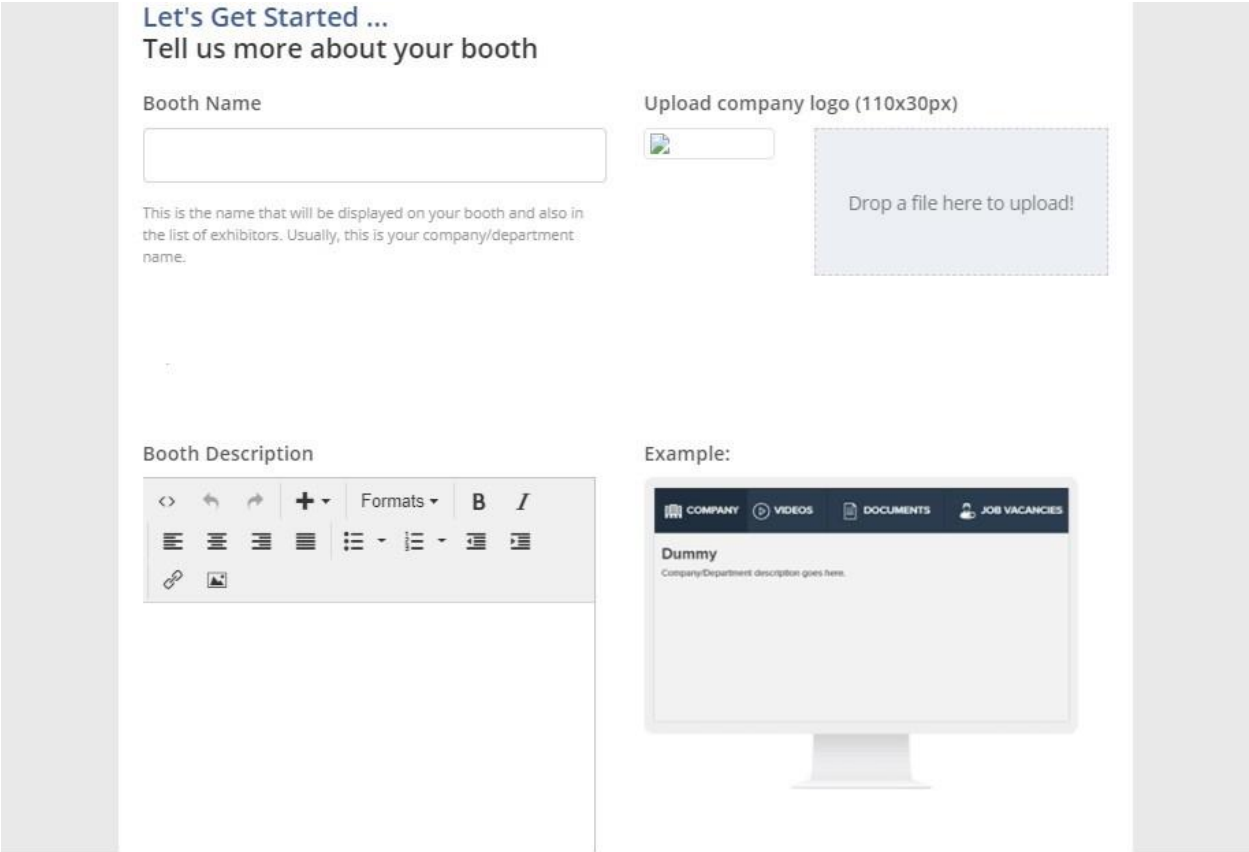


How to Setup Your Booth in 6 Easy Steps

Step 1:

Basic Information:

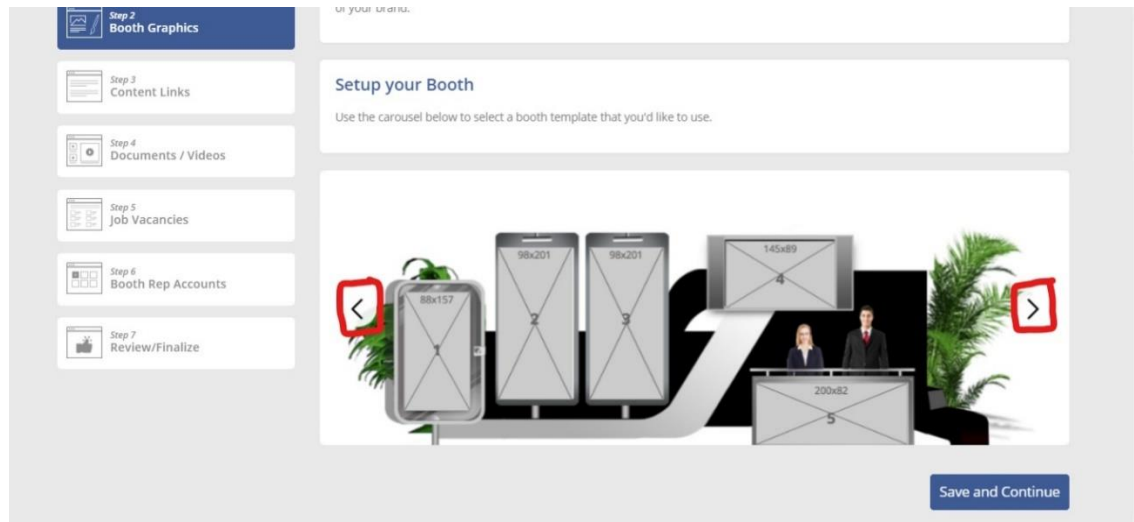


Step 1 includes filling basic information about your booth. It includes:

- The name of the booth
- Booth logo
- Adding Booth description

Do not forget to click “**Save and Continue**” after adding information or else changes will not be saved”

Step 2: Booth Graphics:



Step 2 includes adding booth graphics to your selected booth template. There are several booth templates to choose from. By clicking on left and right arrows (highlighted in red) you can choose between different booth templates. On each booth template, dimensions are mentioned on image banners. **It is imperative that images should be uploaded in a sequence**. Starting from banner image 1 and so on. Make sure the image that you upload is preferably equal to the dimensions mentioned or as close as possible.

After selecting the layout, you will be able to see the following options underneath the booth template:

Select the booth wall colors

Back Panel Color:



Front Panel Color:



Show Dimensions:

You can change the outline color of your booth through this option. Both back and front panel colors of the booth can be changed.

To upload an image, click on the banner and a pop-up window will appear like this:



After clicking on 'Upload Banner Image', you can upload your desired image from your desktop/laptop.

Upon choosing your desired image, you will be asked to resize the image. You can 'zoom in' or 'zoom out' the image to make sure it fits the banner space. Make sure to not 'zoom out' an image too much or it can affect the quality of image.

Manage Banners



+ Upload banner image...

1. Use the zoom buttons below to resize the image.
2. Drag the image to make it fit inside the banner area.
3. Click on Preview button to see the final result.

Crop Image:



Background:

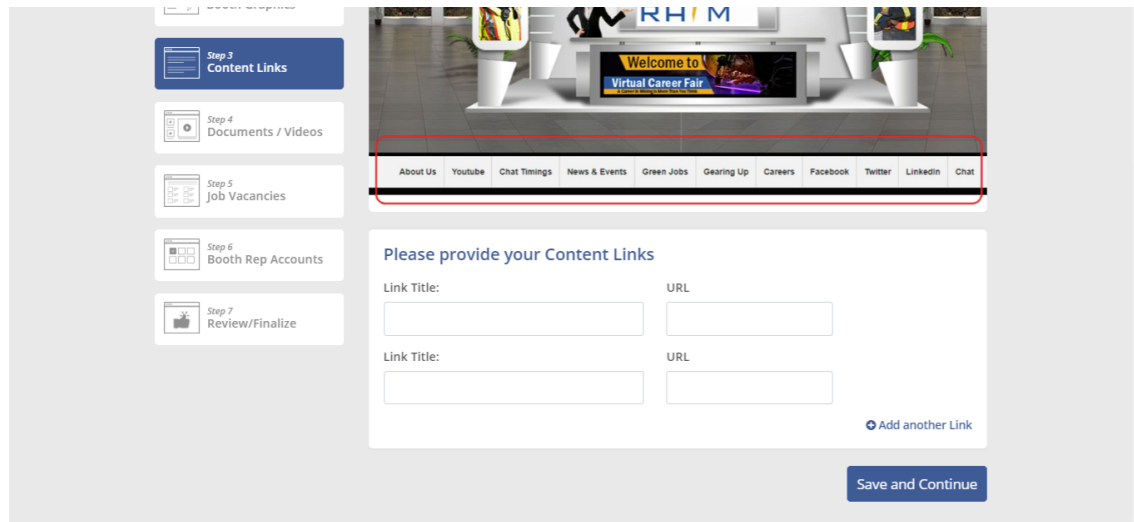
Zoom:  

Continue

Click on 'continue' and the image will be displayed on banner space.

“Do not forget to click “*Save and Continue*’ after adding information or else changes will not be saved”

Step 3: Content Links:



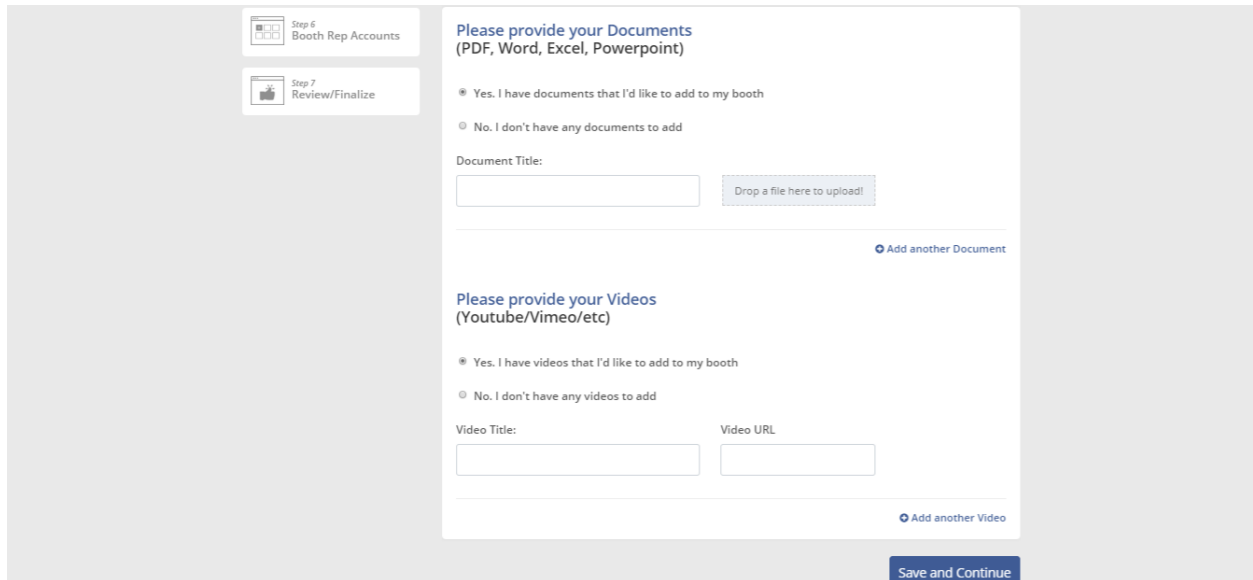
The screenshot displays a web interface for setting up content links. On the left, a vertical sidebar lists seven steps: Step 3 (Content Links), Step 4 (Documents / Videos), Step 5 (Job Vacancies), Step 6 (Booth Rep Accounts), and Step 7 (Review/Finalize). The main area features a preview of a booth with a navigation menu highlighted by a red box. The menu includes: About Us, Youtube, Chat Timings, News & Events, Green Jobs, Gearing Up, Careers, Facebook, Twitter, LinkedIn, and Chat. Below the preview is a form titled "Please provide your Content Links" with two rows of input fields for "Link Title" and "URL". A blue button labeled "Add another Link" is positioned to the right of the second row. At the bottom right of the form is a blue "Save and Continue" button.

Step 3 includes adding external links that can redirect a participant/attendee to your website or social media page. You can add as many links as you want by clicking on ‘Add another link’.

Preferably, make sure to not add more than **6** links as adding more links can make the space congested and will affect the overall appearance of the booth.

“Do not forget to click “***Save and Continue***’ after adding information or else changes will not be saved”

Step 4: Documents / Videos:



The screenshot shows a web interface for adding documents and videos. On the left, there are two step indicators: 'Step 6 Booth Rep Accounts' and 'Step 7 Review/Finalize'. The main content area is divided into two sections. The first section is titled 'Please provide your Documents (PDF, Word, Excel, Powerpoint)'. It has two radio buttons: 'Yes. I have documents that I'd like to add to my booth' (selected) and 'No. I don't have any documents to add'. Below this is a 'Document Title' input field and a 'Drop a file here to upload!' button. There is also an 'Add another Document' link. The second section is titled 'Please provide your Videos (Youtube/Vimeo/etc)'. It has two radio buttons: 'Yes. I have videos that I'd like to add to my booth' (selected) and 'No. I don't have any videos to add'. Below this are 'Video Title' and 'Video URL' input fields, and an 'Add another Video' link. At the bottom right, there is a 'Save and Continue' button.

Step 4 includes adding documents and videos to your booth. You can upload as many documents as you want. Click ‘Add another document’ to upload more documents.

Like adding documents, you can add as many videos as you want. Supported video platforms are ‘Vimeo’ and ‘YouTube’. Just enter the URL of the video underneath ‘Video Title’ heading and you are good to go!

Do not forget to click “**Save and Continue**” after adding information or else changes will not be saved.

Step 5: Booth Rep Accounts:

Step 4 Documents / Videos

Step 5 Job Vacancies

Step 6 Booth Rep Accounts

Step 7 Review/Finalize

Create your Booth Rep Accounts

Add User

Name	Email	Action
------	-------	--------

Continue

Step 5 includes adding booth reps to your booth. You can add as many booth rep account as you want. After clicking on ‘Add User’ following pop-up will appear:

Add User

First Name:

Last Name:

Email:

Password:

We always recommend having a prefix before the first name that identifies you as a rep from your company. See some examples below::

Microsoft HR Rep John Smith
Dell Booth Rep John Smith
Admissions Counselor Jamie etc

Since we do not host any sensitive information in our events, we recommend using simple passwords to avoid confusion on the event day. A basic password has been generated for you. You can change it if needed.

Availability to chat (Optional):

Start Time (Including Timezone)

End Time

[Add Another Timing](#)

Save Close

Booth reps can be created by filling out personal information as shown in above image. You can also reset the passwords by changing password from here.

Do not forget to click “**Continue**” after adding information or else changes will not be saved.

Step 6:

Review/Finalize:

Step 6 Booth Rep Accounts

Step 7 Review/Finalize

Review Booth Information:

We are displaying the following information on your stand

Description:

Santa Rita Union School District is located in North Salinas and serves students from preschool through 8th Grade. We are dedicated to student success through collaboration and professional growth. We are currently seeking teachers for the following positions:

- Special Education - middle school and preschool
- General Education - math, science, and preschool
- Music - elementary

Come learn and grow with us!

Chat:

Send Email To

bmoore@santaritaschools.org

Cc

shahram@vfairs.com, ashley.eastman@tularecoe.net, marvin.lopez@tularecoe.net, jonathan.meni

Email this summary to me

Step 6 will display information that has been filled out in previous steps. It will include the login credentials of booth reps, booth preview with graphics, booth description etc.

The email that will be entered in ‘Send Email To’ field at bottom will receive a booth confirmation email. You can also cc other people in the ‘Cc’ field.

Final step involves clicking ‘Email this summary to me’ button and this will ensure that your booth has been setup!