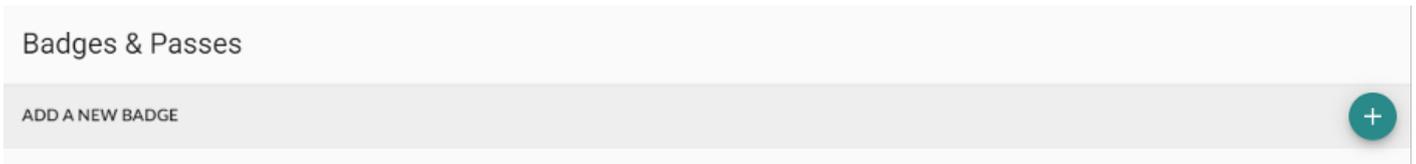
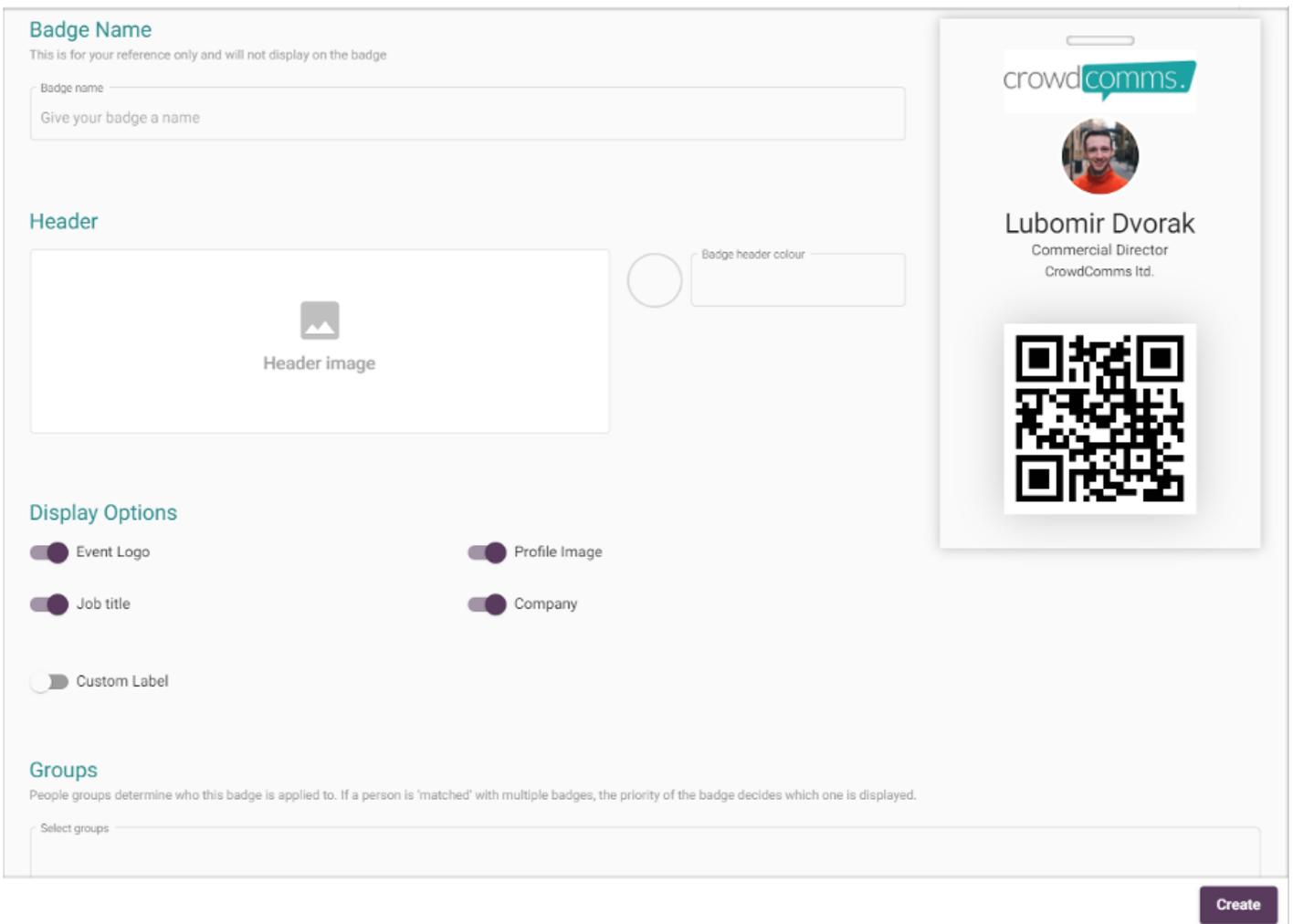


# Designing and Editing Badge

- 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)

A screenshot of the badge design editor interface. The interface is divided into several sections: 'Badge Name' with a text input field and a note; 'Header' with an image upload area and a color selection circle; 'Display Options' with five toggle switches for 'Event Logo', 'Profile Image', 'Job title', 'Company', and 'Custom Label'; and 'Groups' with a text input field. On the right side, there is a preview of the badge, which includes the 'crowdcomms.' logo, a profile picture of Lubomir Dvorak, his name, job title 'Commercial Director', company 'CrowdComms Ltd.', and a QR code. A purple 'Create' button is located at the bottom right of the editor.

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.

The screenshot displays the badge creation interface. It is divided into several sections:

- Badge Name:** A text input field containing "Slesser Test Badge". A note below it states: "This is for your reference only and will not display on the badge".
- Header:** A large image placeholder labeled "Header image". To its right, a color picker shows a teal circle with the hex code "#17ead3".
- Display Options:** A set of five toggle switches: "Event Logo" (off), "Profile Image" (off), "Job title" (off), "Company" (off), and "Custom Label" (on).
- Custom Label:** A text input field containing "Software Tester". To its right, a color picker shows a green circle with the hex code "#5df0af". Further right, there is an empty text color input field.

On the right side of the interface is a preview of the final badge. It features a teal header with the "crowdcomms." logo, a profile picture of Lubomir Dvorak, his name and title "Commercial Director, CrowdComms Ltd.", a QR code, and a green footer with the text "SOFTWARE TESTER".

A "Create" button is located at the bottom right of the form.

- 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 #1

Created 5 June 2024 08:13:24 by Lee Jack

Updated 5 June 2024 08:17:49 by Lee Jack