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Steps to High-Volume Badge Printing Success

Step 1: Choose the Right Event Badge Printing Software

Efficient badge printing starts with choosing the right software, yet many event organizers stick with outdated options prone to errors and limited check-in updates. For a better experience, choose software that supports QR codes or RFID badges. Using one or both of these features on your badges allows attendees to check in to your event and individual sessions, network, and print their badges smoothly and quickly.

Step 2: Use On-Demand Badge Printing

When you prepare for an event, you typically want to get as much as you can ready beforehand. However, this principle doesn't apply to badges. Pre-printing guests' badges means you have to spend hours of time printing, sorting, and finding each badge for the right guest. Instead, save everyone's sanity by adopting onsite badge printing for events. Once a guest confirms or modifies the information to be printed, they simply click "Print" to have their badge printed in seconds.

Step 3: Know the Best Practices

Once you've chosen your software and prepared for onsite badge printing, you're ready to learn about the best practices for large-scale badge printing. Before your event, consider encouraging your guests to confirm their registration details before arriving. Ensure that every employee handling badge printing is well-versed in using the software, troubleshooting technical issues, and helping attendees through the process.

IN THE ROOM