How to:
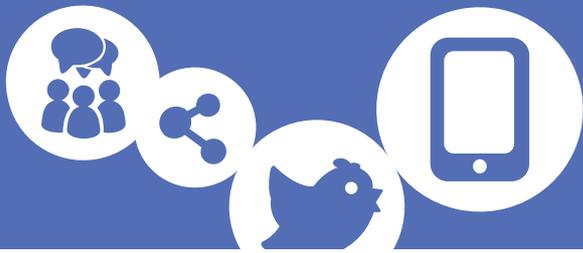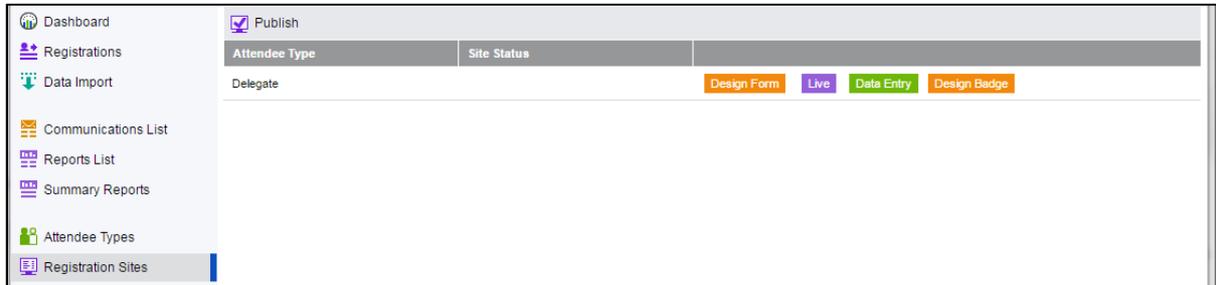
Design your badges in EventReference
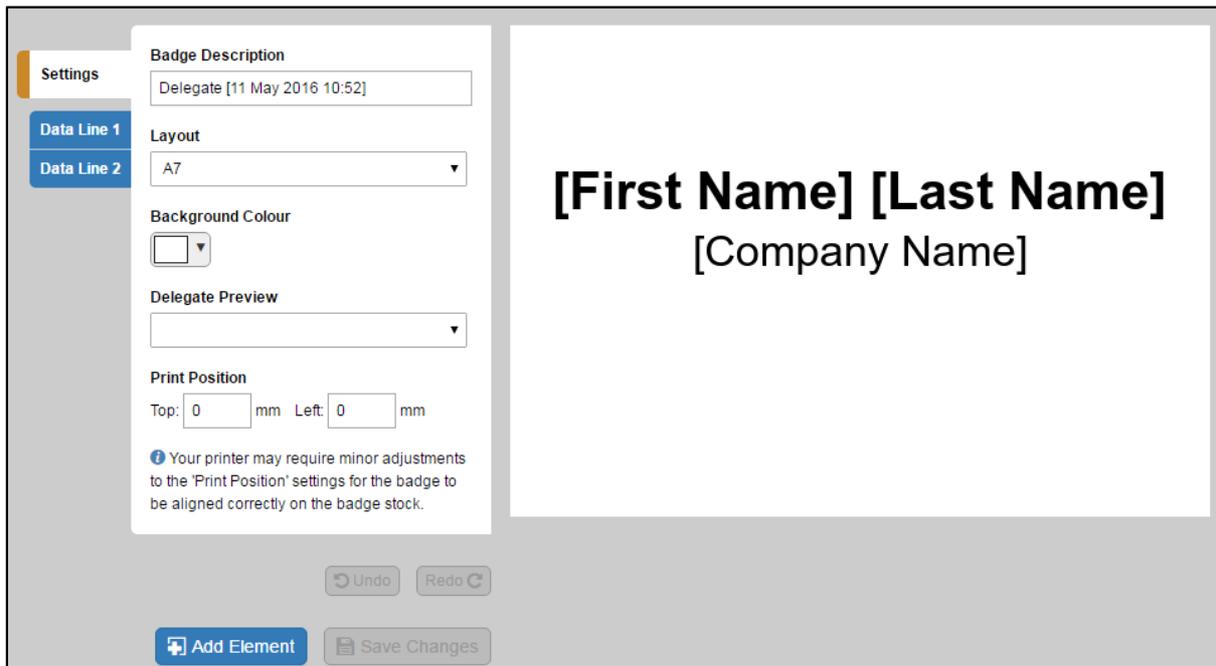
![EventReference]

To access the Badge Designer function, click on Registration Sites.

Click on Design Badge against the attendee type you want to design a badge for and the badge designer screen will appear in a new tab. The first section you will see is the Settings tab.


In the Badge Description box it will show the badge type and the date and time that you started working on it. You can change this if you want but you don't need to.

Select the type of badge you want to create a layout for from the Layout dropdown. You can select A7, A6 or Butterfly.

You can select a background colour if you want from the dropdown.

The Delegate Preview option will let you select records from your database in order to preview what different length names will look like on the badge with your settings. This will only work if you have records in your event, otherwise you'll just see placeholders for each of the fields.
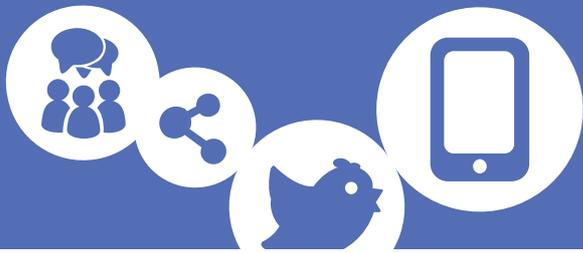
Delegate Preview

Shelby Bradford ▼

Long Names
   Buckminster Whitfield
   Lysandra Sullivan
   Penelope Marshall
Average Length Names
   Shelby Bradford
   Brittany Reeves
   Tatyana Clayton
Short Names
   Sara Pope
   Rahim Pope
   Kevyn Snow
Long Company Names
   Scelerisque Neque Nullam Incorporated
   Nunc Ullamcorper Velit Corporation
   Eget Varius Ultrices Industries
Short Company Names
   Urna PC
   Nec Inc.
   Duis Ltd

You may need to make slight adjustments to the Print Position values to ensure your badges print correctly; this will vary from printer to printer.

The default badge comes already set up with two lines – First Name Last Name and Company Name. You can keep these as they are or amend and add to them to show what you want on your badge.

To edit one of the existing lines, click on the tab for that line. You'll see the options that you can edit.

Data Field(s)

[First Name] [Last Name] ▼
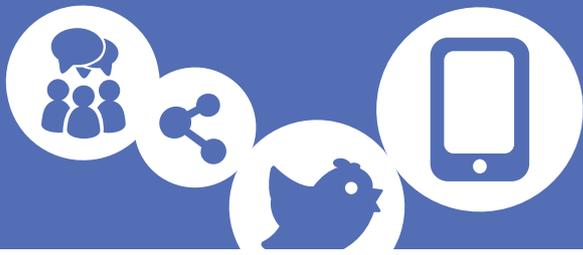
Font Name

Arial ▼

Font Size

22 pt

If the text cannot fit on the line at this size, it will automatically shrink-to-fit.

☐ Wrap text over 2 lines before applying shrink-to-fit.

Font Style   **Colour**   **Text Alignment**

B *I* U   ⬛ ▼   ☰ ☰ ☰

Margins

Left: 5 mm Right: 5 mm

Distance from Top

18 mm

You can select the fields that you want the line to contain from the Data Field(s) dropdown – there are various combinations available to display the name data.

Change the font and size and formatting from the options provided. You also have the option to have the text wrap on to two lines before it starts to shrink from the specified size.

The Margins and Distance from Top will allow you to position the text wherever you want on the badge.

If you are editing a line other than Line 1, you also have the option to use automatic positioning under the line above and also to delete the line.

Make sure you click Save Changes. If you try to leave the tab with unsaved changes, you will be prompted to save.

To add extra lines or other elements to your badge, click on the Add Element button.

Data Line will let you add another line of text to the badge. You can edit these as above.

Barcode will add a barcode to your badge. You can edit the height of the barcode and its alignment and position.
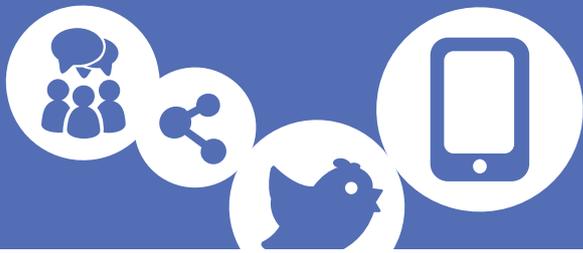
Header will add a solid coloured strip across the top of the badge. You can choose the colour of the strip and the text, choose the size and position of the text and enter the text you want to appear.

Footer will do the same as header but adds a strip across the bottom of the badge. You can edit this as above.
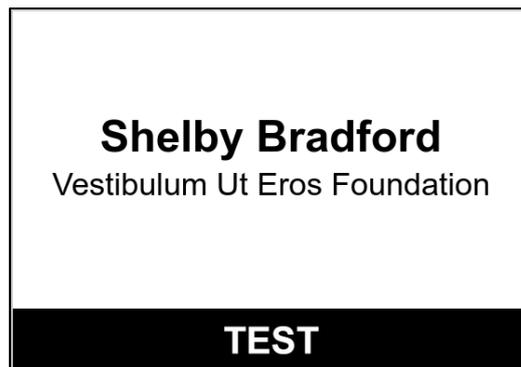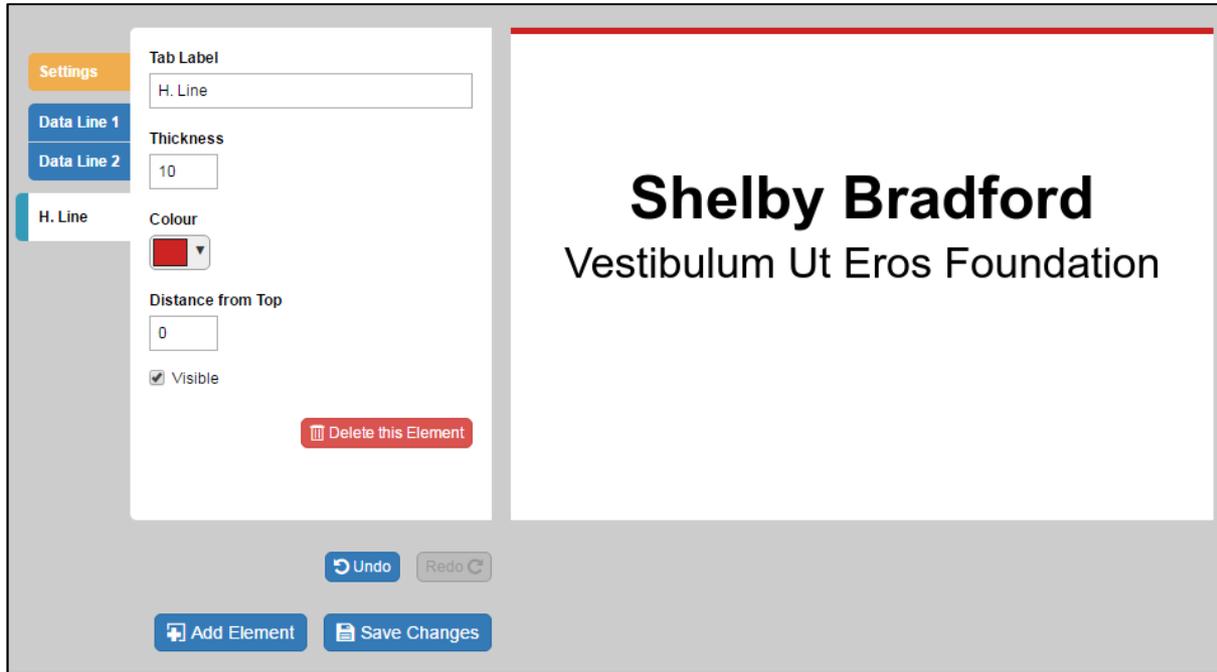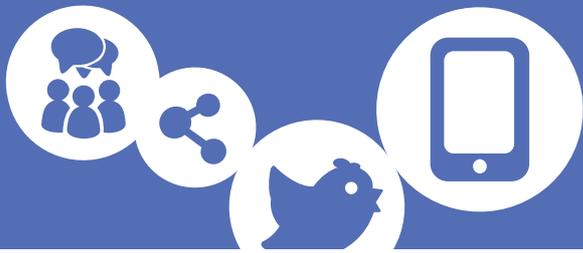
Horizontal Line will put a coloured horizontal line on the badge. You can change the thickness, position and colour of this.
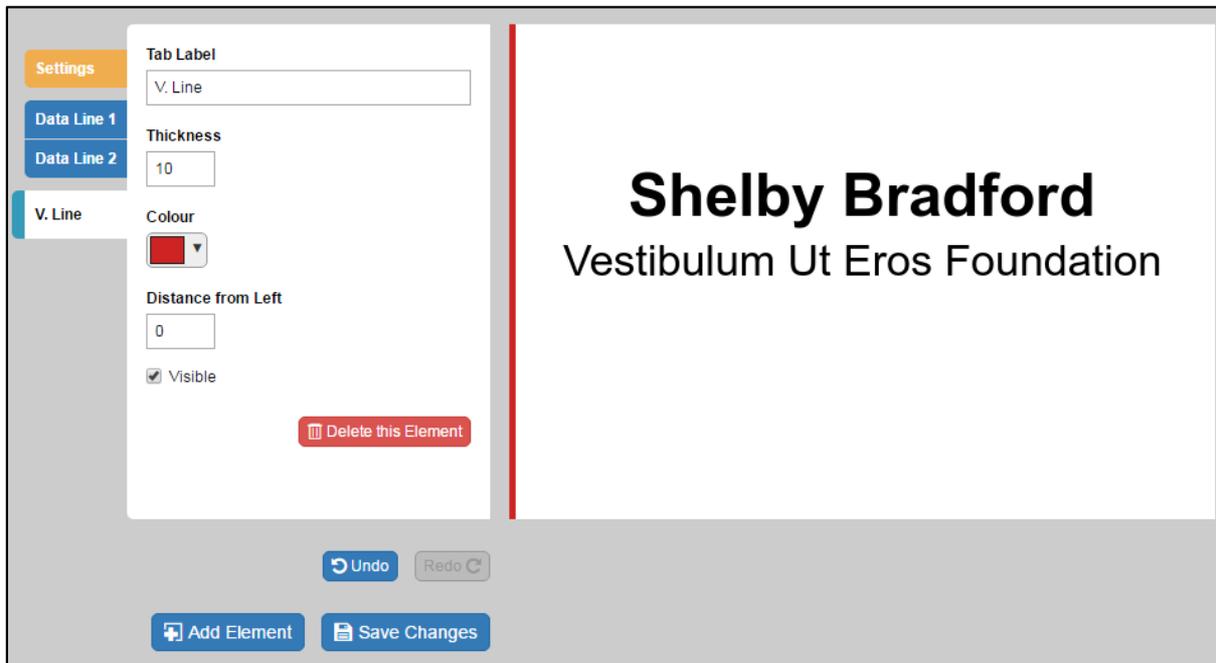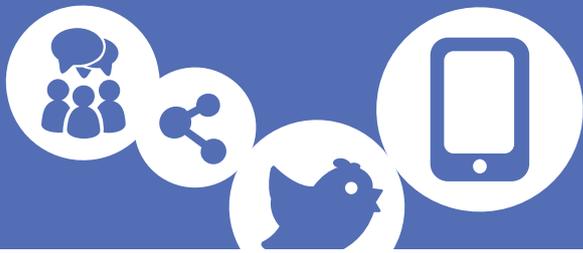
Image will allow you to upload an image to your badge.

Click Choose File and upload your image. The image can then be repositioned. Uploaded images should be 300dpi for best results.
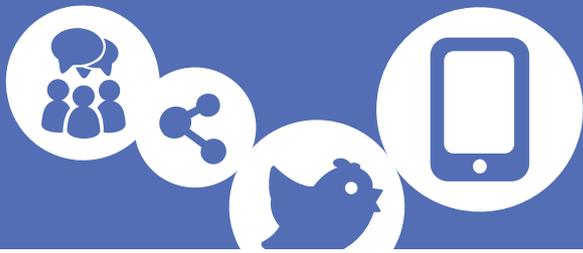
Background Image will allow you to upload a complete graphic design for your badge.

The system will tell you what size your background image will need to be to fit the badge type you are using.

Remember to click Save Changes when you have made any amendments to your layout.

EventReference

- ✓ Event Registration
- 📅 Event Management
- 📊 Event Reporting
- £ Paid Registration
- 🌐 WebBadging
- ▦ WebScanning

YOUR EVENT. YOUR WAY.

Self-service registration & badging

"I've signed up for EventReference"

"I can't believe how easy it is to get all the reports I need"

"I found it to be fast, powerful and easy to use for my event"

"I was able to extract the information easily, which is perfect"

"Being able to target abandoned registrations helped drive my registration numbers up"

What our customers say...

"We have been using EventReference through RefTech for over two years now and in this time we have seen it develop and progress constantly. As a small, independent conference organiser, Opening Doors & Venues needed a straightforward, pay-per-event platform for gathering registrations, that would be easy to manage in-house - it is exactly what EventReference offered us. We use the platform for both free-to-attend and paid-for registrations with multiple attendee types and varied fee structures and find the interface very user friendly, whether it is for building a landing page or formatting the registration form. We must also applaud the RefTech staff for their patience and promptness in providing the support we constantly require - even though at times we ask the oddest of questions!"

Madalina Marincas, OPENING DOORS & VENUES

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