



ELEVATE

Learning Management System

Exhibitor Manager Guide

April 19, 2021

Exhibitor Manager Guide

Use this to guide to log in as an exhibitor manager to edit your exhibit booth and access booth reporting.

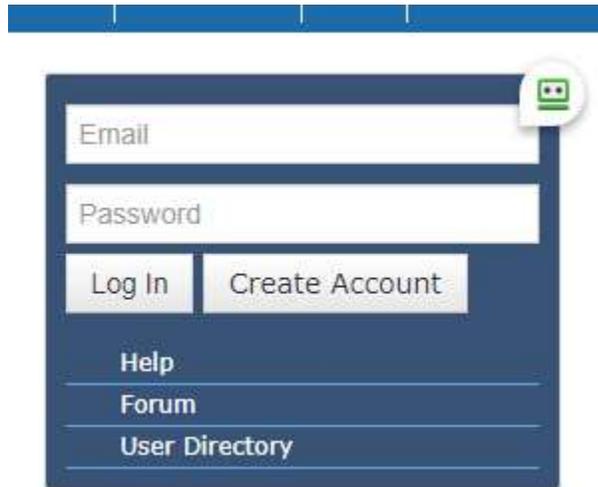
The site administrator will contact you when access to your exhibitor manager login is available and your booth is ready to be set up.

Booth sample: <https://commpart.elevate.commpartners.com/exhibit-booth-sample>

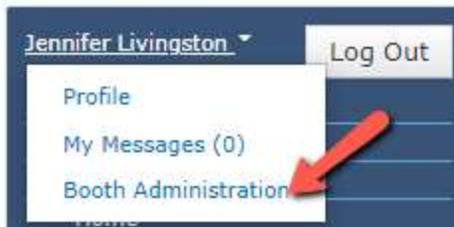
For assistance or questions about booth options and deadlines, please contact the Exhibitor Sales Manager or Site admin.

Step 1- Logging in as an Exhibit Manager

The Site admin will send you a direct link to the conference website or your exhibit booth. Included in this email will be your login credentials – be sure to save your credentials in a safe place. Once you have received the link, paste it into your browser and navigate to the login section of the site. The most common places for the login area are in the left/right hand sidebar or in the top banner. Look for an area that looks similar to the sample provided below.



Once logged in, click the down arrow next to your name and select Booth administration

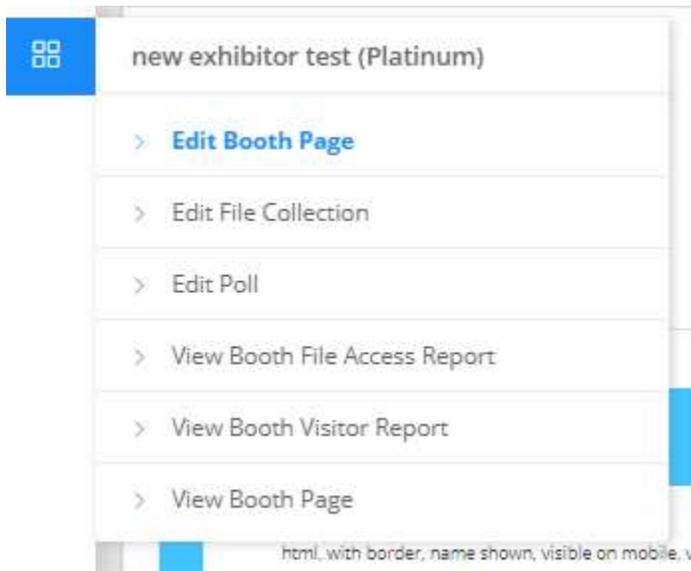


If you do not see this option in your menu, contact the site admin to add you as an exhibit manager. You need this permission to be able to edit your booth and view booth reports s.

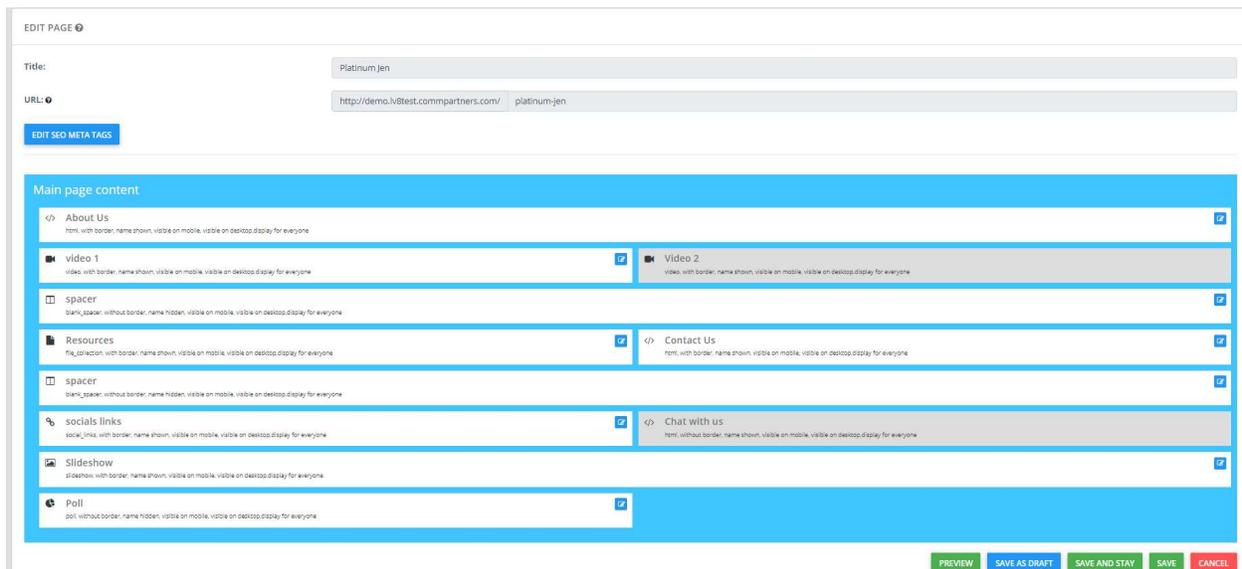
Step 2- Set up Your Booth

Your Exhibit Booth is a webpage with a set of pre-defined content areas called widgets which you will use to add your booth content.

Once you are in the booth administration area, you will see a menu listing all the actions you can take related to your booth. The options you see in the menu will depend on what content the admin allows you to add to your booth.



Click on edit Booth page and you will be taken to your booth page to edit the booth content.





Click on the blue edit button to add content to each section . If you do not see this edit icon and the widget area is greyed out, this means the site admin has prevented you from editing that section. The widgets available to you to edit were assigned by the site admin. If you need additional areas added, you must contact the site admin directly.

When you are editing your page, you must remember to save both the page widget and the page itself to save your work. You have the following Page Management Options:



Preview: to view the booth page how an attendee will see the booth content.

Save as a Draft: to save a draft of your booth which is not visible to the site visitors. Once draft is finalized, you can publish the draft to make it accessible to the visitors

Save and Stay: to save your work and continue editing the page.

Save: to save you work and close out page editing.

Your Booth Options may include the following:

HTML widget- allows you to enter and format text, images, videos, buttons etc.

How to edit: use the HTML editor to add and stylize text, images, graphs, buttons or videos.
Optional: edit the widget name and display options.

Widget Management ✕

Name:

General Options: Display Name Display Border

Display Options:

Type: ...

HTML:

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LOGO AND ABOUT US HERE

Video widget- allow you to embed a youtube/vimeo video (Also supports similar platforms) or upload an MP4 video

How to edit: optionally edit the name, general options and add any extra HTML zones above or below the video. Under source, select embed or upload video. For embed, copy the youtube, vimeo or similar embed code. For upload videos, drag your MP4 video file into the drop zone. Videos must be in MP4 format and no larger than 1GB.

Widget Management ✕

Name:

General Options: Display Name Display Border

Display Options:

Type:

Extra Zones: Display Top Editable Zone Display Bottom Editable Zone

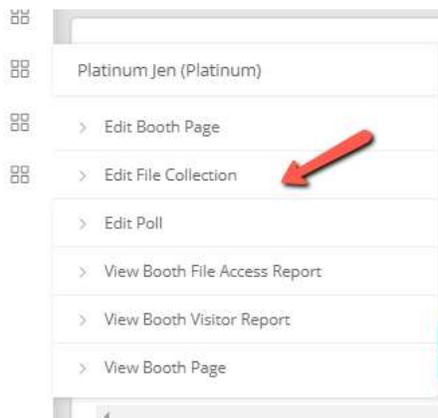
Source:

Embed Code:

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/TVTq-NFraE" frameborder="0" allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture" allowfullscreen></iframe>
```

Resources (File Collection widget)- add booth resources of the following types: Doc/x, XLS/X, DF, MPP, MMPX,, MPT, EPUB, PRPT, ZIP

How to edit: Select Edit File collection from the menu:



CREATE NEW ITEM

Select Create New Item

Add a title and summary (required) to your item. Optionally, you may add a publishing date, select the file type, and set the target options. Once you have done so, drag and drop your file in the upload zone and wait until the file upload is complete – it should only take a few moments – then, click Save. Repeat this process for each resource item you add.

Edit File Collection Item
✕

Title:

Categories:

Summary:

Publishing Date:

File Type:

Target Options:

Permissions:

Download:

Upload:

handout 1

NONE SELECTED

download

03/05/2021

DOCUMENT (DOC/X, PPT/X, XLS/X, PDF, MPP, MMPX, MPT, EPUB, PRPT, ZIP)

OPEN IN NEW WINDOW/TAB

Default Permissions

DOWNLOAD INFO SHEET - CERTIFICATION MODULE.PDF File type : application/pdf (645.71 KB)

Drop file (or click) here to upload a new file and overwrite existing. Maximum file size is 300 MB. Allowed file type(s): .doc, .docx, .ppt, .pptx, .xls, .xlsx, .pdf, .mpp, .mmpx, .mpt, .epub, .prpt, .zip

SAVE
CLOSE

Social Links widget- add links to your companies social networks Facebook, LinkedIn, YouTube

How to edit: check the boxes for each social media link you wish to add, then copy the sharing link into the field. You have the option to edit the name and general options, and add top or bottom editable zones – these editable zones are HTML editors. Once you are done, click save.

Widget Management
✕

Name:

General Options: Display Name Display Border

Display Options:

Type: ...

Extra Zones: Display Top Editable Zone Display Bottom Editable Zone

Check the services for which you wish to provide a link and enter the corresponding URLs.

Facebook:	<input checked="" type="checkbox"/>		<input type="text" value="https://www.facebook.com/CommPartners/"/>
Twitter:	<input checked="" type="checkbox"/>		<input type="text" value="https://twitter.com/CommPart"/>
LinkedIn:	<input type="checkbox"/>		<input type="text"/>
YouTube:	<input type="checkbox"/>		<input type="text"/>

Slideshow widget- adds images set to carousel every few seconds. You have the option to give each image a weblink/URL. This will allow viewers to click on the image which will redirect them to the specified URL. Be sure to include the "http://" to your link

How to edit: set a delay in whole seconds and check the box if you would like the slideshow to have captions. Then use the upload area to upload the images one at a time. Once the images are loaded, you can optionally add in a caption and link. Click save when done.

It is recommended to use images that are all the exact same size for the slideshow.

Widget Management ✕

Name:

General Options: Display Name Display Border

Display Options:

Type: ...

Extra Zones: Display Top Editable Zone Display Bottom Editable Zone

Slideshow widgets are recommended to be set to the maximum, 12-column, widget width. All uploaded images should have the same width and height dimensions and will be scaled to the width of the widget, as displayed on the page. We recommend using images that are at least 870px wide by 250px high, unless placing the widget in a sidebar.

Delay (In Seconds):

Display Options: Show Title/Caption

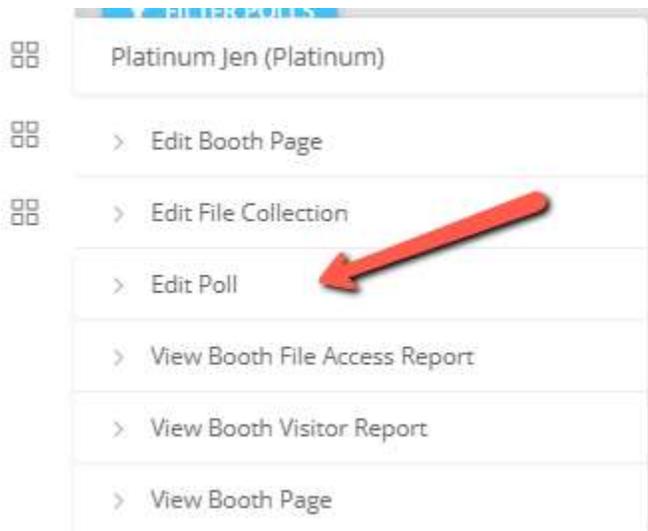
Upload: OR

Slides: Upload or choose slide images above, and they will appear below. Optionally enter a Title/Caption to have it displayed as an overlay on the bottom of the image. Optionally enter a URL to cause the image to be a link to that URL.

	Preview	Title/Caption	Url	Actions
+		<input type="text" value="image 1"/>	<input type="text" value="https://cnn.com"/>	<input type="button" value="✕"/>
+		<input type="text" value="Image 2"/>	<input type="text" value="https://commpartners.com"/>	<input type="button" value="✕"/>
+		<input type="text" value="image 3"/>	<input type="text" value="https://facebook.com"/>	<input type="button" value="✕"/>

Polls widget- adds a polling question to your booth

How to edit: From the booth administration, select edit poll

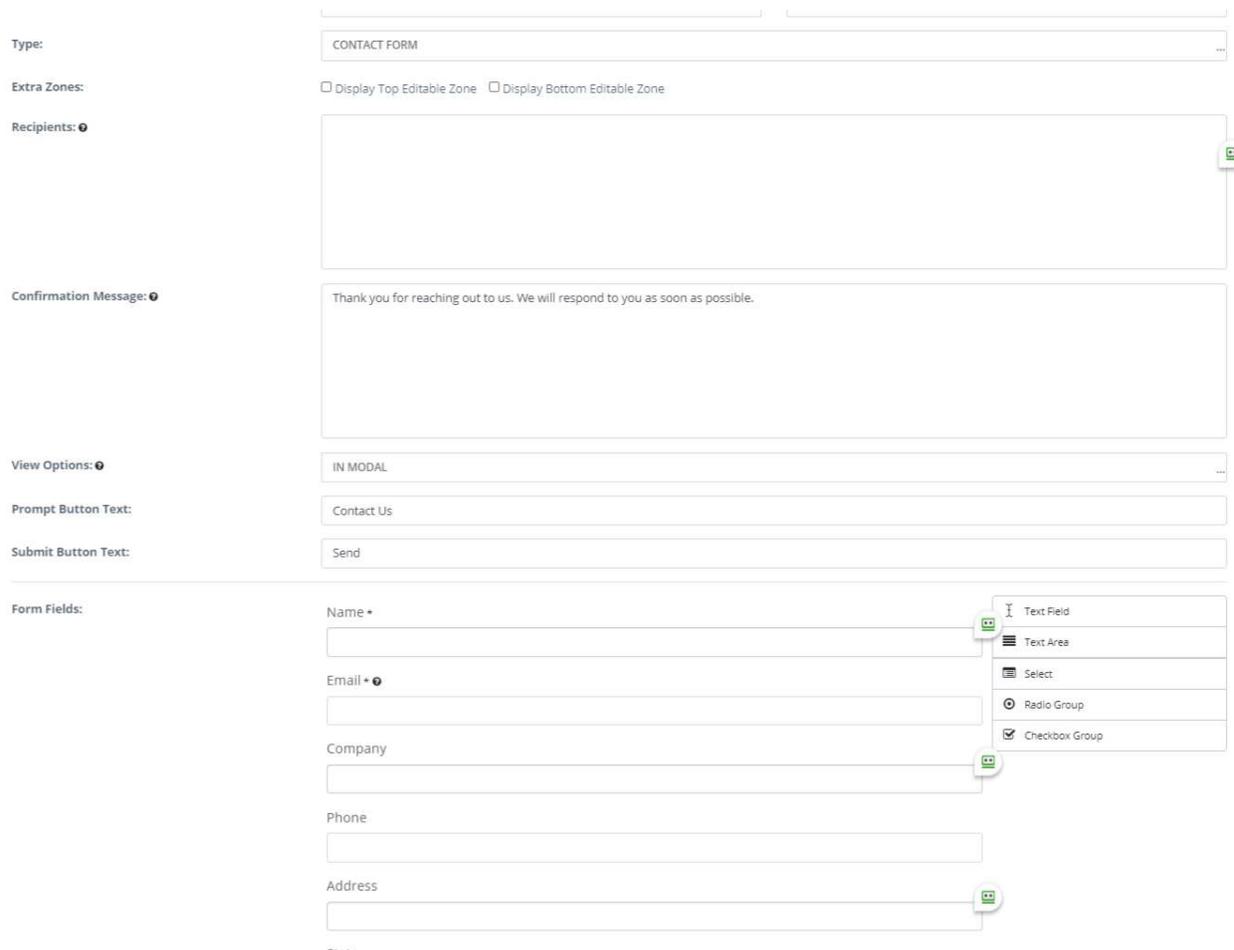


Select edit on the Poll

First, determine the form submission recipients by entering their email address(s) on each line. These are the individuals who will receive the notification of each form submission. Then, customize the confirmation message the user sees upon form submission.

Next, choose your form view option – either Modal (popup form from a button) or embedded form. Once you have chosen the view option, you may customize the prompt button and/or submit button text.

Finally, customize your form by editing, adding, or removing form fields. Click on existing form fields to edit or remove existing form fields. To add a new form field, click on the form file types on the right hand side. Once you are done, click on save.



The screenshot displays the configuration interface for a form. On the left side, there are several sections with labels and expandable icons:

- Type:** A dropdown menu currently set to "CONTACT FORM".
- Extra Zones:** Two checkboxes: "Display Top Editable Zone" and "Display Bottom Editable Zone", both of which are currently unchecked.
- Recipients:** A large, empty text area for entering email addresses, with a small edit icon in the top right corner.
- Confirmation Message:** A text area containing the message: "Thank you for reaching out to us. We will respond to you as soon as possible."
- View Options:** A dropdown menu currently set to "IN MODAL".
- Prompt Button Text:** A text input field containing "Contact Us".
- Submit Button Text:** A text input field containing "Send".
- Form Fields:** A list of form fields with their respective labels and edit icons:
 - Name:** A text input field.
 - Email:** A text input field with a required field indicator (a dot in a circle).
 - Company:** A text input field.
 - Phone:** A text input field.
 - Address:** A text input field.

On the right side of the "Form Fields" section, there is a vertical menu of widget types that can be added to the form:

- Text Field
- Text Area
- Select
- Radio Group
- Checkbox Group

External Asset Widget- is another html widget but preset with a button to link to a 3rd party tool. This could be used to link to exhibitor provided Zoom, webex, or skype room. Alternatively, this could be used to link to a sponsored session, booth giveaway, or raffle

How to edit: Select the button icon in the HTML zone

Widget Management
✕

Name:

General Options: Display Name Display Border

Display Options:

Type: ...

HTML:

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SAVE
CLOSE

Then set Button text, URL, Target, Style and Size and click save when done.

Insert Button

Text

URL

Target

Style

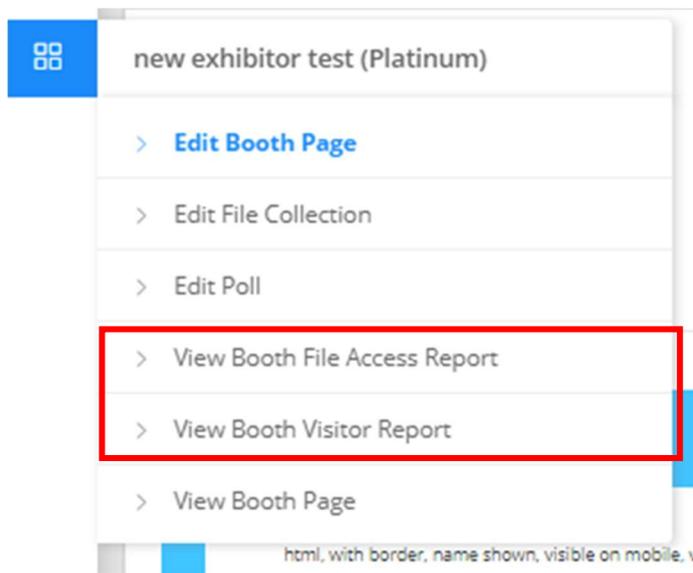
Size

Preview of buttons

Style/Size	Mini	Small	Default	Large
Primary	<input type="button" value="Button"/>	<input type="button" value="Button"/>	<input type="button" value="Button"/>	<input type="button" value="Button"/>
Secondary	<input type="button" value="Button"/>	<input type="button" value="Button"/>	<input type="button" value="Button"/>	<input type="button" value="Button"/>
Info	<input type="button" value="Button"/>	<input type="button" value="Button"/>	<input type="button" value="Button"/>	<input type="button" value="Button"/>
Success	<input type="button" value="Button"/>	<input type="button" value="Button"/>	<input type="button" value="Button"/>	<input type="button" value="Button"/>
Danger	<input type="button" value="Button"/>	<input type="button" value="Button"/>	<input type="button" value="Button"/>	<input type="button" value="Button"/>
Warning	<input type="button" value="Button"/>	<input type="button" value="Button"/>	<input type="button" value="Button"/>	<input type="button" value="Button"/>

Step 3- Access Booth Reports

During or post conference, exhibitor managers can access reports of booth visitors and file downloads. These can be accessed from the booth administration menu or from the buttons at the top of your booth page.



File Access Report

This report will show you the summary of file views/downloads or the user details of who viewed/download the resources added to the file collection in your booth. You can edit the date range, switch between detail and summary views. You also have the ability to download the report as a csv file.

NON-PRODUCT FILE ACCESS REPORTS

Date Range:
File Type:
Report Type:

[DOWNLOAD AS CSV](#)

Access DateTime	User Name	User Email	User Company	User Title	File	File Type	File Parent	Page Name
2021-03-16 13:44:56	Jennifer Livingston	Jen.finci@gmail.com	CP		handout 1	File Collection Item - Document	Platinum Jen	Platinum Jen
2021-03-16 13:45:37	TimGmail Conway	tpconway@gmail.com	Tim & Co.		handout 2	File Collection Item - Document	Platinum Jen	Platinum Jen
2021-03-16 13:54:02	Eve Finstein	eve.finstein@gmail.com			handout 1	File Collection Item - Document	Platinum Jen	Platinum Jen
2021-03-16 13:54:12	Eve Finstein	eve.finstein@gmail.com			handout 2	File Collection Item - Document	Platinum Jen	Platinum Jen