

Access the Assistant from the following URL: <https://assistant.cardboardevents.com/>
Enter the Access Code: _____



Badge Creation - At the Door Sales

Ideally have attendees access the registration page and complete the registration process so that a badge is purchased online and accounts are created. It can then be printed using the Badge Printing Process.

To Administratively create a badge take payment for the badge and then:

- 1) Click **Badge Creation**
- 2) Enter in the **First name** and **Last name** and **E-mail** address of the attendee

Note: All fields are required as an email address is used to create their cardboardevents account.

- a) If the email address has already been used for a badge you will see:

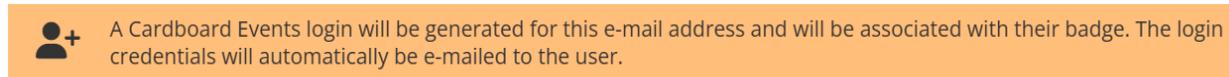


A different email address or a + address will need to be used to create this badge e.g.) alien+child@gmail.com

- b) If the email address does not already have a badge connected to it but has a Cardboard Events account you will see:



- c) If the email address does not already have a badge connected to it and does not have a Cardboard Events account you will see:



- 3) Select the **Type** of Badge to create. i.e.) Adult Weekend
- 4) Carefully double check the spelling and details and then Click **Confirm**.
- 5) The badge will be created and made available for download as a png for printing as a **Label** or a **QR Code**.
- 6) When done click **Close**. You will be returned to the **Badge Printing** screen.
- 7) Complete the **Badge Checkin** process to check in the attendee.