

Kent State University User's Guide for BadgeRelease.com

Global Promotions & Incentives Badge Release Program



Welcome to the Global Promotions & Incentives Badge Release Program

Our incredible user-friendly Online Badge Release Program allows you to input names and order badges 24/7 on this password protected site.



User name

Password

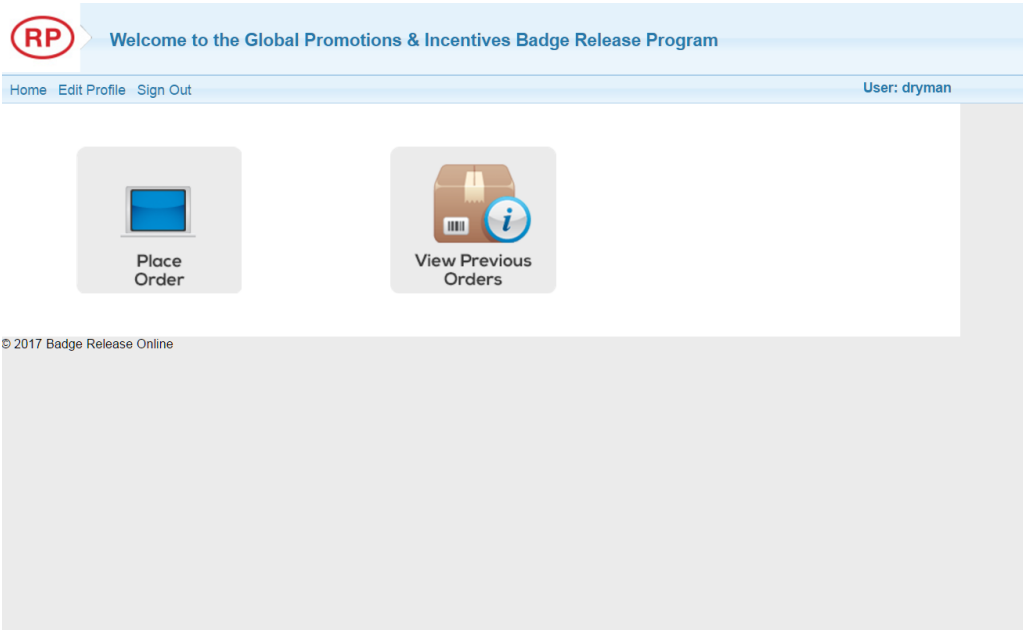
Remember me ☐

Login

[Forgot Password](#)

To access the Global Promotions & Incentives Badge Release site, please contact the GPI Team at (330) 733-8288 or info2@aswglobal.com to receive your username and password.

Welcome to the Home Screen



Two large buttons greet you for the main features of the site:

1. Place Orders
2. View Previous Orders

Choose Your Badge



Welcome to the Global Promotions & Incentives Badge Release Program

[Home](#) [Edit Profile](#) [Sign Out](#)

Sort By:

SS-84582 - KENT STATE UNIV GOLD NAVY



Inventory: 276



[Name List](#)



[Start Order](#)

SS-84581 - KENT STATE UNIV WHITE/GOLD



Inventory: 217



[Name List](#)



[Start Order](#)

To order badges for a program, click on the **Start Order** button.





If you would like to download a list of names for a particular program, click on the **Name List** button.

Entering Names

Enter names and then click the **Add to Order** button or hit the enter key.

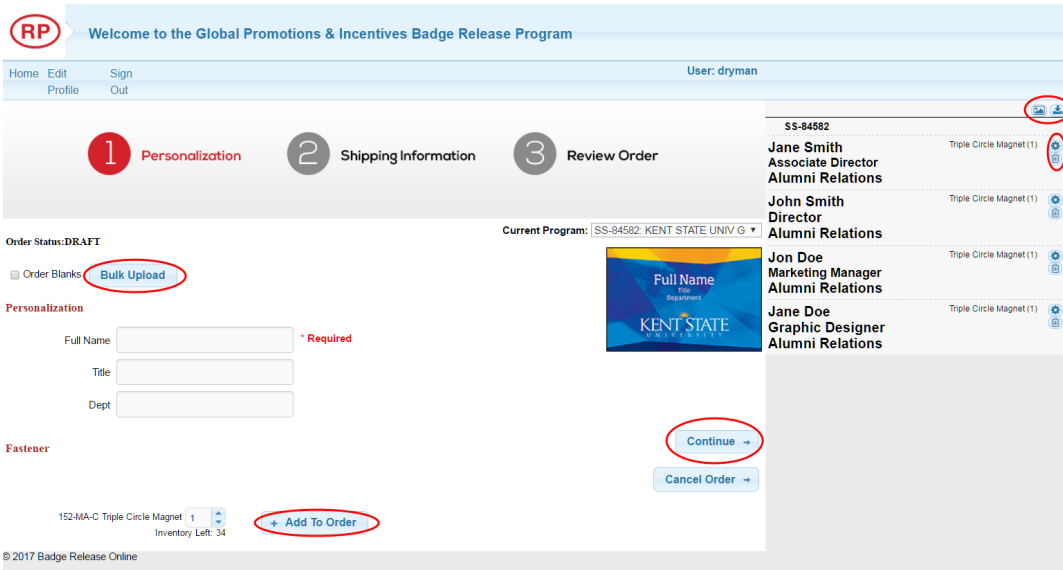
Once names have been added to order, they will appear to the right of the screen (names for review will appear at the bottom on smaller screens).

Icons near names allow you to:

-  toggle thumbnails
-  download name list
-  edit badge information
-  delete badge

Once all the names have been entered, click the **Continue** button. Next step is confirming shipping information.

Have a long list to order? Click on the **Bulk Upload** button. Then follow instructions on the next screen.



RP Welcome to the Global Promotions & Incentives Badge Release Program

Home Edit Sign Profile Out User: dryman

1 Personalization 2 Shipping Information 3 Review Order

Order Status: DRAFT

Current Program: SS-84582 KENT STATE UNIV G

Order Blanks Bulk Upload

Personalization

Full Name * Required

Title

Dept

Fastener

152-MA-C Triple Circle Magnet 1 Inventory Left: 34

+ Add To Order

Continue

Cancel Order

SS-84582

Jane Smith Associate Director Alumni Relations Triple Circle Magnet (1)

John Smith Director Alumni Relations Triple Circle Magnet (1)

Jon Doe Marketing Manager Alumni Relations Triple Circle Magnet (1)

Jane Doe Graphic Designer Alumni Relations Triple Circle Magnet (1)

Kent State University

Bulk Upload


The screenshot shows a web browser window titled 'Personalize Your Order' with the URL 'https://www.badgerelease.com/Order/Personalize/685997?editItemId=727859'. The page has a navigation bar with 'Home', 'Edit Profile', and 'Sign Out'. The main content area is divided into three steps: '1 Personalization', '2 Shipping Information', and '3 Review Order'. The 'Personalization' step is active, showing a 'Bulk Upload' button and a 'Bulk Upload Names' dialog box. The dialog box contains instructions for bulk upload and a text area with the following text: 'Robin Smith MANAGER', 'Terry Williams STAFF', and 'Steve Olson VOLUNTEER'. At the bottom of the dialog box, there are 'Bulk Paste' and 'Cancel' buttons. The 'Bulk Paste' button is highlighted with a yellow circle.

If you have a long list of names to enter. Place them in a tab delimited spreadsheet. Copy your list and paste into the box provided.

Click on the **Bulk Paste** button. Your badges should appear to the right. Just as if you had entered them individually. Be sure to double check each name for accuracy.

Once all the names have been checked, click the **Continue** button. Next step is confirming shipping information.

Shipping Information*

 Welcome to the Global Promotions & Incentives Badge Release Program

Home Edit Profile Sign Out User: dryman

1 Personalization

2 Shipping Information

3 Review Order

Order Status: DRAFT

Shipping Information

All orders ship to the following address:
Attention:

[Edit Address](#)

Country:
Phone:

Shipping Notification

☐ Send Shipping Notification Email

Email:

Ship Method:

☒ US Mail

Please note: All badges will be shipped via US Mail to Kent State University Mail Services. Badges will be distributed through Mail Services.

Please enter your email address and select the shipping notification box to receive tracking information.

SS-84582

Jane Smith
Associate Director
Alumni Relations

Triple Circle Magnet (1)

John Smith
Director
Alumni Relations

Triple Circle Magnet (1)

Jon Doe
Marketing Manager
Alumni Relations

Triple Circle Magnet (1)

Jane Doe
Graphic Designer
Alumni Relations

Triple Circle Magnet (1)

If your shipping addresses are stored in badgerelease they will automatically be filled in. You will also have a chance to modify or enter new addresses.

Once all your shipping information is correct, click the **Review Order** button.

*This feature is optional and may not be available to all users.

Final Review

Personalize Your Order

https://www.badgerrelease.com/Order/Review/665823

Welcome to your release program!

Home Edit Profile Sign Out User: iddemo

1 Personalization 2 Shipping Information 3 Review Order

Order Status: DRAFT

Shipping Information

: Default
Attention: Test Company
BADGERRELEASE
7145 BOONE AVE. N. SUITE 100
BROOKLYN PARK, MN 55428
Country: USA
Phone:

Ship Method: **US Mail**

Order Comments:

To complete your order, please click submit below.

Submit Order ->


Cancel Order ->

55-123456

Robin Smith MANAGER	Locking Jewels Pin (1)
Terry Williams STAFF	Locking Jewels Pin (1)
Steve Olson VOLUNTEER	Locking Jewels Pin (1)

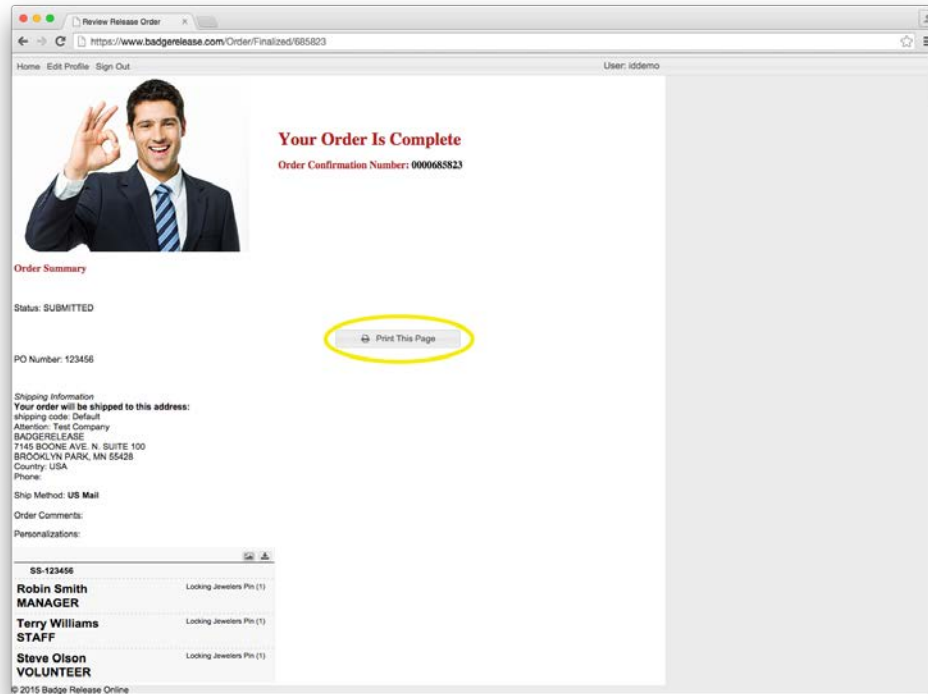
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This is your final chance to make changes to names, titles, and departments.

To edit a name, click on the  gear next to the name. It will take you back to the Edit Name page.

If your order is correct, click the **Submit Order** button.

Completed Order



Hey I'm back to give you an A-OK on your order!

Click the **Print this Page** button to print your confirmation. If you entered an email address earlier, you will receive an email confirmation with this information.

Your order will be shipped within 2-3 days. Allow additional time for USPS shipping time.

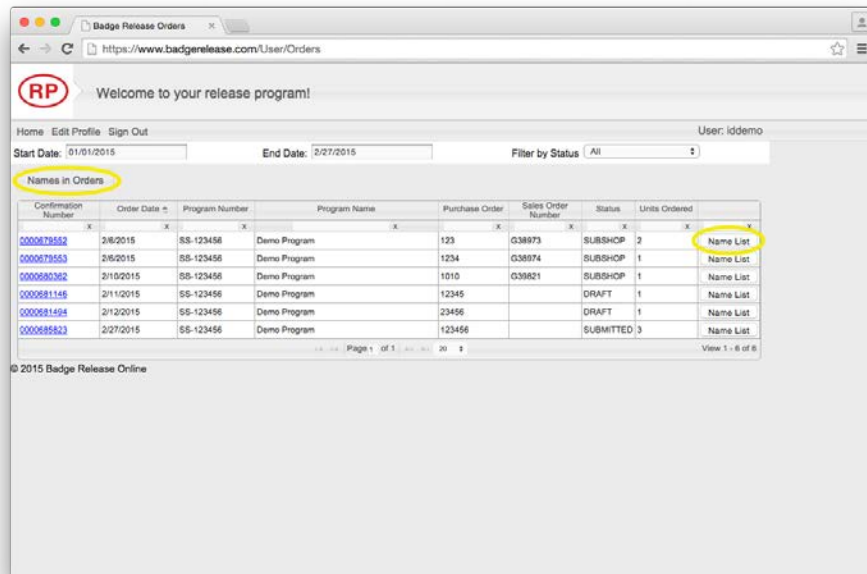
View Previous Orders

View all your previous orders or orders in draft status.

Click on the confirmation number to see the order details. Orders in draft mode can be submitted or deleted.

To view all the names from all orders click on the **Names in Orders** button above the list. To view names from a specific order. Click on the **Name List** button on the row for your order.

Filter the order list by entering information in the field below the column headings.



RP Welcome to your release program!

Home Edit Profile Sign Out User: lddemo

Start Date: 01/01/2015 End Date: 2/27/2015 Filter by Status: All

Names in Orders

Confirmation Number	Order Date	Program Number	Program Name	Purchase Order	Sales Order Number	Status	Units Ordered	
0000678552	2/6/2015	SS-123456	Demo Program	123	038973	SUBSHOP	2	Name List
0000678553	2/6/2015	SS-123456	Demo Program	1234	038974	SUBSHOP	1	Name List
0000680362	2/10/2015	SS-123456	Demo Program	1010	038921	SUBSHOP	1	Name List
0000681146	2/11/2015	SS-123456	Demo Program	12345		DRAFT	1	Name List
0000681494	2/12/2015	SS-123456	Demo Program	23456		DRAFT	1	Name List
0000685823	2/27/2015	SS-123456	Demo Program	123456		SUBMITTED	3	Name List

Page 1 of 1 View 1 - 6 of 6

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Edit Profile Screen*

The screenshot shows a web browser window titled 'Badge Release Control' with the URL 'https://www.badgerelease.com/User#'. The page displays a 'Welcome to your release program!' message and a navigation bar with 'Home', 'Edit Profile', and 'Sign Out' links. The user is logged in as 'User: iddemo'. A modal dialog box titled 'Edit My Profile' is open, containing the following fields and buttons:

- First Name***: Text input field containing 'Art'.
- Last Name***: Text input field containing 'Remsik'.
- Email Address^(optional)**: Text input field containing 'somebody@someline.com'.
- UserName***: Text input field containing 'iddemo'.
- Change Password**: Button located next to the 'UserName' field.
- Save Profile**: Button with a floppy disk icon.
- Cancel**: Button.

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Edit profile allows you to update name, email address, user name and password.

*This feature is optional and may not be available to all users.