

Online trade fair – booth management Manual

Version	Date	Content	Author
V1.0	25.02.2021	Base document	N. Ritler

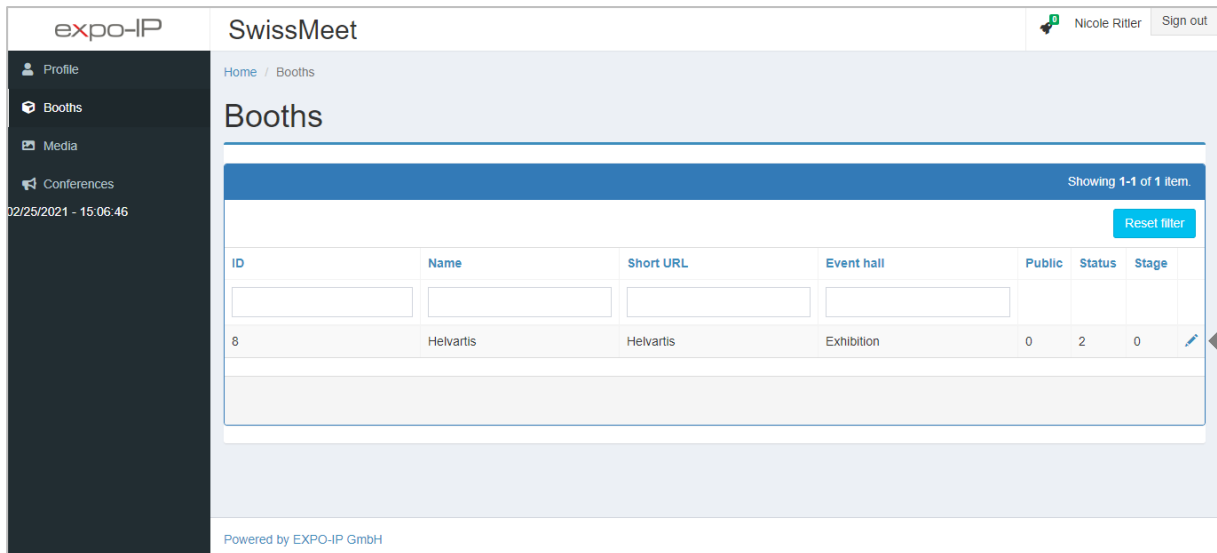
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Booth management

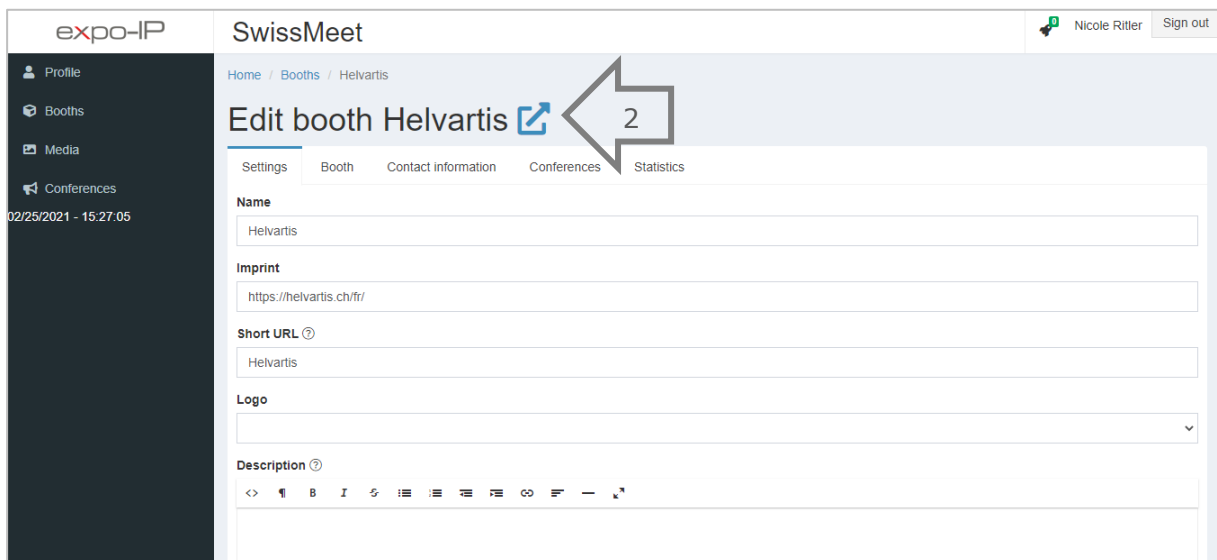
Editing your booth

Connect to <https://swissmeetadmin.expo-ip.com/>



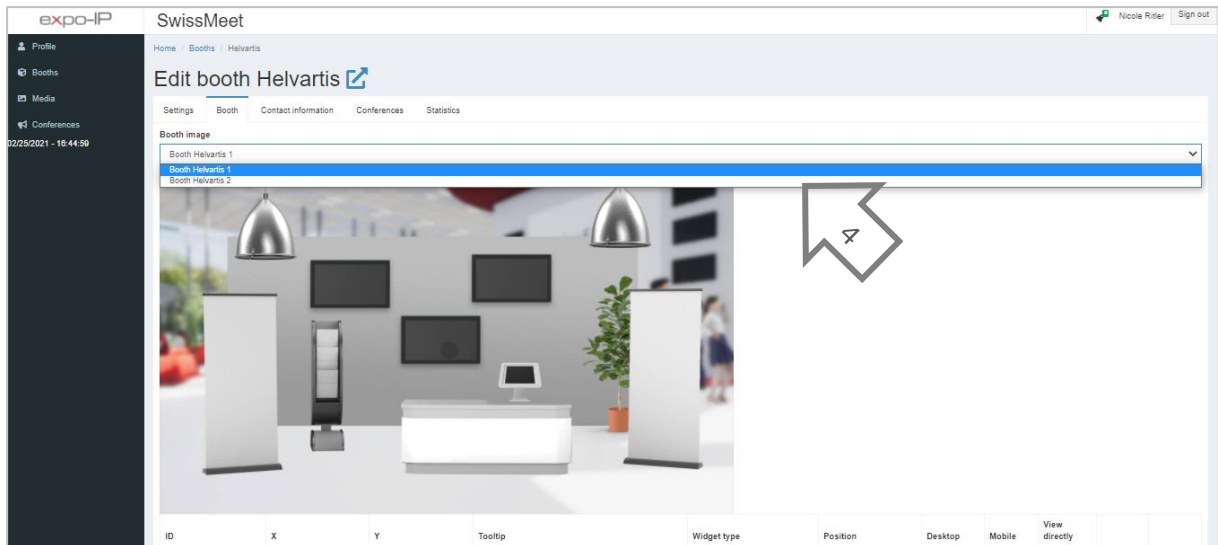
The screenshot shows the SwissMeet admin interface. The left sidebar contains navigation options: Profile, Booths, Media, and Conferences. The main content area is titled 'Booths' and shows a table with one item. The table has columns for ID, Name, Short URL, Event hall, Public, Status, and Stage. The row for ID 8 has the following values: Name: Helvartis, Short URL: Helvartis, Event hall: Exhibition, Public: 0, Status: 2, Stage: 0. A pencil icon is visible in the rightmost column of this row, which is highlighted by a callout box with the number 1.

1. Go to Booths, click on the pencil



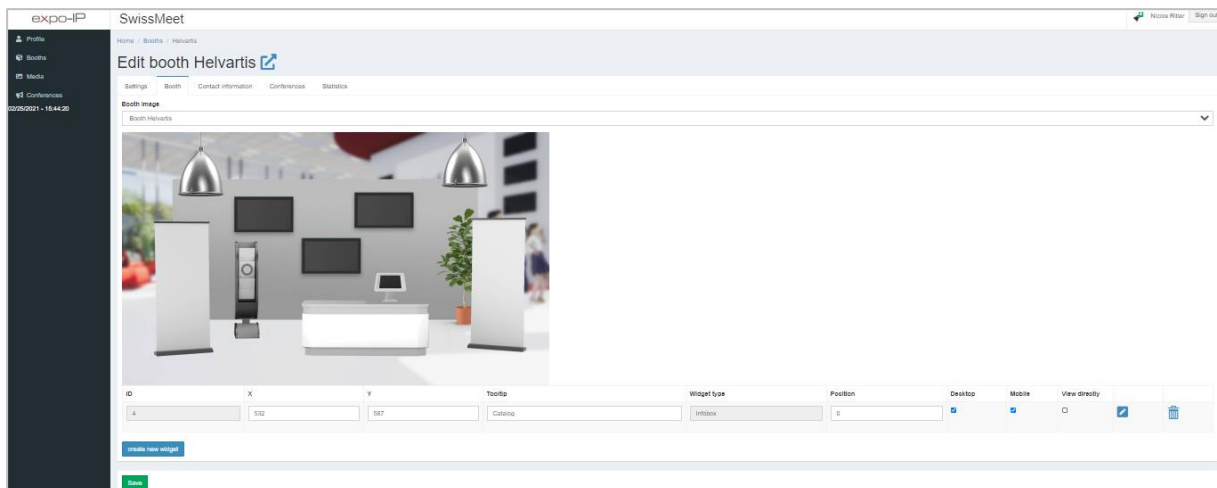
The screenshot shows the 'Edit booth Helvartis' page in the SwissMeet admin interface. The page has a breadcrumb trail: Home / Booths / Helvartis. The main heading is 'Edit booth Helvartis' with an external link icon. Below the heading are tabs for Settings, Booth, Contact information, Conferences, and Statistics. The Booth tab is active, showing several form fields: Name (Helvartis), Imprint (https://helvartis.ch/fr/), Short URL (Helvartis), Logo (a dropdown menu), and Description (a rich text editor). A callout box with the number 2 points to the 'Edit booth Helvartis' link at the top of the page.

1. Complete the **blank fields** with the information on your PE / your booth
⇒ Do not change the information in the fields **Name** and **Short URL**
2. You may check your booth's representation at any moment by clicking on this **symbol**
3. Confirm by clicking on **Save**



4. To change your **booth image**, you may choose between the different images you uploaded under **Media**
5. **Save**

Widgets



By clicking on Booths > Booth, you may insert widgets to provide files and information.

1. Click on **Create new widget**
2. Choose the **type** of your widget
3. Insert a **tooltip** description
4. Choose a **title** for your file
5. Drag and drop the **media** from the orange into the green box
6. **Save**
7. Once you have created your widget, you may **change its position by dragging and dropping** it. You can also change its position by entering the axis manually