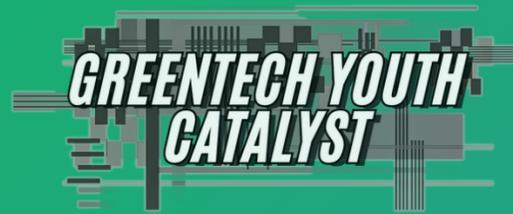




Co-funded by
the European Union



YOUTH PROGRESS

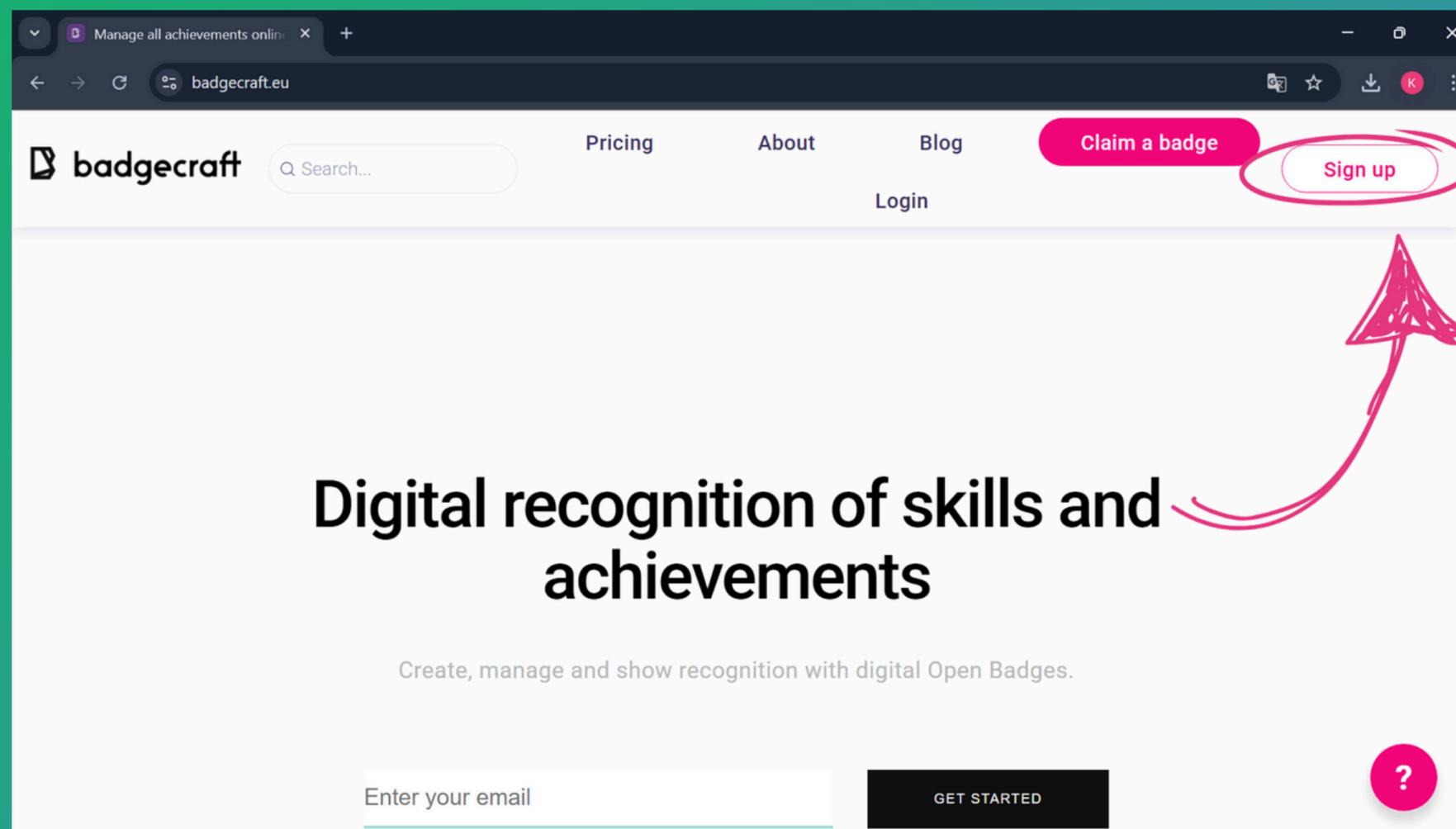
BADGECRAFT

Step by step tutorial



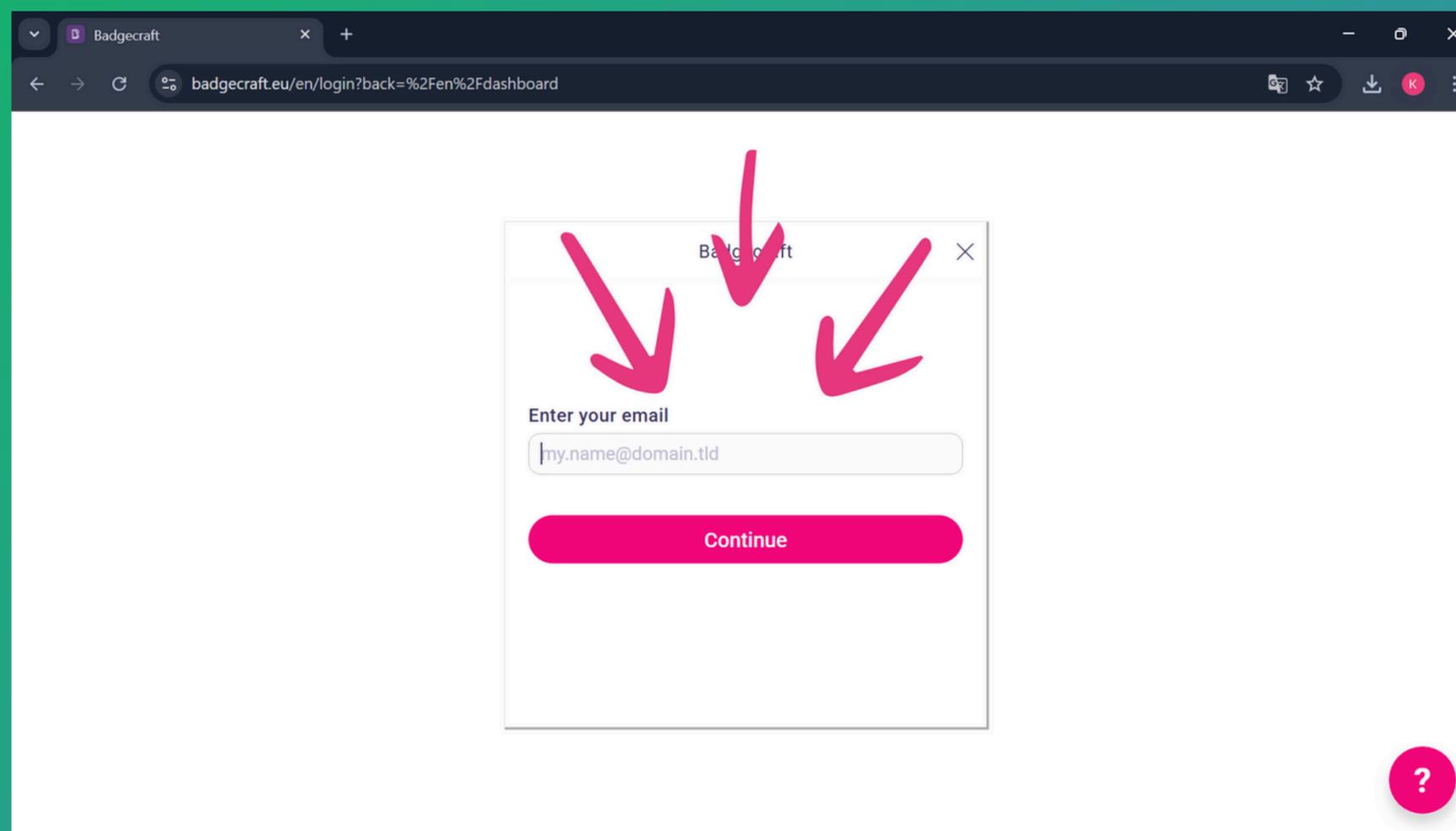
Co-funded by
the European Union

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.





Co-funded by
the European Union

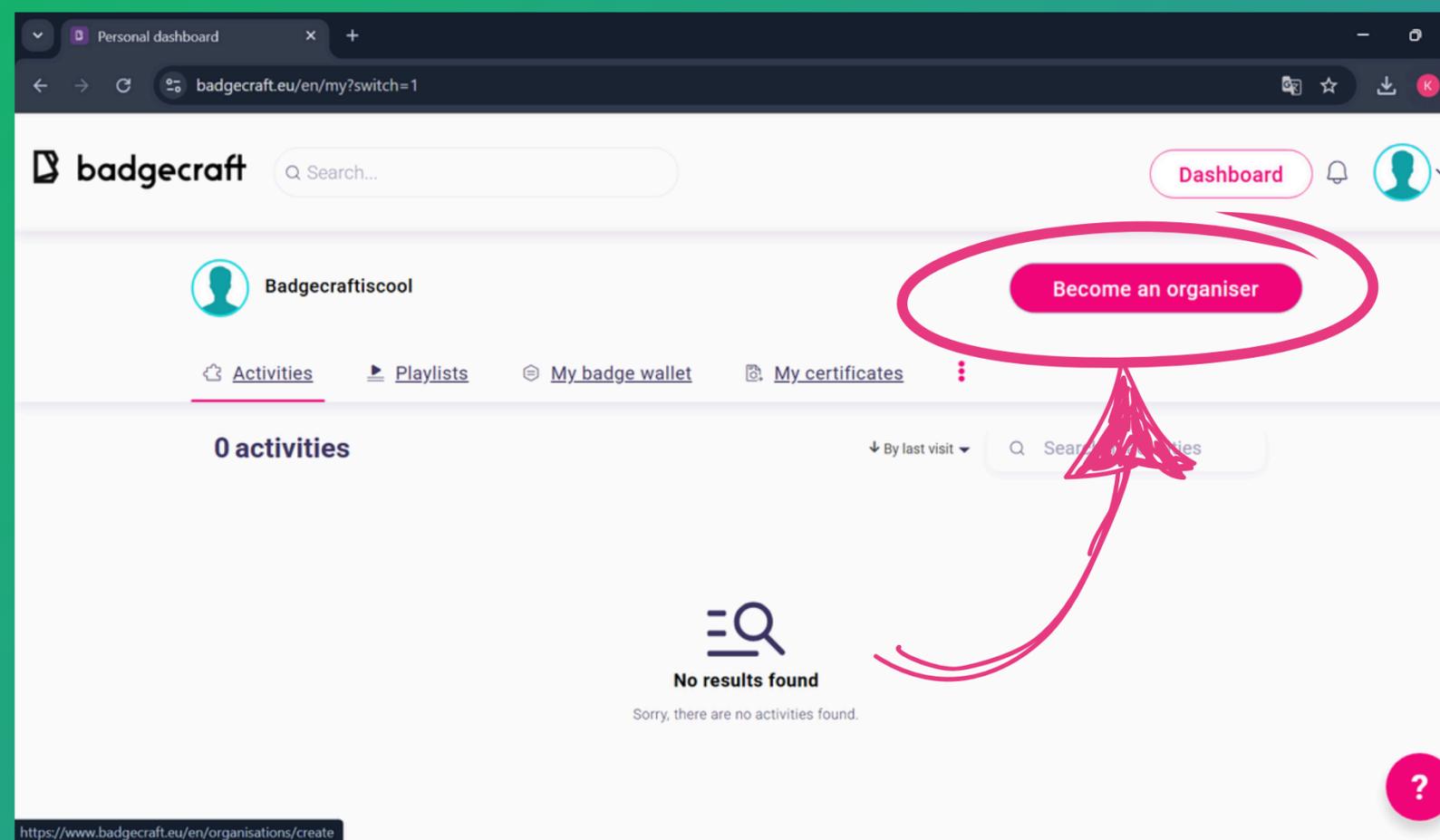
3) Fill in Your Details - If signing up via email, you will need to provide your:

- 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.

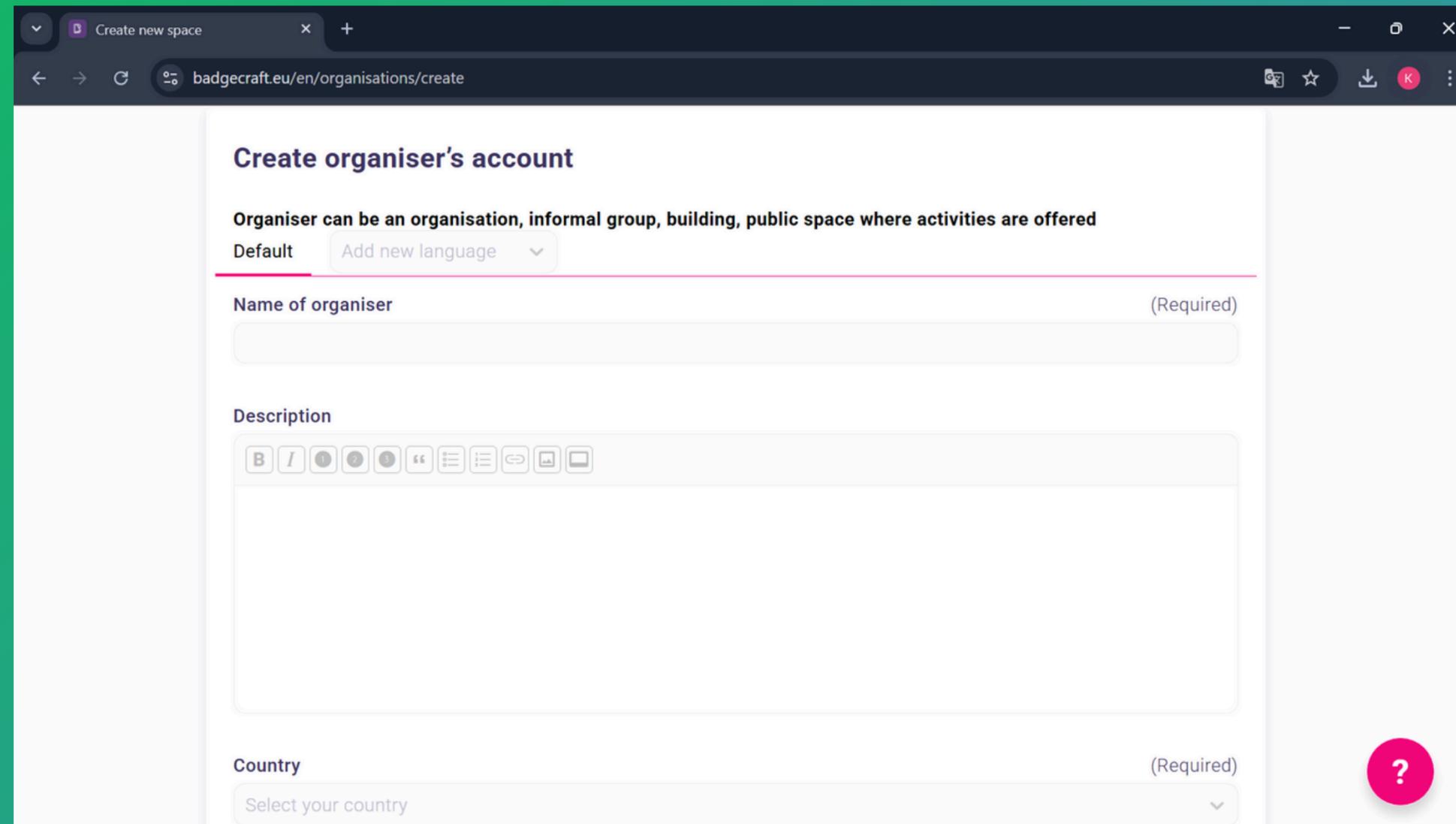
A screenshot of a web browser showing the registration page for Badgecraft. The browser's address bar displays "badgecraft.eu/en/login?back=%2Fen%2Fdashboard". The registration form is centered on the page and includes the following elements:

- A header "Badgecraft" with a close button (X).
- An email input field containing "badgecraftiscool@gmail.com" with an edit icon.
- A checked checkbox for "I agree with terms of use and privacy rules".
- Text stating "By continuing registration I agree to Badgecraft's [Terms of use](#) and [Privacy policy](#)."
- A label "Please enter your password" above a password input field.
- A label "Please repeat your password" above a second password input field.
- A prominent pink "Register" button.
- A link "Or use social login" below the Register button.
- Two buttons for social login: "Login with Facebook" (dark blue) and "Login with Google" (blue).
- A small pink circular icon with a white question mark in the bottom right corner of the form area.

4) After that you need to create organiser account to start creating Activities. Start with clicking on „ Become an organiser“.

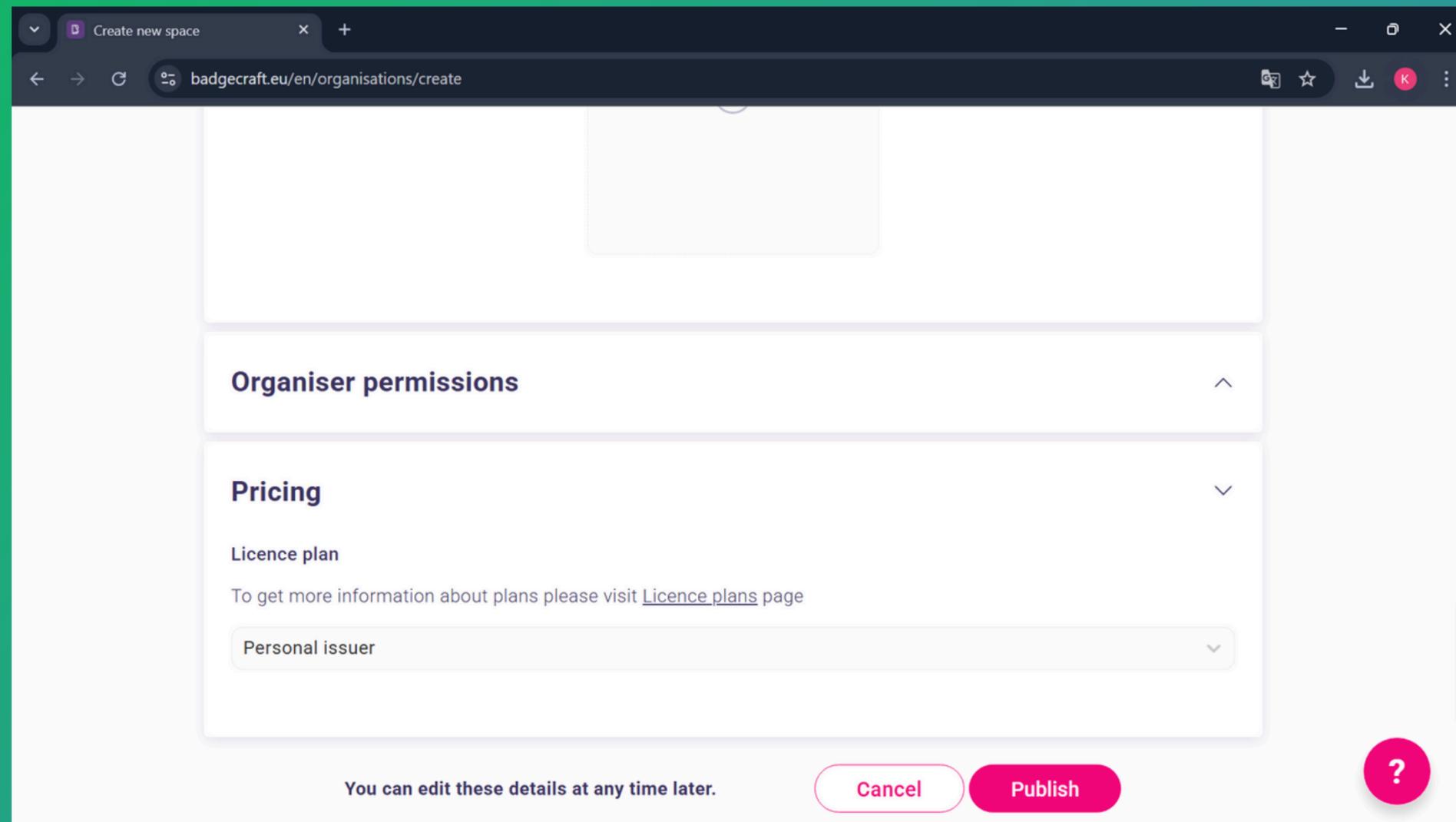


5) Then, it's a simple process of filling in all the info about your Organisers account. Name, Description, country ,etc.



The screenshot shows a web browser window with the URL `badgecraft.eu/en/organisations/create`. The page title is "Create organiser's account". Below the title, there is a subtitle: "Organiser can be an organisation, informal group, building, public space where activities are offered". A language selector shows "Default" and "Add new language". The form contains three main sections: "Name of organiser" with a text input field and "(Required)" label; "Description" with a rich text editor toolbar (containing icons for bold, italic, link, unlink, list, quote, image, video) and a large text area; and "Country" with a dropdown menu labeled "Select your country" and "(Required)" label. A red circular help icon with a question mark is located in the bottom right corner of the form area.

6) At the end you need to think of the License plan, for more information go to „ Pricing “ tab in Badgecraft, but don't worry there is also free version that has plenty of options in it.



Browser tabs: Create new space

URL: badgecraft.eu/en/organisations/create

Organiser permissions ^

Pricing v

Licence plan

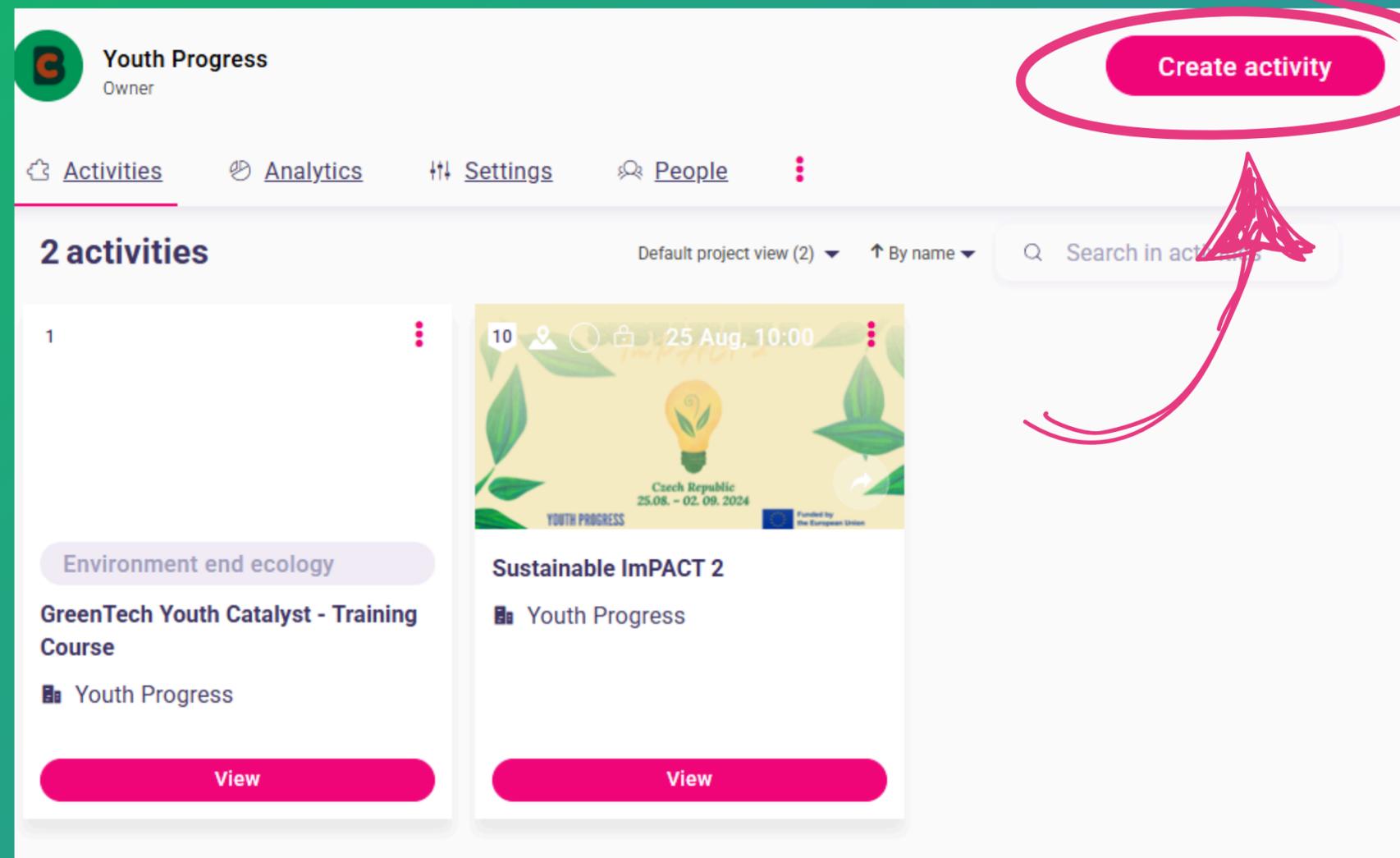
To get more information about plans please visit [Licence plans](#) page

Personal issuer v

You can edit these details at any time later.

Cancel Publish ?

7) Now lets get to thr interesting part of creating activity. I you go to your organiser account in the,, Activities tab” you will see on right side ,,Create activity” button. Click on it and it will get you into activity creation menu.



The screenshot displays the 'Youth Progress' user interface. At the top right, a pink button labeled 'Create activity' is circled in pink, with a pink arrow pointing to it from the right. Below this, a navigation bar includes 'Activities', 'Analytics', 'Settings', and 'People'. The main content area shows '2 activities' with a search bar and sorting options. The first activity listed is 'Sustainable ImPACT 2', which includes a date '25 Aug, 10:00', a location 'Czech Republic 25.08. - 02. 09. 2024', and a 'View' button. The second activity is 'GreenTech Youth Catalyst - Training Course', also with a 'View' button.

8) In the creation menu, choose the activity type (project, event, internship, etc.), enter a name, and provide a short, well-structured description

Essential information

Default ▼

Choose the type of activity

Select... ▼

What is the name of your activity offered? (Required)

Describe your activity

Include in your description what people can do and learn in this activity.



Co-funded by
the European Union

9) 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.

Add a category of interest (Required)

This will help others to find your activity.

Select...

What skills will people improve?

Add relevant skill tags from external databases.

Type in text here, to narrow skills you want to find (for example: CSS)

Organiser

Youth Progress

Co-organisers

David Zajaroš

+



Co-funded by
the European Union

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

Project certificate

Earned badges can be generated into PDF certificate. Badge certificates can be issued manually to anyone in a project who earned their first badge.

Enable certificates in this activity

Export all project badges as a system

Export all project badges as a system

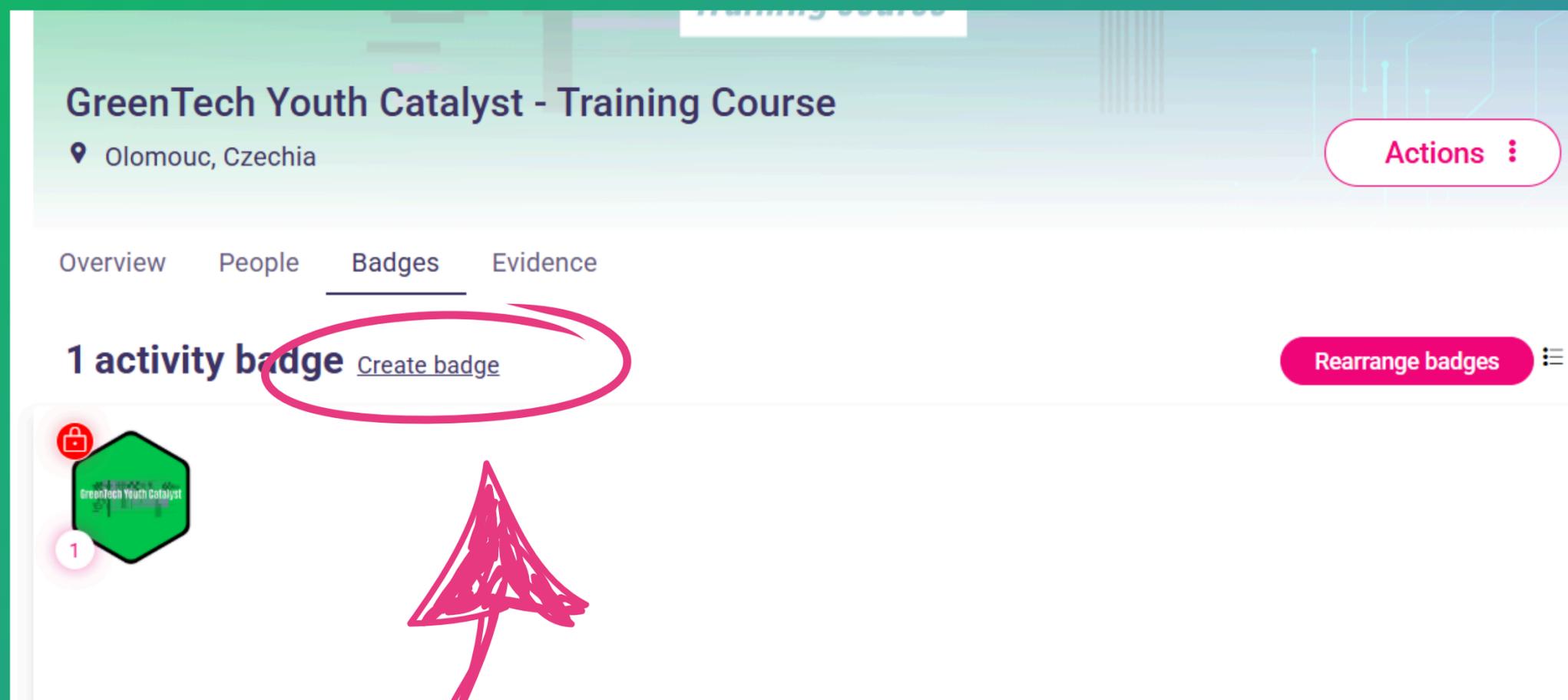
Activity badges can be available as a system to be copied and modified in a new activity.

For anybody using Badgecraft ▼

Image and media



11) 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.



12) 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.

This badge requires evidence

A badge without an evidence requirement can be issued to email or earned by using a special badge code. A badge with an evidence requirement is issued after the earner completes the badge quest. You can specify tasks, request evidence upload and verification, or other badges as a requirement.

No Yes

1. Describe badge task (Required)

Badge tasks explain what earner needs to do to accomplish this badge task. Simple and specific actions help earners to complete tasks and others to understand the criteria for badge issuing.

B *I* 1 2 3 “ ☰ ☷ 🔗 🖼️ 📺

Participate in activity



Co-funded by
the European Union

13) 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.

Badge requirements

This badge requires other badges

By selecting this option, you will be able to specify which other badges are needed to get this badge or start its tasks.

No

Yes

If required, add explicit dependencies

Add specific badges as a requirement

From all badges in this project the earner must have at least

Set the minimum number of badges to be required in this activity before earner can start a quest for this badge.

1

Back

Save