

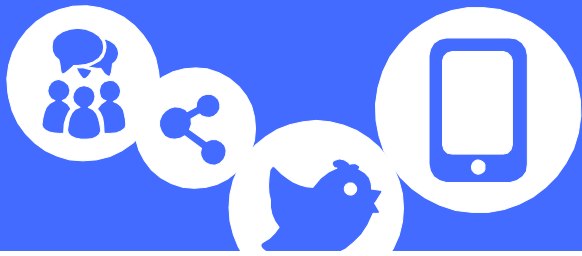


How to:

Design your badges in EventReference

EventReference User Guide #3





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

Attendee Type	Attendee Type Registration Start	Attendee Type Registration End	Site Status				
Delegate	5th March 2018 at 09:00	21st March 2018 at 17:00	Open	Design Form	Live Form	Add New Record	Design Badge
Exhibitor	5th March 2018 at 09:00	21st March 2018 at 17:00	Open	Design Form	Live Form	Add New Record	Design Badge

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.

Settings

Badge Description
Delegate [11 May 2016 10:52]

Data Line 1
Data Line 2

Layout
A7

Background Colour
[Color Selection]

Delegate Preview
[Preview Selection]

Print Position
Top: 0 mm Left: 0 mm

Preview:
[First Name] [Last Name]
[Company Name]

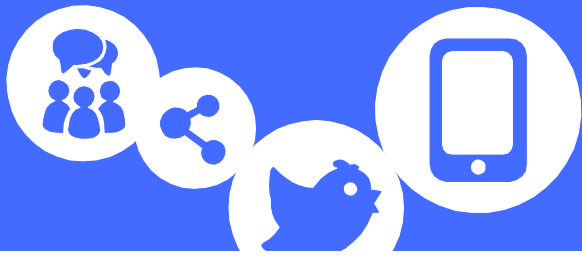
Buttons: Undo, Redo, Add Element, Save Changes

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 ▼

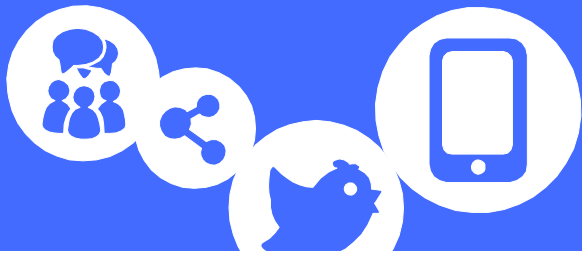
Font Size 22 pt
If the text cannot fit on the line at this size, it will automatically shrink-to-fit.

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

Font Style **Colour** **Text Alignment**
B I U [Black] [Left] [Center] [Right]

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.

Distance from Top

0 mm

Set to 0mm for automatic positioning beneath the line above

Delete this 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.

Add New Element

Element Type

Data Line

Data Elements

Data Line

Barcode

Background Elements

Header

Footer

Horizontal Line

Vertical Line

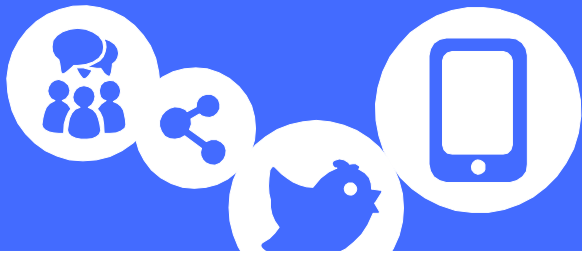
Image

Background Image

Cancel

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.



Height
5 mm

Alignment

Margins
Left: 0 mm Right: 0 mm

Distance from Top
40 mm

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.

Settings

Data Line 1

Data Line 2

Header

Tab Label
Header

Text
TEST

Colour: Size: 80

Distance from Top
70

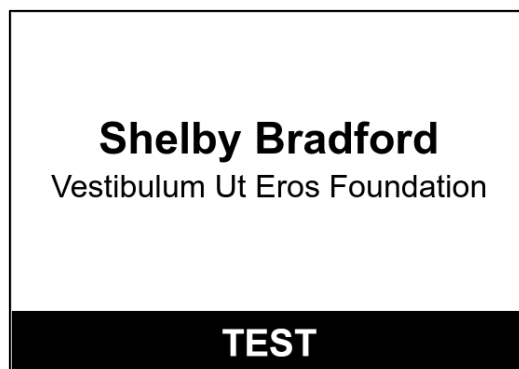
Background
Colour: Height: 140

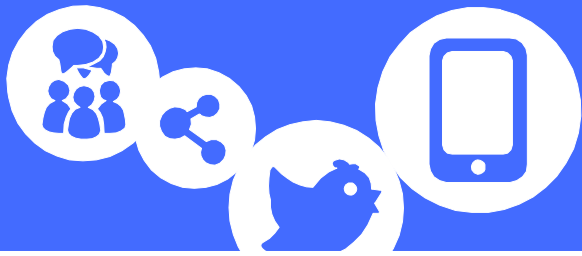
Visible

TEST

Shelby Bradford
Vestibulum Ut Eros Foundation

Footer will do the same as header but adds a strip across the bottom of the badge. You can edit this as above.





Settings

Tab Label
H. Line

Data Line 1

Data Line 2

H. Line

Thickness
10

Colour
[Red]

Distance from Top
0

Visible

Delete this Element

Undo Redo

Add Element Save Changes

Shelby Bradford
Vestibulum Ut Eros Foundation

Horizontal Line will put a coloured horizontal line on the badge. You can change the thickness, position and colour of this.

Settings

Tab Label
V. Line

Data Line 1

Data Line 2

V. Line

Thickness
10

Colour
[Red]

Distance from Left
0

Visible

Delete this Element

Undo Redo

Add Element Save Changes

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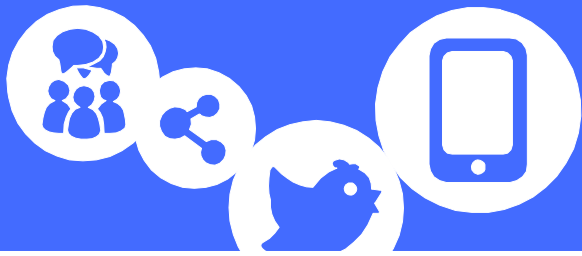


Image will allow you to upload an image to your badge.

Add New Element ✕

Element Type
Image ▼

Image File
 er-promo-header.jpg

Background images should be 1104 pixels wide by 780 pixels tall.

For all other images, please ensure they are created at 300dpi for best results.

Click Choose File and upload your image. The image can then be repositioned. Uploaded images should be 300dpi for best results.

Settings

Tab Label
Image

Data Line 1

Data Line 2

Image

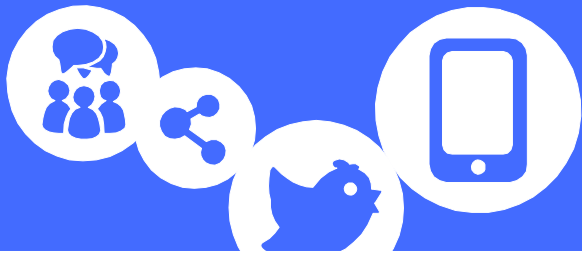
Distance from Left
0

Distance from Top
0

Visible

EventReference

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Vestibulum Ut Eros Foundation



Background Image will allow you to upload a complete graphic design for your badge.

Add New Element [Close]

Element Type
Background Image

Image File
Choose File No file chosen

Background images should be 1176 pixels wide by 1008 pixels tall.

For all other images, please ensure they are created at 300dpi for best results.

Add Cancel

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

Settings

Data Line 1

Data Line 2

Background

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
B I U

Colour
[Color Picker]

Text Alignment
[Alignment Icons]

Margins
Left: 5 mm Right: 5 mm

Distance from Top
38 mm

Undo Redo

Add Element Save Changes

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

EventReference



Event Registration



Paid Registration



Event Management



WebBadging



Event Reporting



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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