

How to use your LEGO® SERIOUS PLAY® (LSP) facilitator badge in your email signature or on your website

This document is a guide for inserting your LSP badge in your email signature and on your website. It has been divided into the following sections:

- 1) Email signature for Outlook and Gmail:
 - Inserting your LSP facilitator badge in your email signature.
 - Using the badge in your email signature as a link to our website, which validates your pedigree as a trained facilitator.
- 2) Website:
 - WordPress website.
 - HTML Coding.

Before you begin you must save the picture of your LSP badge on your computer. You have received the picture as a separate file along with this document.

Need help?

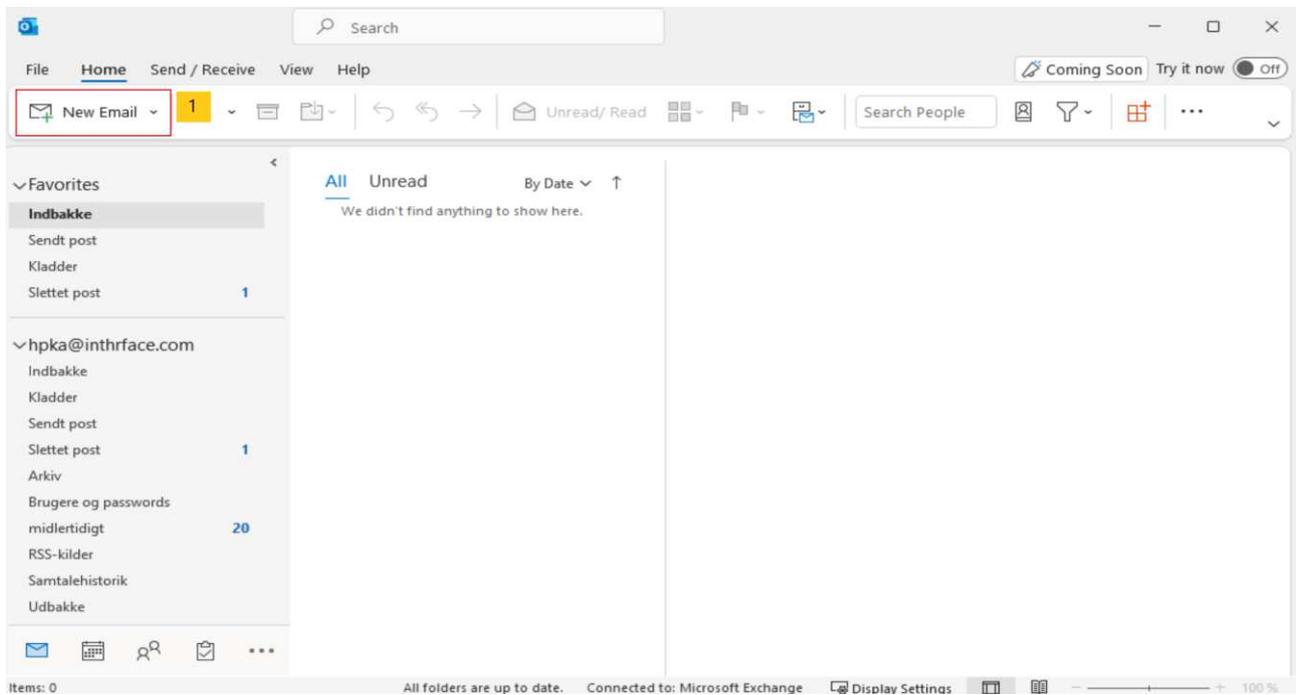
If you have any questions or issues with the processes explained in this document, please feel free to contact Hans Peter for help at: hpka@inthrface.com

The guide continues on the next page...

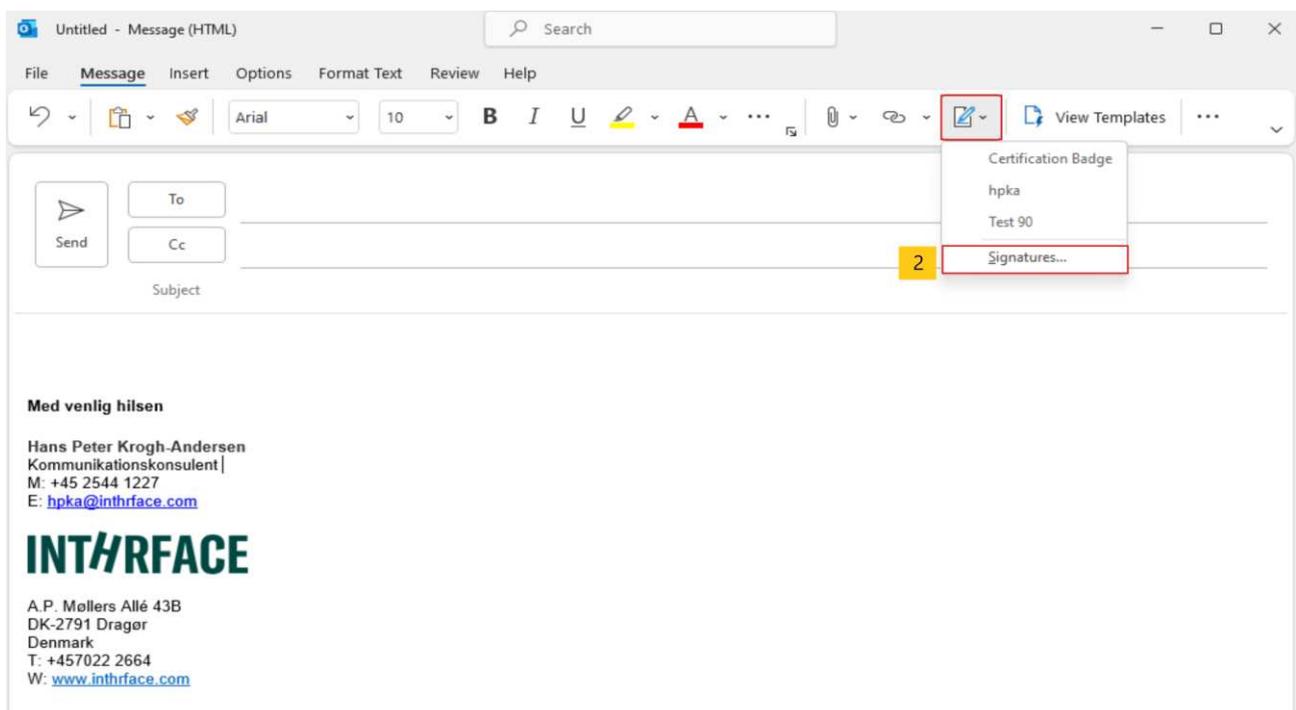
Email signature

Outlook

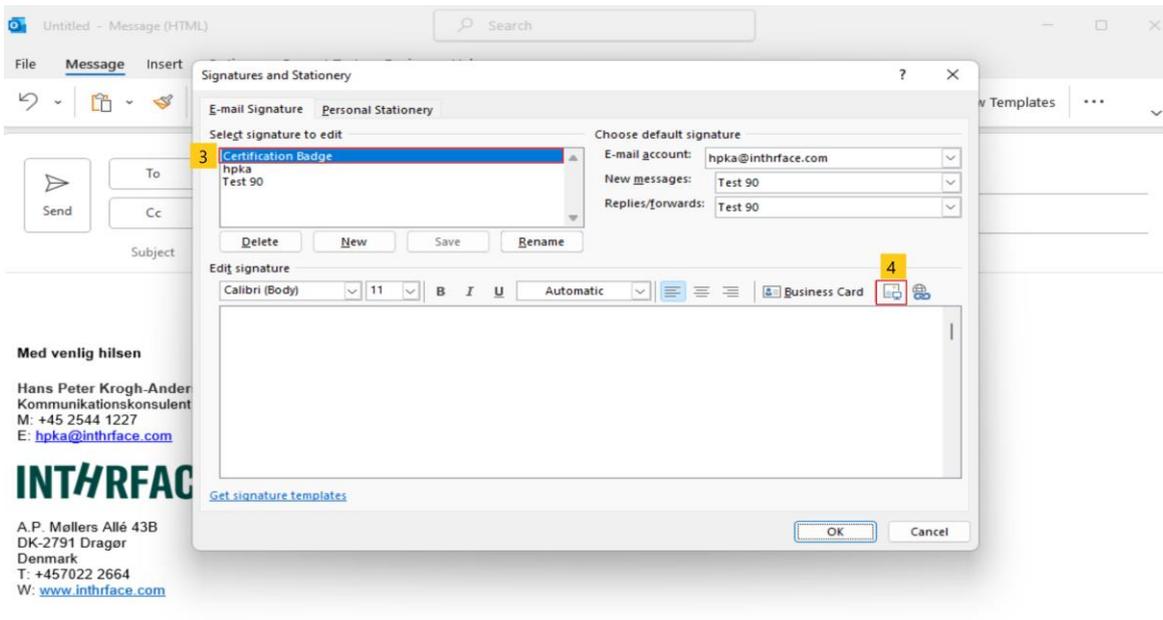
1. Click *New Email*



2. Click *Signature* → *Signatures...*



3. On the *Email Signature* tab, click the signature you want to use the badge in
4. Click the *picture icon* → select the picture of the badge which you have saved on your computer

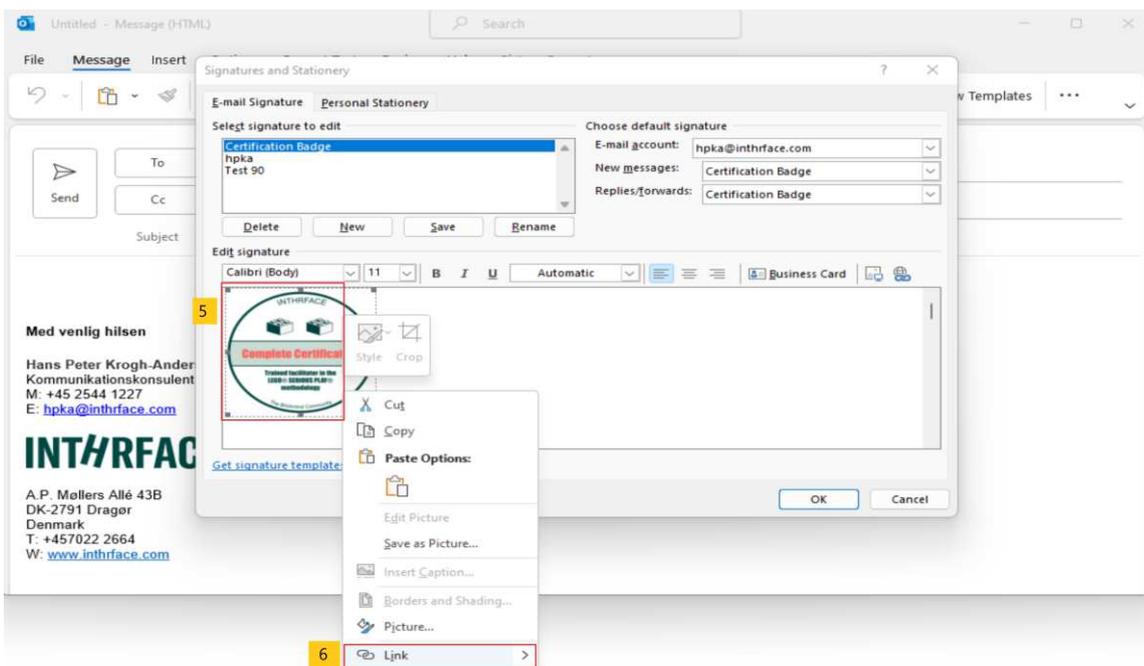


Now you have the badge in your email signature. But you are not done yet! 😊

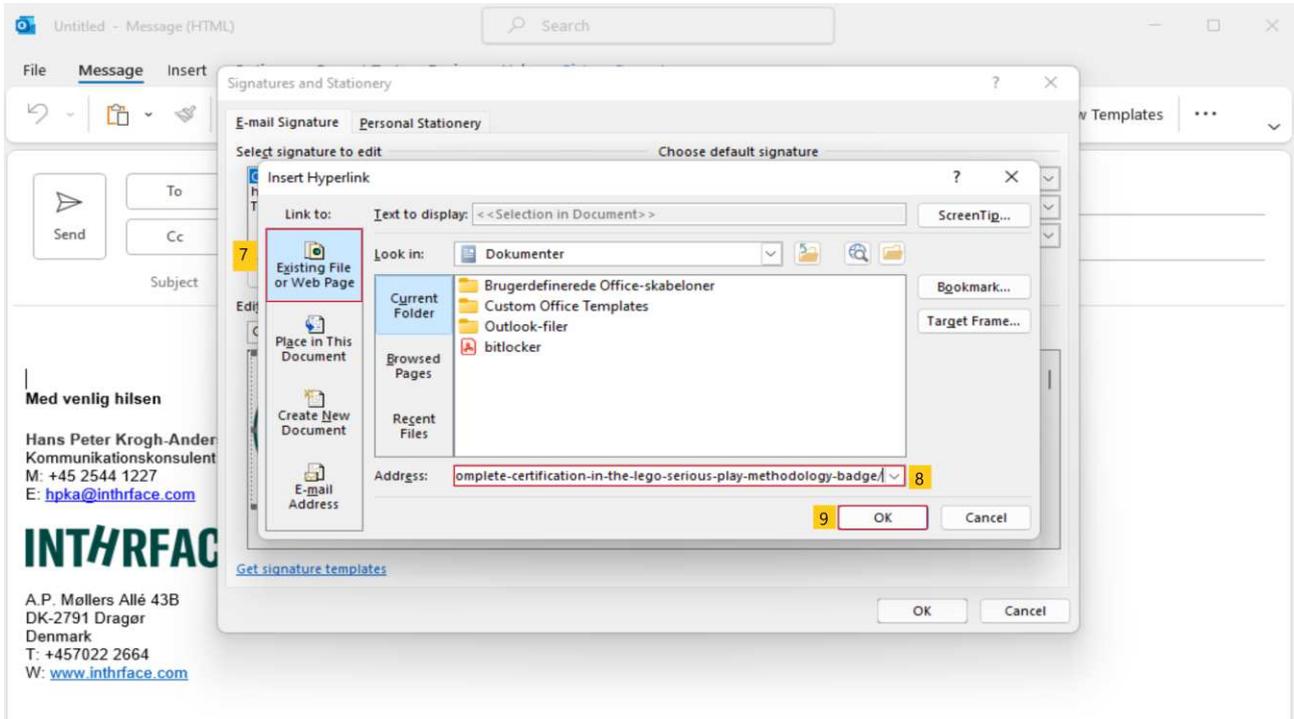
You can also use the badge as a link. This will take your future clients straight to our webpage stating your pedigree as a trained facilitator in the LSP method. There, they can also see which skills you have obtained with the method.

To make the badge function as a link, please read below:

5. Right click on the badge
6. Click *Link*



7. Click *Existing File or Web Page*
8. Paste the link below in the *Address field*
<https://inthrfac.com/en/certification-in-lego-serious-play-real-time-change%e2%80%8b-badge/>
9. Click *OK*

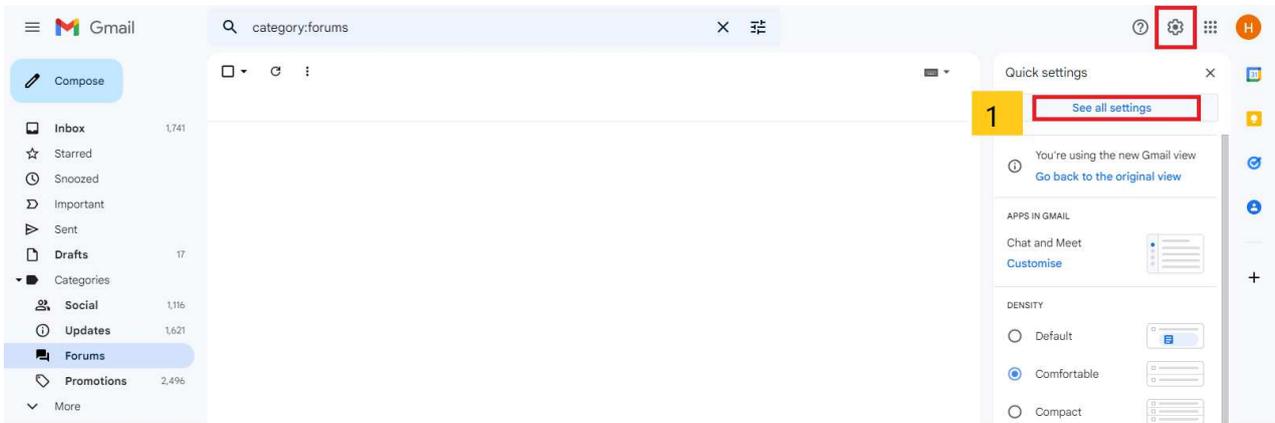


Congratulations! Now your LSP facilitator badge also works as a link to our website, which validates and shows your skills as a trained LSP facilitator

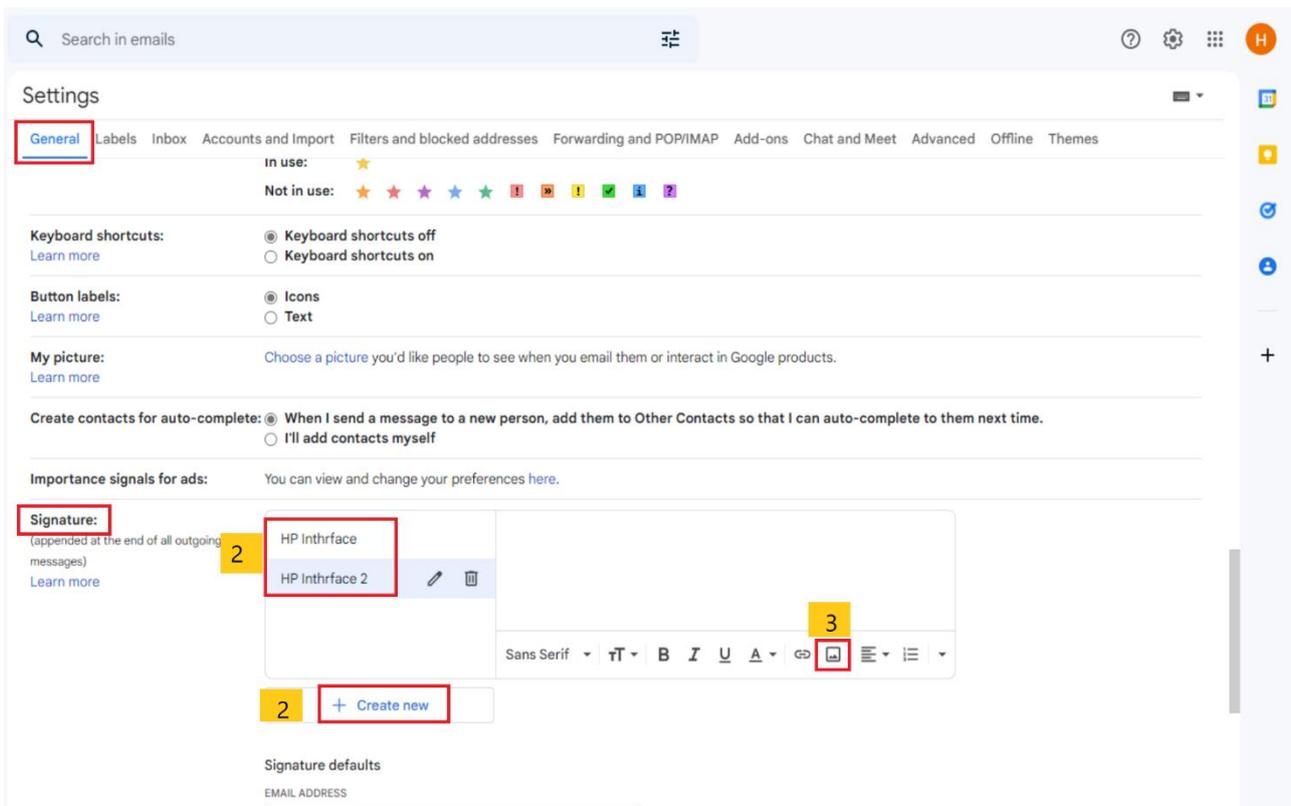
For GMAIL - continue to the next page...

Gmail:

- 1) In the top right, click *Settings* ⚙️ > *See all settings*

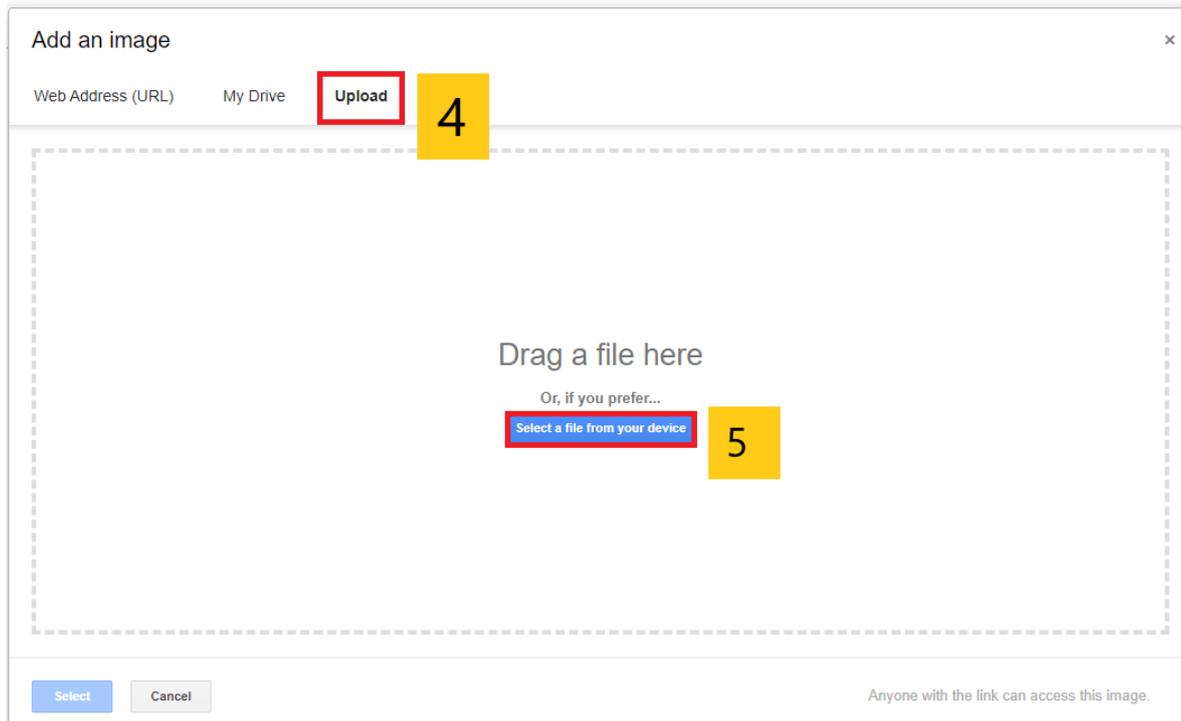


- 2) In the *Signature* section, find an existing signature **or** create a new one
- 3) Click on *insert image*

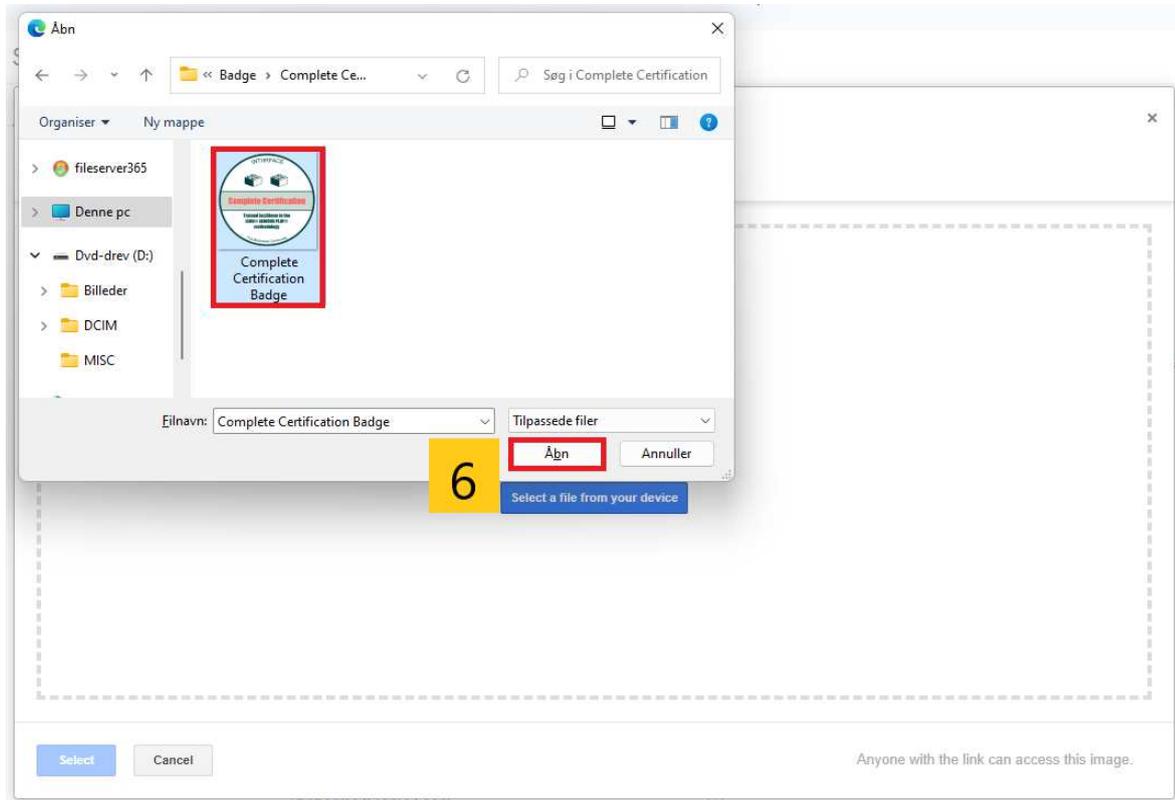


- 4) Click *Upload*
- 5) Click *Select a file from your device*

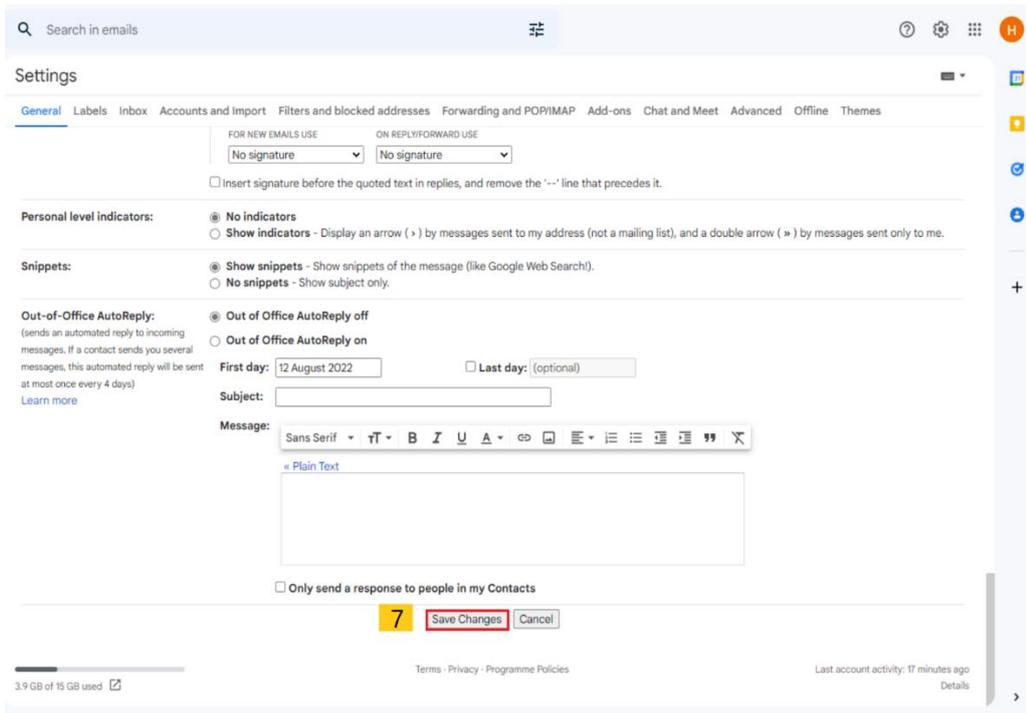
Settings



6) Find and upload the picture of the badge



7) Click on *Save Changes*

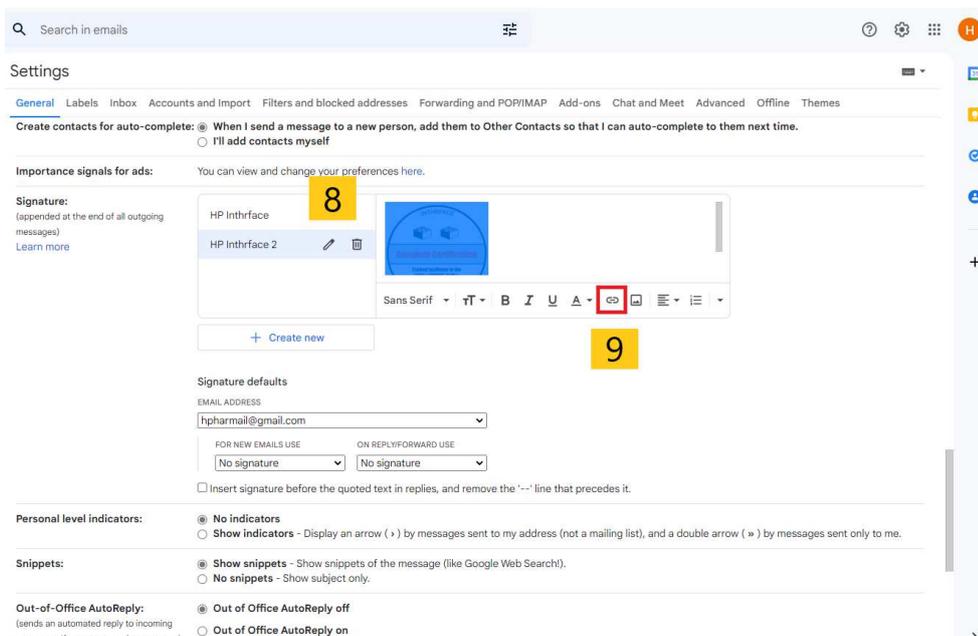


Now you have the badge in your email signature. But you are not done yet! 😊

You can also use the badge as a link. This will take your future clients straight to our webpage stating your pedigree as a trained facilitator in the LSP method. There, they can also see which skills you have obtained with the method.

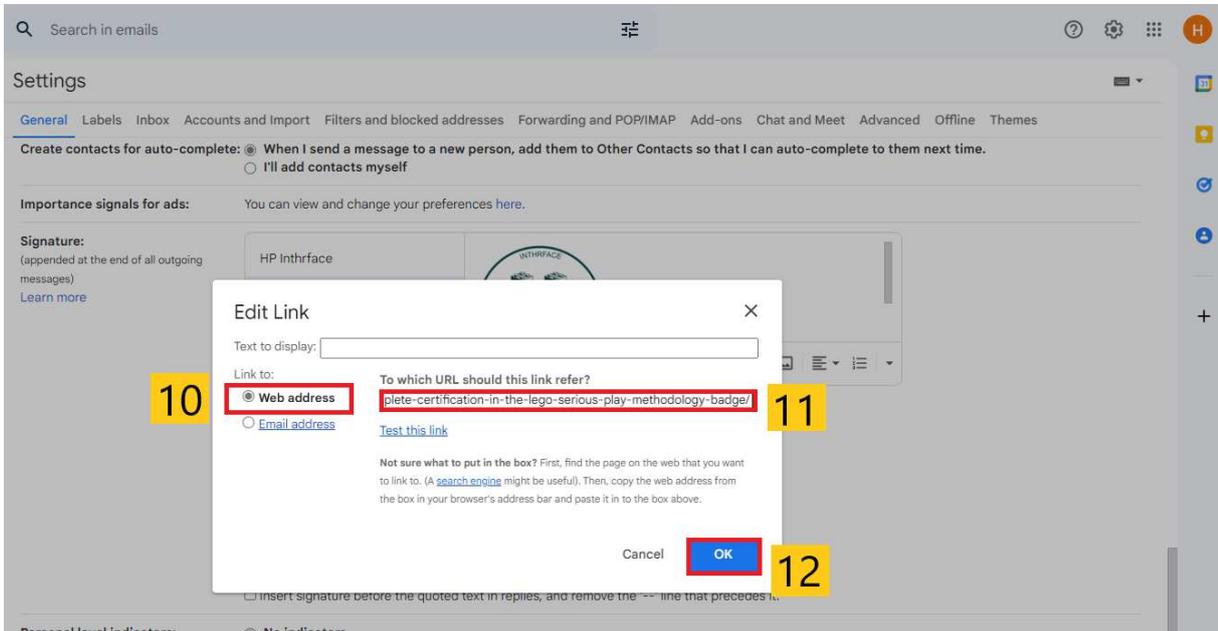
To make the badge function as a link, please read below:

- 8) Go to your signature and mark the badge blue
- 9) Click Insert *Link*

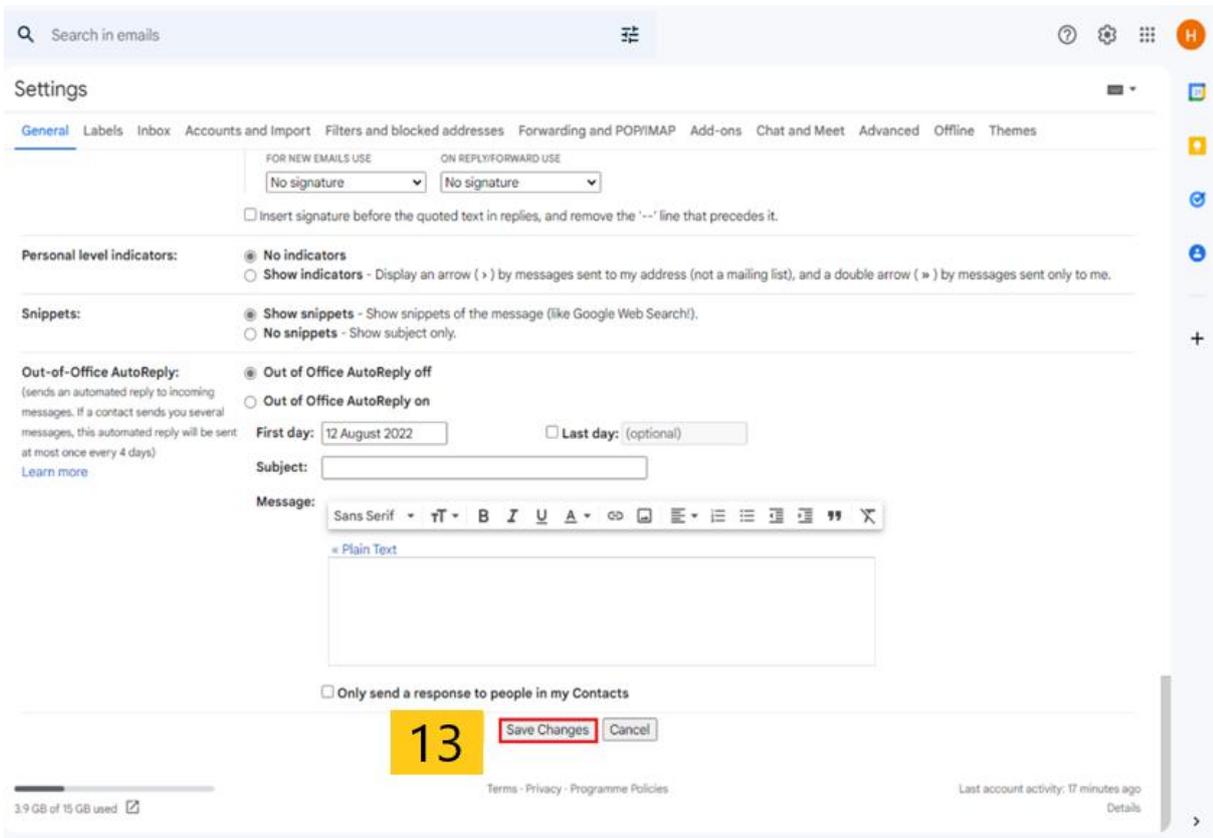


- 10) Select *Web Address*

- 11) Insert this link: <https://inthrface.com/en/certification-in-lego-serious-play-real-time-change%e2%80%8b-badge/>
- 12) Click *OK*



- 13) Go to the bottom of the site and click *Save Changes*



Congratulations! Now your LSP facilitator badge also works as a link to our website, which validates and shows your skills as a trained LSP facilitator.

Website:

Since there are many different programs to make websites, we do not have as thorough a guide for inserting the badge on your website. However, here are two approaches for inserting the badge on your website.

In case they don't work for you, you are welcome to contact Hans Peter for further help. His contact information can be found at the beginning of this document.

WordPress:

If you have a WordPress website, simply go to the backend of your website. There, you go to the page where you want the badge to be and choose to insert a picture. Then you take the picture of your badge, which you have saved on your computer, and save it to the WordPress Media Library. Now you can insert the badge on your website.

HTML coding:

If you want to insert the badge via HTML coding, then use the following HTML code for your website:

```
<a href="https://inthrface.com/en/certification-in-lego-serious-play-real-time-change%e2%80%8b-badge/" target="_blank" style="text-decoration: none;"></a>
```

Thank you for choosing our Complete Certification and we wish you the best of luck with the LEGO® SERIOUS PLAY® method going forward.

- Inthrface