

# **INFOSTAND GUIDE**

## EasyVirtualFair





### **STEPS**

#### 1. LOG IN

To access the InfoStand CMS please use the user and password provided.



You can change your password the first time you login.

습 Your Booth		
🖾 Mailbox		0
& Account Options	LOGIN DATA	
甲 Chat	- Here you can change your password (the username cannot be changed). If you need further assistance, please contact admingeasyvirtualfair.com.	
🖵 Webcasts	Usemame	
🗶 Offers	InfoStand	
① Visitors	Change password	
⊙ Seminars	Current password New password Confirm new password	
🛱 Admin	SAVE CHANGES	

#### 2. CUSTOMIZE THE BOOTH

You can customize InfoStand's booth they same way any other booth following the same CMS guide.

#### 3. FAIR ADMIN

InfoStand is the only booth with event admin rights. You can Access those at the admin at your left menu.



Inside that tab you will find 2 options: booths and event

#### Boths

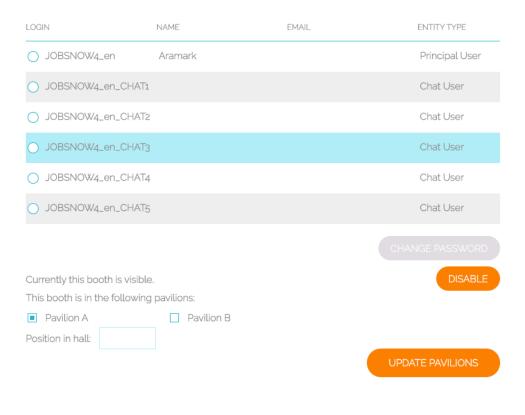
/our Booth			
Mallbox			
Account Options	DISPLAY ON BOOTHS		
Chat	Here you can hide or make a booth visi	ble. You can also assign each stand to one o	or several pavilions.
Webcasts	воотн	STATUS POSITION IN HALL	IS HALLS
obs	Aramark	Visible	Pavilion A
fisitors	<ul> <li>Aunt Bertha</li> </ul>	Visible	Pavilion B
dmin	BrightSprings / ResCare	Visible	Pavilion B
ioths ent	CVS	Visible	Pavilion A
	EVO Payments, Inc.	Visible	Pavilion A
	Metrocare	Visible	Pavilion A
	ProCollect	Visible	Pavilion A

You will find a list of booths created for your event. Clicking any of them you'll get to this screen where you can do the following:

-Change the password to the admin&chat users of each booth just by ticking the button on the left.

-Move a booth to any pavilion in case your event has pavilions.

-Select the position (1, 2, 3...) on the booths list.



#### Event

Inside event you can activate an info pop up at the event that will prompt to any new visitor.

Once it is active you should go to "Your booth" > "Entry message" on the menu at the left (if you can't see it you might need to refresh the page).

☆ Your Booth ・	
Corporate Data Design Downloads Entry message Videos Banner & Poster	GENERAL MESSAGE
🖾 Mailbox	
Account Options	NEW MESSAGE
🖵 Webcasts	
🛠 Offers	
<ol> <li>Visitors</li> </ol>	MESSAGES ALREADY SENT
⊙ Seminars	
同 Admin	You haven't sent any message yet.

Click on new message, write what you want to place inside the pop up and then click save.

GENERAL MESSAGE					
_					
	· · · · · · · · · · · · · · · · · · ·				
	Message in english				
	CANCEL SAVE				
MESSAGES ALREA	DY SENT				

#### 4. NOTIFICATIONS

To send notifications to everyone visiting the event at that time you can use also InfoStand user but this time not in the CMS but directly at the Fair, loging into the chat.

Once logged in there, at "My profile" you will find this



Click on send message and you will be able to send a direct messages with a url link to everyone connected at the event at that time (this is very useful to anounce a webcast taking place in few minutes, for example).

Send new message	
Message	
Uri	
	SEND