

## Badgecraft

### Creation of account

1) Open your browser and visit Badgecraft, click on "Sign Up". On the homepage, locate the "Sign Up" button (usually in the top right corner) and click on it.

2) Choose a Sign-Up Method - You can sign up using:

- Email and password – Enter your email, create a password, and confirm.

- Google or Facebook account – Click the corresponding button and follow the instructions.

3) Fill in Your Details - If signing up via email, you will need to provide your:

- Full name

- Email address

- Password (make sure it's strong)

- Verify Your Email: Check your inbox for a confirmation email from Badgecraft. Click on the verification link to activate your account.

4) Complete Your Profile (Optional) - Once logged in, you can edit your profile by adding a photo and additional details.

### Creation of organiser account

After that you need to create an organiser account to start creating Activities. Start with clicking on "Become an organiser".

Then, it's a simple process of filling in all the info about your Organisers account. Name, Description, country, etc.

At the end you need to think of the License plan, for more information go to the " Pricing " tab in Badgecraft, but don't worry there is also a free version.

## Creation of activity

### Part 1: Creating an Activity

After creating an account, go to the Activities tab on the right and click "Create Activity" to start a new activity. In the creation menu, choose the activity type (project, event, internship, etc.), enter a name, and provide a short, well-structured description.

### Part 2: Setting Up Details

Select a category (Arts, Ecology, Sports, etc.) and add co-organizers if needed. You can also enable a Project Certificate, setting up its description, endorsement, certificate generation, and language.

### Part 3: Finalizing and Publishing

Optionally, configure activity badges to be exported as templates for future activities. Once everything is set, publish the activity.

## Creation of badges in activity

### Part 1: Setting Up Badges

In the created activity, you can set up badges, the main tool of Cities of Learning, managed through Badgecraft. This platform is integrated into Cities of Learning and accessible via the web or the Badge Wallet mobile app.

### Part 2: Badge Creation

The process is user-friendly. First, describe what the badge represents and what the earner achieves. Then, create a badge image, for which Canva is recommended.

### Part 3: Badge Evidence and Approval

Define the evidence required for earning the badge and who will verify it. There are three options:

- Automatic approval – The earner submits evidence and receives the badge instantly.
- Peer review – Other badge participants verify the evidence.
- Organizer approval – The activity organizer checks and approves the evidence.

Finally, write a badge task description, explaining what the earner must accomplish to receive the badge.

**PUBLIC LINK FOR TUTORIAL:** [https://www.canva.com/design/DAGjAbyKWKQ/nNp-rMnNJS6S2Lk1ASGygA/view?utm\\_content=DAGjAbyKWKQ&utm\\_campaign=designshare&utm\\_medium=link2&utm\\_source=uniquelinks&utlId=h1b50f6ab9c](https://www.canva.com/design/DAGjAbyKWKQ/nNp-rMnNJS6S2Lk1ASGygA/view?utm_content=DAGjAbyKWKQ&utm_campaign=designshare&utm_medium=link2&utm_source=uniquelinks&utlId=h1b50f6ab9c)