

**EVERY  
HERO**

**HAS A STORY**

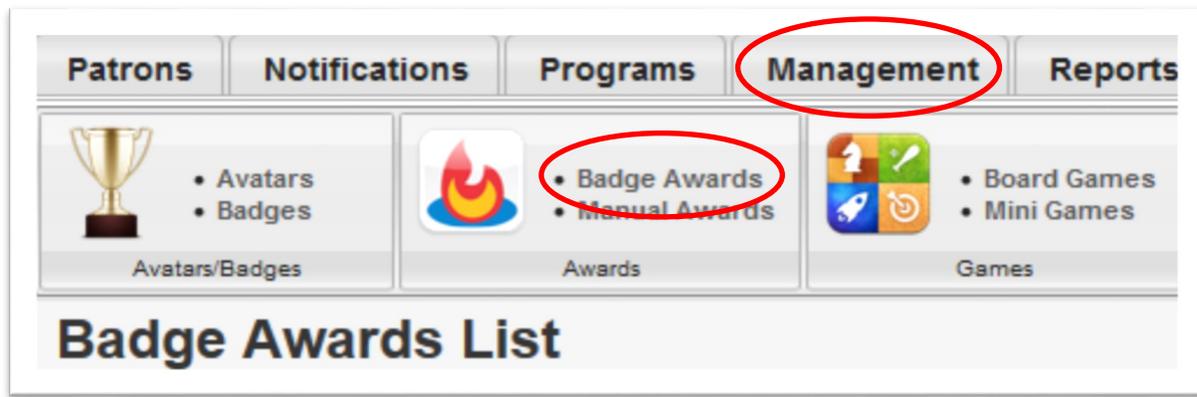


**Creating Badge Awards  
Training Toolkit**

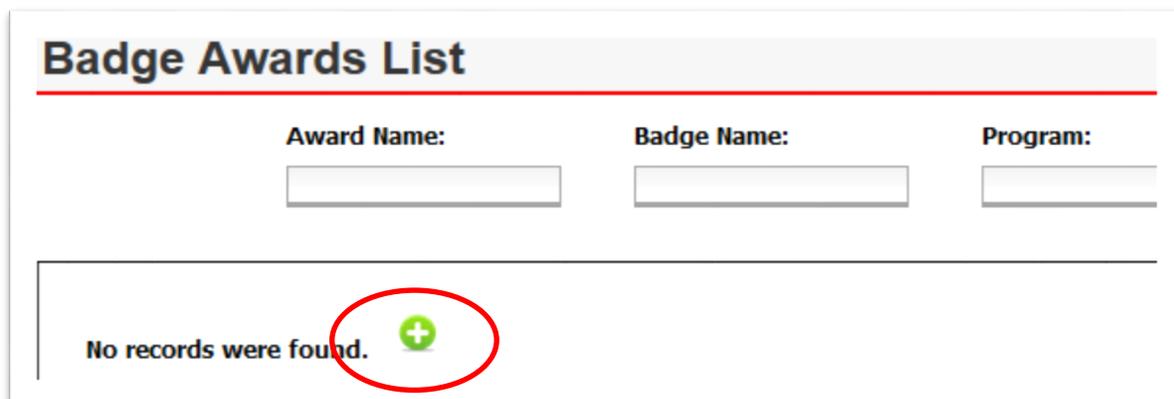
# Creating Badge Awards

Badge Awards are special badges that can be awarded when a target is reached. They can be awarded when a user earns a particular number of points, or when the user earns a combination of particular badges.

Log into [az.readsquared.com/controlroom](http://az.readsquared.com/controlroom) and click on the “Management” tab. Then click “Badge Awards.”



Click on the green “+” at the top of the page to create a new Badge Award.



# Creating Badge Awards

Give your Badge Award a name that users will see. Enter the number of points that will trigger the badge being unlocked OR check the boxes of the badges that must be earned to trigger the badge being unlocked. Choose your library, program, and school information based on how you want to award the badge.

## Add Award

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### Award Details

Award Name:

### Award Triggers

# Points:

Branch/Library:

Program:

District:

School:

### Earned Badges :

- ADMNabcs&123s
- ADMNalkindsofheroes
- ADMNasquirrelstory
- ADMNauthorslife
- ADMNawardwinnersteen
- ADMNballooncowboy
- ADMNbeans
- ADMNbeesamazingadventure

Next, choose the badge to be earned. Select a badge from the drop-down menu if you will be using an existing badge. To make a new badge, choose “Create A New Badge.”

## Add Award

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### Award Badge

Badge Awarded:  No Badge Awarded

Choose An Existing Badge

Create A New Badge

\*Note: If you choose to create a new badge, you need to have the badge image ready for upload on the next step.

# Creating Badge Awards

If you choose to create a new badge, you'll need to give your badge a Control Room Name using the [Naming Conventions Guide](#). "Patron Web Name" is what the user will see. You can also type a message that the user will see when the Badge Award is earned. Click the green arrow to continue.

**New Badge Info**

Control Room Name:  Patron Web Name:

Message to Patron when badge is earned:

Rich text editor toolbar with options: Source, Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Font Size, Font Color, Text Color, Background Color, Styles, Format, Font, Size.

Navigation buttons:

To send a notification stating that the user has earned this Badge Award, click the "Send Notification" box, then add a subject and a message to the user. If you are awarding a physical prize with this Badge Award, click the box. Click the green arrow at the bottom to continue.

**Event Details**

Awards Physical Prize?  Awarded Physical Prize Name:

Send Notification?

Notification Subject:

Notification Message Text:

Rich text editor toolbar with options: Source, Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Font Size, Font Color, Text Color, Background Color, Styles, Format, Font, Size.

Navigation buttons:

# Creating Badge Awards

Check the boxes for your Badge Award details: Badge Category, Age Group, Branch Library, and Location.

-Event Details-	
Badge Category	Age Group
<input type="checkbox"/> Book List Badge	<input type="checkbox"/> Adults
<input type="checkbox"/> Event Badge	<input type="checkbox"/> Kids
<input type="checkbox"/> Reading Badge	<input type="checkbox"/> Pre-Reader
	<input type="checkbox"/> Teens

Upload an existing badge image by clicking “Browse” and then “Upload.” To create a new badge image, click “Design a New Badge.” Refer to the [Creating Badge Images Toolkit](#) for a step-by-step guide on how to create the image. Badge Awards are Special Badges, and should be star-shaped badges.

**Upload Existing Badge Image:**

Upload Image:

No file selected.

Use this to load an existing badge you have created and saved on your computer. This is the recommended method of loading badges, unless you want to use the experimental badge creator software from OpenBadges.me (to the right...)

**NOTE:** This badge designer is offered as a courtesy. We are not in any way affiliated to the badge designer developer, nor do we endorse or recommend it. If you so desire, you could it to design your badges. However, we are unable to offer any support or advice in relation to the badge designer.

After you have created your badge image, click “Publish Badge.”

Curved text

Badge text

#000000 Arial Black Bold 24px

Book Hero!

#FFFFFF Impact Regular 24px

Banner text line 1

#000000 Impact Regular 24px

# Creating Badge Awards

The image you've created should now appear on the screen. Click the green arrow at the bottom to continue.

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Design A New Badge



If you see a message that says “Award definition was saved successfully! As patrons meet the Award Triggers, they will receive the award badge,” you have created your Badge Award successfully!



Award definition was saved successfully! As patrons meet the Award Triggers, they will receive the award badge.