

How to Setup Your Booth in 6 Easy Steps

Step 1:

Basic Information:

The screenshot displays a web interface for setting up a booth. The main heading is "Let's Get Started ... Tell us more about your booth". There are two main sections: "Booth Name" and "Booth Description".

Booth Name: A text input field is provided. Below it, a note states: "This is the name that will be displayed on your booth and also in the list of exhibitors. Usually, this is your company/department name."

Booth Description: A rich text editor is shown with a toolbar containing icons for undo, redo, bold, italic, bulleted list, numbered list, link, and image. The text area is currently empty.

Upload company logo (110x30px): A small image icon is next to a text input field. To the right is a large dashed box with the text "Drop a file here to upload!".

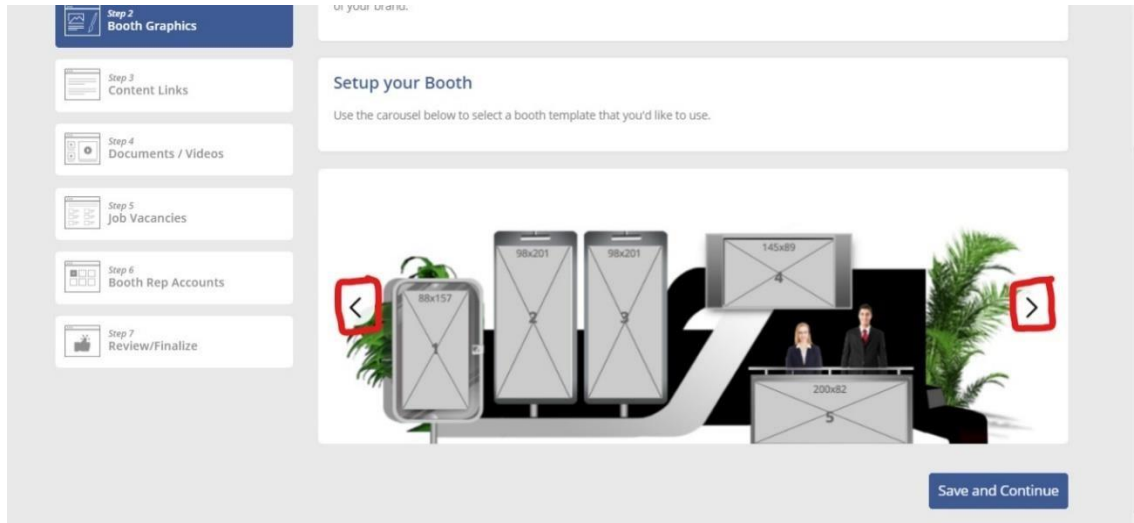
Example: A computer monitor displays a sample booth layout. The top navigation bar includes "COMPANY", "VIDEOS", "DOCUMENTS", and "JOB VACANCIES". The main content area shows the title "Dummy" and a placeholder text "Company/Department description goes here."

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 the 'Step 3: Content Links' configuration page. On the left, a vertical sidebar lists 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 shows a preview of a booth with a 'Welcome to Virtual Career Fair' sign. Below the preview is a navigation bar with links: About Us, Youtube, Chat Timings, News & Events, Green Jobs, Gearing Up, Careers, Facebook, Twitter, LinkedIn, and Chat. A red box highlights this navigation bar. Below the navigation bar is a form titled 'Please provide your Content Links' with two rows of 'Link Title' and 'URL' input fields. An 'Add another Link' button is located at the bottom right of the form, and a 'Save and Continue' button is at the bottom right of the entire page.

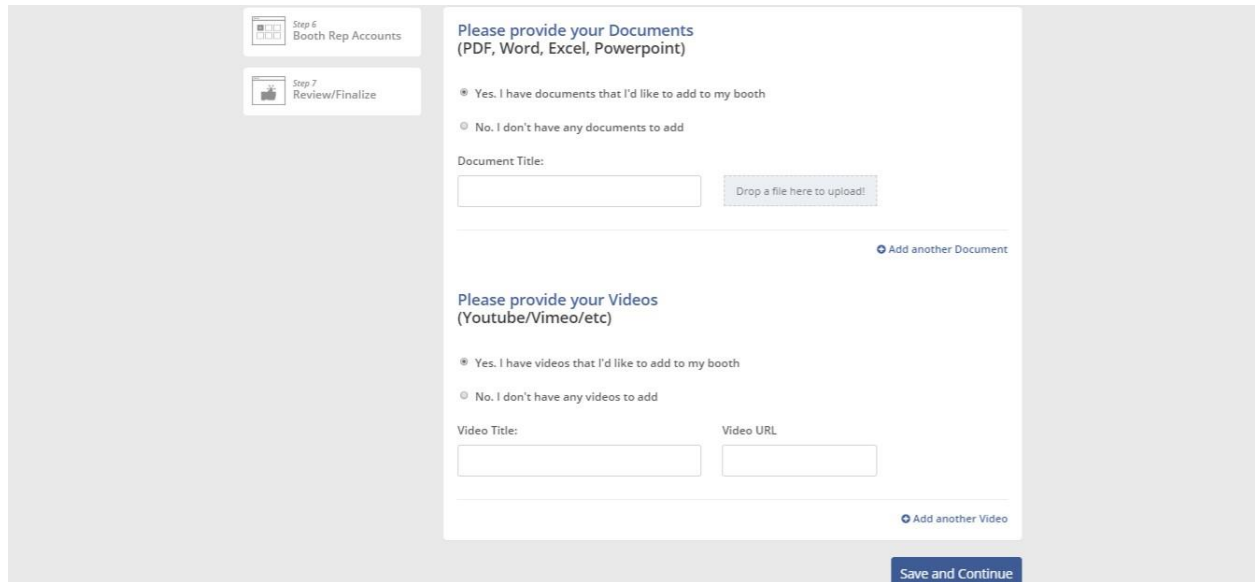
Step 3 includes adding external links that can redirect a participant/attendee to your website or social media page. You can add as many links as you want by clicking on ‘Add another link’.

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 form with two main sections. The first section is titled "Please provide your Documents (PDF, Word, Excel, Powerpoint)". It has two radio button options: "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:" label and a text input field. To the right of the input field is a "Drop a file here to upload!" button. Below the input field is a blue link "Add another Document". The second section is titled "Please provide your Videos (Youtube/Vimeo/etc)". It has two radio button options: "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 two labels: "Video Title:" and "Video URL", each followed by a text input field. Below the input fields is a blue link "Add another Video". At the bottom right of the form is a blue button labeled "Save and Continue". On the left side of the form, there are two step indicators: "Step 6 Booth Rep Accounts" and "Step 7 Review/Finalize".

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:

Name	Email	Action
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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 [Close]

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](#)

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.men

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!