

# TUTORIAL VOLEM BADGECRAFT

**How to Use Badgecraft for  
Youth workers and Educators**



# VOLunteering for EMployability

European Erasmus + VOLEM project



Erasmus+



VOLEM



# Volem Badgecraft Platform

# Volem Badgecraft

**Volem Badgecraft  
Platform**

01

**Youth Workers and  
Educators :**

This is a step by step 'How To'  
access and distribute the  
VOLEM badges for yourself  
and volunteers

You can download the VOLEM  
badges here :

- [English](#)

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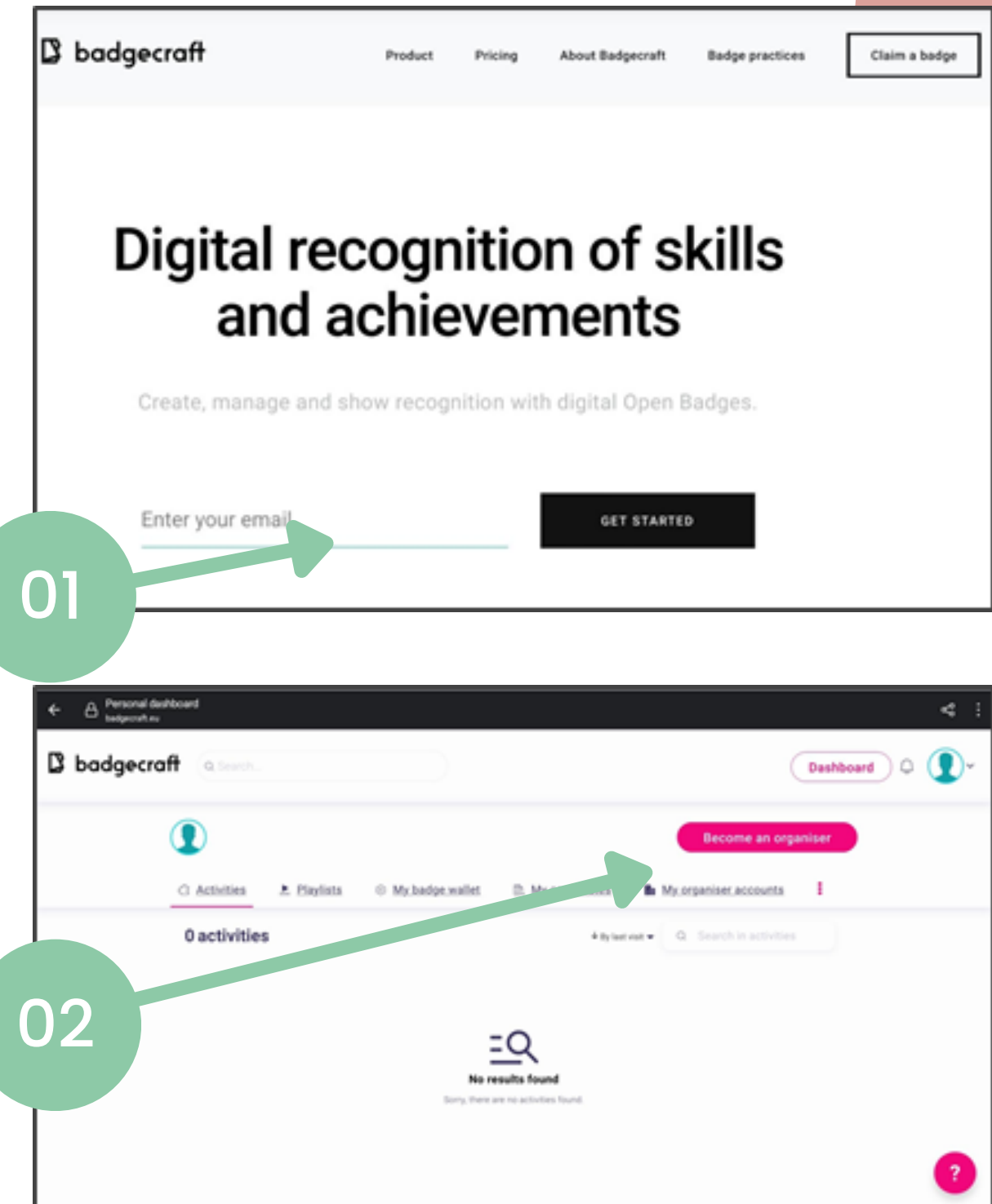
**Invite Volunteers to  
Apply to use the Badges**

# Tutorial

As a youth worker or educator your project/ organization will be the main access point for distribution of these badges to volunteers and youth. In order to have access to the VOLEM badges, you need to first set up your organizations account. To do this follow the steps below.

## Go to the Badgecraft website.

- 1. Open an account by entering your email, agreeing with terms of service and privacy rules and creating a strong password. Don't forget to verify the email address.
- 2. On your new dashboard you will see a pink button on the left, at the top, for creating your own organization. Press this and fill out the information to create your organizations/projects account. Don't forget to verify your organization!



# Setting up your own Organization/Activity

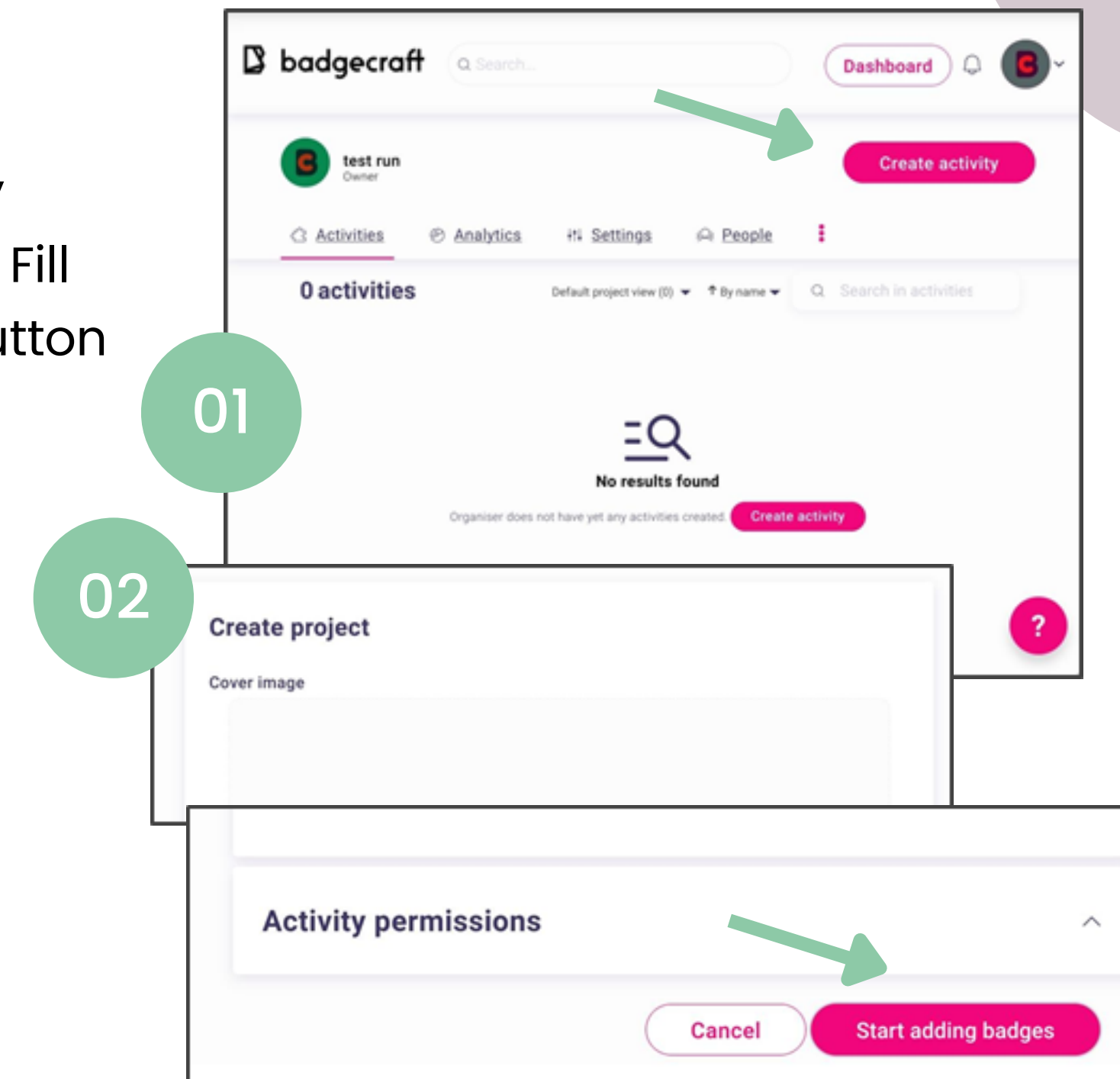
Once your organization account is created and verified, (in this example we named ours 'Test Run'), you will create a new activity in which the VOLEM badges will be added.

In your organization dashboard :

- 1. Click on the 'Create Activity' button
- 2. The screen that appears allows you to describe the activity that your volunteers and youth will utilize to earn the badges. Fill this section in and at the bottom of the screen click on the button to 'Start Creating Badges'

**NOTE :** At this point you will have 2 main 'dashboards' on the Badgecraft site.

- 1. Your personal account dashboard as shown on #2 on the previous page and,
- 2. 1.The organization/project dashboard as seen on #1 of this page

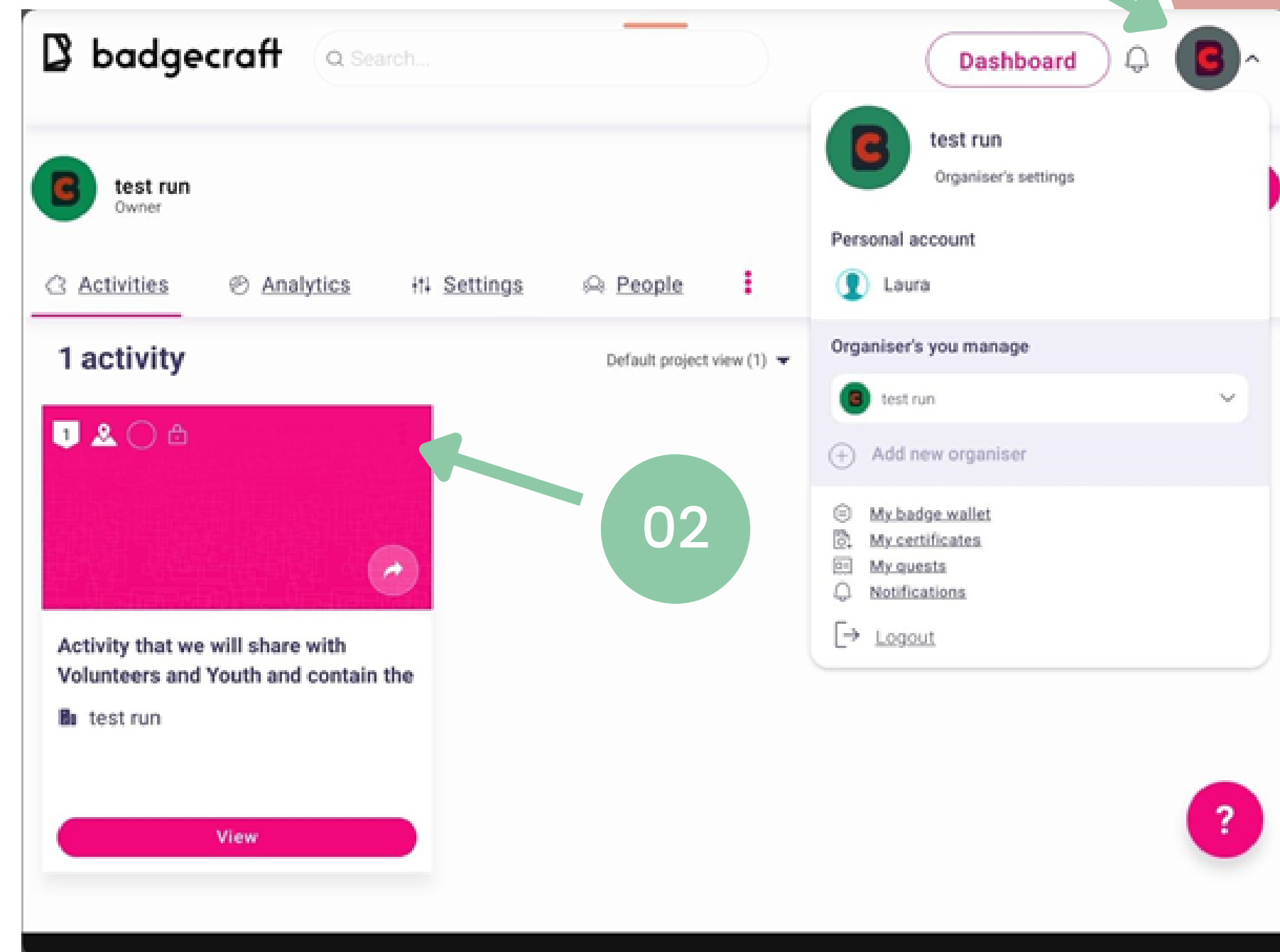




Now you have a personal account in which you've created an organization to be a platform for activities you want to share with volunteers and youth. The activity will contain the badges they can earn by uploading evidence and having it validated.

## Overview :

- 1. This is where you can see the different dashboards YOU have access to (when others log in they will see their own personal account here).
- 2. When in your organization dashboard you will see the activities you have created. You can connect to many other organizations activities as long as they are available.



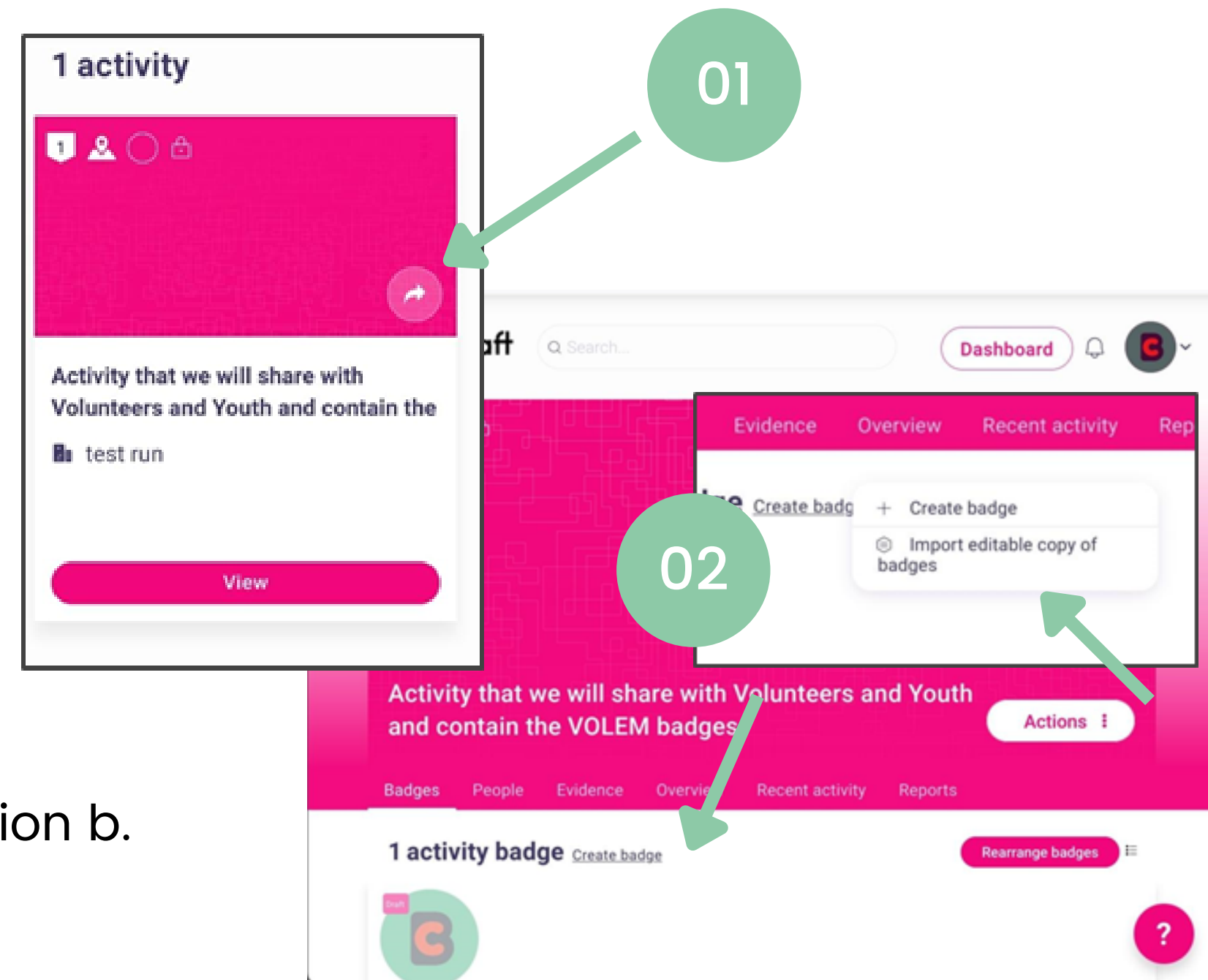
# Downloading the VOLEM Badgecraft Badges:

## Step one to use Volem Badges

This is step 1 to populate your activity with the VOLEM badges. Once they are uploaded your volunteers and youth will be able to access them through a link or by searching for your organization/ activity on their personal profiles.

- 1. Click anywhere on the activity box, the 'View' button works too.
- 2. The screen that comes up is your activity dashboard. Go to the 'Create Badge' text and click on it, 2 options will be shown:
  - + Create Badge'
  - 'Import editable copy of badges'

To download the VOLEM badges you want to choose option b.



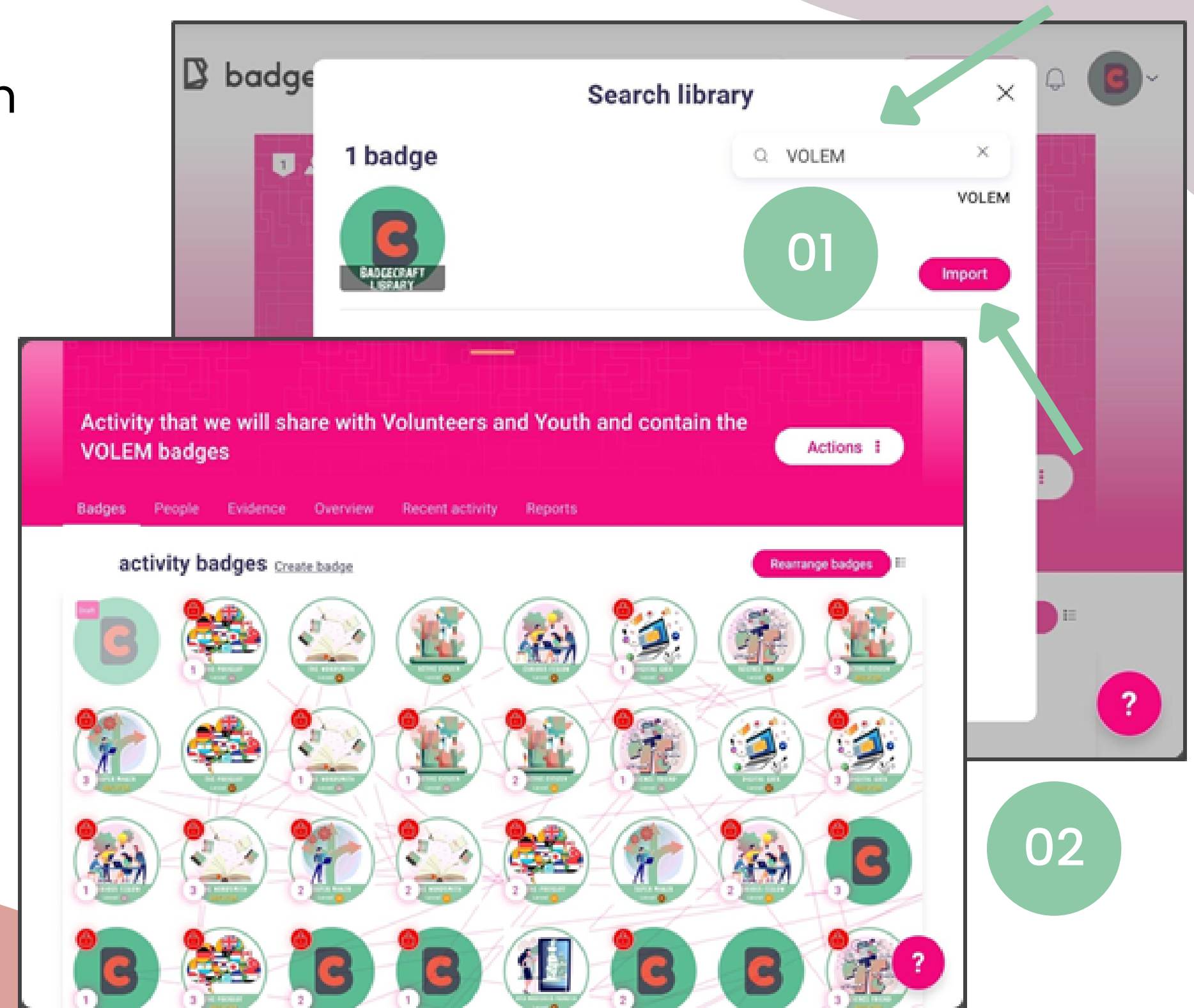


## Step 2:

Once they are uploaded your volunteers and youth will be able to access them through a link or by searching for your organization/ activity on their personal profiles.

- 1. In the pop-up window (after clicking on option b), you will have access to all available badges via a search library
- Type in VOLEM and you will see our Badgecraft Library.
- Press the 'Import' button to start populating your activity with the VOLEM badges! This could take a few minutes...

This is (in general) what the activity page will look like to you, as administrator/owner of the activity.

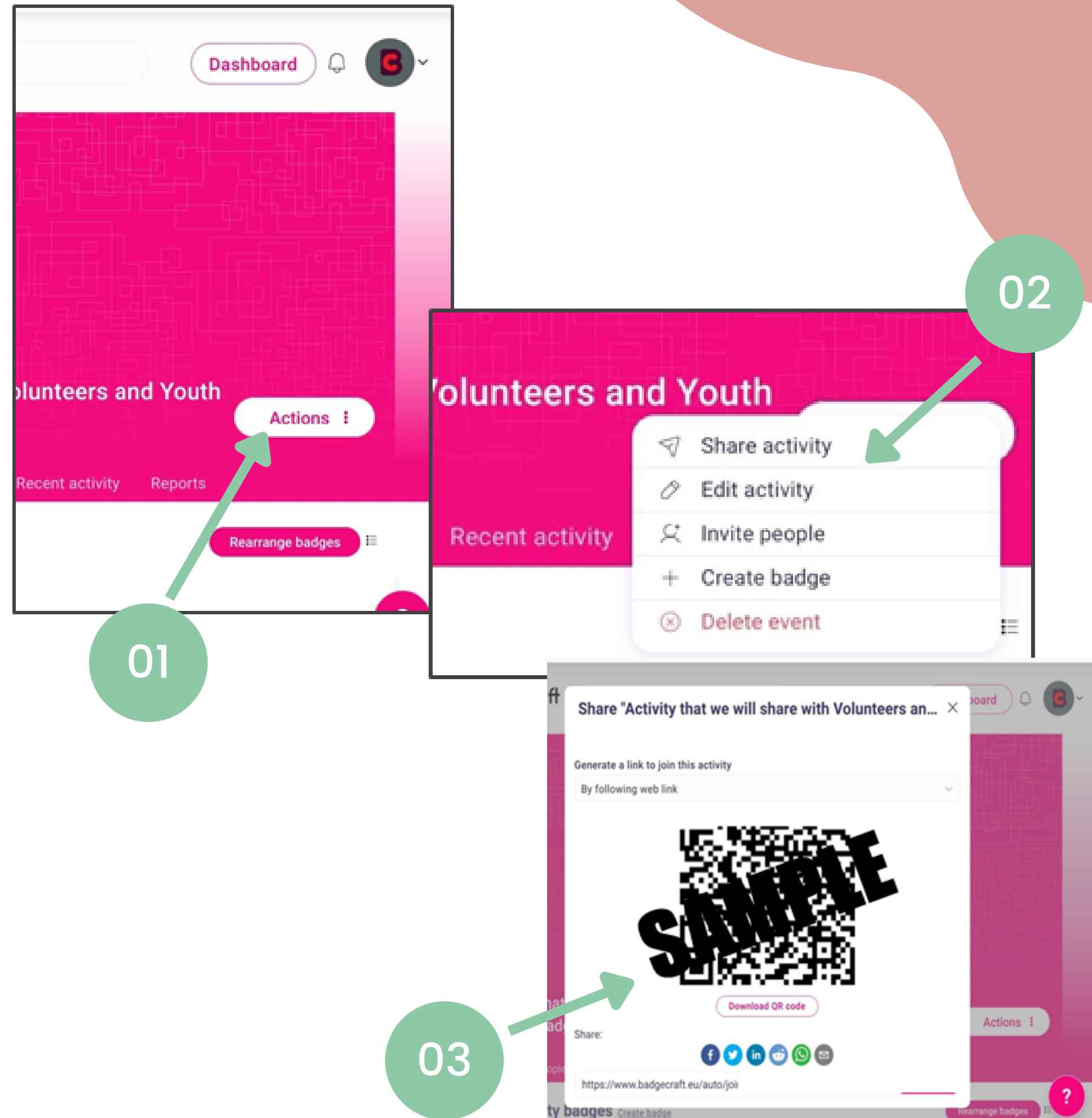


# Sharing the Activity

Creating a sharable QR code, link or to social media is easy.

The steps below walk you through the process

- 1. In the activity dashboard, click on the 'Actions' button and a pop-up list of options will be shown
- 2. Click on the 'Share activity' option and a window will open from which you can generate a sharable link and QR code
- 3. Use this QR code, link or share directly onto your social media sites!

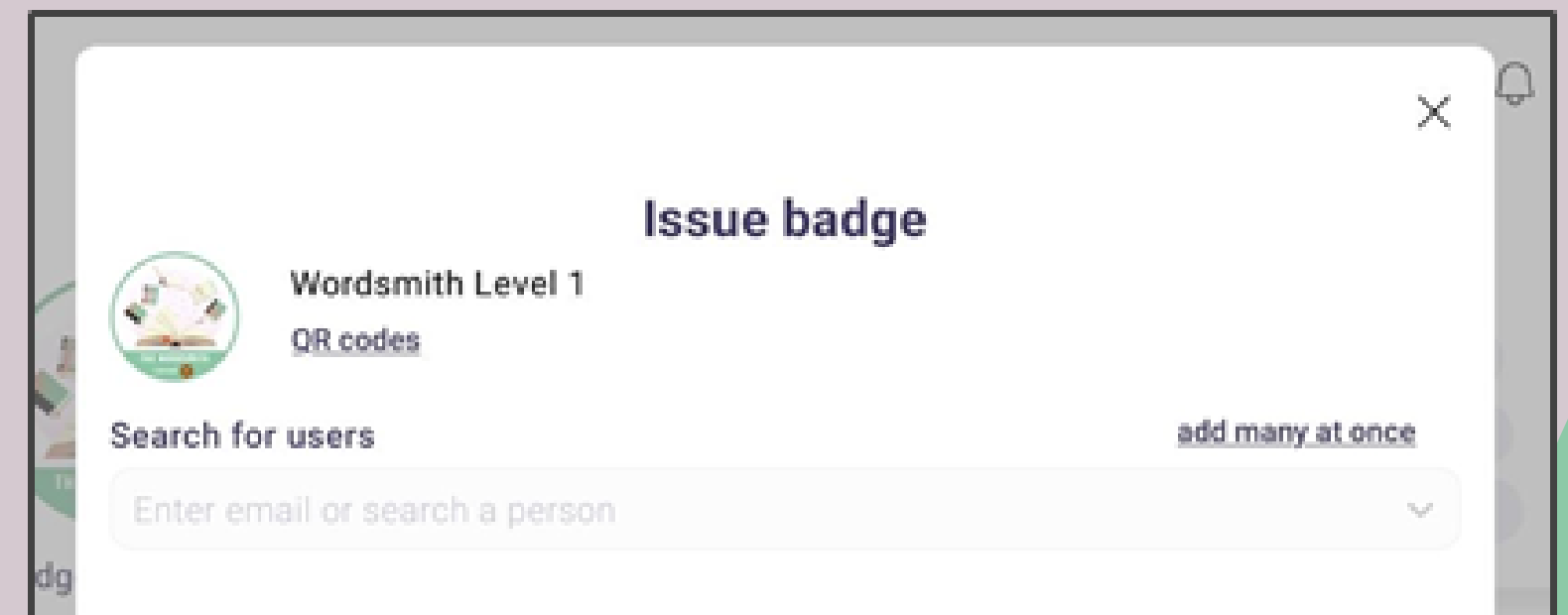
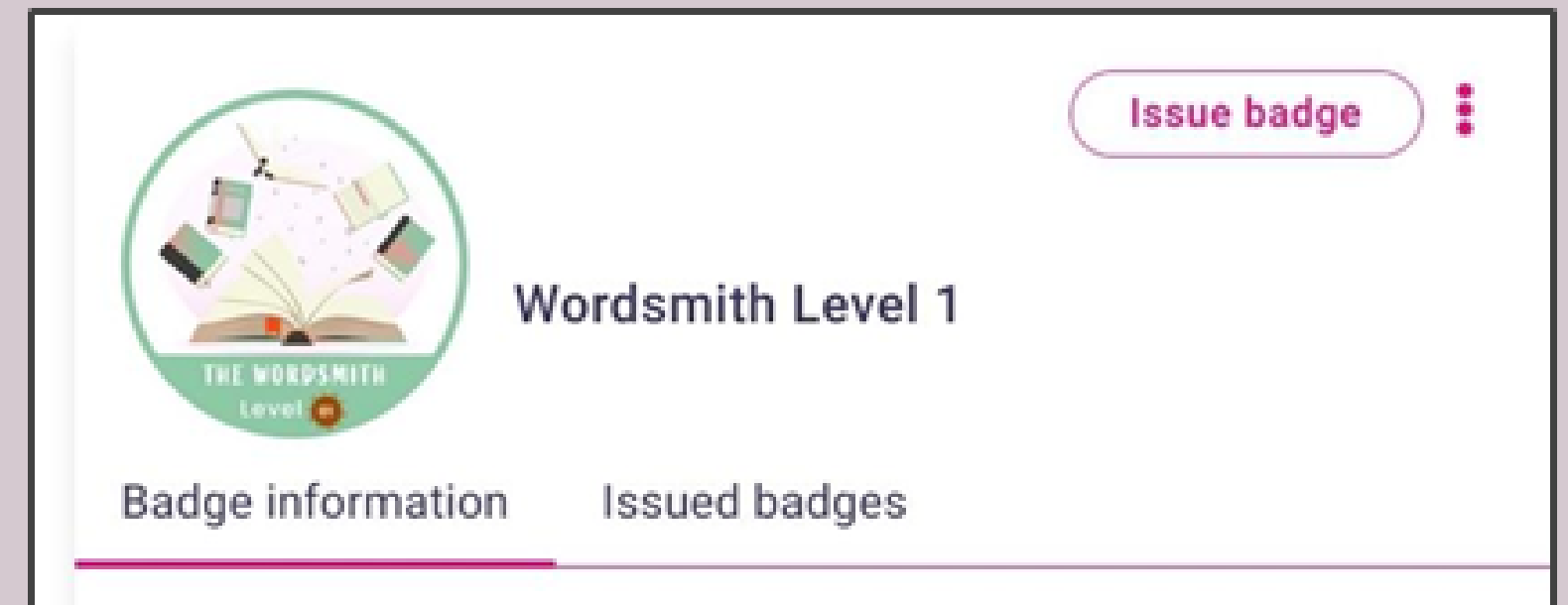


# Validation, Approval and Distribution of the Badges

- The requirements for validation are included for administrators to see, attached to the individual badges. You will notice that some badges require previous badges to have been obtained first
- It will be up to you, as an organization or administrator, to validate and then issue the badges based on the evidence submitted by participants.

# Validation, Approval and Distribution of the Badges

- Need text about what/ where submitted evidence can be seen or found (I ran out of time...)
- Once evidence has been approved you can click the 'Issue Badge' button and a pop-up window will appear, allowing you to add one or several at a time.
- Not sure what happens after this as I can not issue a badge...





# THANK YOU !

[www.volem-project.eu](http://www.volem-project.eu)



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