



# DIGITAL CREDENTIAL TUTORIAL

Digital credentials, also known as open badges, are the newest way for professionals to share their achievements and skills in the marketplace. You can share your credential on your email signature, LinkedIn profile, Facebook page, website, blog or other platform. Anyone who views it may click on it and be brought to a customized, individual verification page, which confirms who the credential was issued to, when it was issued, what was involved in earning it, and other useful data.

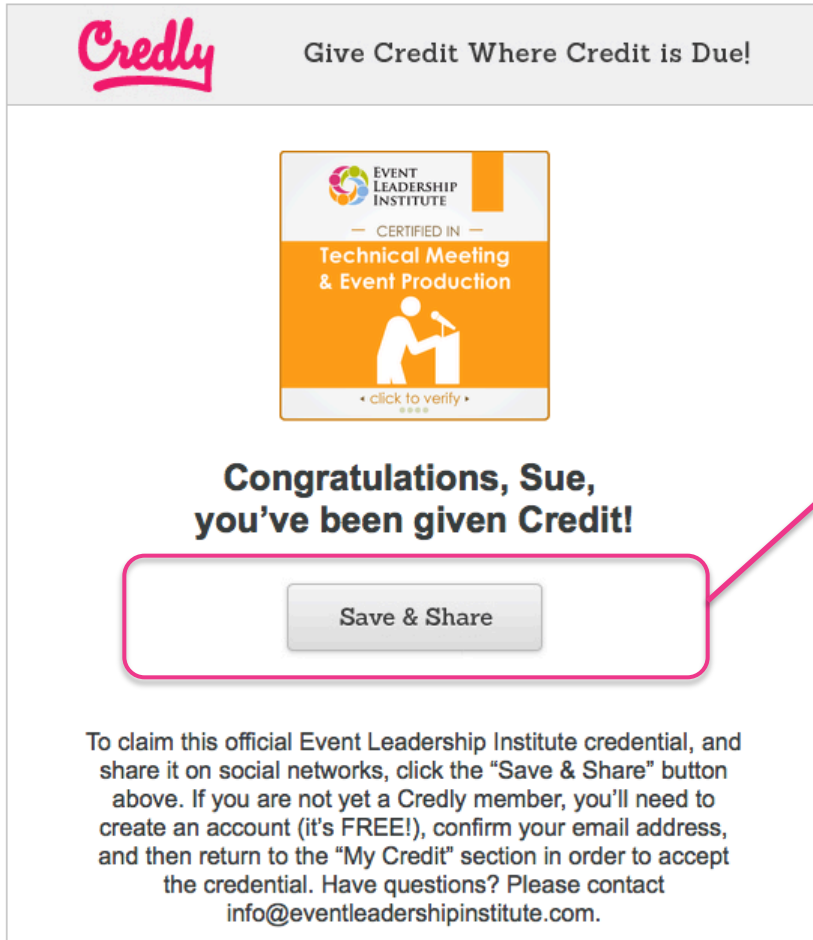


# SHARE YOUR DIGITAL CREDENTIALS



Unlike traditional certifications or degrees, a digital credential gives a potential employer, client or colleague the ability to instantly see what you had to do to earn it, what coursework it covered and what it qualifies you to do, simply by clicking on your credential. It also provides secure verification so the viewer can confirm that you did in fact earn it.

# HOW TO ACCESS YOUR CREDENTIALS...



The screenshot shows the top of an email from Credly with the header "Give Credit Where Credit is Due!". Below the header is a certification badge from the Event Leadership Institute. The badge is orange and white, featuring the text "EVENT LEADERSHIP INSTITUTE", "CERTIFIED IN", "Technical Meeting & Event Production", and an icon of a person at a podium. Below the badge, the text reads "Congratulations, Sue, you've been given Credit!". A button labeled "Save & Share" is highlighted with a red rounded rectangle. Below the button, there is a paragraph of text providing instructions on how to claim the credential and share it on social networks.

**Credly** Give Credit Where Credit is Due!

EVENT LEADERSHIP INSTITUTE  
— CERTIFIED IN —  
Technical Meeting & Event Production  
click to verify

**Congratulations, Sue,  
you've been given Credit!**

Save & Share

To claim this official Event Leadership Institute credential, and share it on social networks, click the "Save & Share" button above. If you are not yet a Credly member, you'll need to create an account (it's FREE!), confirm your email address, and then return to the "My Credit" section in order to accept the credential. Have questions? Please contact [info@eventleadershipinstitute.com](mailto:info@eventleadershipinstitute.com).

## STEP 1:

You will receive an email from the Event Leadership Institute via **Credly**, our partner which houses the digital credentials. In order to access and share your credential on social media, website, email signature, etc. click the **SAVE & SHARE button in this email**.

## STEP 2:

If you already have an account with Credly, great! Your credential can be accepted and will then appear under the **EARNED** badges tab.

If you do not have an account, click [here](#) and follow the instructions to create an account. Once complete, return to the MY CREDIT section to accept your credential.