

Virtual Creative Studios

Virtual Event Platform

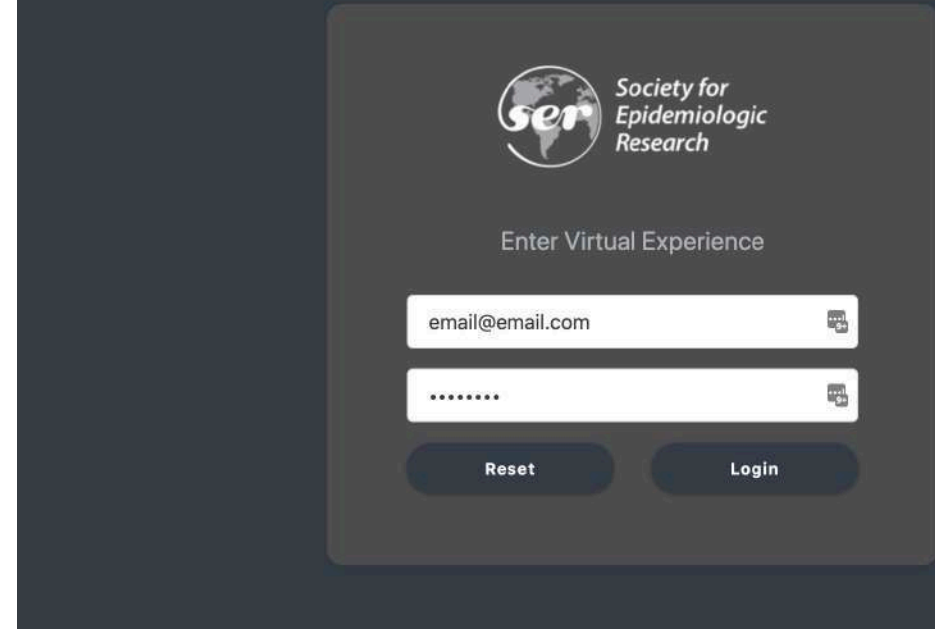
Exhibitor Creation Wizard

This step-by-step instructional guide will walk you through uploading your content to create your very own Exhibit Booth!

Step 1

Log-In

You will receive an email from [no-reply@vizzi.live](mailto:reply@vizzi.live) containing a link. Clicking this link will bring you to this log in page. You will log in with the email address where you received the link. Once logged in with the email it will ask you to create a password. This email & password combo will now be your log on credentials for any further log ins.



Step 2

Booth Information

Once logged in you will be brought to the Booth Information page. You will be prompted to fill in some information fields. The only required field you need to fill in is the "Booth Name". Once this field is filled in, click "Booth Wizard" at the bottom to choose from our pre-made designs of booths. Should you have your own custom designed booth that you would like to use, click "Upload Custom Design" and this will allow you to upload your own booth.

Add Booth Information

Booth Name <input type="text"/>	Booth Description <input type="text"/>
Booth Contact Name: <input type="text"/>	
Booth Email <input type="text"/>	Upload Booth Thumbnail Upload <input type="text"/>

Add Team Members (Optional)

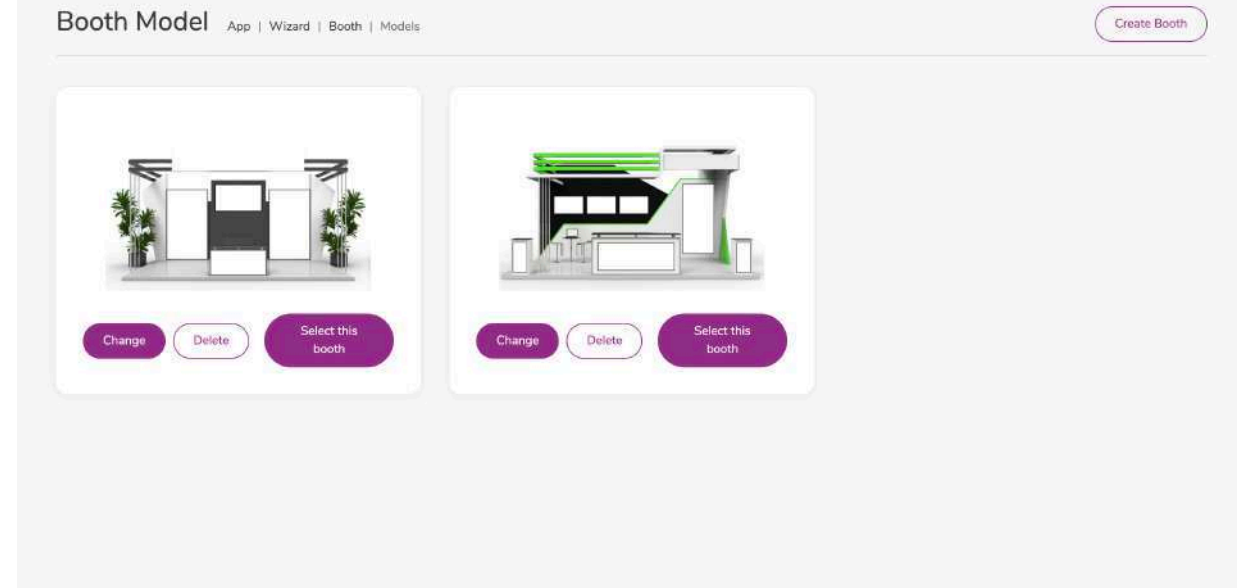
First Name <input type="text"/>	Last Name <input type="text"/>	Email <input type="text"/>	<input type="button" value="Add to Booth"/>
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Select Your Booth Builder Options

Step 3

Booth Model

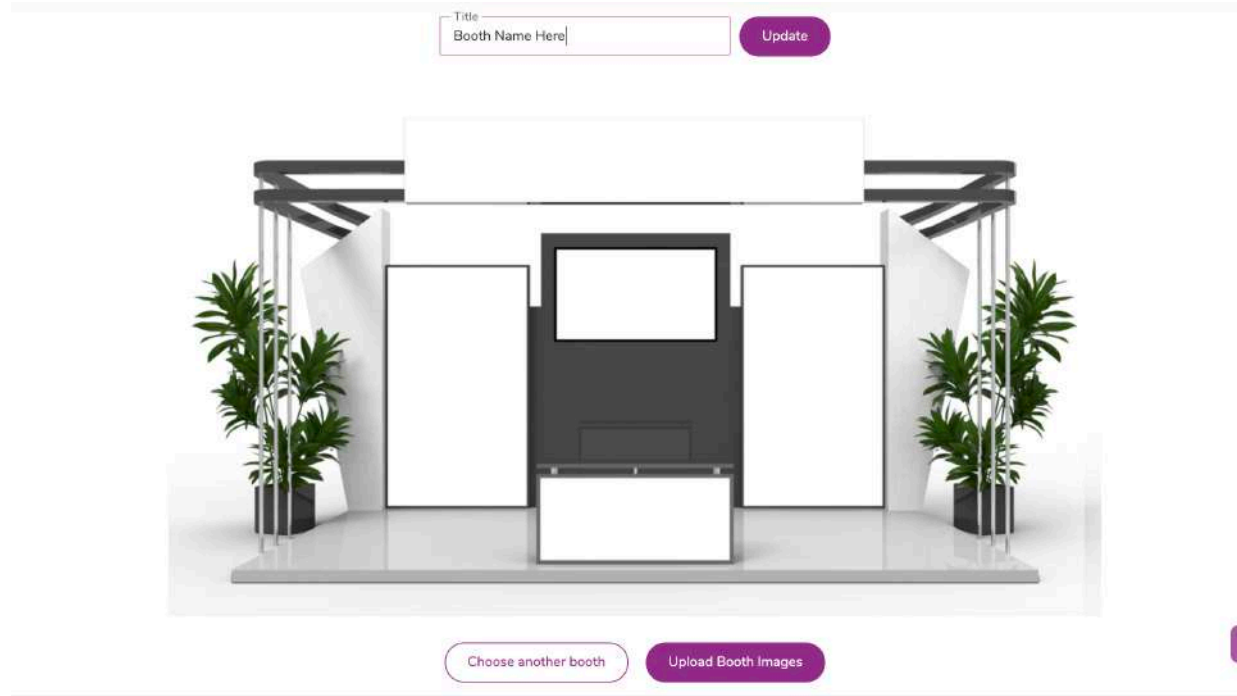
When choosing from our pre-made booth designs, you will be brought to a page where you can view different types of booth options. Once you determine which booth you would like to use for your space, simply click "Select this booth".



Step 4

Exhibitor Page - Uploads

Now that you have chosen your booth design, you will be able to title your booth and review it in larger scale. Once ready, click "Upload Booth Images".



Step 5

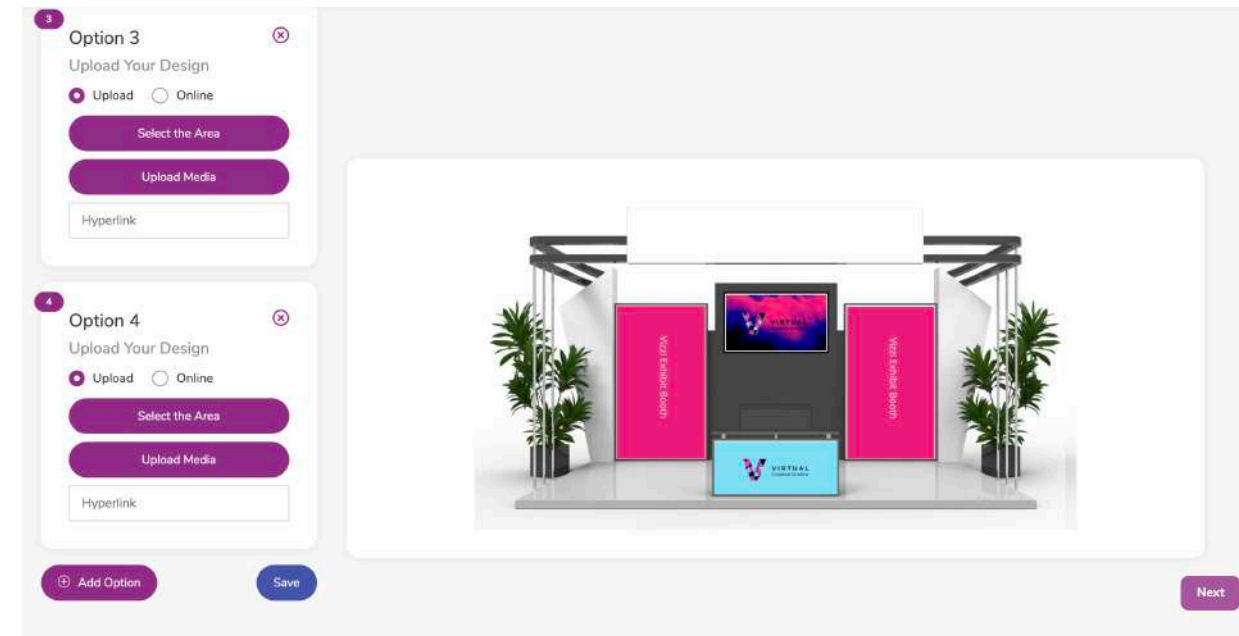
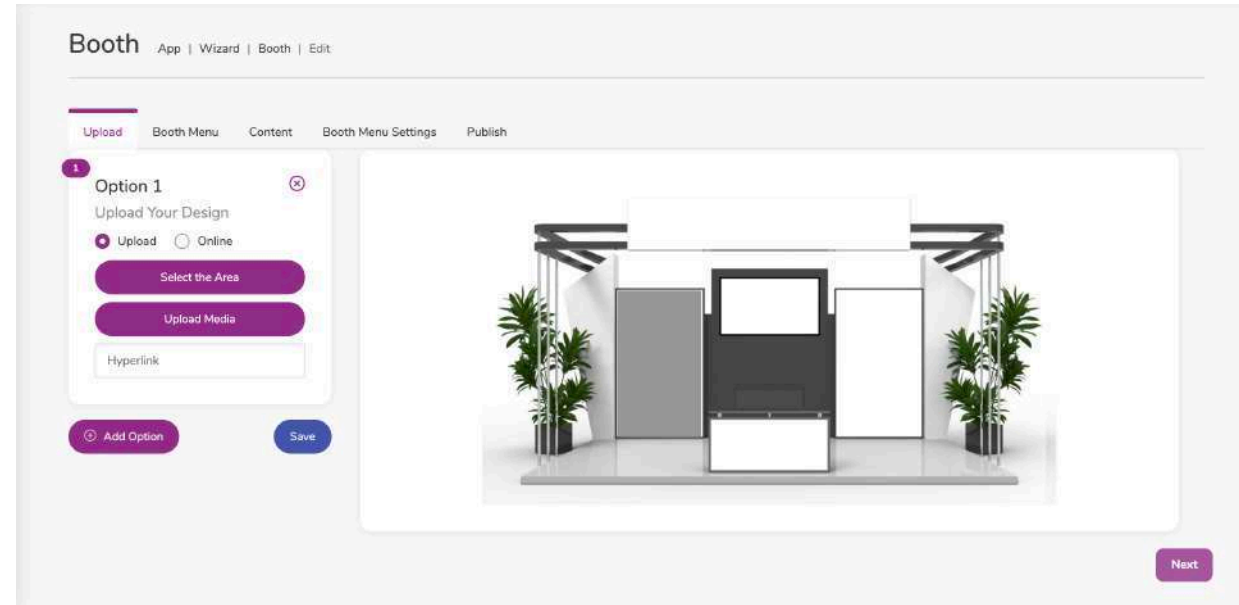
Exhibitor Page - Uploads

Once here, you can begin uploading your first graphic. You can choose to upload something from your computer or choose to link to a graphic online. Uploading from your computer is most common. Choose one of those two options and then click "Select the Area". Then, click one corner of the image area where you want to upload your graphic. Once you click the first corner, go to the opposite diagonal corner and click that corner. The area you selected will appear as a gray shaded area. Once selected, click "Upload Media", this will allow you to upload your graphic.

Step 6

Exhibitor Page - Uploads

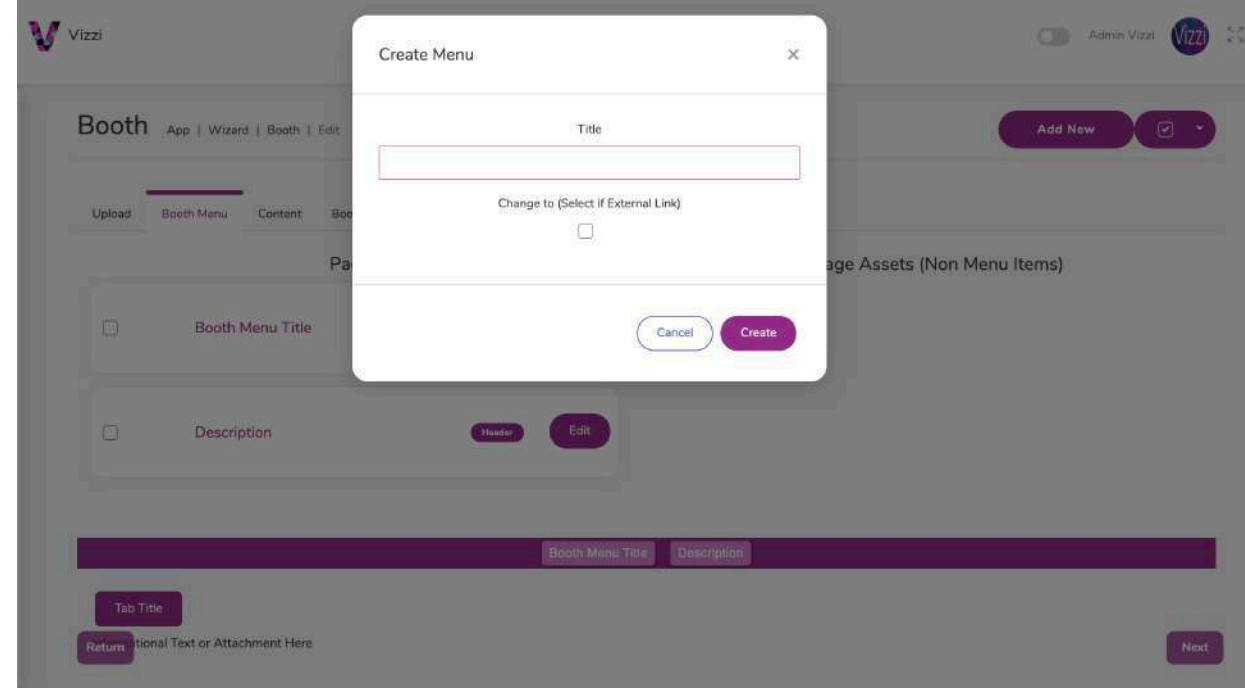
You can now repeat step 5 for all other areas on the booth that you would like to add content too. Simply click, "Add Option" to continue adding graphics to new areas. Once you are finished uploading your content click the "Save" button at the bottom and then click "Next" in the lower right portion of the page.



Step 7

Exhibitor Page - Booth Menu

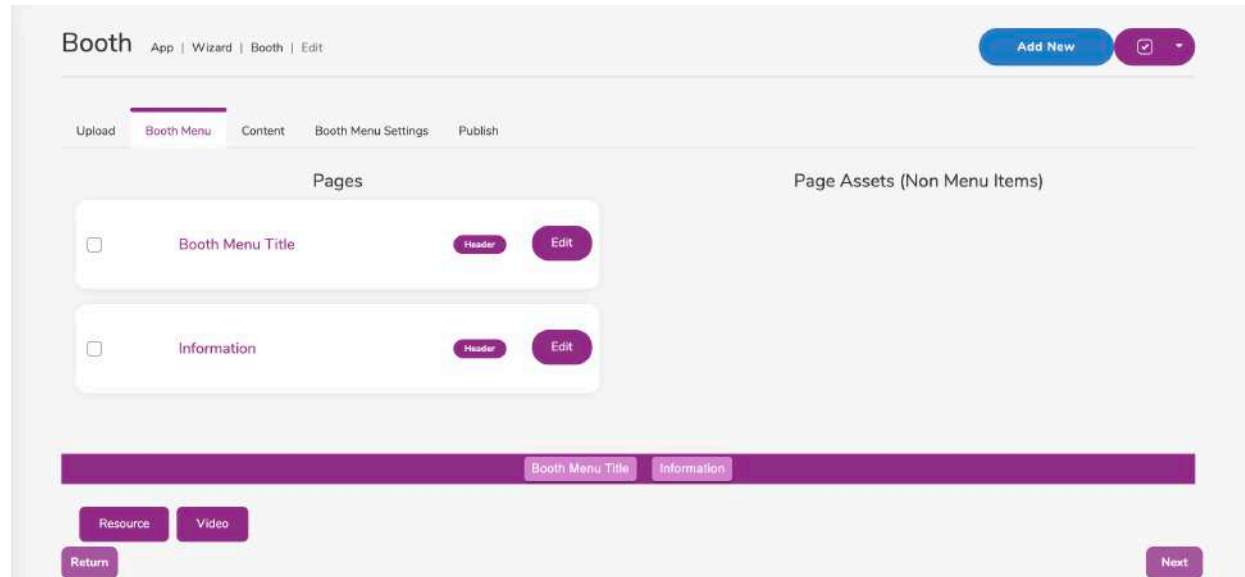
You will now be brought to the “Booth Menu” tab. Here you can create the menu categories that will appear below your booth. Click “Add New” in the upper right corner and you will be prompted to create the menu title. You can create as many or as few titles as you would like.



Step 8

Exhibitor Page - Booth Menu

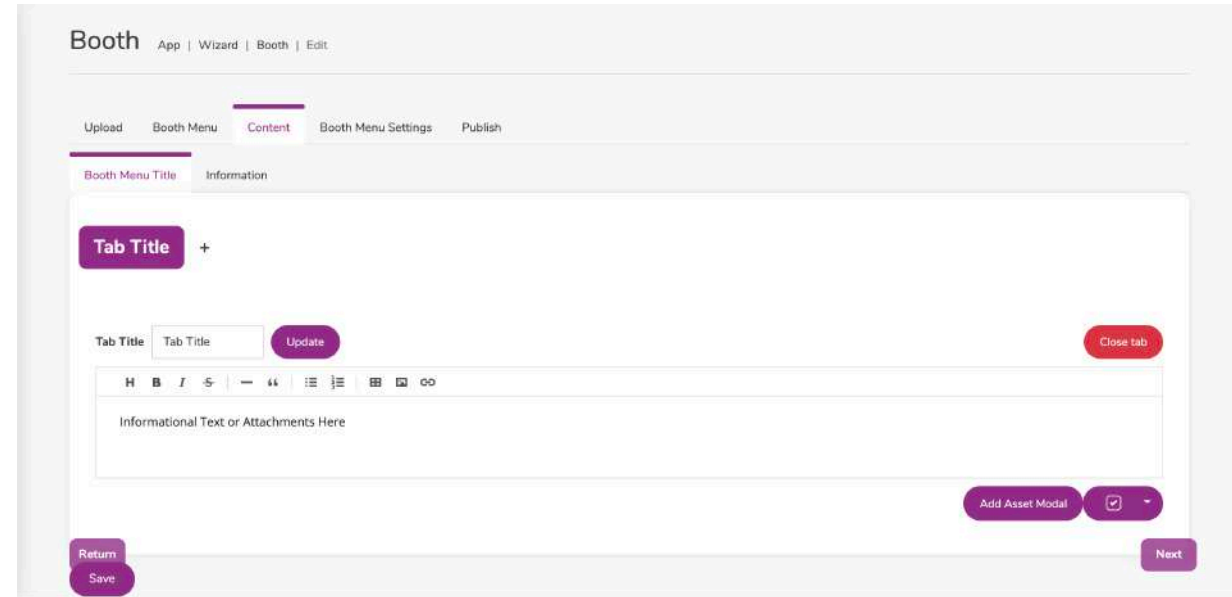
Once your title has been created they will appear in a list formation. Here you can drag and drop the titles to change their order of appearance.



Step 9

Exhibitor Page - Content

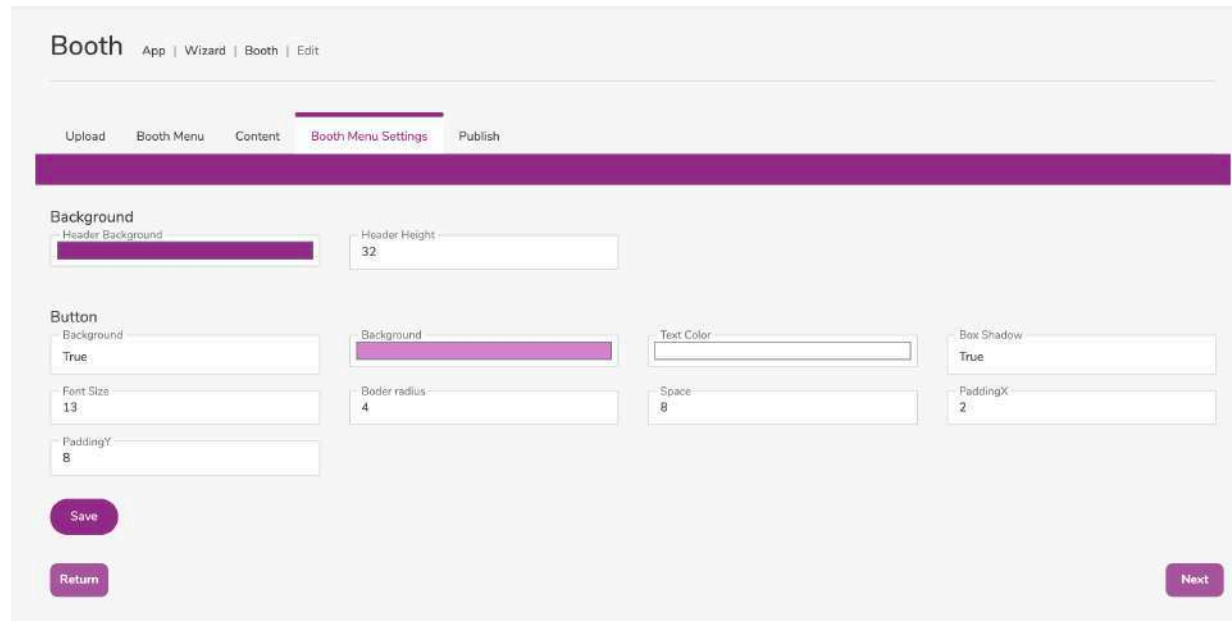
You can now head over to the Content tab. Here you will see your menu titles appear and under each menu you can add different tabs and all of your content. You also have the option to upload additional materials such as PDF's by clicking "Add Asset Modal". Any additional attachments you add should be less than 2MB in size. Once finished inputting all of your content click "Save". Once saved, click "Next" in the lower right corner of the page.



Step 10

Exhibitor Page - Booth Menu Settings

Under the Booth Menu Settings Tab, you can change the text size, color, and spacings of your menus to maximize its appearance. Once finished, click "Save" at the bottom. Once saved, click "Next" in the lower right corner of the page.



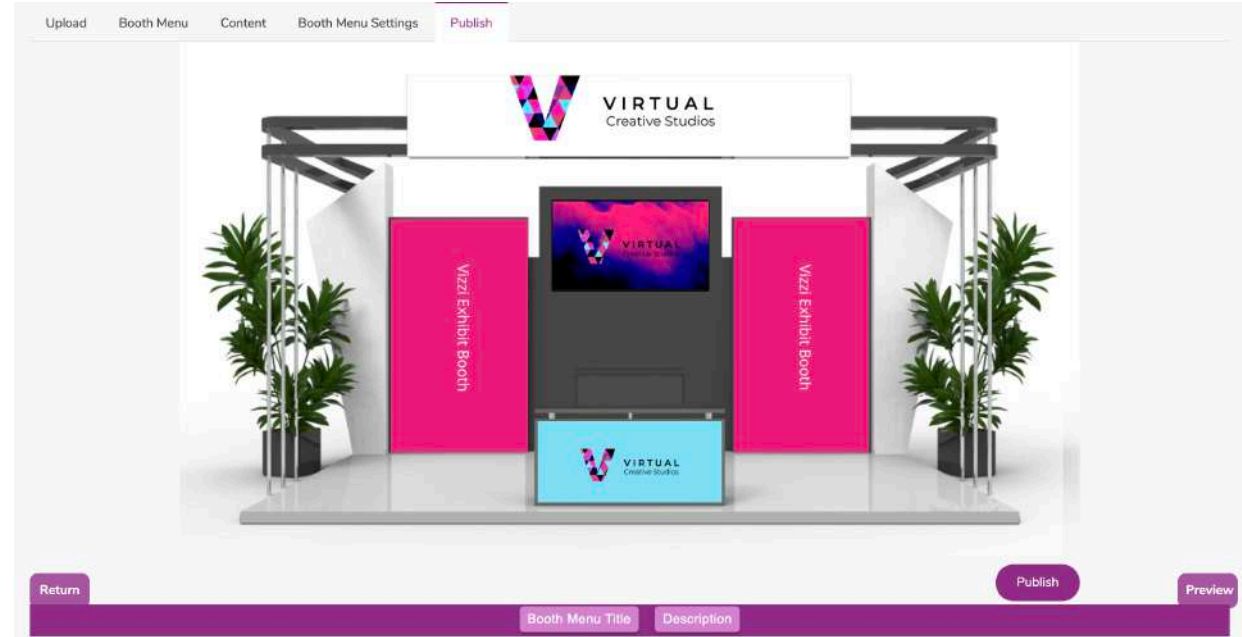
Step 11

Exhibitor Page - Publish

Great, you have uploaded all of your information! Click "Preview" in the lower right corner of the page for a larger view of your booth. If you are not happy with your content, continue to edit until June 4, 2021 when the wizard will close. Once you are happy with your booth, click "Publish". The booth will then be sent to our team for review. We will contact you with any questions. Otherwise, your booth will be approved and appear in the exhibit hall at the conference. Don't forget to his 'publish' before June 4th!

Assistance

Should you need any technical assistance with creating your exhibit booth, please reach out to Help@VirtualCreativeStudio.com and our team will respond to you within 24 - 48 business hours.



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