



Adding Printable Certificates Frequently Asked Questions

Printable certificates are not as secure as a digital badge, but are oftentimes needed by earners.

If you would like to add a printable certificate to your badges, you have 2 options:

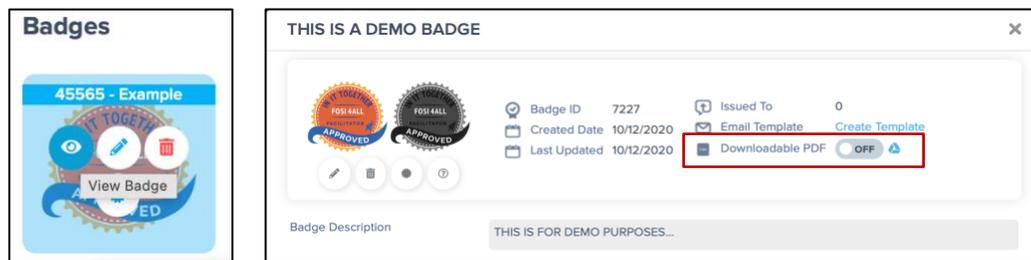
1) Use the BadgeCert default certificate, or 2) Create a custom certificate and/or wallet card.

Option 1: Add a default .pdf printable certificate

In order to add the default certificate to your badges, you first need to create a badge in “Badges.” Once created, you can then choose to add the downloadable certificate to your badge. This feature is available at no additional cost.

As shown in Figure 1, go to Badges > Click the badge > Click View Badge. Turn on Downloadable PDF to add an auto-generated .pdf certificate to the digital badge that can be downloaded and printed anytime.

Figure 1 Downloadable PDF Option and Single Badge Issuance Email Template



Add an optional QR code

Once the downloadable .pdf option is selected (turned on), you can add an optional QR code to the certificate to reference the digital badge verification page.

Figure 2 shows the standard PDF certificate without and with the optional QR code. The QR code option is selectable in Settings > QR Code. The QR code, when scanned with the camera on common mobile devices will link directly to the badge verification page or a custom URL that you submit to verify the accomplishment.

Figure 2 Default certificates (without and with QR code)



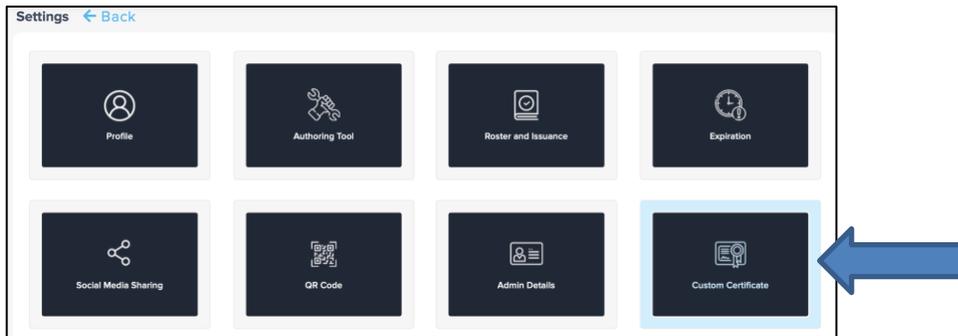


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Option 2: Create a custom downloadable certificate or wallet card

If you wish to use your own custom certificate or wallet card artwork, you must have purchased the Silver, Gold package or the Enterprise package (Contact sales@badgecert.com for Enterprise pricing.) Once purchased, you will see the Custom Certificate option on your Settings dashboard (see Figure 3). If not, there will be no Customer Certificate block present.

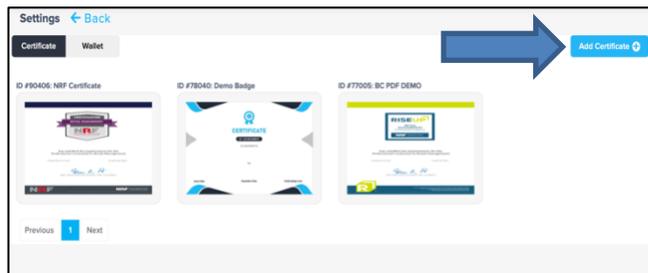
Figure 3 Setting page with Custom Certificate feature option enabled (block will appear)



How To Use BadgeCert's Custom Certificate Feature

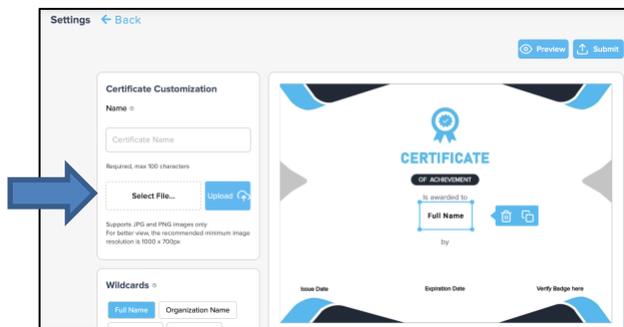
- 1) Click on Custom Certificate from the Settings menu (Figure 3)
- 2) Click Add Certificate (Figure 4).

Figure 4 Add new certificate artwork (.png or .jpeg)



- 3) Upload your custom certificate artwork in either a .png format or .jpeg format (Figure 5)

Figure 5 Upload certificate artwork

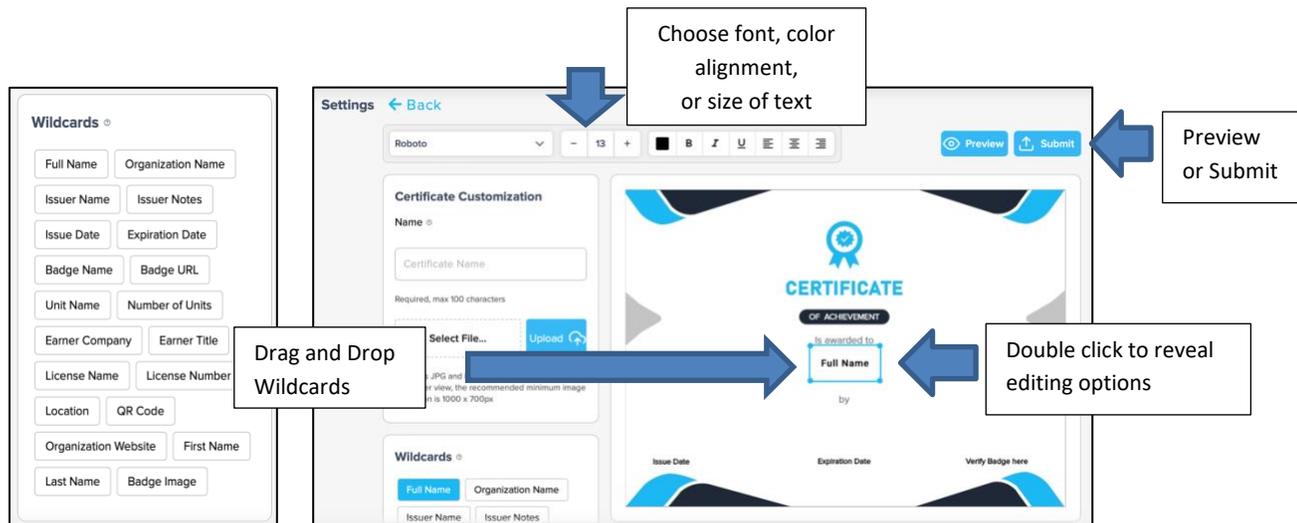




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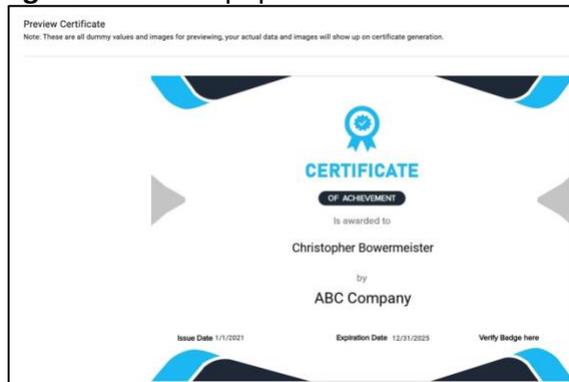
- 4) Drag and drop the wildcards/information that you want to have populated in the desired position on the certificate (Figure 6- left). The actual wildcard data for an earner's certificate will be populated by you in the .CSV file (Figure 14) or through the API and will display their personalized information on their live certificate.

Figure 6 Wildcards, formatting, previewing and submitting



- 5) Make sure to align the text within the text window to the left if you want to position it under specific words, or centered if you want it positioned in the center of the certificate. You can also adjust the size of the font, the font type and the color of the text by double clicking on the wildcard box (Figure 6- lower right) to reveal the editing options (Figure 6- top).
- 6) Click Preview (Figure 6-right) to see how your certificate will look when populated (Figure 7). If it is acceptable, click Save. If you need to make changes, go back to the certificate and repeat the steps above until you are satisfied.

Figure 7 Preview populated certificate

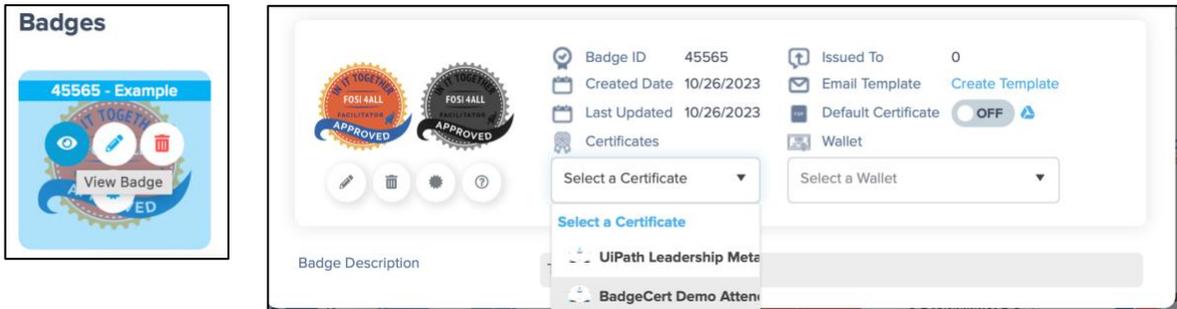




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- 7) Once you have Saved your certificate, you can attach it to a badge by going to Badges > Click on View Badge icon > and a pull-down menu will appear with all of your available certificates (Figure 8-right). Click on the desired certificate and it will now be issued along with the badge.

Figure 8 Add certificate to badge



- 8) An earner can view and download their certificate on their verification page (Figure 9). It can also be available for your earners to download within the Badge Issuance email if you enabled the wildcard in the email template (Figure 10) by going to Settings > Roster and Issuance > Badge Issuance Email Template.

Figure 9 Download certificate or wallet card from badge verification page

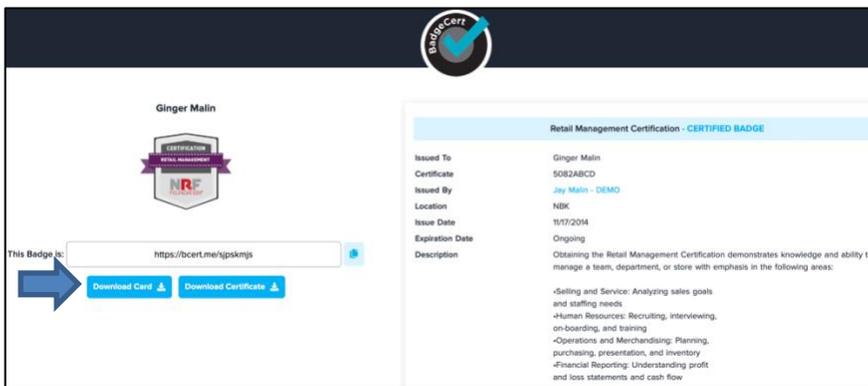
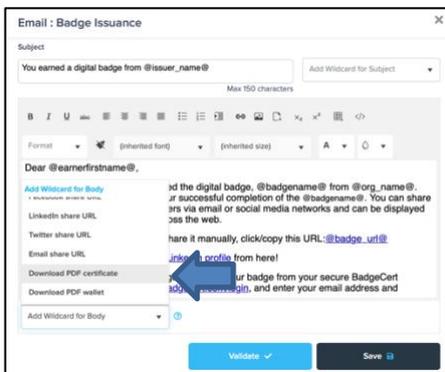


Figure 10 Add download certificate button wildcard to Badge Issuance email template

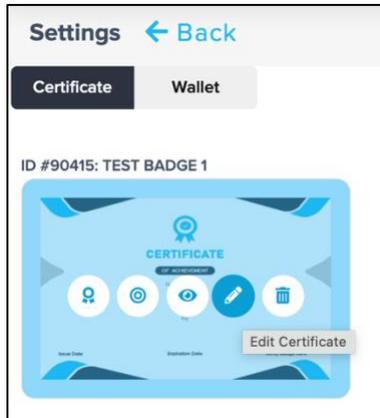




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- 9) If you need to make changes to your certificate at any time, you can click on the certificate and click the pencil icon to edit the certificate (Figure 11). NOTE: If you choose to edit a certificate that is already attached to a badge, it will be updated on all badges that have already been issued (override an existing badge) and will show as the edited version of the certificate the next time the badge is viewed.

Figure 11 Edit certificate



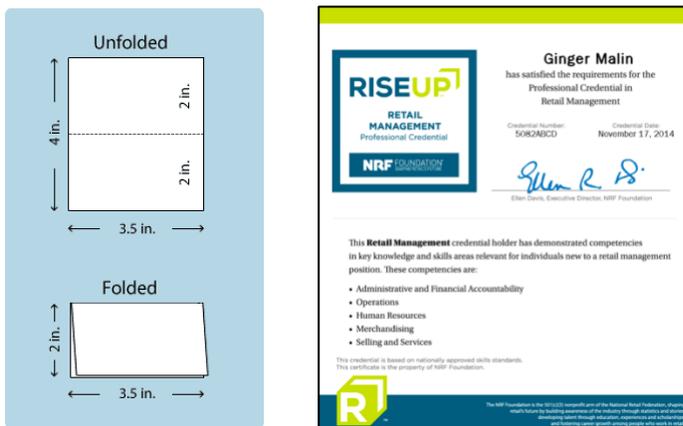
Font and size standards

You will see the available Font options when you double click on the wildcard that you are moving into the desired location (Figure 6). BadgeCert is always adding additional options, so if you have feedback, please let us know at support@badgecert.com.

There are no size “standards” for custom certificates as the shape, size and artwork are completely unique to each organization.

However, if you want to include a .pdf wallet card, you should upload artwork in a size that will fit in an earner’s wallet- 2x3.5 inches (Figure 12) and can either be printed on one side, or designed to be a folded card with printing on both sides.

Figure 12 Typical wallet card size & Example of foldable wallet card



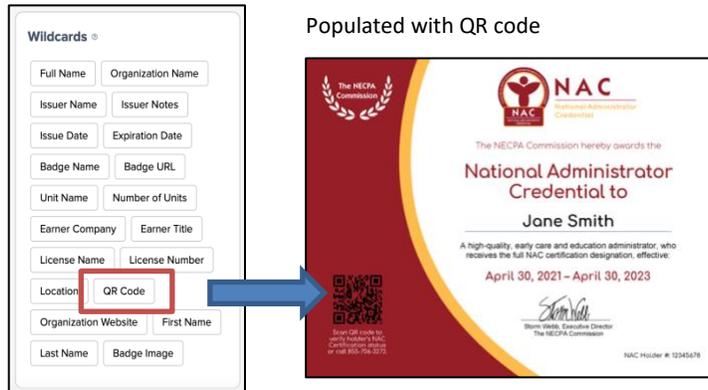


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Other Options to Customize

- 1) You can also add an auto-generated QR code to your custom certificate by adding it as a wildcard when designing your certificate. You will need to go to Settings > QR to choose if you want it to refer to the badge verification page or another url (Figure 13).

Figure 13 Sample certificates populated with QR code added



- 2) If you have other information that you would like to populate on your custom certificate that isn't available in the specified fields (found on the .csv file template), you can use the .csv file template "Issuer Notes" section (Figure 14, Column P) to indicate the information that you would like to populate in that field. You can then drag and drop the "Issuer Notes" wildcard into the desired position on the certificate (Figure 15).

Figure 14 Issuer notes section

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	First name	Last name	email	Phone Country Code	phone	Phone Extension	Mobile Country Code	Mobile Number	Company	Title	badge1	issuedate-b1	expDate-b1	location-b1	IssuerName-b1	issuerNotes-b1	licenseName-b1	licenseNumber-b1	issuerReferenceLink	artifact2-b1	artifact3-b1
2	Test	Earnor	bc1561test5555@yopmail.com	+1	480-48-12098				Intraedge	Director	6962	8/22/2020		LOCATION	DIVYA ISSUER NAME				badgecert.com		
3	Test	Earnor	earnerTest-org79-2@yopmail.com	+4	480-48-12098	123			Intraedge	Director	6962	8/22/2020		LOCATION	DIVYA ISSUER NAME				badgecert.com		
4	Test	Earnor	earnerTest-org79-2@yopmail.com	001	480-48-12098	123	91	4804812098	Intraedge	Director	6951	8/22/2020	8/25/2020	LOCATION		DIVYA ISSUER NOTES	Certificate	ABC123	badgecert.com	badgecert.com	http://www.pdf995.com/samples/pdf.pdf

Figure 15 Issuer notes wildcard

