

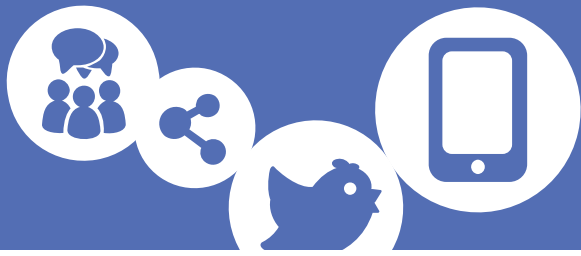


How to:

Print Badges from EventReference

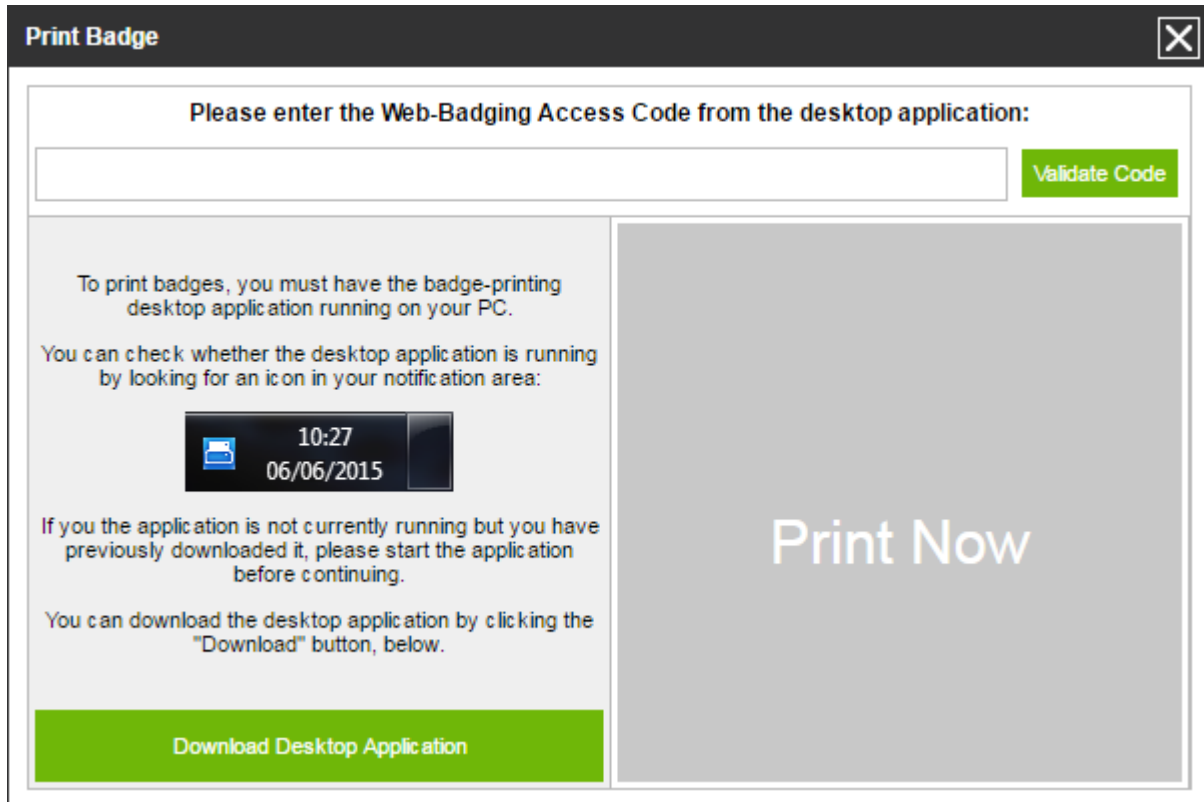
EventReference User Guide #4





Installing the WebBadging Application

Click on Print Badge. If this is the first time you have run WebBadging then you can download the WebBadging application by clicking on the button on the left hand panel of the pop-up box.



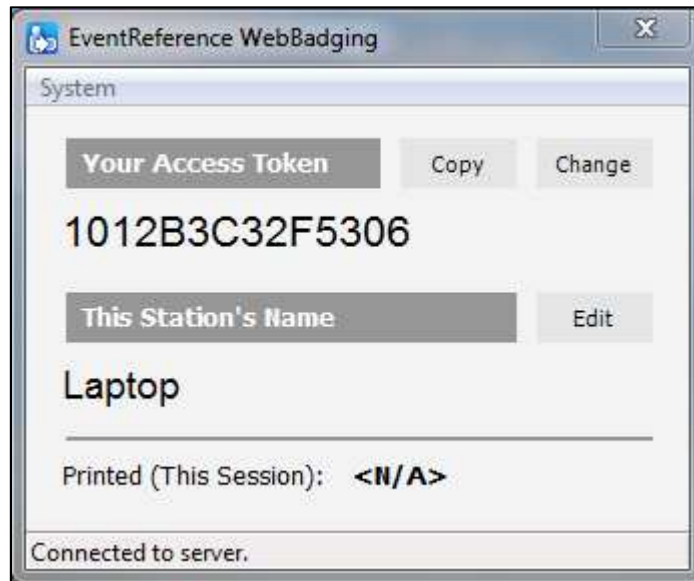
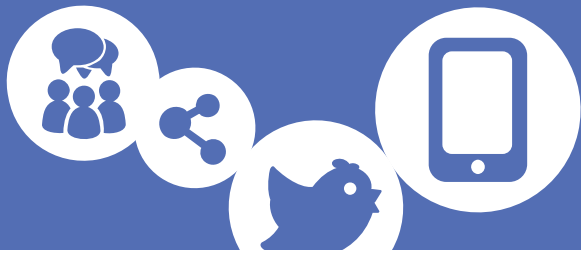
Click "Download Desktop Application".

The file will be downloaded. Click on the file to run it (you may need to find it in your Downloads folder).

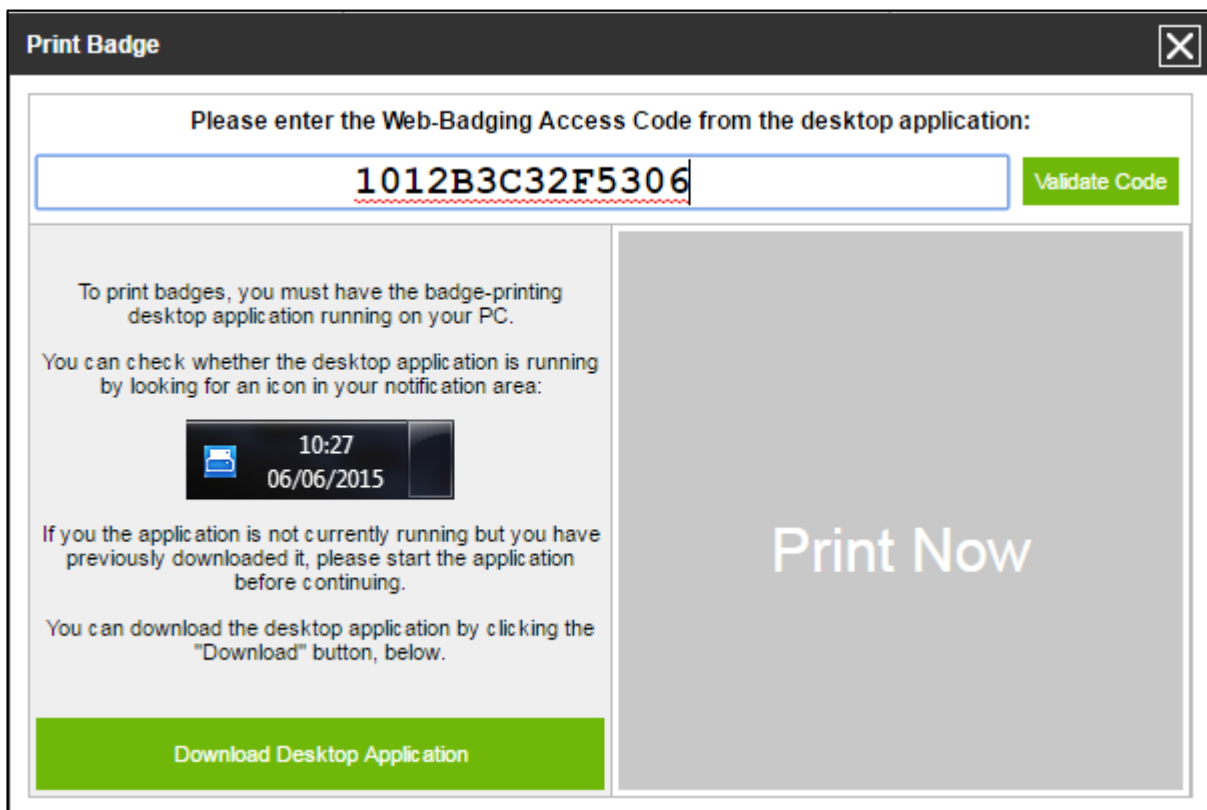
When you are asked if you want to run the file, click "Run".

Follow the instructions in the wizard to install the application.

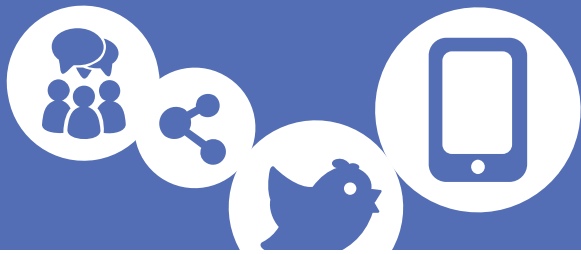
When installed, run the application.



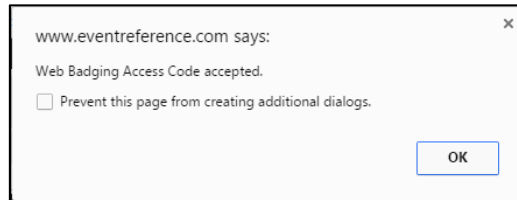
The access token allows your web browser to link to the program running on your computer. Click the "Copy" button to copy the code and paste this in to the field in EventReference.



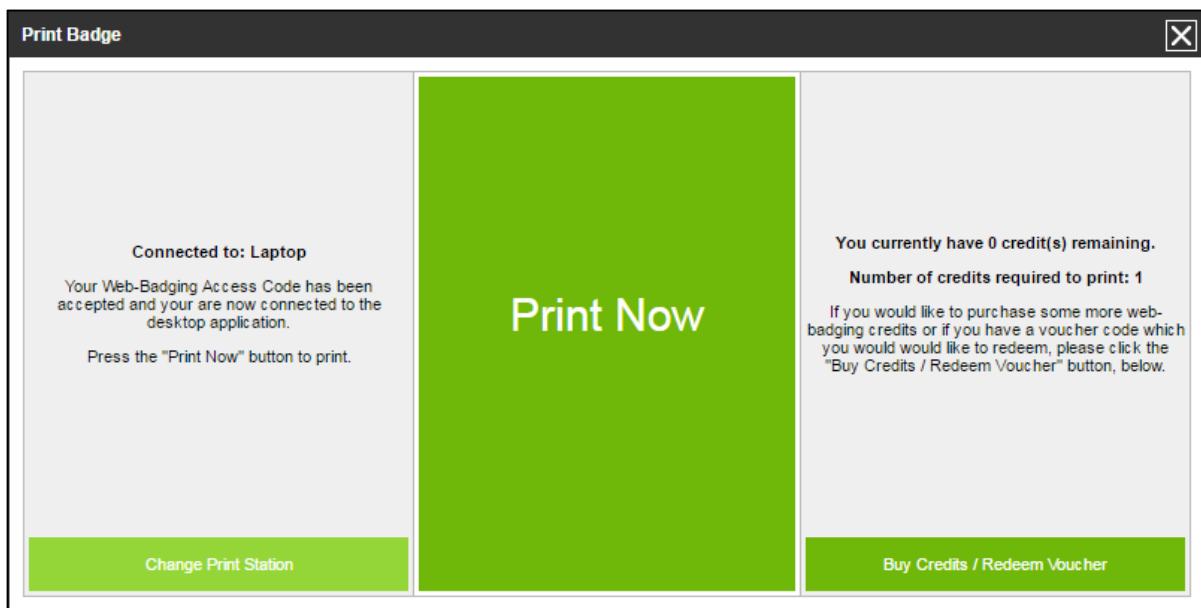
Now click "Validate Code". EventReference will now test that it can communicate with your computer.



If it can you will see this box.



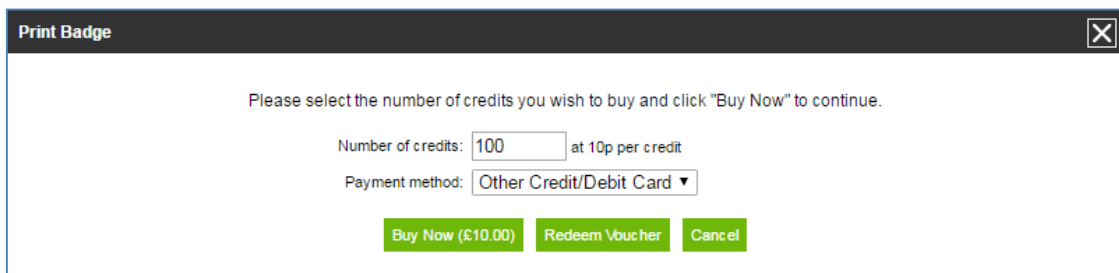
The box should change and the Print Now button will be green like this.



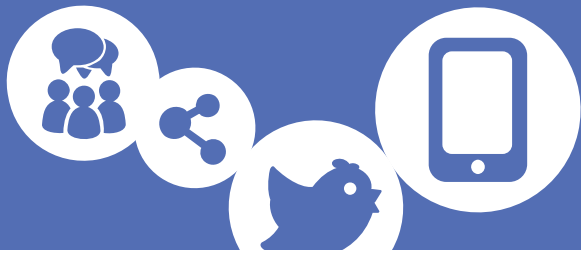
Buying Credits

If you are on a subscription package or testing WebBadging with our demo layout then all prints are free. Otherwise you will see in the Print Badge window how many credit you have available for printing badges.

If you need to buy credits, click Buy Credits/Redeem Voucher.



Enter the number of credits you want to purchase and then follow the instructions to make the payment.

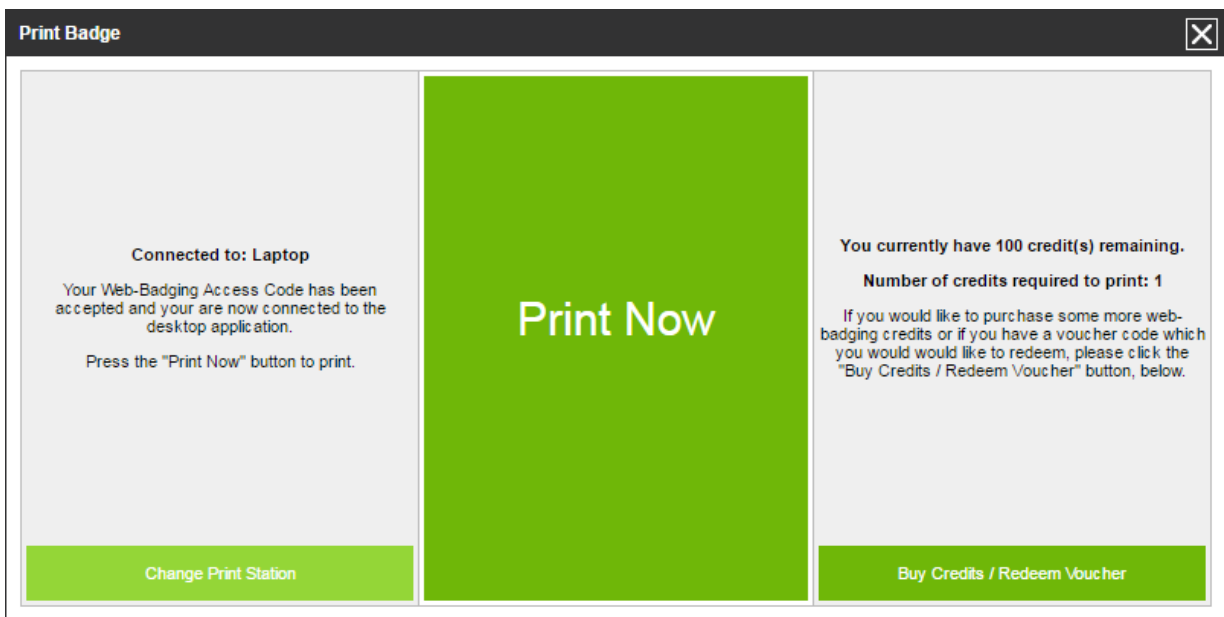


Printing an Individual Badge

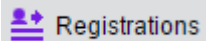
Double click on the record you want to print the badge for.

Now click  on the left hand menu.

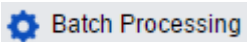
When the printing dialog box appears, click "Print Now". You should be shown a message saying that the badge has been sent to print. If you are using credits, your available credits will be reduced by 1.

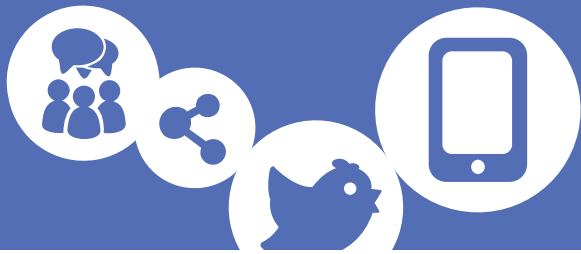


Printing Multiple Badges at Once

From the left menu click .

If you want to filter your data to show a specific set of records, do this now.

Now click  on the toolbar above the list of delegates.



Tick the boxes next to the badges you want to print. If you want to select them all, click the box in the top bar.

<input checked="" type="checkbox"/>	Title	First Name	Last Name	Job Title	Company Name
<input checked="" type="checkbox"/>		Isaac	Campbell		Sed Incorporated
<input checked="" type="checkbox"/>		Ronan	Robbins		Eget Corporation
<input checked="" type="checkbox"/>		Melissa	Patrick		Phasellus Corp.
<input checked="" type="checkbox"/>		Burton	Black		Proin Company
<input checked="" type="checkbox"/>		Samantha	Melton		Eu Ligula Associates
<input checked="" type="checkbox"/>		Grant	Harding		Eleifend Nunc Company
<input checked="" type="checkbox"/>		Lee	Cantrell		Aliquet Company
<input checked="" type="checkbox"/>		Breanna	Roy		Tempor Company
<input checked="" type="checkbox"/>		Maite	Grimes		Elit Ltd
<input checked="" type="checkbox"/>		Hasad	Macias		Nunc Incorporated
<input checked="" type="checkbox"/>		Lilah	Perry		Faucibus Lectus Inc.

Now click **Print Badges**

Click Print Now. You should be shown a message saying that the badges have been sent to print. Your available credits will be reduced by the number of badges you have printed.

Batch Print Badges [Close]

Connected to: Laptop

Your Web-Badging Access Code has been accepted and you are now connected to the desktop application.

Press the "Print Now" button to print.

[Change Print Station](#)

Print Now

You currently have 99 credit(s) remaining.

Number of credits required to print: 50

If you would like to purchase some more web-badging credits or if you have a voucher code which you would like to redeem, please click the "Buy Credits / Redeem Voucher" button, below.

[Buy Credits / Redeem Voucher](#)

When you have finished printing, click **Finished Batch Processing**

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

+44 (0)1827 818181

 www.eventreference.com

@ support@eventreference.com