

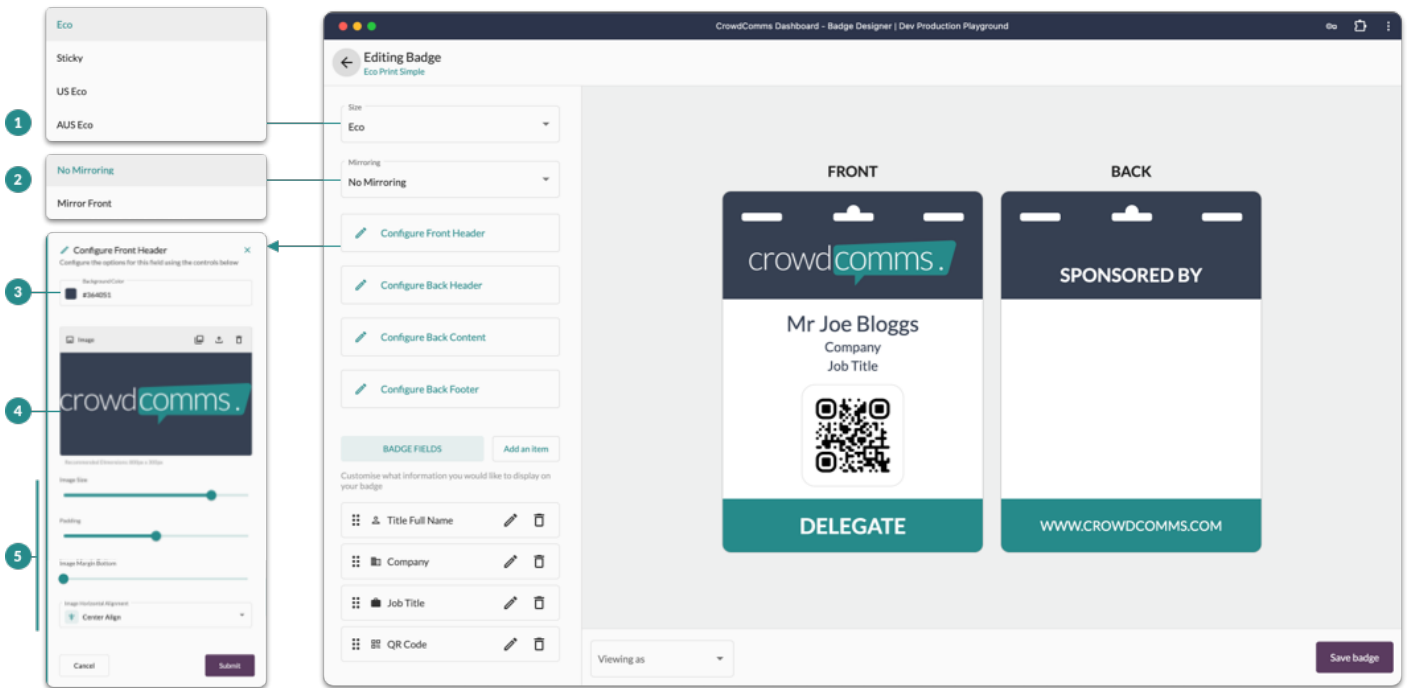
CrowdComms - Kiosk Badge Designer



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

- Three badge design templates are available:
 - **Standard Badge (Eco Print):** Ideal for eco-conscious events, with quick printing duration due to low ink consumption.
 - **Edge-to-Edge Background:** Modern design offering ample space for full image display on both front and back.
 - **Credit Card Badges:** Flexible plastic card suitable for recurring events or premium souvenirs.

3. Start Designing

- Click on 'Select Template' button on the desired template to edit.
- Select a preset template by hovering over the design and clicking "Select Preset" button.

Please note that this badge will not be visible on the delegate's profile or the Event App. So, if you are running a virtual event, and would like to use the virtual badge, [click here to learn how to configure this.](#)

4. Designing the Badge

- Customise various aspects such as:
 - Stock Size (Eco, Sticky, AUS Eco & US Eco).
 - Front-to-back design mirroring.
 - Background colour or image.
 - Logo or header image upload.
 - Adding badge items like profile fields, QR codes, or images.
 - Adjusting size, padding, margin, and alignment.

- Adding a customisable footer.

1
Configure Back Header
Configure the options for this field using the controls below
Display Back Header
Yes
Text
Sponsored by
Background Color
#364051
Text Color
#ffffff
Font
Lato
Font Size
7mm
Casing
Uppercase
Cancel
Submit

2
Configure Back Content
Configure the options for this field using the controls below
Image
Crop image
Drag files to upload, or
Upload
Select from library
Recommended Dimensions: 1100px x 780px
Cancel
Submit

3
Configure Back Footer
Configure the options for this field using the controls below
Display Back Footer
Yes
Text
www.crowdcomms.com
Font
Lato
Font Size
5mm
Font Weight
Normal
Casing
Uppercase
Text Color
#ffffff
Background Color
#258a8a
Orientation
Horizontal
Height
Short
Cancel
Submit

5. Back Design Configuration

- If not mirroring the design, configure:
 - Rear content space.
 - Attributes (icon shape, size, font, etc.). Each attributes visibility can be customised to specific groups.
 - Rear footer settings (text, size, font family, etc.).

6. Template Preview

- View the template per group to see variations.

Badge Fields

Your preset 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, including name, company, job title, and QR code.
- Edit or remove fields as needed.
- Control font, size, weight, casing, colour, text wrapping, margins, and alignment.

The image shows a user interface for customizing a badge. On the left is a dialog box titled "Edit Badge Field" with a close button (X). It contains several sections:

- Type:** A dropdown menu currently showing "Profile Field".
- Source:** A dropdown menu currently showing "Title Full Name".
- Font:** A dropdown menu showing "Lato".
- Casing:** A dropdown menu showing "Unchanged".
- Font Size:** A dropdown menu showing "8mm".
- Font Weight:** A dropdown menu showing "Normal".
- Line Height:** A dropdown menu showing "Normal".
- Text Color:** A color picker showing a dark blue color with the hex code "#364051".
- Margin Top:** A slider control.
- Margin Bottom:** A slider control.
- Horizontal Alignment:** A dropdown menu showing "Center Align".

At the bottom of the dialog are "Cancel" and "Submit" buttons. On the right is a list of available fields, each with an icon and a label:

- Profile Field (highlighted)
- QR Code
- Pronouns
- Title
- First Name
- Last Name
- Full Name
- Title Full Name (highlighted)
- Job Title
- Company
- Email
- Phone Number
- Website
- Location
- Address

Teal lines connect the "Type" dropdown to the "Profile Field" option and the "Source" dropdown to the "Title Full Name" option in the field list.

Group Customisation

- Personalise the badge footer for different groups (e.g., Delegates, Volunteers, Press). Click on the pencil icon as shown below. 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 footer colours and fonts for each group.

Please note, that you must first create these groups before they can be added to the above field.

Saving and Printing Badges

- After finalising the design, click "Save Badge".
- Saved badge can be printed for users.
- To switch designs, delete the saved badge first.
- 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

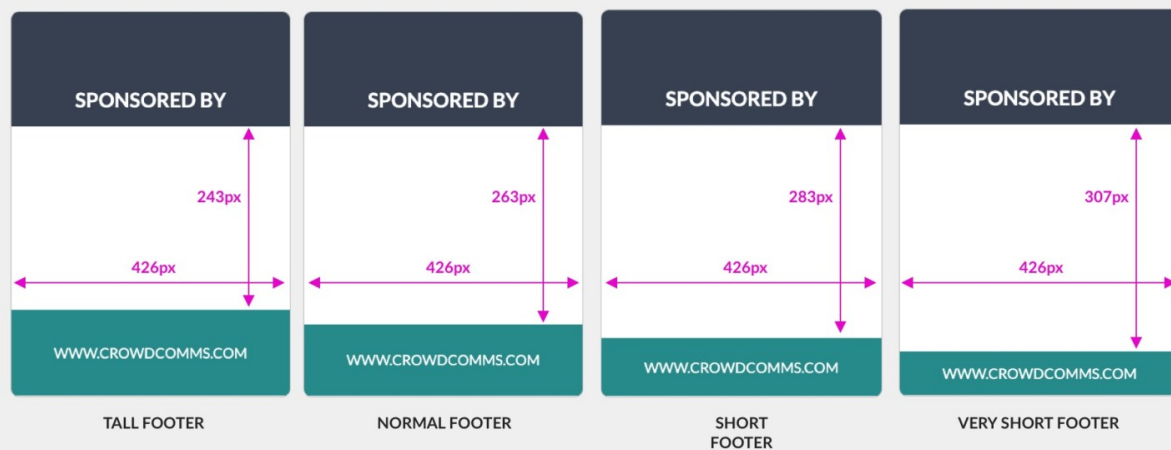
Badge Designer Design Guidance

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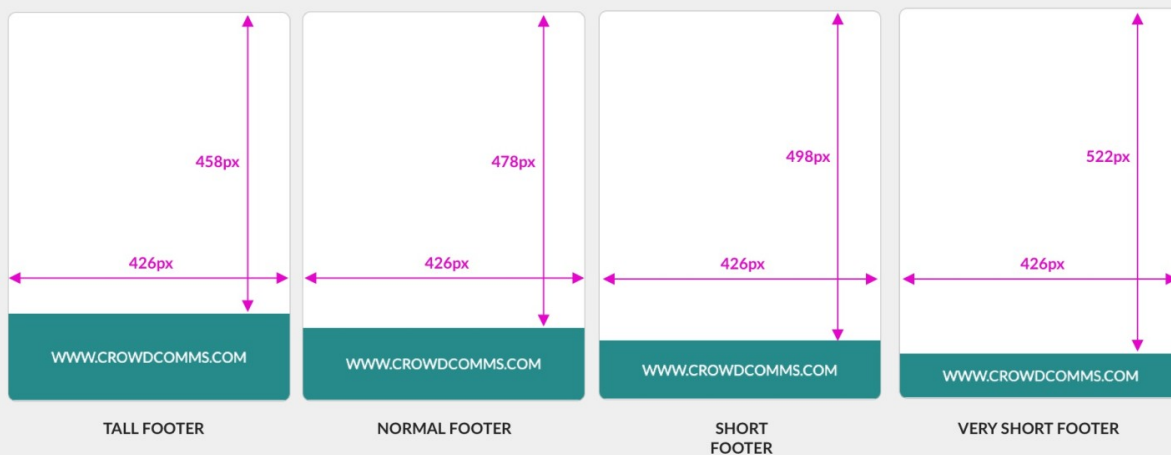
Eco Badge Graphics



HEADER & FOOTER



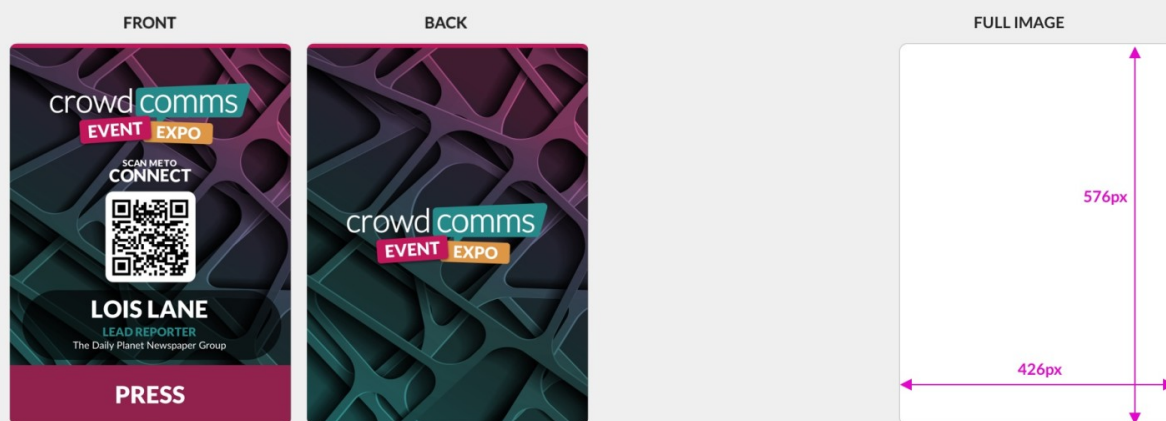
FOOTER ONLY



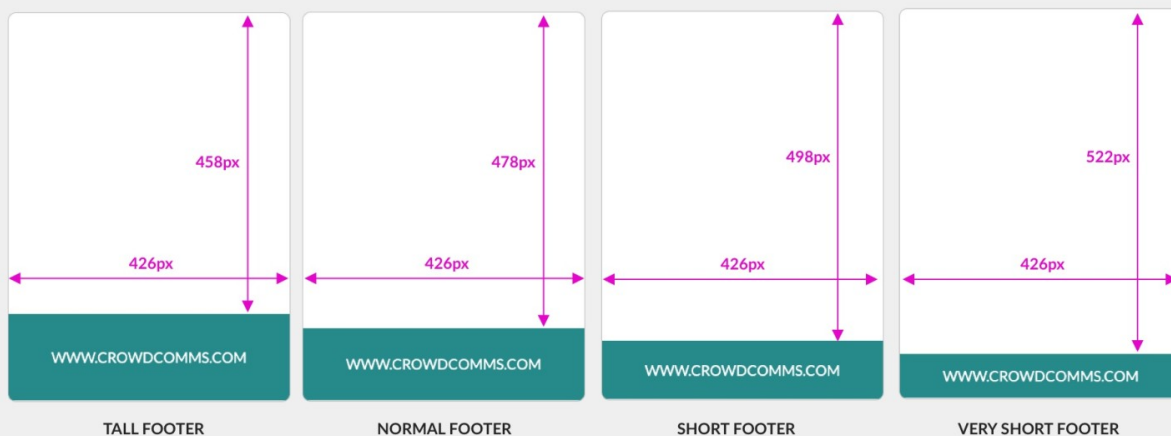
Badge Designer Design Guidance



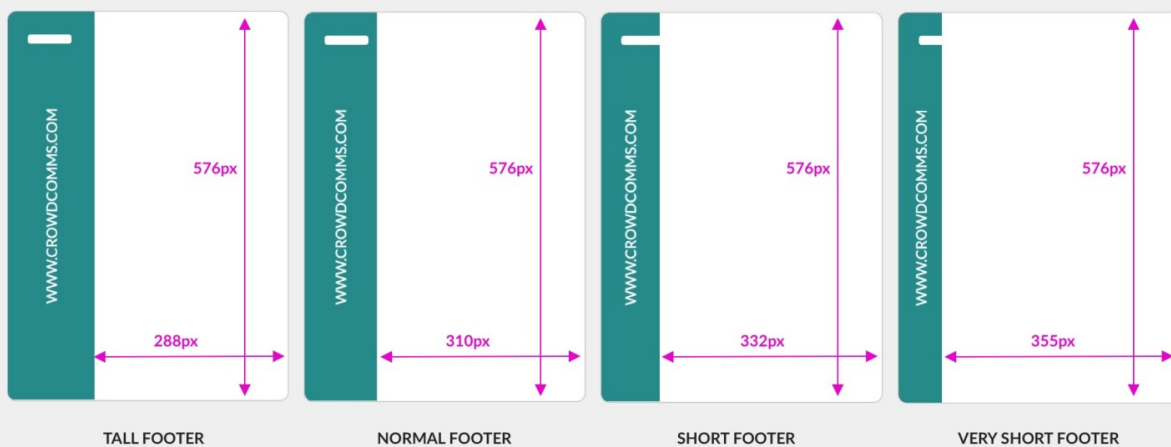
Full Image Background



HEADER & FOOTER



FOOTER ONLY



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