

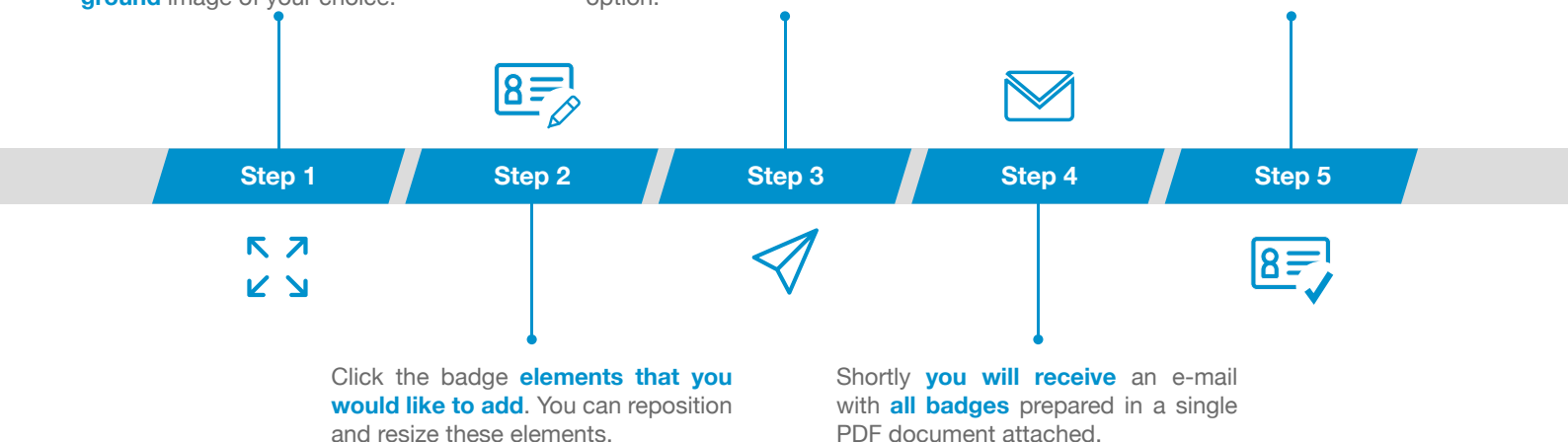
Prior to the Event:

Introduce the desired badge **size** in millimetres **and upload the back-ground** image of your choice.

Click the **generate and send me by e-mail** button for the all attendees option.

Print the badges and hand them out when arrival.

Please see the **Onsite Print** option as you may need to print onsite few badges to new registrations.



On the day of your Event:



Your event steward will greet your attendees and **hand them the pre-printed badge**.

If you have a large event, we highly recommend that you order several **small plastic containers** to keep badges organised alphabetically. This will make it **easier** for the steward **to keep the badges organised and to find a guest's badge as quickly as possible**.

Need to create your badges?

On the main left-side menu in your event dashboard, navigate to the **Registration** and you will find in the "Payments, Ticketing" section the **Badges** panel which will bring up the badge creation tool.

Start by introducing the size of your finished badge in millimetres.

You can upload any custom image as a background canvas for your badge. Images of any size will be resized to fit the badge's width. Only JPG and PNG formats are accepted. You will also find some readymade examples ready for you to try.

1- Basic configuration

Width in millimetres

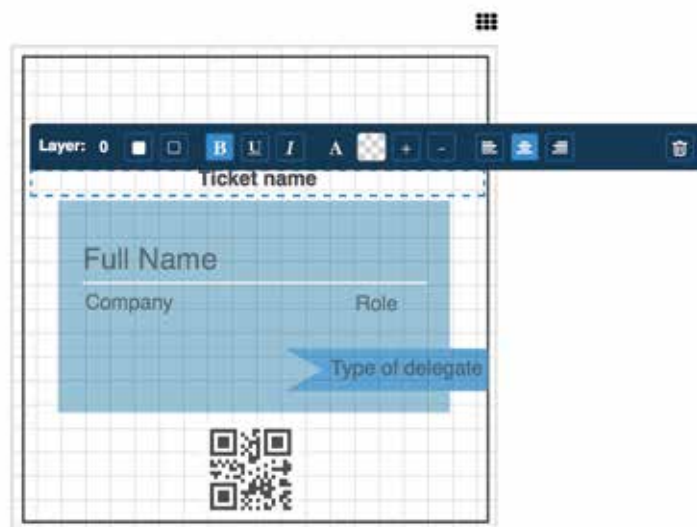
Height in millimetres

Background image

Start adding elements to your badge.

Click once on each element and it will be added to the badge editor. Once there, you can reposition it within the badge editor and resize the maximum area that each element can occupy. To help you create a uniform look to your design, there is a 5mm grid displayed on the editor by default.

This can be toggled by clicking the  button; *it will not be visible on the final printed design.*



*For placing text simply and neatly, we suggest that you drag the elements bounding box to the full width of the badge editor and select the Centre align option, this can be seen on the **Ticket Name** element seen above.*

Below the badge editor, you can manage the distribution of your badges

To receive a copy of all the badges prepared for printing via email, you should choose **All** in the drop-down boxes and email them to yourself. Remember to save your badge if you want to use the same design later.

Want to print your badges?

Once you receive your badges, you can choose to print them however you wish. Then on the day of your event, your stewards will be able to hand out all your pre-prepared badges as your attendees arrive.



For large events, be sure to pre-order lanyards and badge holders to have your badges fully prepared for distribution to attendees.

This reduces queuing times to a minimum.

Please also check our [onsite checkin guide](#) for information on how to handle unexpected arrivals on the day of your event.

*Running a training course and want to give your attendees a certificate of completion? This can also be done with the badge editor. Design your certificate as a background image and add the **Full Name** element to the badge editor. Below, select **All Attendees** from the **Email To** option and personalise the email to your liking.*