Entry to events is restricted to only the dates printed on a badge. Normally these dates are either the sessions a participant has selected and been approved for or – by default – the entire duration of an event.

It may happen, however, that someone needs access to the venue outside of these dates e.g. a member of an organizing secretariat may need to come a day in advance to undertake preparatory tasks or stay a day later.

In these situations, it is possible to modify the badge validity to accommodate this need.\(^1\)

### Change the badge validity

- Select the registrant from the list\(^2\). Click **Badge Validity**.

![Screenshot of badge validity change interface](image)

- In the **Confirmation Required** pane, the current badge dates are shown.

- Under the area marked **Specify Badge Validity dates**, enter the new dates and click **Yes**.

\(^1\) A Registrar may do this only if the right has been assigned.

\(^2\) You can select more than one person if you are going to apply the same change of dates to them all.
The new dates should appear on the registrant’s profile.

As an alternative, the badge validity may also be changed from within the registrant profile using the Change badge validity option under Registrant actions. Follow the steps already outlined above.

Preview a badge

Click the registrant’s name on the list to open their registrant profile. Under Registrant actions click Preview badge. Scroll down to see a specimen of the badge. (You may also change the badge validity from the registrant profile too).