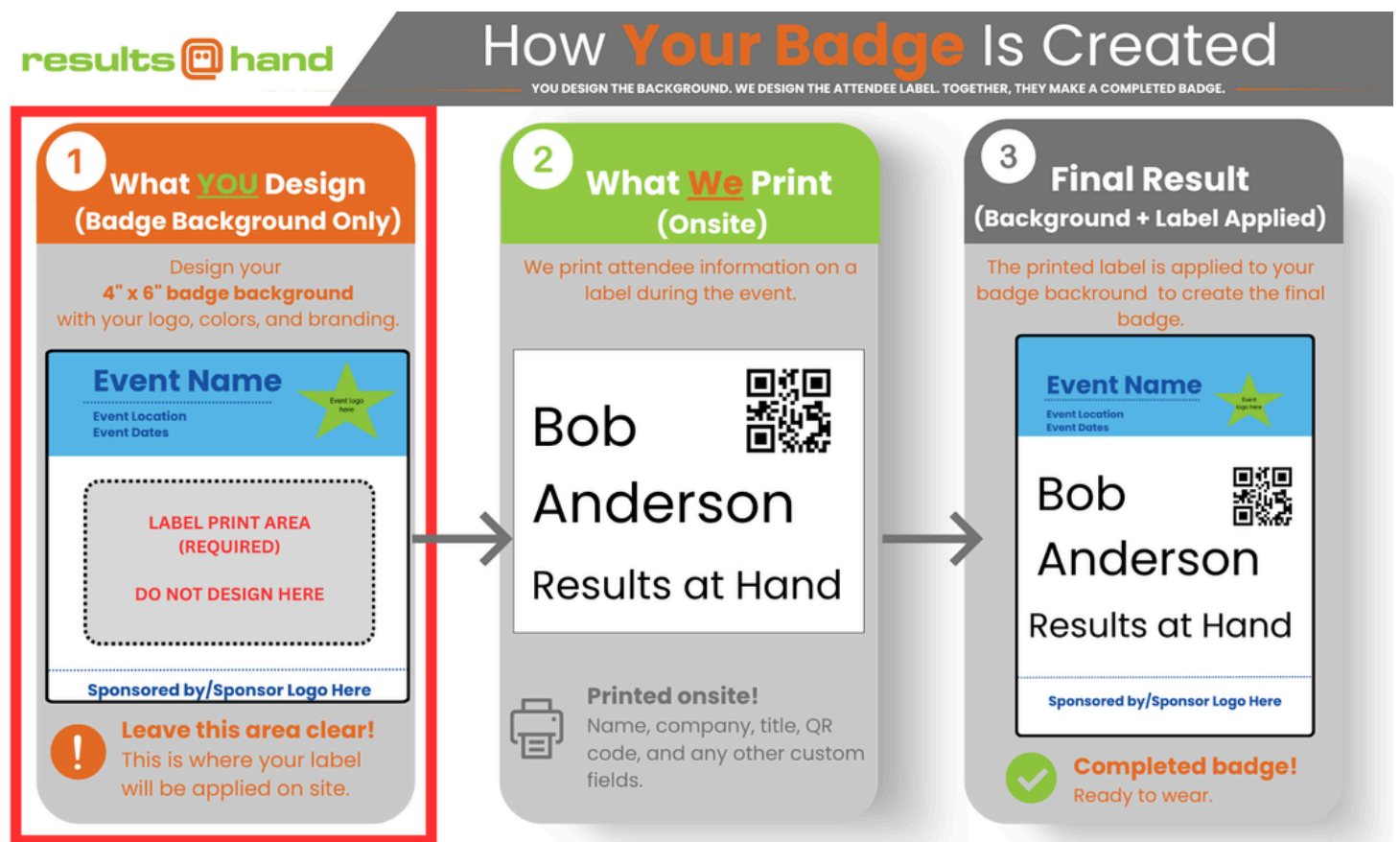


Badge Background Template (Label Printed Separately)

Important: Read Before Designing!

Quick summary: You design the badge background. We print the attendee information separately as a label onsite.

This template is for background design only. Attendee information is printed separately onsite



QUICK SUMMARY: You design the badge background. We print the attendee information separately as a label onsite. Think of it like a sticker being placed onto your badge, not printing the full badge.

Designing Your Badge Background in Canva

Badge Background (You Design)	Printed Label (We Print Onsite)
Logos, Graphics, Images	Attendee Name
Colors/Design	Attendee Company and Role
Branding	QR Codes, Barcodes, Etc.

View Video Tutorial

1. Go to the [Badge Background Template](#).
 2. Decide what size badge size works best for your event.
 - a. **Recommended Layout (4x6 Badge)**
 - i. **Top / Bottom:** Branding / Logos
 - ii. **Middle:** Label Print Area (3" tall)
 3. Choose a design from our pre-made templates below and click "Start Customizing"
 4. Once you are directed to Canva, select "View Template" and then "Open in Editor"
!IMPORTANT: *If you don't see the purple guides when you open your template, select "File" in the top left corner of your screen, then hit "Settings" -> "Show rulers and guides" -> "Lock guides" to enable and lock them in place while you're designing.*
 5. Customize the template based on your event's name, logos, and colors!
***Please ensure you are not adjusting/removing any of the locked guides within the templates and that you are staying within the directed spaces on the design template.**
 6. When you're done designing your badge stock:
 - a. Click the "Share" button located in the top right corner of the screen:
Click "Download" and change the File type to "PDF Print"
 - b. If you are a Premium Canva user, change Color profile to "CMYK (best for professional printing)". If you aren't a Premium user, continue with the "RGB" Color profile.
 - c. Hit "Download" again and save your PDF design starting with the event name, date, and badge size (EX: "ResultsatHandEvent_Oct.15_4x6")
 - d. Send PDF and event details to the Results at Hand team (linked on webpage) who will approve the design and connect you with our printers to complete your badge background.
-

Checklist for Submission of Design:

Before You Submit Your Design:

- I created a **badge background only** and understand that attendee information is printed separately as a label.
- I have included a **required Label Print Area** that is the correct size for my badge background.
- I have downloaded my design as the file type "**PDF Print**"
- I have attached my badge background PDF and included event details (event name and dates plus ~ number of badges) in the **email to the Results at Hand Support team email**.

Note that color badge background stock is **sold separately from Classic Press.*