To start using the name Badger there are a few things you need to do and a few requirements. I can help you with all of this. Remember, there is no cost to using the Badger.

Contact me at robvat@shaw.ca or call/text to (250)309-3813.

1) Computer with Internet

The Badger runs on the web. This means that anyone can sign in from anywhere and the badges will print on your printer, but it also means you must have a computer with an internet connection in your church with the label printer attached. Any Windows PC will work. It should have Windows 10.

2) Dymo 450 Label Printer

The Badger is designed to use the Dymo 450 label printer only. If you must use something else, contact me and I will research it. The Dymo 450 costs about $100.

3) Domain Name

You need an internet address, like, www.sacredplace.com. If you don't have one, make one up and we will set it up for you. The cost is about $15 per year. Once that is set up, I can point your domain to your instance of the Badger.

4) Details About You

Badger incorporates your church name and logo. So, you need to provide me with this as well as some basic information like an email address and your church's name. The logo should be as small and simple as possible. I can help you with this.

5) Install Dymo Software on your PC

Find, download and install Dymo 8.6.2. As of June 1, 2017 this is the latest release. Earlier releases won't work. As of now, it is available at
http://labelwriter.com/software/dls/win/DLS8Setup.8.6.2.658.exe

6) Design Your Labels

Badger will work with any label template so you can make up your own, or use the ones provided. There are 3 provided, 25x54 mm, 53x102 mm, 32x57 mm. If you want to change them, find Dymo 8 on your computer and do so. Then upload your template (Badger > Settings > Templates > Upload). You need to assign them to classes but more on that next.

7) Plan Your Classes

How do you run your program? Grade based or age based? Badger assigns kids to a class when they check in based on either age or grade. We will work together to set up your program and you can make minor changes there after. Set up your classes in Badger > Classes.

8) Assign Badges to Classes

Not every class needs badges. You decide who does and doesn't get a badge. Kids sign in regardless and the badges print automatically. This gives you accurate attendance. Configure your badge needs in Badger > Classes.

9) Home Page Pictures

Make low resolution copies of the pictures you want for the home page slide show. Best size is square like 450 x 450. Try to get them below 50K.