

# GUIDE

EasyVirtualFair



## CMS GUIDE



## IMPORTANT TIPS

### LOGIN

We do not recommend that more than one person enter the backend at the same time with the administrator account since it can cause errors and data loss. However, for each booth, there will be chat user accounts that you can use for the LIVE event.

### SAVE CHANGES

Save your changes every time a text has been changed, an image has been uploaded or a document has been loaded. The changes are only saved if you click on the "SAVE CHANGES" button. All the modifications made in the CRM will be visible in the DEMO or the event website when refreshing the page. If they do not appear, you may have to clear the cache or open the page in a different browser.

All information or material uploaded to the content manager will be accessible to the visitor. If you do not enter information, only the "Mailbox" will appear by default.

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### 1. LOG IN

You must go to the crm url and identify yourself with the login you have been assigned to; this way you will access the content manager of your virtual stand or booth. It is recommended that only one person at a time access as administrator to avoid errors when saving data. Please do not use Internet Explorer.



### 2. BASIC INFO

Fill in as much information about your entity as you can, having a complete stand helps to improve the number of visits at each fair.

[illegible]

### 3. BANNER AND POSTER

You can upload a banner and a poster that will decorate/customize your virtual stand/booth.

**IMPORTANT:** to see how they look; you must go to the design tab and check the result. To upload them follow the same procedure as for uploading logos or images in the company description.

### 4. DESIGN

Personalize your stand/booth, by choosing a design and a host from the drop-down menus. Please be aware that you must go back to the design tab and click "SAVE CHANGES" every time you change an image.

If you don't like any of the options we offer, you can upload your own template.

### 5. DOWNLOADS

Any document you wish to share with visitors can be uploaded here. For this you have to enter the "Downloads" section and choose the files one by one by clicking on "+ ADD FILE" followed by "BROWSE". The maximum weight per file is limited to 5MB. You can delete uploaded documents at any time.

### 6. VIDEOS

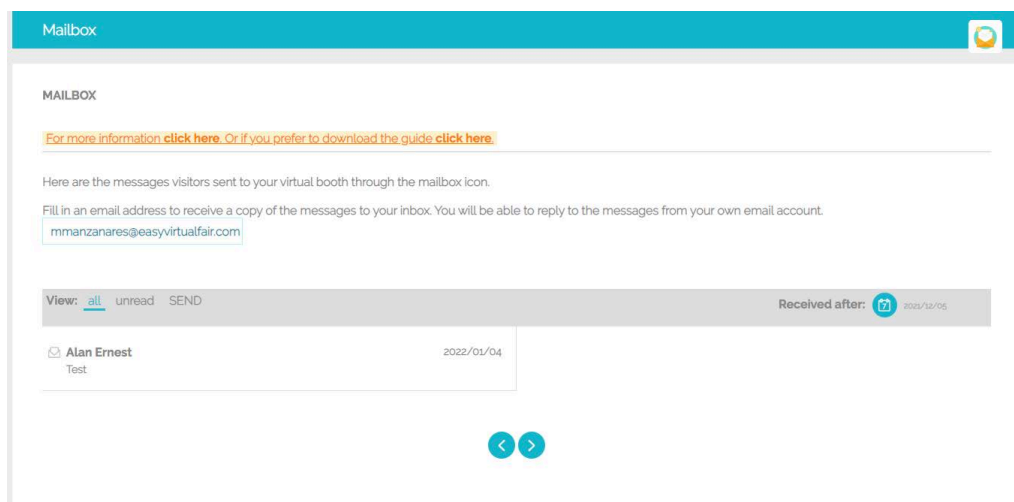
If you wish, you can add videos to your virtual stand/booth. For this you have to make sure that the videos are previously uploaded to YouTube or Vimeo and that they are public.

- Name of the video: The one you wish the visitors to see during the event.
- Youtube/Vimeo code: Copy and paste the link that appears in the navigation window.
- Video duration: Format 00:00

### 7. MAILBOX

In the "Mailbox" section you will be able to read, reply and delete the messages sent by visitors. If you click on the calendar, you can organize your emails by date.

If you add your email address in the space provided, you will receive a copy of the messages in your inbox and you will be able to answer directly from your inbox.



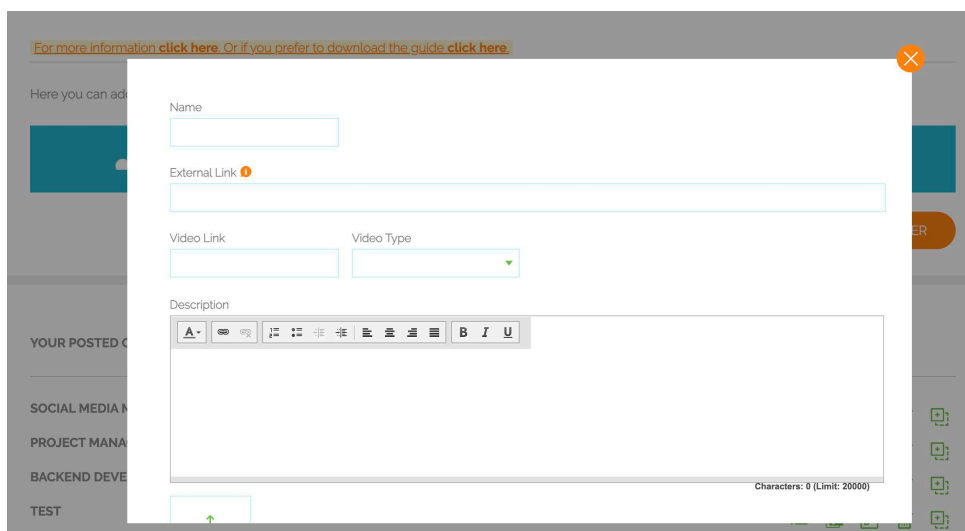
## 8. ADD AN OFFER / PRODUCT

You will have to go to the corresponding section, click on the "ADD" button and fill in all the required fields. Once created, it can always be edited or deleted.

Your offers / products will appear on your stand and on the general offers / products tab of the virtual job fair. If visitors show their interest in an offer / product, you can manage the profiles received for each of them in the content manager.

You can always add more information by adding a video, images or even a pdf document that the visitor can download.

**IMPORTANT:** Keep in mind that if you add an external link in the "External Link" section, we will lose track of the visitors who click "Apply", therefore we won't be able to give you that information at the end of the fair. Adding a link to this field will redirect visitors to your site. On the other hand, if you do not add an "External Link" then when a user clicks "Apply" their data will be saved in your backend.



For more information [click here](#). Or if you prefer to download the guide [click here](#).

Here you can add

Name

External Link

Video Link

Video Type

Description

Characters: 0 (Limit: 20000)

## 9. CHAT

**IMPORTANT:** The chat is accessed from the event url, not from the content manager.

If you want to try out the chat before the fair goes live, you must go to the DEMO link and access with the CHAT accounts

Under the chat tab in the content manager you will find:

- The chat agenda: You will be able to plan the times that any representative from your booth will be available the day of the event.

It is important to know that it is not necessary to create a session to connect to the chat. This agenda is used to inform the attendees when you will be online, so when a user enters and you are not online, they will know when to come back to chat with you.

To plan a chat you have to add a date, a start and end time (HH: MM) and a title.

- Chat history: You will be able to see both the public and the private chat history.

For more information regarding the functionality of the chat, please read the guide "CHAT GUIDE".

## 10. ADD A WEBCAST

In the webcasts section you can click on 'ADD WEBCAST' and fill in the information regarding your webcast session, the speaker's information and a link to the external platform where it will take place. By adding the external link you can use any platform available to you. All information can be edited or deleted at any time.

If you prefer to use our own platform to create your webcast, you simply have to choose the "Integrated Video" option. The space to insert a link will be disabled since the platform will automatically generate the link when you hit "SAVE".

Manage and plan your webcasts choosing a topic, date and time.

upload image

Only .jpg file format is allowed (make sure it is in RGB format and not CMYK). The maximum file size is 5Mb.

☒ Video integrated
 ☐ Youtube or Vimeo embeded
 ☐ External link

URL: https:// (max. 1000 characters)

Description: (max. 400 characters)

Characters: 0 (Limit: 20000)

CANCEL SAVE

Access your room at any time as a host by clicking on the Eye icon of the created session. During the event, in order not to lose your connection to the fair, we recommend accessing your content manager from a different browser.

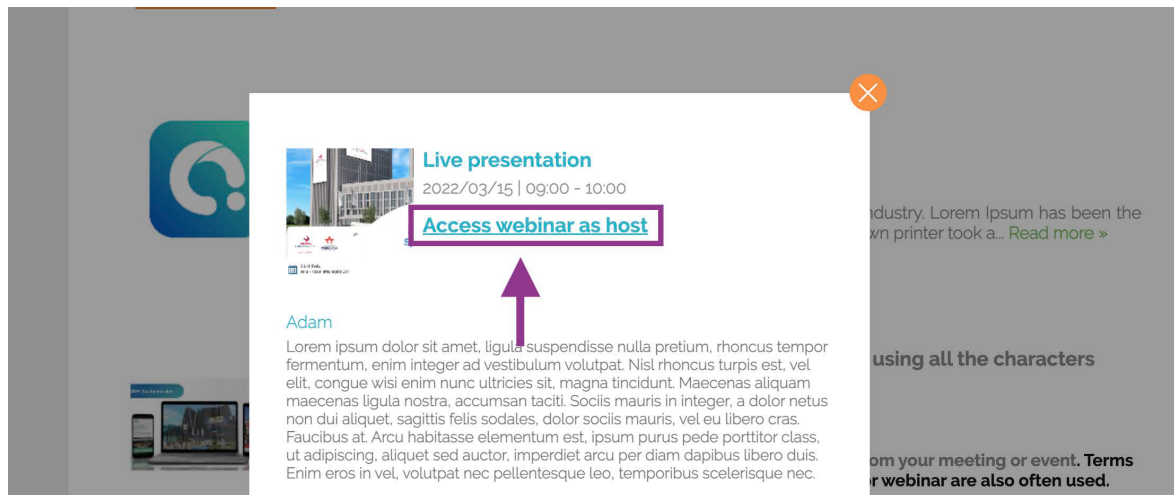


**Live presentation**  
2022/02/25 | 10:00 - 11:00

**Adam**

Lorem ipsum dolor sit amet, ligula suspendisse nulla pretium, rhoncus tempor fermentum, enim integer ad vestibulum volutpat. Nisi rhoncus turpis est, vel elit, congue wisi enim nunc ultricies sit, magna tincidunt. Maecenas aliquam maecenas ligula nostra, accumsan tatti. Sociis mauris in integer, a dolor netus non dui aliquet, sagittis felis sodales, dolor sociis mauris, vel eu. [Read more](#)





The sessions will appear in your stand and in the general tab of the Webcast Agenda of the virtual fair. Visitors will be able to click ATTEND and will be linked directly to your external platform if you have used an external link. In the case of having selected "Integrated Video", the webcast will be played within the platform.


Finally, they have the option of “embedded YouTube or Vimeo”, this option will allow you to upload a link to the YouTube or Vimeo video so that it can be reproduced within the platform. Whether you use Youtube or Vimeo, LIVE or recorded, it is important that you select the embedded link to add it to the platform.

and plan your webcasts choosing a topic, date and time.

upload image

Only jpg file format is allowed (make sure it is in RGB format and not CMYK). The maximum file size is 5Mb.

☐ Video integrated i

☒ Youtube or Vimeo embedded i 



☐ External link









https://

max. 1000 characters

Description max. 400 characters

A





**B** *I* U

Characters: 0 (Limit: 20000)

CANCEL

SAVE



## 11. MANAGE VISITORS PROFILE

In the "Visitors" section you can manage the people who have visited your stand. You can check their information, export their profile, save it to your computer or print it.

You can also export them in groups of 150 at a time.

Once on the visitor's screen, use the filters in the menu on the right to select the most interesting ones.

Aquí puede acceder a la información de los usuarios. Puede calificarlos, inspeccionar sus perfiles y exportar los datos. Además, puede hacer una búsqueda avanzada usando los filtros

Showing 1 to 7 out of 7

<input type="checkbox"/>	NAME ▲ ▼	LAST NAME ▲ ▼	REGISTRATION DATE ▲ ▼	EMAIL
<input type="checkbox"/>	Juan	Oroz Bajo	2019/05/23	info@especializa-t.com
<input type="checkbox"/>	Juanjo prueba	martos	2019/05/23	jimm50@easyvirtualfair..
<input type="checkbox"/>	Maria	Manzanares	2019/05/21	mmanzanares@easyvirtu..
<input type="checkbox"/>	Juanjo2	martos2	2019/05/20	jimm2@easyvirtualfair.c..
<input type="checkbox"/>	Juan Jose	Martos	2019/05/20	jimm@easyvirtualfair.com
<input type="checkbox"/>	Gabriel	Cano	2018/05/07	gcano@zyfcast.com
<input type="checkbox"/>	Guillermo	Rey	2016/05/18	grey@imaste-ips.com

**FILTERS**

Semantic Search

Registration date

Perfil

Interés 1

Interés 2

Estudios

SEARCH

**Thank you very much for your participation in this online event.**