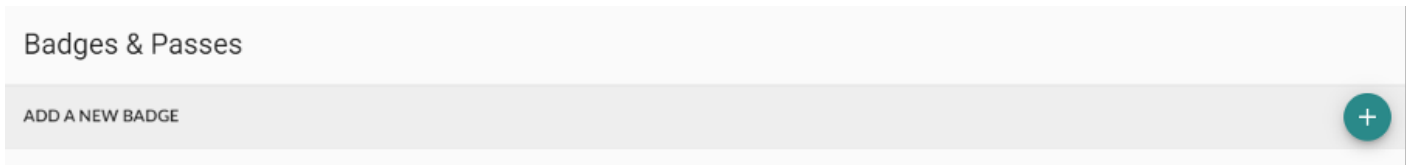


# Designing and Editing Badge

- Click on “Libraries” in CMS
- Click on “Badges & Passes”
- Click on “Add a new badge”



- Fill out fields as required.

(Note: A preview of the badge will display update as you design/edit the badge (Profile picture, job title and company will however not update on the preview)

### Badge Name

This is for your reference only and will not display on the badge

Badge name  
Give your badge a name

### Header

Header image

Badge header colour

### Display Options

☒ Event Logo

☒ Profile Image

☒ Job title

☒ Company

☐ Custom Label

### Groups

People groups determine who this badge is applied to. If a person is 'matched' with multiple badges, the priority of the badge decides which one is displayed.

Select groups

Create

1. Badge Name (This can be anything and will only be shown in the list in CMS)
2. The header can be either an image or a colour
3. Select what you would like displayed on the badge; Event Logo, Profile Image, Job title and

Company (Note; the Event Logo displays over the header)

4. If you would like a custom label on your badge, then turn the custom label toggle ON. You will then be able to type in the custom label and the background/text colour of the label
5. Select which group the badge is shown to (People groups determine who this badge is applied to. If a person is 'matched' with multiple badges, the priority of the badge decides which one is displayed.)
6. Click “Create” to create and save the badge.

### Badge Name

This is for your reference only and will not display on the badge

Badge name  
Slesser Test Badge

### Header

Header image

Badge header colour

#17ead3

×

### Display Options

☒ Event Logo

☒ Profile Image

☒ Job title

☒ Company

☒ Custom Label

### Custom Label

This label will appear at the bottom of the badge

Custom label  
Software Tester

Label background colour

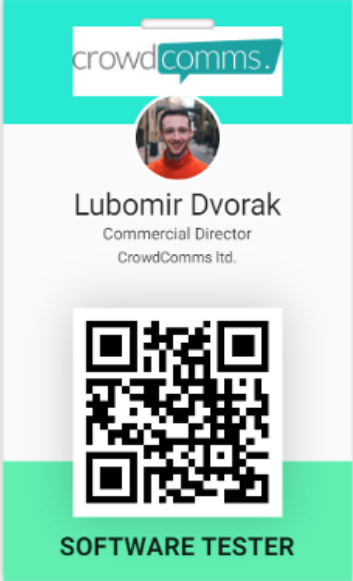
#5df0af

×

Text colour

×

Create



- You can then find your newly created badge in the “Badges/Passes” list  
(Note: In the list you can search for badges, reorganise the badges by clicking and dragging them in the list and you can also delete badges from the list)

## Badges & Passes

ADD A NEW BADGE



### Your badges

Search



Badge name



Steven Slesser Badge



Default



Slesser Test Badge



<https://player.vimeo.com/video/636332486?title=0&byline=0>

Revision #3

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