Quick Start Guide

Our comprehensive **online onboarding course** walks you through everything that you need to think about and complete in order to launch a successful program. Below you'll find an overview of the five main activities that you should complete in order to launch your program.

Navigate the Platform

It's important to be in the right place at the right time, so let's get you there! Accept your invitation to access your organization as an administrator so you can watch **this 3-minute video** to learn how to navigate the Credly platform, how to control your profile, and how to add others to your account.

Customer Advice: Our partners at Talent Magnet Institute say "Have at least one team member go through this training with you" and Fashion Institute of Technology says it's important to "have more than one admin on your account."

Create a Template

In order to issue your first badge, you first need to create the badge template for each designation that you want to award. Find detailed instructions in **this 2-minute video**, and remember to reference our best practices so that your digital badges are clear and meaningful.

Pro Tip: Don't forget to save your draft as you go and before you leave that page! Upload your visual and publish your final draft when you're finished.

Promote your Program

Communicating to your earners is an essential part of rolling out a badging program. Luckily, you won't need to start from scratch! Check out the **Marketing & Communications** section of our shared resource folder.

Customer Advice: "Badging has been a game changer for our association. But don't underestimate the importance of communicating with your community prior to and leading up to your launch -- as well as afterward. It's fundamental to the success of your program!" - ICF

Issue Badges

Once your templates have been published (and you've sent your communications), you can issue badges to worthy individuals **one at a time**, or **in bulk** via CSV file, or through an **API integration.**

Customer Advice: Our partners at Beta Alpha Psi suggest that you "Issue badges shortly after they are earned" and University of Michigan-Flint encourages you to "Allocate time into your schedule to create the badges and don't deviate from it!!" Many of our customers, like the University of Montana, prefer to let technology do the work: "Find ways to automate badge issuing."

Review Analytics

Congrats!! You've made it! Be sure to **review your analytics** on a regular basis. You may find that you need to manage or update an earner's badge for various reasons - **this 2-minute video** walks through the details.

Customer Advice: Our partners at AusIMM recommend that you "define the reasons and goals for the badging program in the early stages so you are able to gauge if those goals are met once you launch." and similarly, Franklin Apprenticeships suggests "Be clear about what you want to achieve". The analytics will be much more meaningful when viewed in the context of your goals.

Remember: You always have access to our robust **Issuer Support page** and the resources in our onboarding course. Keep them handy and take advantage of the wealth of information you have at your fingertips! We are here to help!