GREENTECH YOUTH
CATALYST

YOUTH PROGRESS

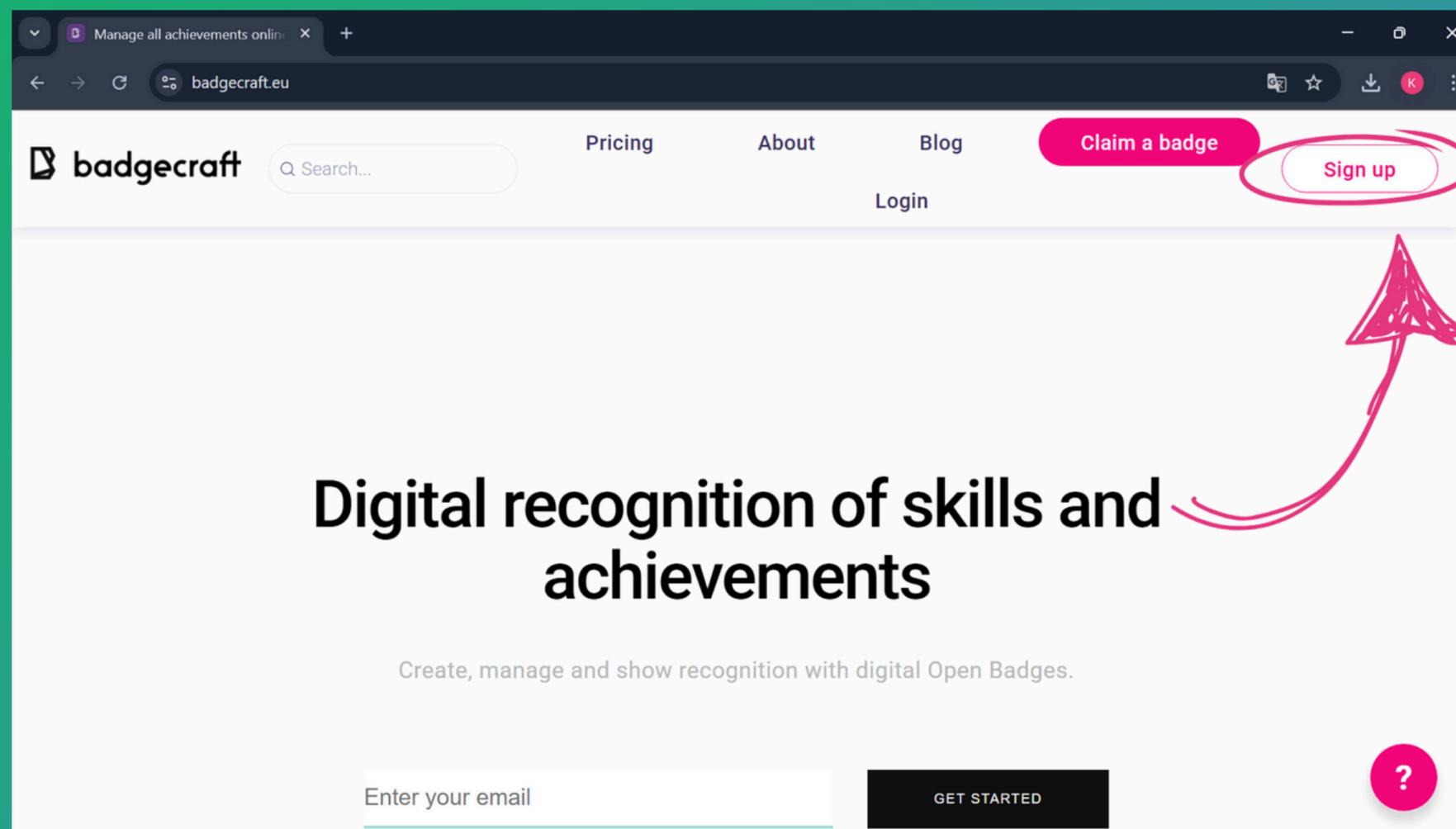# BADGECRAFT

## Step by step tutorial

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.
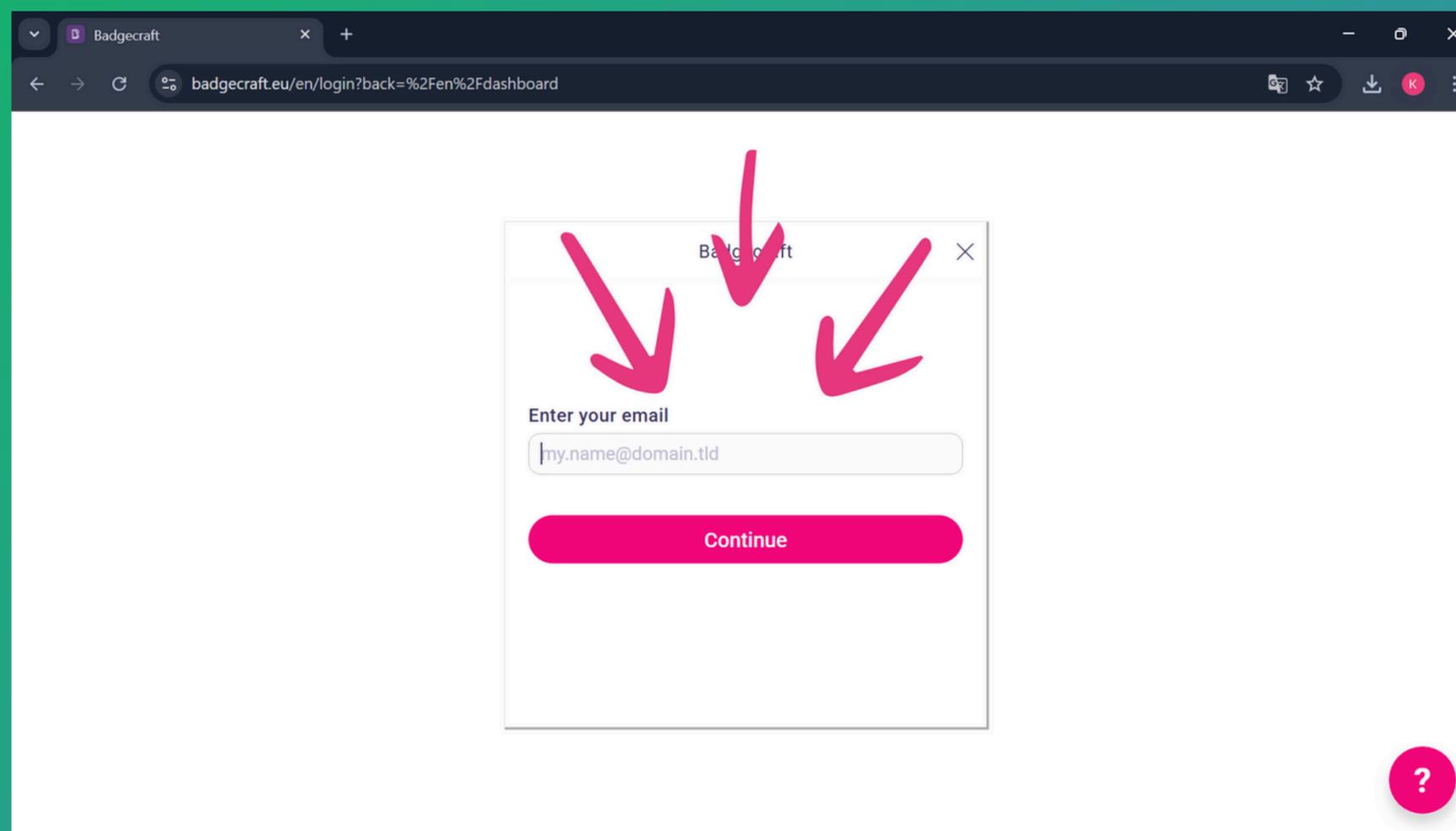
3) Fill in Your Details - If signing up via email, you will need to provide your:
- Email address
- Password (make sure it's strong)
- Verify Your Email = Check your inbox for a confirmation email from Badgecraft. Click on the verification link to activate your account.
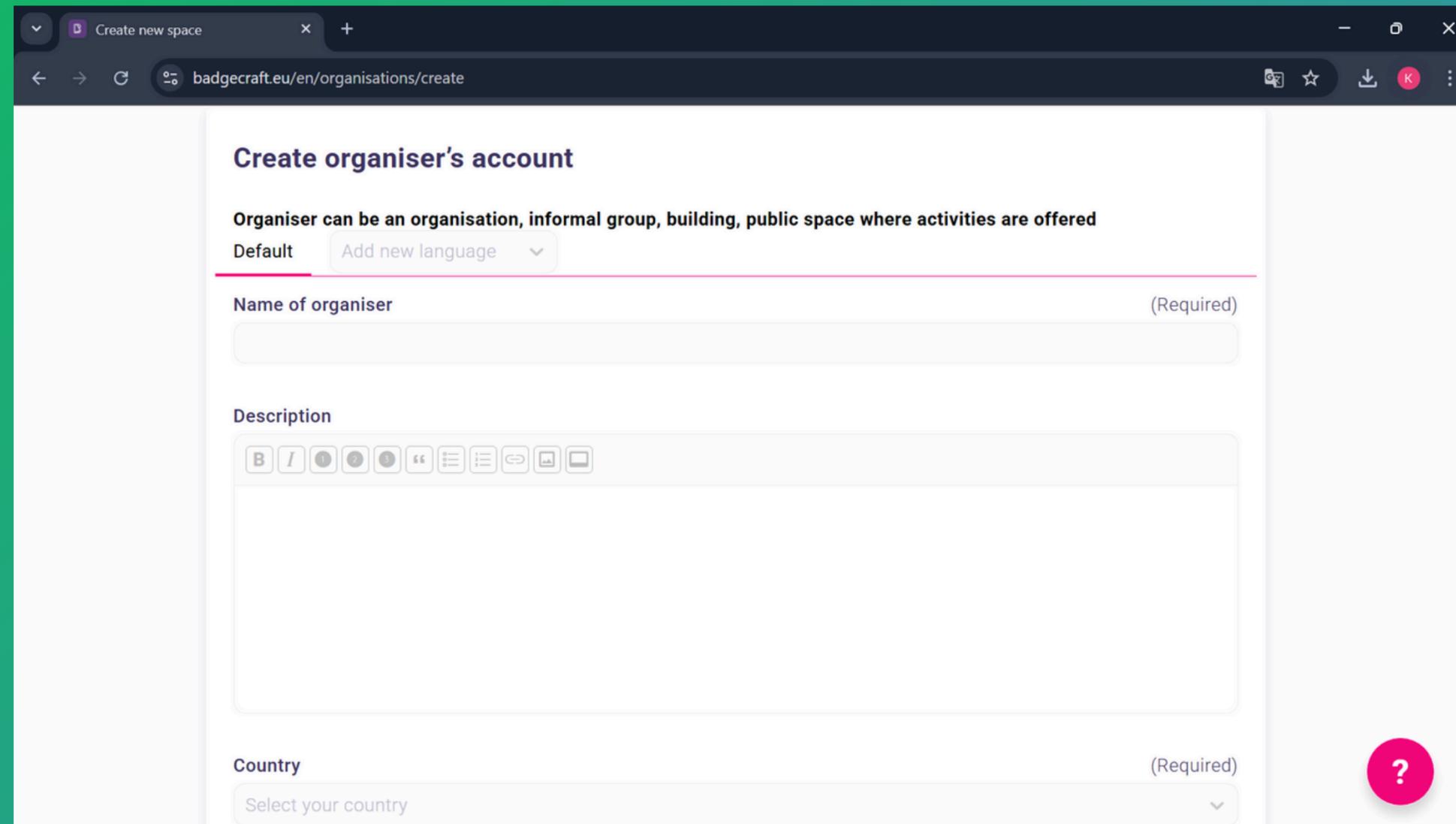
4) After that you need to create orga niser account to start creating Activities. Start with clicking on ,, Become an organiser".
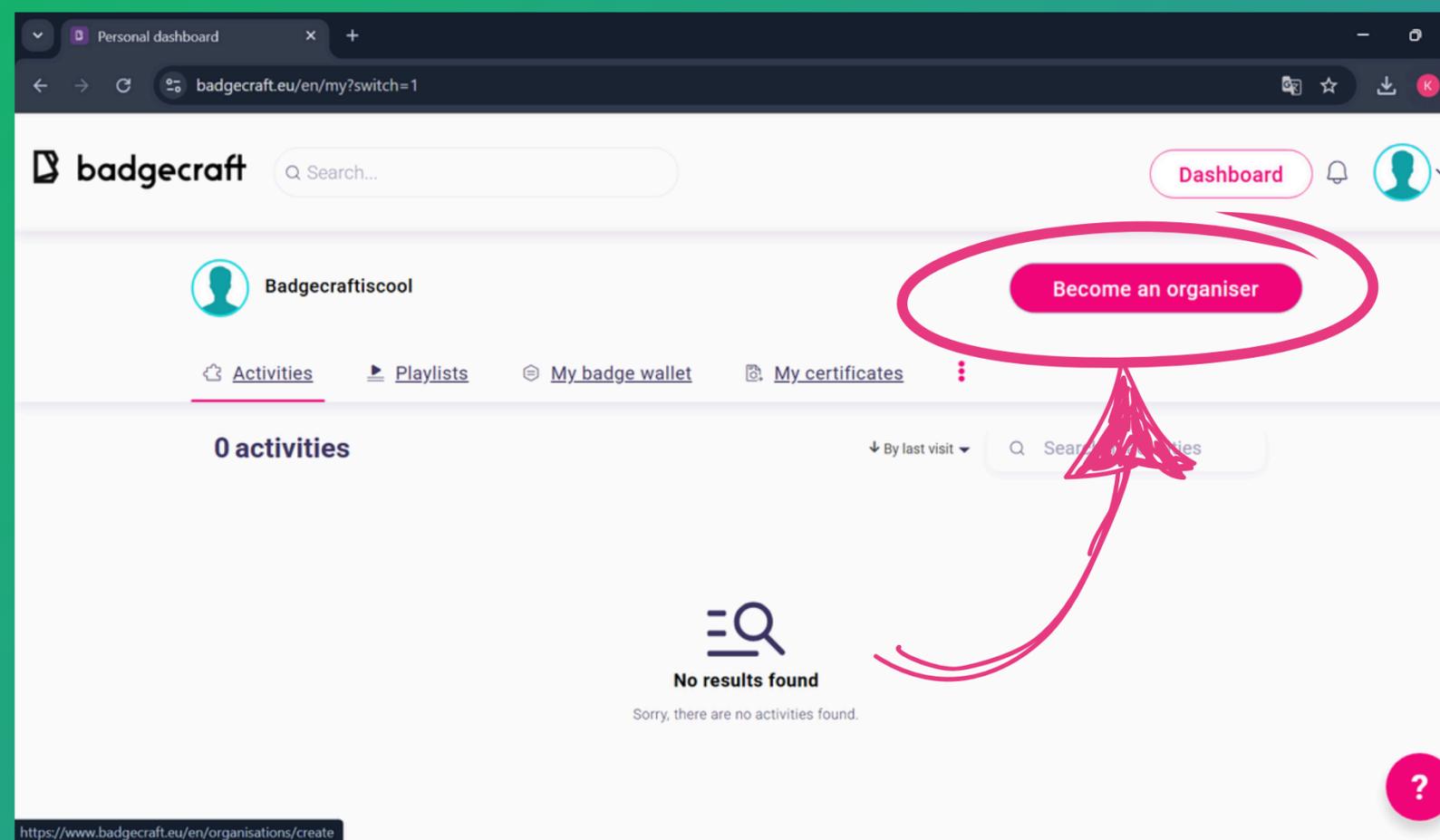
5) Then, it's a simple process of filling in all the info about your Organisers account. Name, Description, country ,etc.

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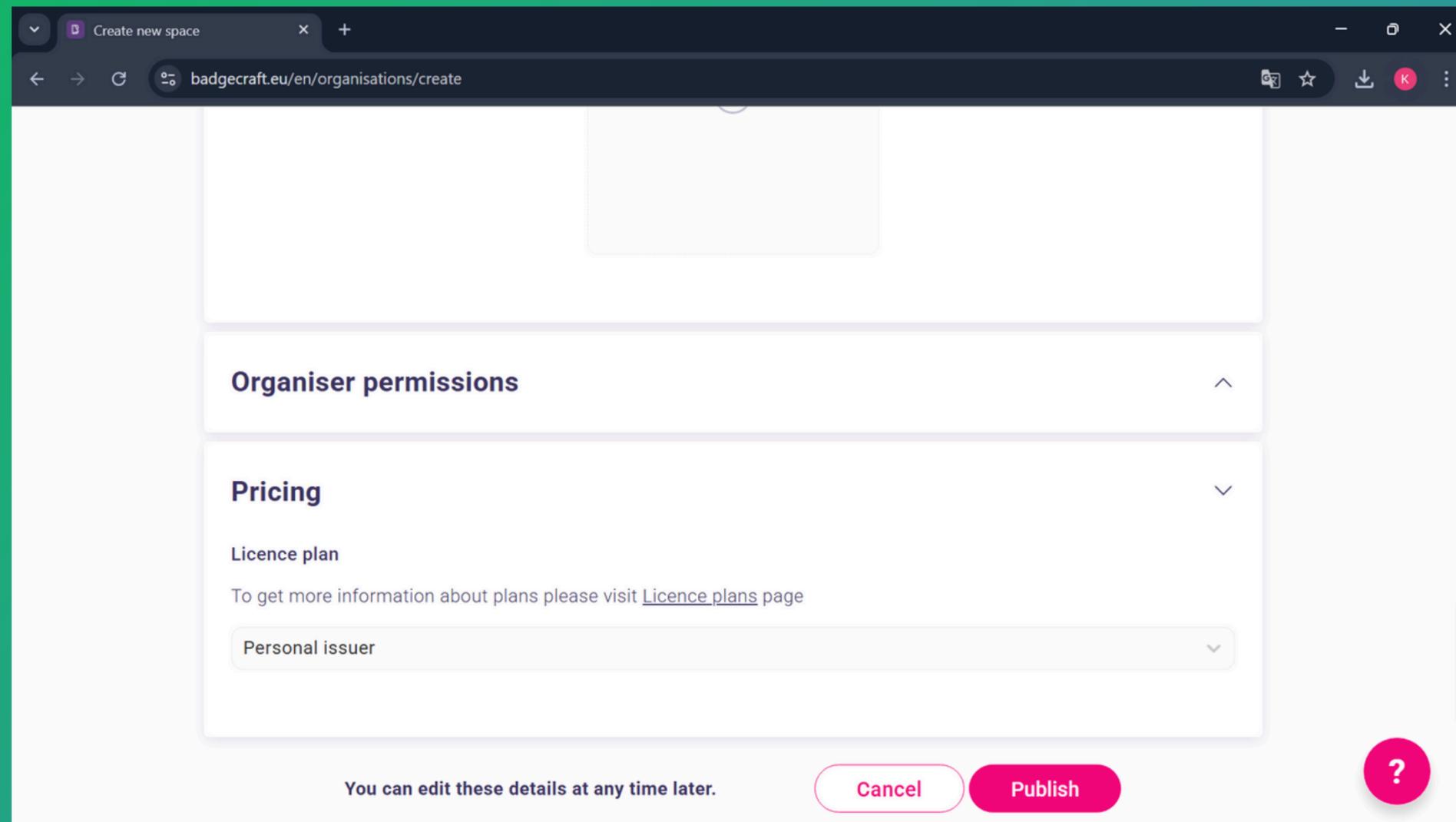
7) Now lets get to thr interesting part of creating activity. I you go to your organiser account in the,, Activities tab" you will see on right side ,,Create activity" button. Click on it and it will get you into activity creation menu.
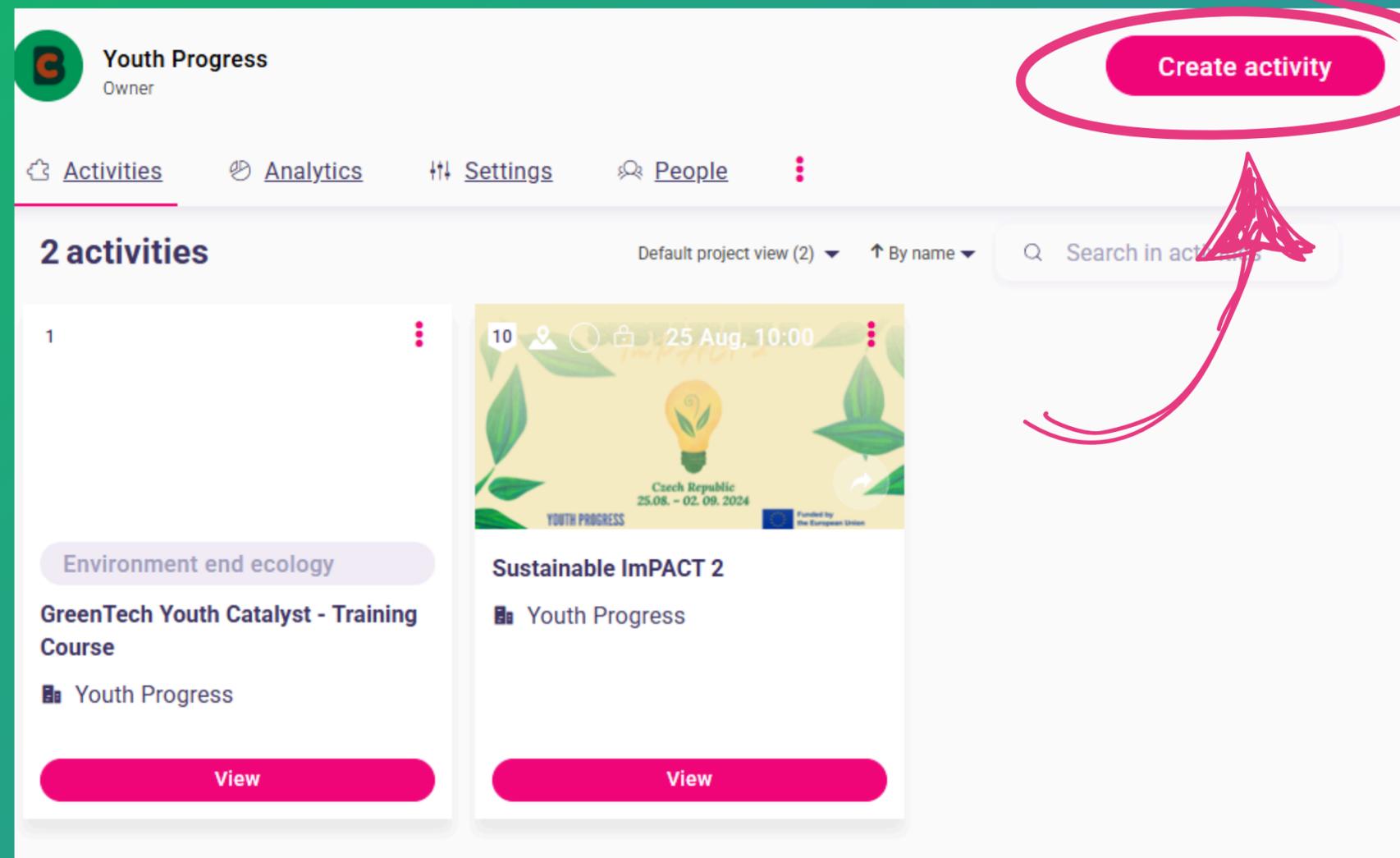
GREENTECH YOUTH CATALYST

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   Add new language ⌄

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.

B I ❶ ❷ ❸ ❝ ☰ ☰ 🔗 🖼 🖥

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

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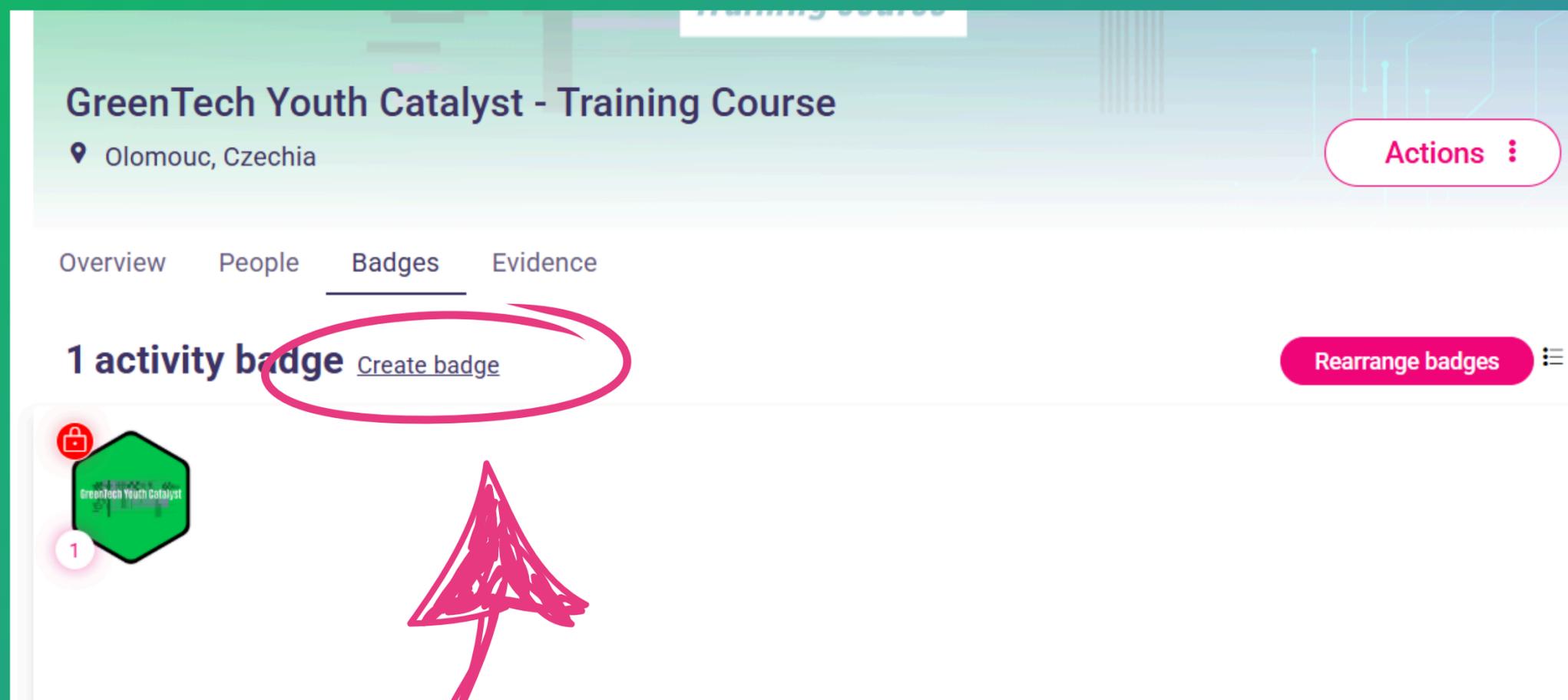
12) The process is user-friendly. First, describe what the badge represents and what the earner achieves. Then, create a badge image, for which Canva is recommended.

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.

Participate in activity

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