

Badge Earner Guide

Getting Started

There are two steps to getting started:

- SalesFuel issues a badge to you
- You create an account and claim your badge

Receive a badge

How do you know if you've been issued a badge? You'll receive an email from 'SalesFuel via Credly' that looks like this:



You've earned a badge from SalesFuel



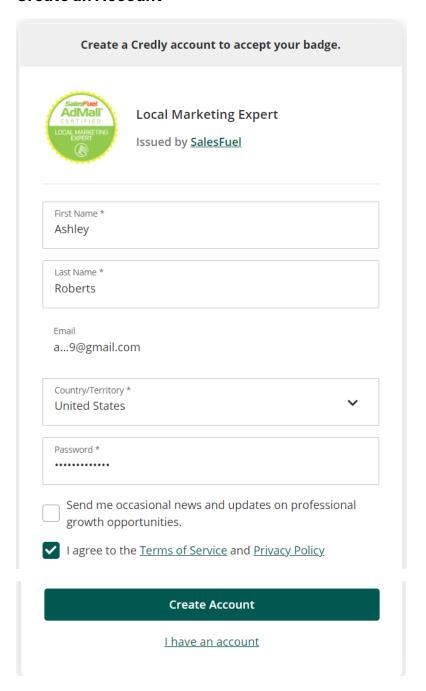
Local Marketing Expert Issuer: SalesFuel



or accept your badge by clicking: https://www.credly.com/go/sXRwll62jQPTRCdp8vBKlw

Click the Accept your badge button. This will direct you to the Credly badge platform where you will create an account.

Create an Account



Fill in each field, then read and agree to the Terms of Use and Privacy Policy. Also let us know if you'd like to receive occasional messages from Credly.

Click Create Account.

Confirm your Email:



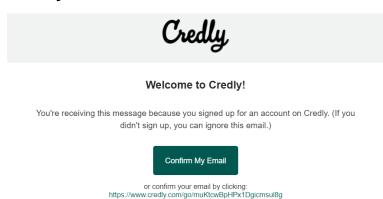
Confirm Your Email

Thank you for creating an account with Credly!

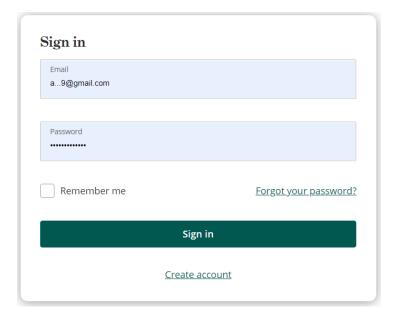
To finish setting up your account, please check your email to confirm the address you provided.

If you don't see our message, please check your spam folder!

Check your email and follow the instructions there to continue:

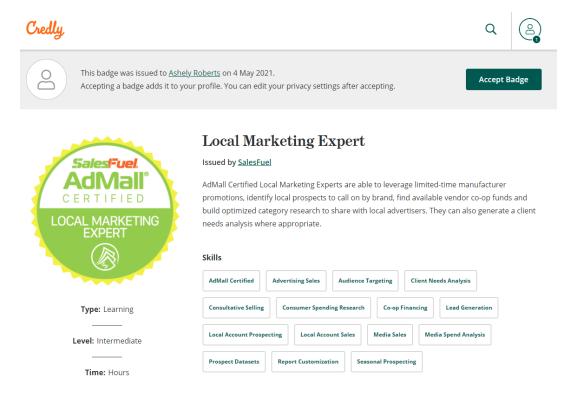


You will be prompted to sign in with the credentials you created:

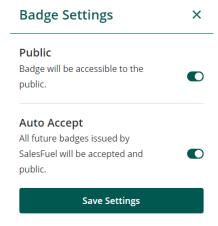


Accept your badge

Once you sign in, you will be able to claim your badge:



Determine your badge settings



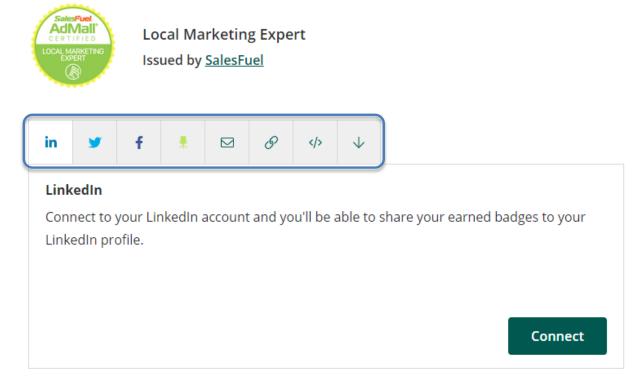
Share your badge

Once you have accepted your badge, you can broadcast the badge directly from Credly to your social networks including:

- LinkedIn Newsfeed & Profile
- Twitter
- Facebook

Share your badge.

Broadcast your achievement to friends and colleagues to get the recognition you deserve.



Select the social network using the icons at the top. Then click Connect.

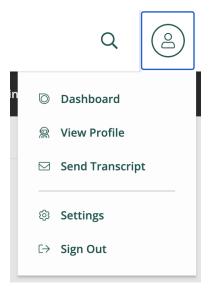
You can also email the badge, download the badge image, download the code to embed your badge on a website, and copy the badge landing page URL.

Complete your Profile

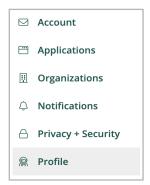
Your Credly profile is an important part of telling your professional story. It's one spot on the web where you can manage and share the achievements that will further your career, so make sure to include a few key elements:

- Name Is your name Katherine, but you go by Kate? Edit your name to best reflect what you'd like to be called at work.
- Profile picture Make sure it's a nice one that represents how you'd like to be viewed by potential employers. The minimum size is 196 x 196 pixels.
- Bio This is where your professional personality can really shine through.
 You've got 500 characters to sketch out your key talents, qualifications and interests.

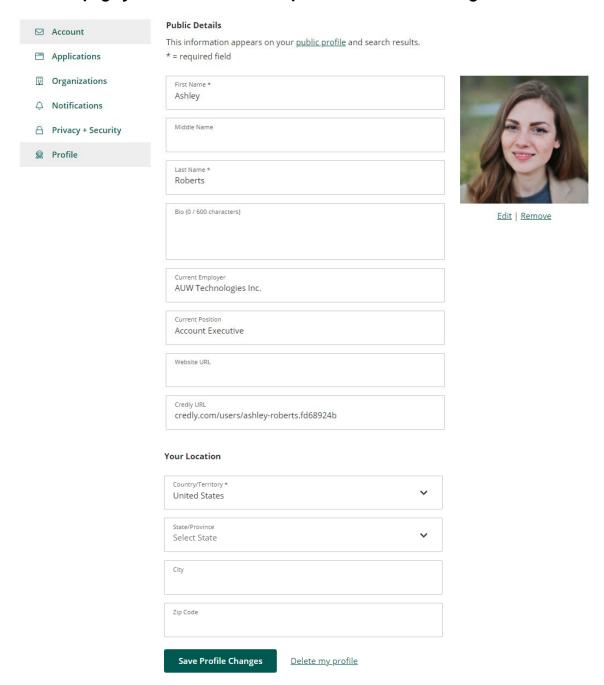
To personalize or edit your profile, click on the Profile icon at the top right corner of any screen and select Settings.



Click Profile from the left sidebar menu.



From this page you will be able to add a photo and a brief bio along with other details:



Complete your Profile by clicking the Save Profile Changes button.

Credly Badge Profile (cont.)

A personalized profile gives viewers a better understanding of who you are.

Remember:

You can edit your Profile any time by clicking your picture in the upper right corner. Then click Settings/Profile.

That's it. From this point forward, you will be able to easily accept and share each badge you earn!