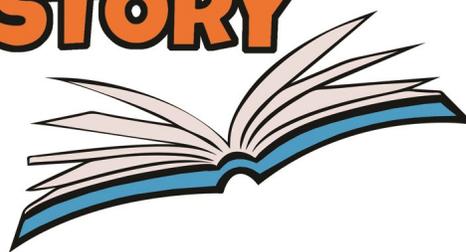


**EVERY  
HERO**

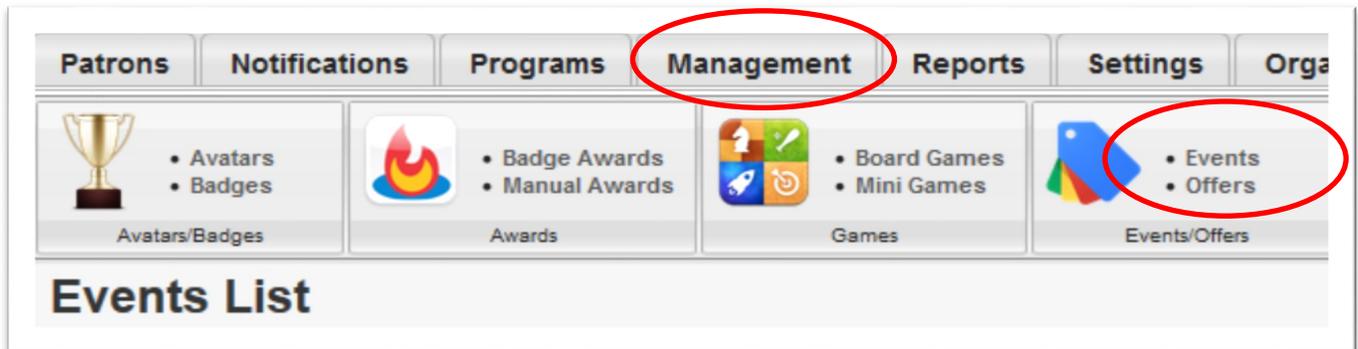
**HAS A STORY**



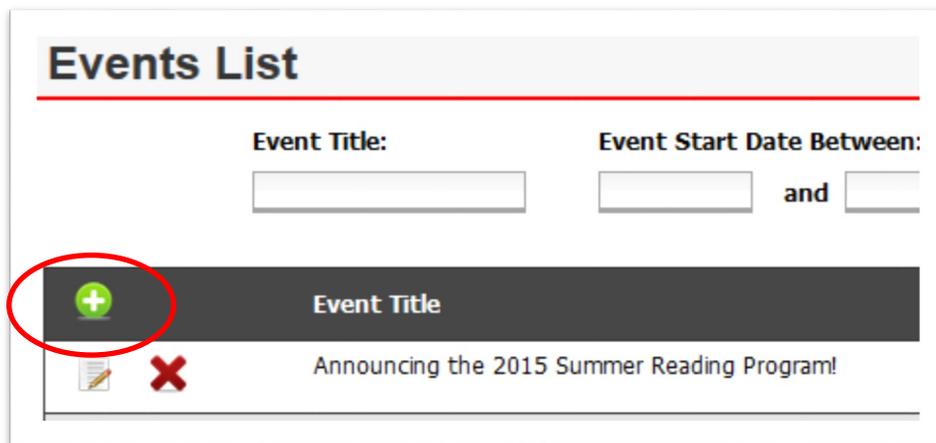
**Creating Events  
Training Toolkit**

# Creating Events

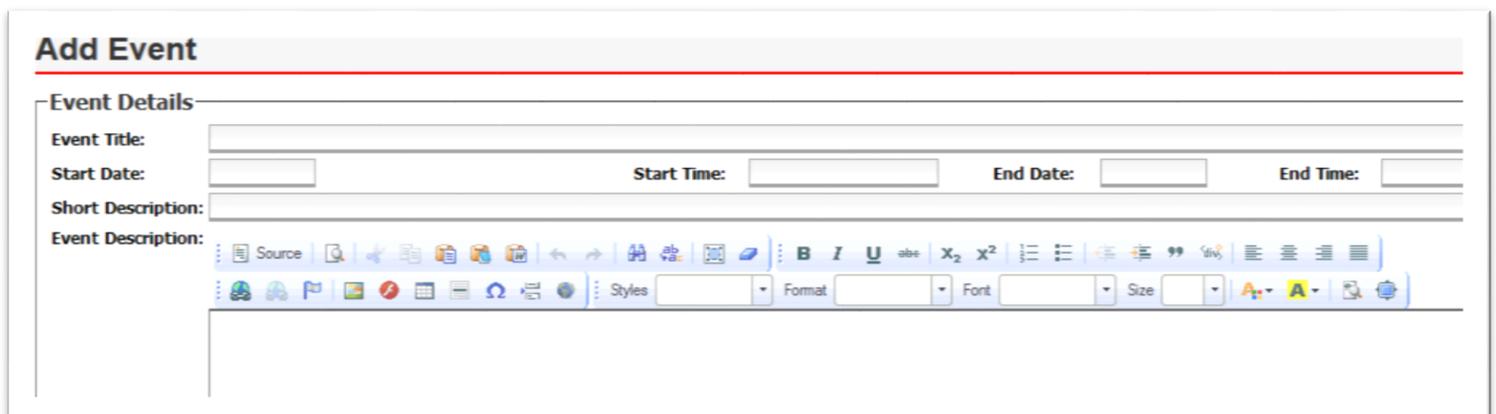
Log into the SRP Admin site and click on the “Management” tab. Then click “Events.”



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

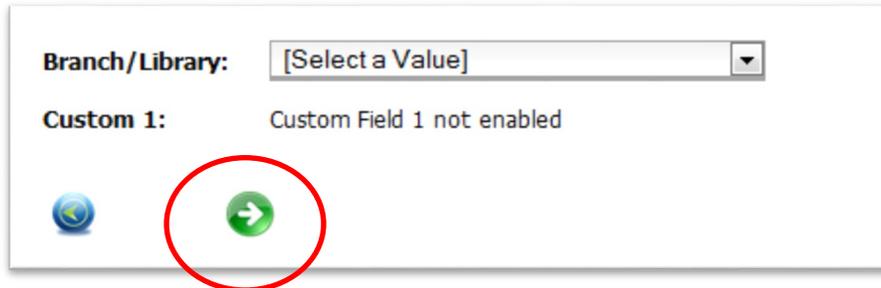


First, give your Event a title. Then add the start date, start time, end date, and end time. You can also add a short description of the Event, as well as a more detailed Event description.



# Creating Events

Choose your library from the drop-down menu, and then click the green arrow to continue.



Branch/Library: [Select a Value] ▼

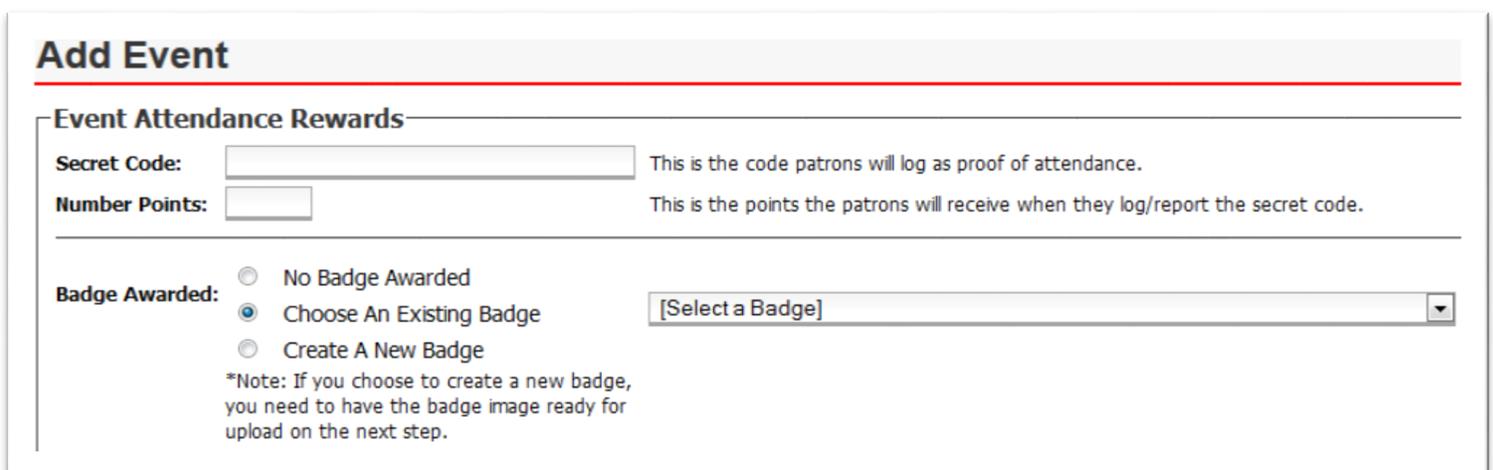
Custom 1: Custom Field 1 not enabled



Enter a secret code that users will log after attending your Event. Here are some helpful tips:

- Do not include spaces, dashes or underscores
- Use one word, all in lowercase letters
- Examples: “tempemagic” or “serlrobot”

Be sure to add how many points users will earn when attending the Event!



## Add Event

---

### Event Attendance Rewards

**Secret Code:**  This is the code patrons will log as proof of attendance.

**Number Points:**  This is the points the patrons will receive when they log/report the secret code.

**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.

Next, choose your badge. 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.”

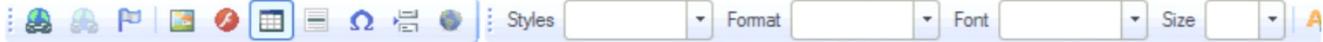
# Creating Events

If you choose to create a new badge, you'll need to give your badge a Control Room Name that library staff will see. "Patron Web Name" is what the user will see. You can also type a message that the user will see when the badge is earned. Click the green arrow to continue.

### New Badge Info

Control Room Name:  Patron Web Name:

Message to Patron when badge is earned:

To send a notification stating that the user has earned this Event 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 Event 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:


# Creating Events

Check the boxes for your Event 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.

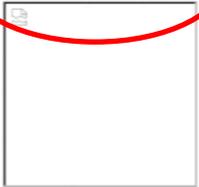
**Upload Existing Badge Image:**

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 use 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

#CC99CC Impact Regular 32px

Storytime!

#FFFFFF Impact Regular 24px

Banner text line 1

#000000 Impact Regular 24px



zoom

# Creating Events

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

**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 reccoment it. If you so desire, you could it to design your badges. However, we a are unable to offer any support or advice in relation to the badge designer.

Design A New Badge



If you see a message that says “Event was saved successfully,” your Event has been created!

