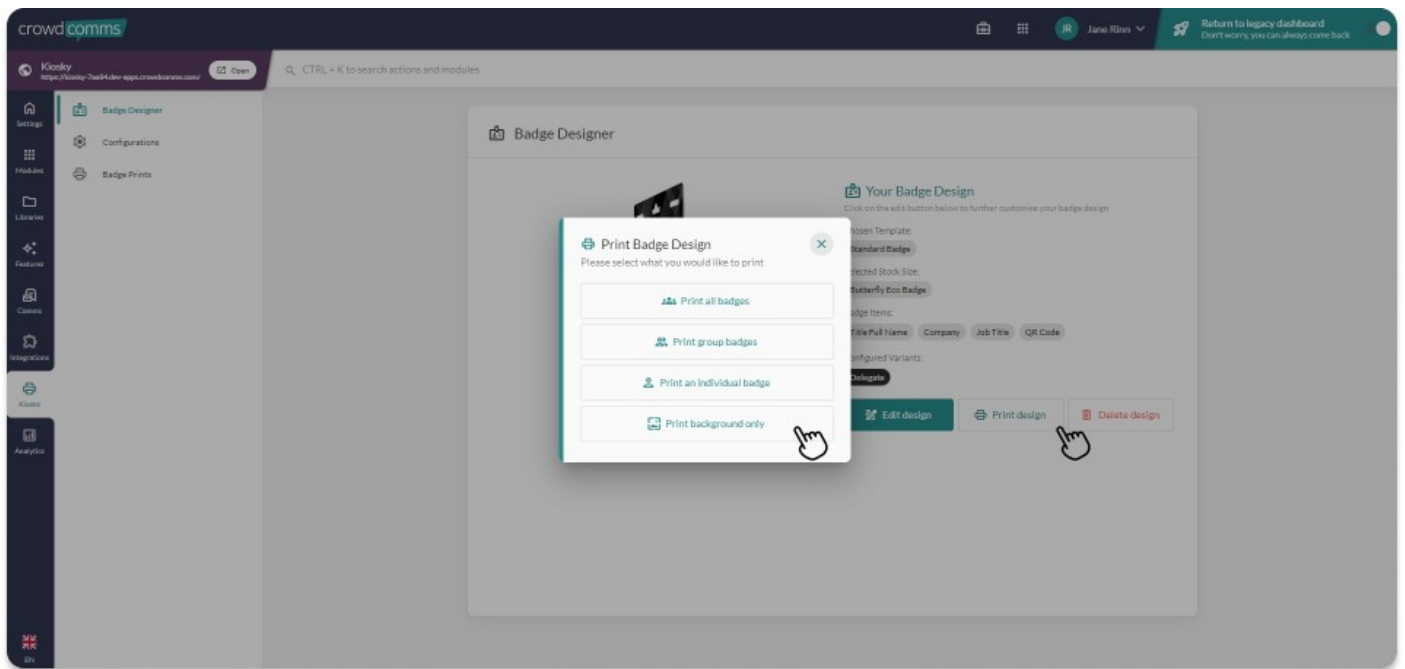
- Personalise the badge **backgrounds**, **headers**, **footers** and **attributes** for different groups (e.g. Delegates, Volunteers, Press).
- Select '**Add Item**' next to Header, Footer or Badge Items/Attributes.
- Type the label name, for example, Press. Then on the '**Applicable Groups**' field, select the relevant group(s) you want to associate this badge design with.
- Configure Headers/Footer **colours**, **backgrounds** and **fonts** for each group.
- Attributes can be greyed out if not applicable to a group or visibility removed entirely for that group



Please note, that you must first create these groups before they can be added to the above field. For more information on creating people groups see [here](#).

## Saving and Printing Badges

- After finalising the design, click "**Save Badge**".
- Saved badges can be printed for users.
- To switch designs, delete the saved badge first.
- There is now an option to print background only, excluding user information and QR code. (This could be useful if you want to save time during the event day by printing the badges in advance of the event.)



# Designing images to upload onto your badges

Here's a handy cheat sheet to set up your canvases in external design application to get you images right first time

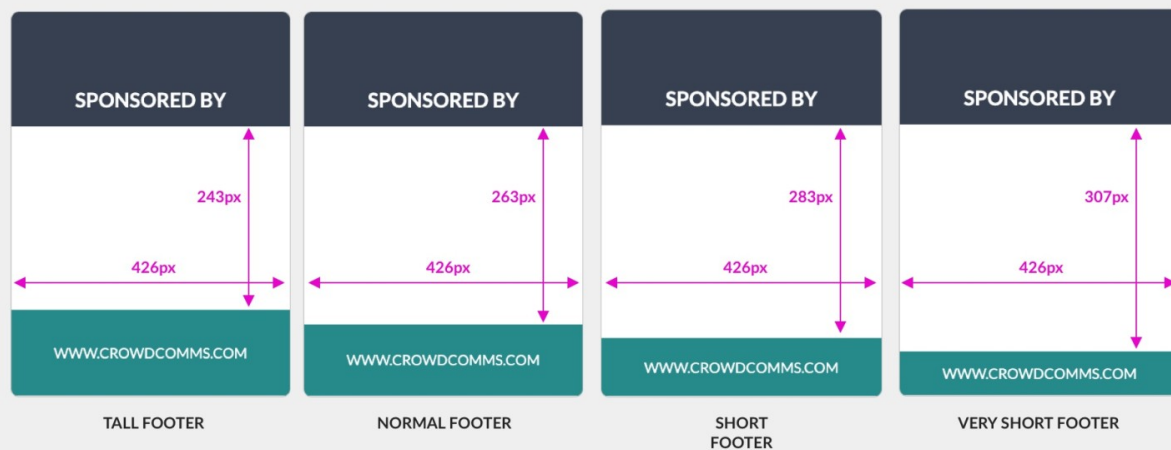
# Badge Designer Design Guidance

crowdcomms

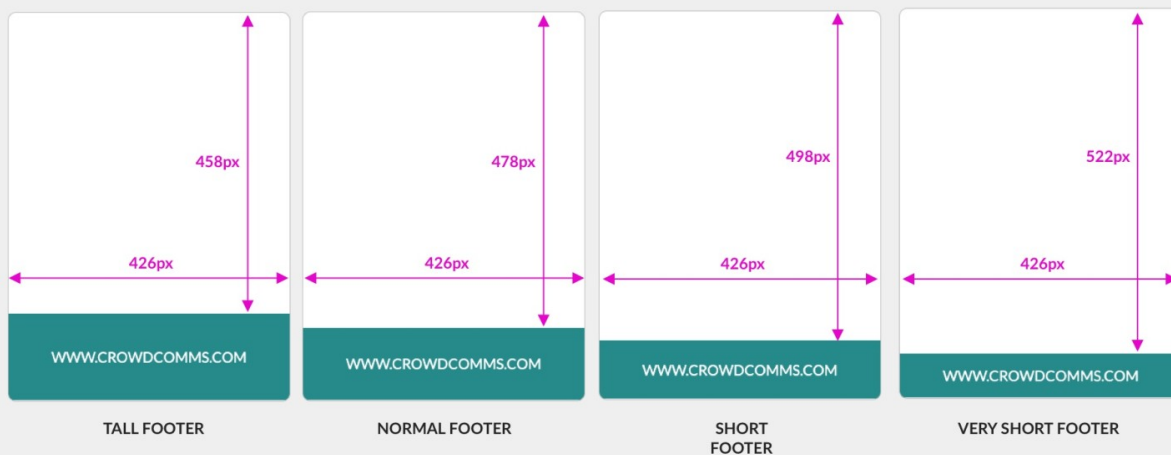
## Eco Badge Graphics



## HEADER & FOOTER



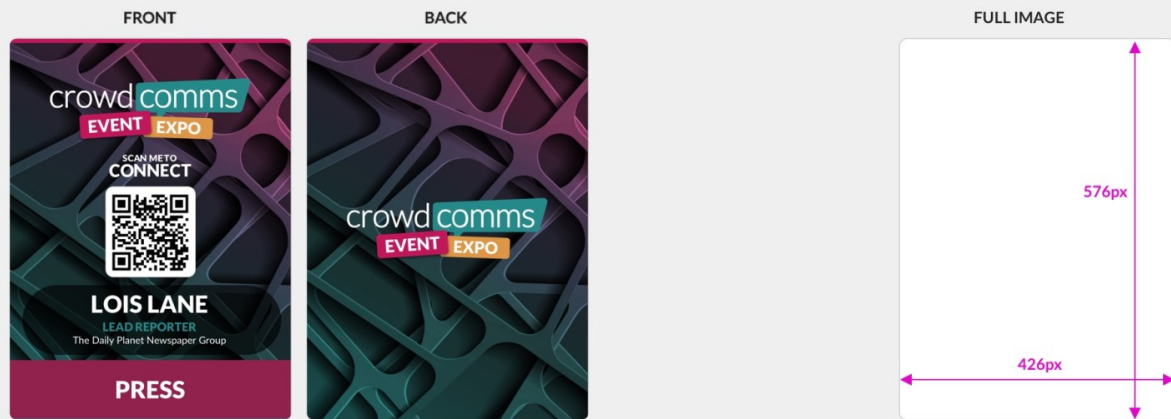
## FOOTER ONLY



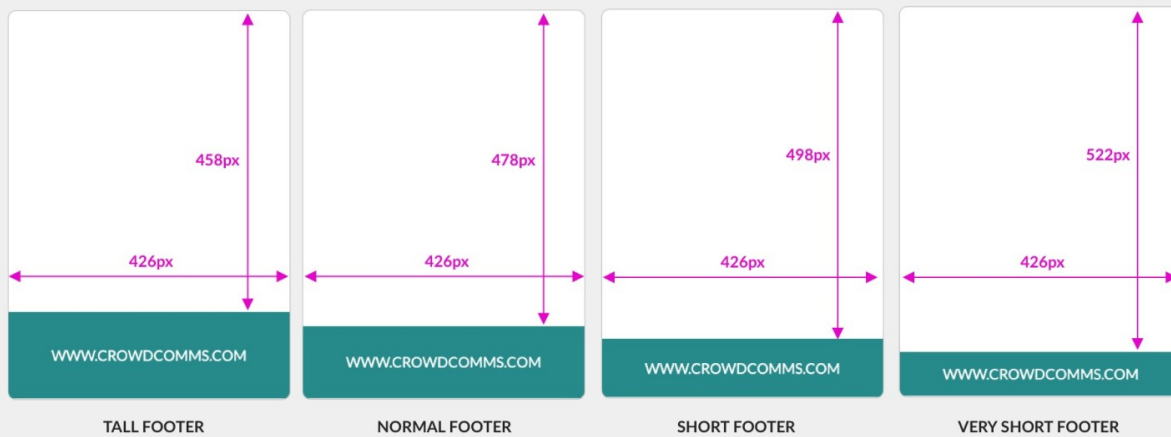
# Badge Designer Design Guidance



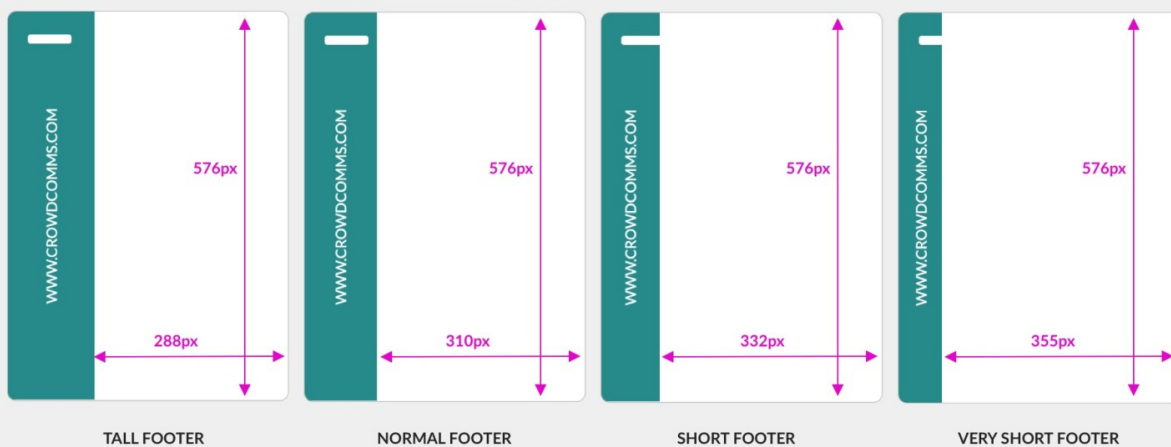
## Full Image Background



## HEADER & FOOTER



## FOOTER ONLY





# CrowdComms - Kiosk Configuration

## Configuring your Kiosk

In this section, you will learn how to configure the Kiosk screen. You can have as many configurations as you want. So, for example, if you plan to have three kiosks at your event, you can configure them to match the colour of where the physical kiosks would be. You can also configure it based on the users who will be using it. So, if you placed a Kiosk as the press entrance, you could design a configuration which represents them.

### 1. Start Designing your Kiosk

- To start your configuration, navigate to '**Kiosks**', then on the secondary menu, click on the '**Configurations**'.
- Click on '**Create configuration**'. On the pop-up, type the name label for the configuration, for example, 'Delegate'.
- Edit the configuration, click on the '**Pencil**' icon. You are then able to edit the name, choose the type of background and add branding to name a few.

The screenshot shows the 'Test Kiosk' configuration page. At the top, there's a navigation bar with tabs: Details, Branding, Sponsors, and Preview. The 'Details' tab is selected. Below the navigation bar, there's a 'Name' field with the value 'Test Kiosk'. Underneath, there's a 'Settings' section with three rows of toggle switches. The first row is 'Scan Prompt' with 'Show Scan Prompt' selected. The second row is 'Name Search' with 'Enable Name Search' selected. The third row is 'Printing Mode' with 'Background & Foreground' selected. At the bottom, there's an 'Allowed Groups' field.

Test Kiosk

Details Branding Sponsors Preview

**Details**  
The name is for internal reference only and does not impact anything else.

Name\*

Test Kiosk

**Settings**  
These settings will impact branding options.

Scan Prompt

Show Scan Prompt Hide Scan Prompt

Name Search

Enable Name Search Disable Name Search

Printing Mode

Background & Foreground Foreground Only

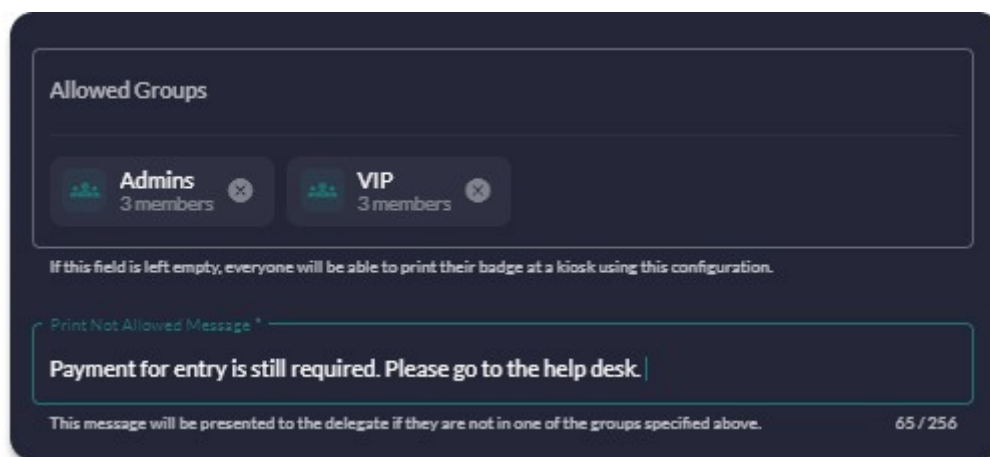
Allowed Groups

If this field is left empty, everyone will be able to print their badge at a kiosk using this configuration.

## Details Tab Overview

On the details page, which is the first tab you will see, you can edit these fields:

1. **Name Field** – This field is only for internal use in order to differentiate between 1 configuration with another.
2. **Scan Prompt** - Here you can pick either to enable or disable the scan prompt on the kiosk. If this is enabled then the user can scan their QR code to print off the badge.
3. **Name Search** – You can pick either to enable or disable the name search on the kiosk. If you enable it, users will be able to search for their name instead of using the QR code to search and print for their badge.
4. **Printing Mode** – You can choose to have the kiosk print the whole badge or only the users' information and the QR code.
5. **Allowed Groups** - Here you can select the group(s) of users which are able to print off a badge at the kiosk. If this is left blank, then all users on the app will be able to print off a badge. When a group(s) are selected, another field will populate "Print not allowed message" and this must be filled in before you can save. This message will appear to users trying to print off a badge at the kiosk but are not in a group.



## Branding Tab Overview

On the next tab entitled '**Branding**', you will be able to add branding to the kiosk screen.

You can edit these fields:

1. **Background Type:** You can add a background and choose between an image background or a video background.
2. **Badge Printing Graphics:** You can upload graphics to be used for your scan prompt & name search image, with functionality to customise the image width, alignment and positioning.

## Sponsors Tab Overview



The '**Sponsors**' tab allows you to add sponsor logos to your kiosk screen.

You can edit these fields:

1. **Sponsor Display Settings:** You can choose how these sponsor logos or images will appear, either static, fading, carousel or ticker tape.

## Preview Tab Overview

Finally, to preview how your kiosk screen would look, click on the '**Preview**' tab.

## 2. Logging in to you Kiosk

On the configurations page you will also find the button to reveal your '**Secret Code**'.

When clicked a pop up modal will display:

1. **Secret Code:** Used for initial set up of your kiosk to link it to your app configurations.
2. **Secret QR code:** Can also be used for initial set up of your kiosk to link it to your app configurations or to disconnect your configurations.
3. **Exit Code:** Used to exit an active configuration on the kiosk.(Hold finger on screen for a 7 seconds and then a pop up appears asking for the secret code to exit.)

# CrowdComms - Badge Prints Summary

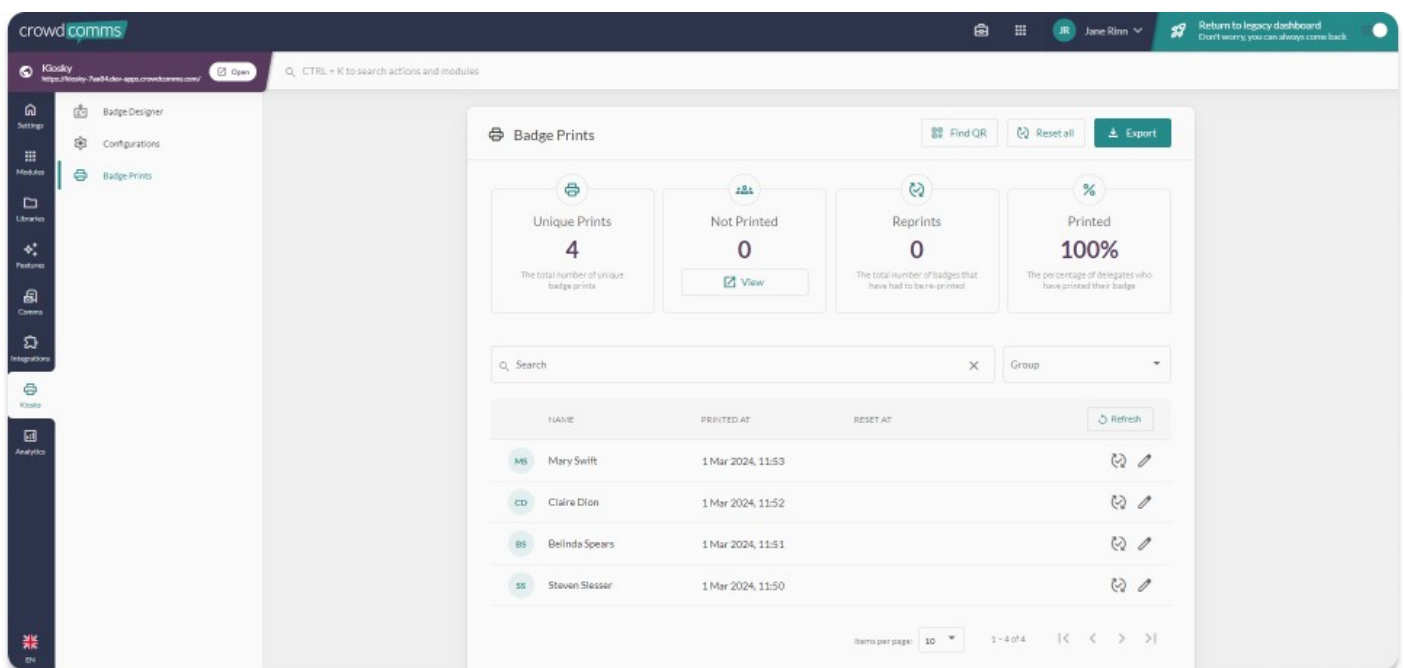
## Badge Prints Overview

On the CMS you can also view the summary of the badge prints.

If you navigate to Kiosks, then on the secondary menu, click on '**Badge Prints**', and you will be able to see a list of users who have had their badge printed.

At the top right side of the page you will see **three buttons**, these are used for the following:

1. **Find QR:** Used to search for a persons QR code for quick scanning.
2. **Reset all:** Used to reset all persons printing status allowing you to re-print all badges.
3. **Export:** Used to export an excel report of all badge prints, columns include:
  1. First/Last Name
  2. Email
  3. Company
  4. Job Title
  5. Groups
  6. Time of printing
  7. Time of reset



Below these buttons, you will see four **dashboard tiles** displaying namely:

1. **Unique Prints** – Displaying the total number of badges printed by users. This doesn't include any users who re-printed their badge.
2. **Not Printed** – Displaying the total number of users who have not yet printed their badge. This number could be useful as an indicator of how many no-shows at the event or the list button can be used as a summary of remaining unprinted badges.
3. **Reprints** – Displaying the total number of badges printed throughout the event. This value also includes the number of re-printed badges.
4. **Printed Percentage** - Displaying a percentage of people who have printed their badge so far.

There is also a **searchable table** on this page displaying a list of people who have already had their badge printed, you can also filter this table by group. If for example, you have users who have misplaced their printed badge, before they can be allowed to re-print their badge, you must first reset their badge on the CMS.

To do this, search for the person from the list of users below, and click on the reset icon.

If all users need to be reset, then click on "Reset all" at the top of the page.

If for example, the user notices that their details on the printed badge are incorrect, you can also edit their personal details on this page. Just click on the '**pencil icon**', and it will take you to the Edit Profile page.

Once you've finished editing the user's personal details, click on the rest icon to enable the user to reprint their badge again.