



Note: Your actual access is set by your college administrator, so some of these actions might not apply to you.

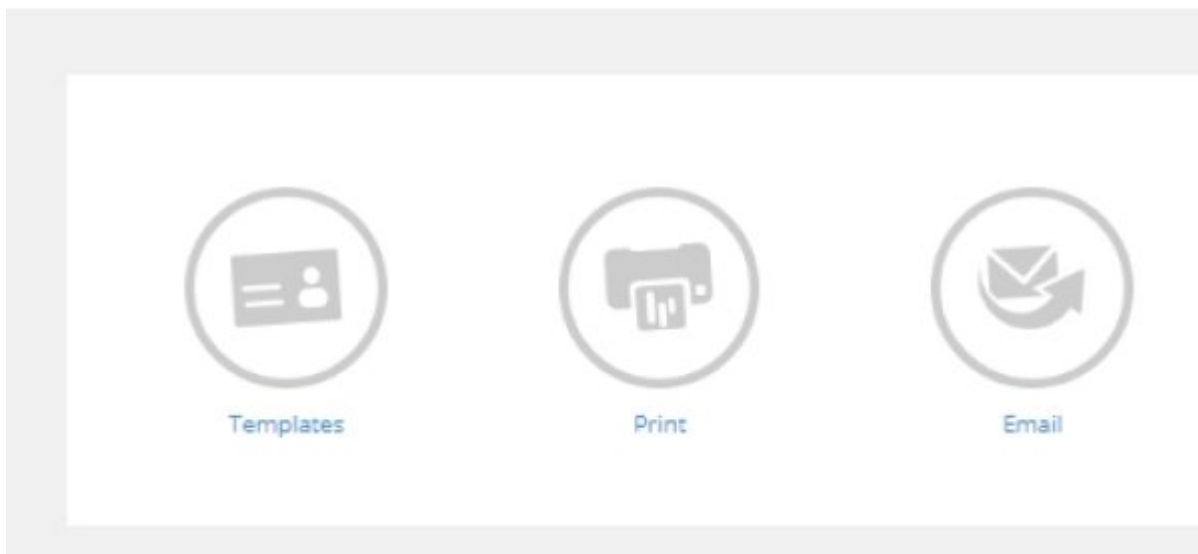
Badges

[Previous - Seminars](#) | [General Menu](#) | [Next - Certificates](#)

How to Access: Events > Badge

Purpose: Used to create, edit, and manage **Badges** in AccuCampus.

Badges

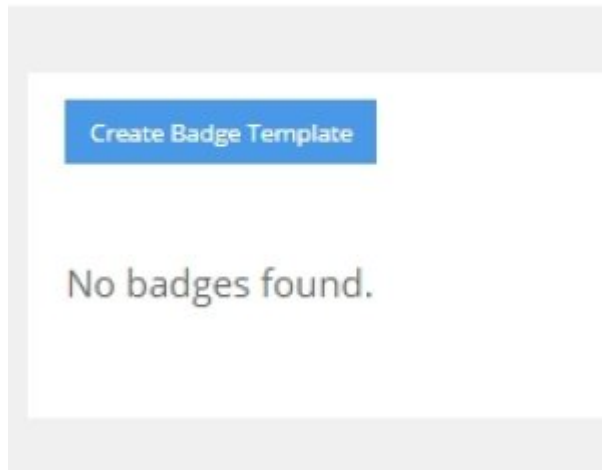


Badge Buttons

- **Templates** - This allows you to create a new template for a **Badge**. Please see the explanation below.
- **Print** - This allows you to print the **Badge**, there needs to be at least 1 badge created to use this option. Please see the explanation below.
- **Email** - This allows you to email the **Badge**, there needs to be at least 1 badge created to use this option. Please see the explanation below.

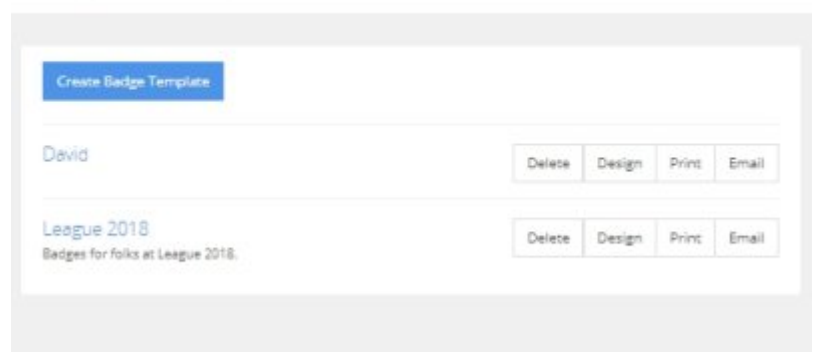
Template Option (Create Badge Template)

Badges Templates



Create New Badge Buttons

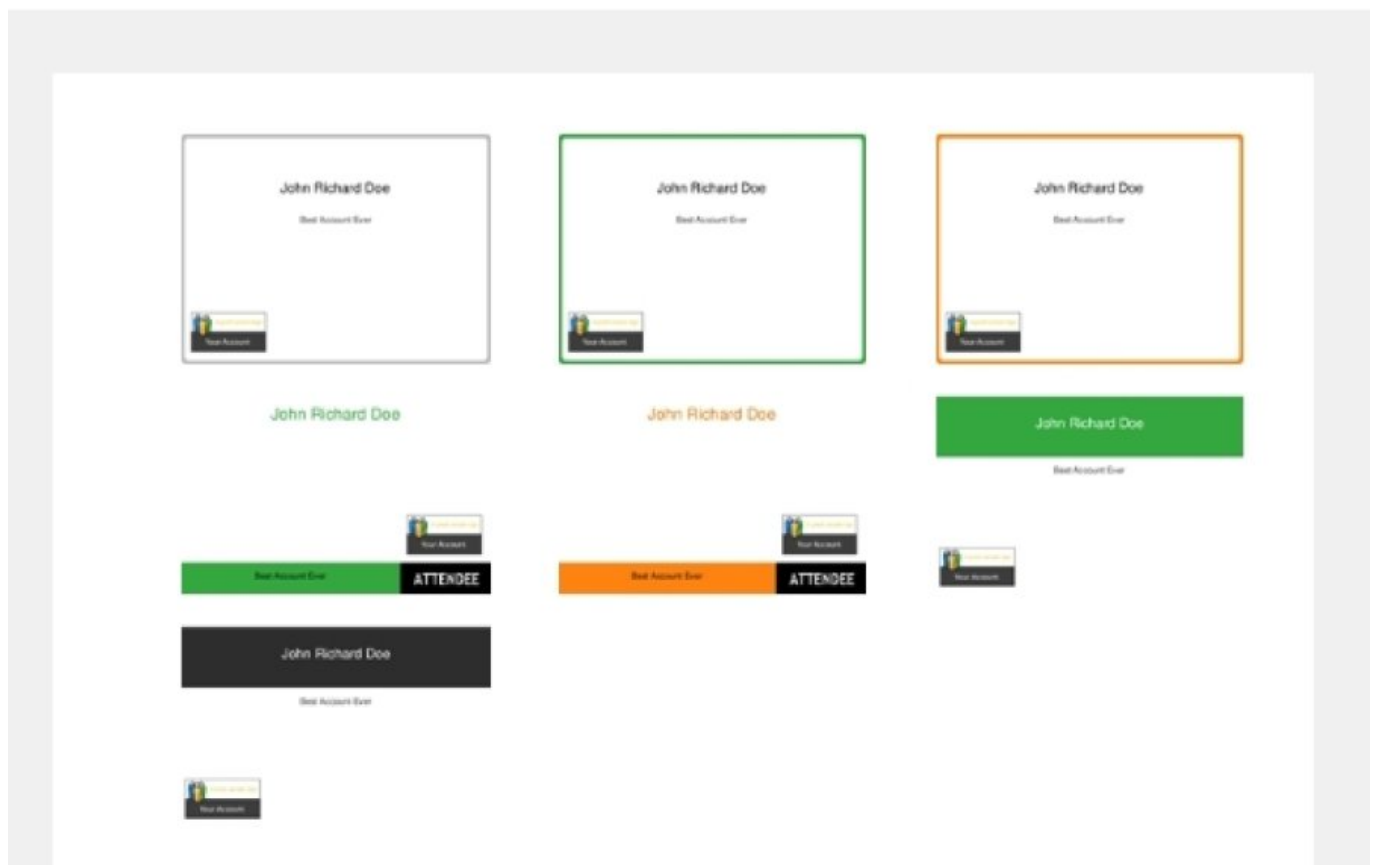
Badges Templates



- **Name** - This is the name of the template.
- **Description** - This is the description.
- **Dave and Design Button** - Click this button to design the Badge:

Design your Template buttons

Design Your Template



- After selecting the template you will have 3 options.

- **Use This Template** -Please click to use this template, in the next screen you will customize the Badge.
- **Download Sample PDF** -Please click to see a sample PDF.
- **View all Templates** - Please click this button to go back to the Templates selection screen.

Create New Badge Buttons

Design Your Template

Design Badge

Double click to select an image...

Save Cancel From Template

Keywords

Keywords: You can use the following keywords in any text box:
All users
\$FullName\$: John Richard Doe
\$FirstName\$: John
\$MiddleName\$: Richard
\$LastName\$: Doe
\$Email\$: John@test.com
\$Account\$: Best Account Ever
\$Date\$: 11/24/2014

Toolbox

Toolbox

Add Text

Add Image

Add Barcode

Select Control

Canvas ▾

Canvas Properties

Background Color

Background Image

View Image

[Change] [None]

- **Keywords** - This is an explanation of the different variables that can be used in the Badge customization.
- **Toolbox** - Please double click from the list the item to be inserted in the Template(Text, Image, Barcode, Textbox) and specify the Font and Alignment.

Click Save to finish creating the Template

Print Badge option

Badges

Print Badges



Templates

Export all the badges to a PDF file which you can later print.

1. Select a badge template

Badge template

badge1 ▼

2. Select the badges to generate

For

All users ▼

What badges do you want to print?

☒ All badges

☐ Only modified after: 05/11/2020 3:02pm

3. Filter badges by user role

For users with role

All ▼

4. Generate badges

☒ All badges ☐ Only badges for specific users

Generate



Your badges are ready! [View your badges.](#)

Your request finished successfully. Click on the link above to get the badges.

- **Badge Template** - Please select the Template from the list.
- **Select the badges to generate** - Please select the scope of the users from which you will get the information to create the badges.
- **Filter badges by user role** - Use this option to filter badge creation to only some roles.
- **Generate badges** - Select whether the badges will be created for all or specific users.
- **Generate** - Click this button to generate the PDF with the badges, this PDF can be opened/printed later.

Email Badge option

Email Badges

This allows you to easily email all the badges in PDF format to the users.

As this is intended for emailing the badges, each one is placed in a different file. If you want all the badges in a single file, use the [print badges](#) option instead. In both cases, depending on the size of your account, it might take several minutes to complete.

Once the badges are generated, you will be able to review the badges before sending them.

1. Select a badge template

Badge template

2. Select the badges to generate

For

What badges do you want to print? ☒ All badges

☐ Only modified after badges were printed last time

☐ Only modified after:

3. Filter badges by user role

For users with role

4. Email badges


☒ All badges ☐ Only badges for a specific user


Email


- **Badge Template** - Please select the Template from the list.
- **Select the badges to generate** - Please select the scope of the users from which you will get the information to create the badges.
- **Filter badges by user role** - Use this option to filter badge creation to only some roles.
- **Generate badges** - Select whether the badges will be created for all or specific users.
- **Generate** - Click this button to proceed to the next screen where you will be able to select badges, email recipients and add a custom message before emailing the badges:


Review and Send


1. Review the badges before sending


 duck@accuclass.com


 fred@accucampus.edu


 fred@accuclass.com


 homerjs@accuclass.com


 jorgoengineerica@gmail.com


 jorgen@engineerica.com


 roger.rabbit@accuclass.com





 s_duck@accuclass.com

 s_fred@accuclass.com

 s_homerjs@accuclass.com

 s_roger.rabbit@accuclass.com

 s_wpooh@accuclass.com

 wpooh@accuclass.com

14 badges created

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Formats ▾ **B** *I* U                                                                             