

Site administrators can assign badges to users in the **Users** application.

1. Open the **Users** application and **Edit** (✎) a user.
2. Switch to the **Settings** tab.
3. Select a **Badge**.
4. Click **Save**.

The system assigns the selected badge to the user. If you select a manual badge, the user keeps the badge even if they meet conditions for an automatic badge. However, if you select an automatic badge, the system assigns the appropriate automatic badge once the user performs an action changing the number of activity points.

Configuring activity points for assigning automatic badges

Users can gain activity points for their activities on the site. Based on the number of gained activity points, automatic badges can be assigned to users. For this feature to be functional, you have to configure the following settings in **Settings -> Community**:

- **Enable user activity points** - enables the logging of activity points for users.
- **Activity points for blog post** - number of activity points that users receive for adding a blog post.
- **Activity points for blog comment post** - number of activity points that users receive for adding a blog post comment.
- **Activity points for forum post** - number of activity points that users receive for adding a forum post.
- **Activity points for message board post** - number of activity points that users receive for adding a message board post.