How to Edit a Virtual Poster

Go to virtualeventplace.com.

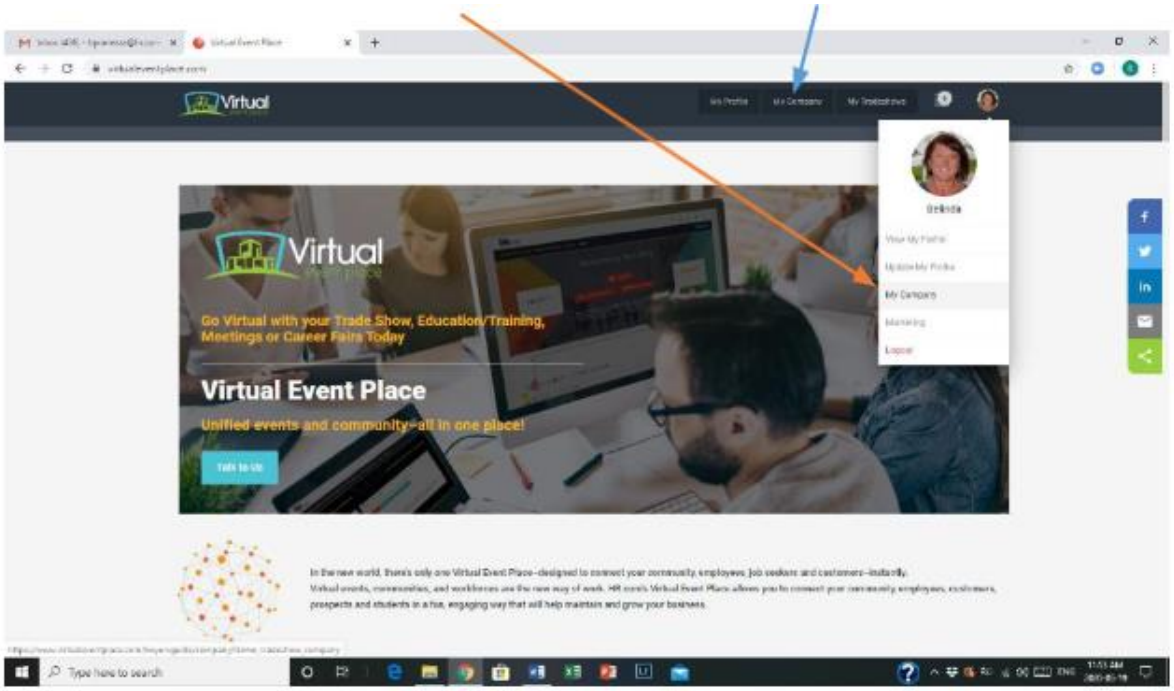
Click the LOGIN or SIGN UP – IT'S FREE button.

On the Login for Existing Users tab, click the Forgot Password? hyperlink and enter your email address.

You will receive an email with your password to log into the site. *This email will be coming from info@virtualeventplace.com.

When you first log-in, you will be prompted to change your password.

Click on your profile photo then click on My Company or you can click here as well.



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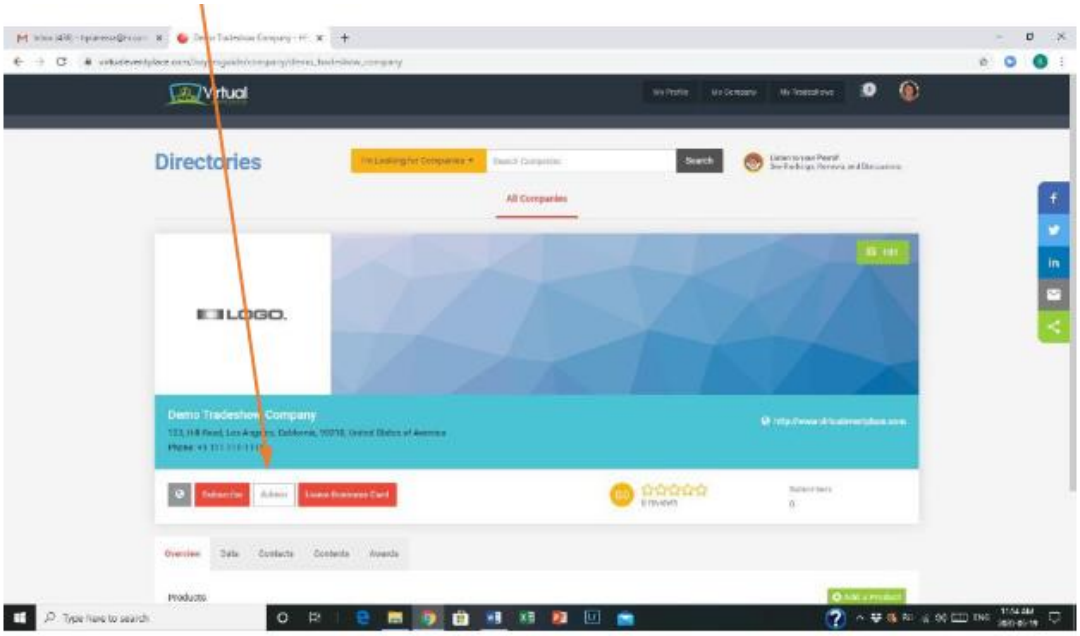
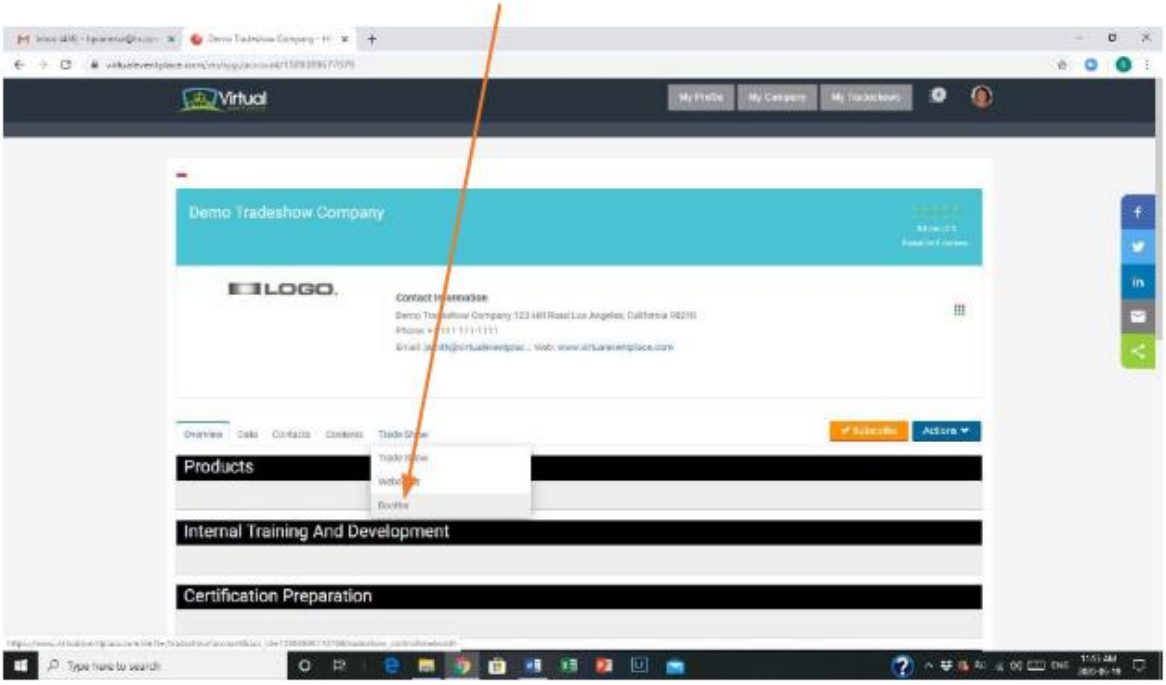
Click on the Admin Button



Mouseover the Tradeshow tab and click on Booths (your poster is considered a “booth”)



Scroll down and you will have the option to Display/Edit your poster booth by clicking the arrow.

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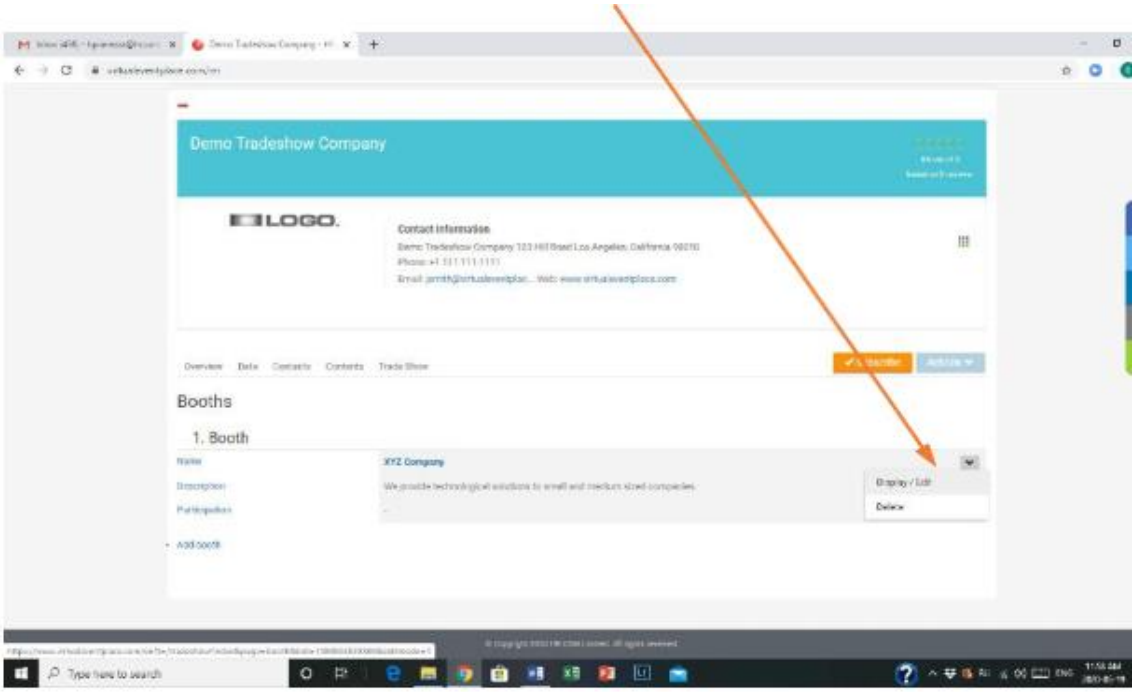
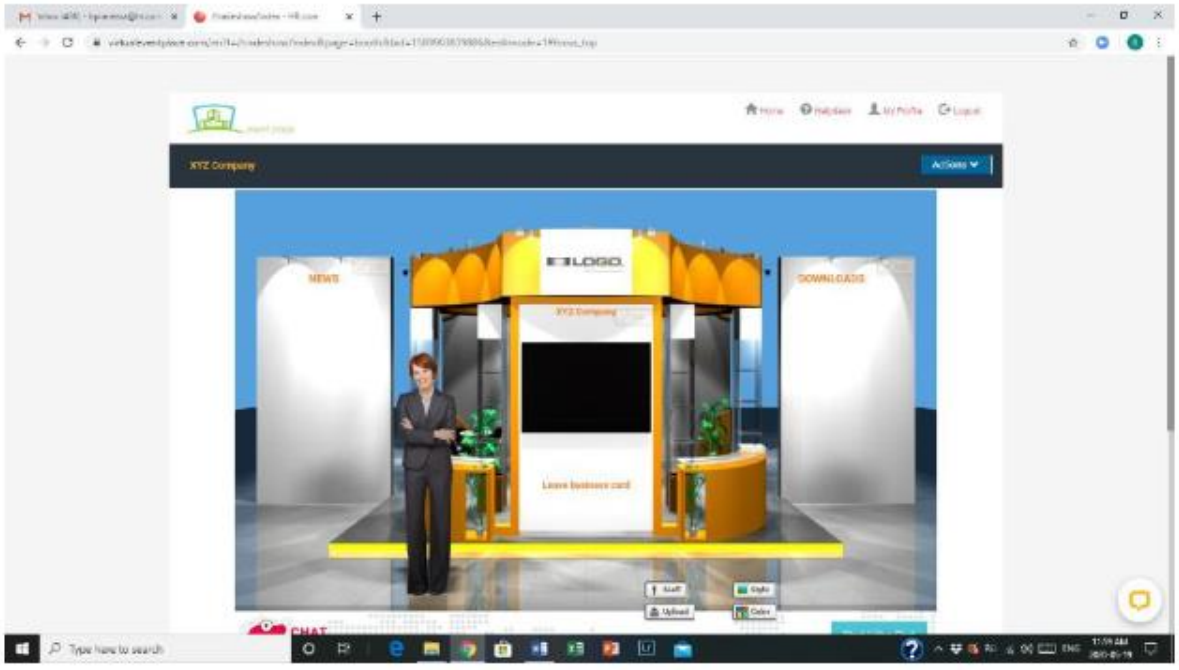


You will then be able to view your poster booth in edit mode. **Please note that the overall booth design will look different than the screenshots below but the editing capabilities remain the same.*



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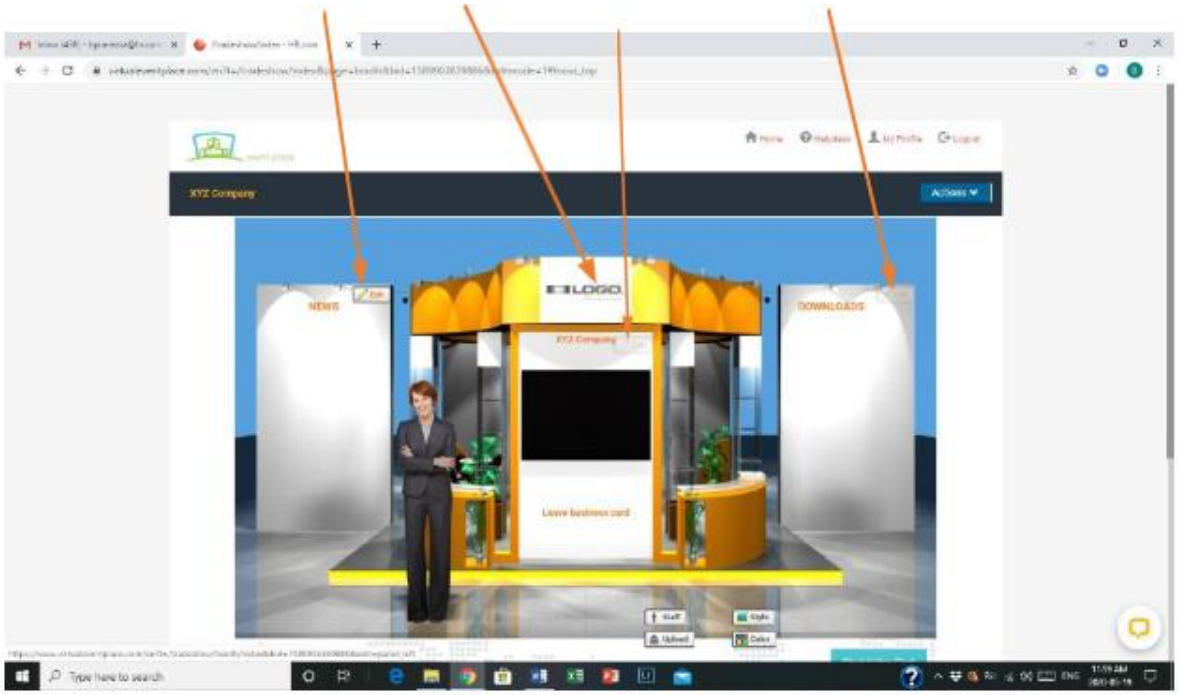
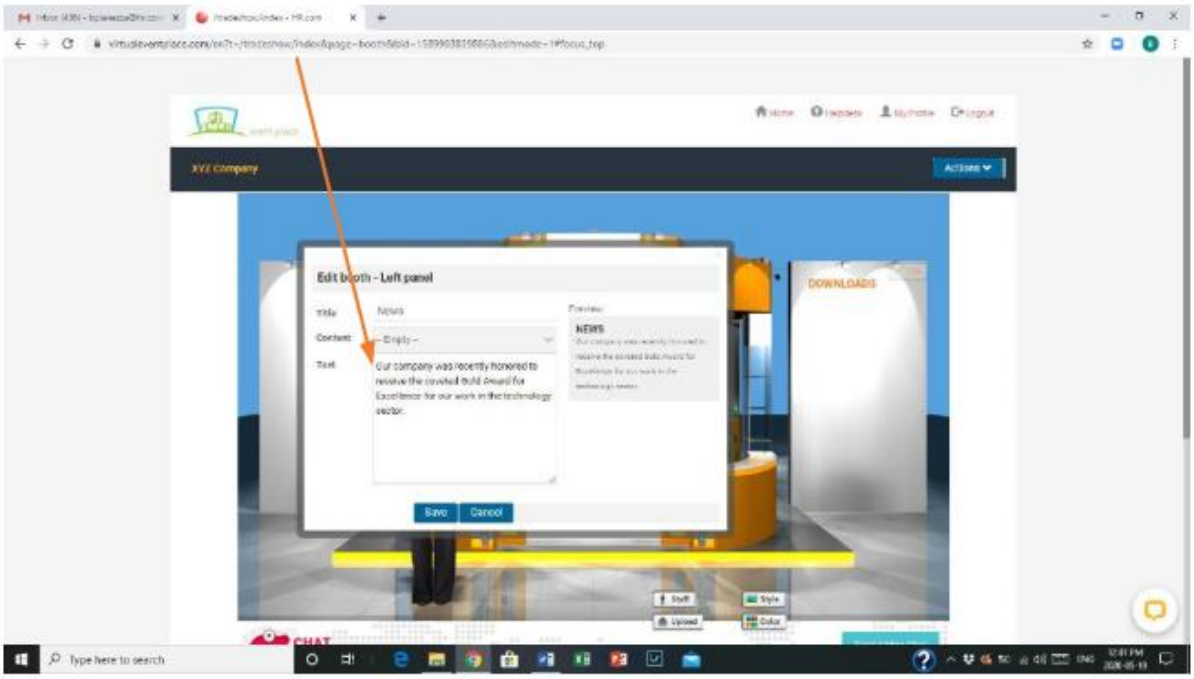
You can click on any of the Edit icons to begin editing each section of your poster booth.



Clicking on the section's Edit icon, you can add in any information you would like. You can also edit the header of each section when in the editing pop up for that section.



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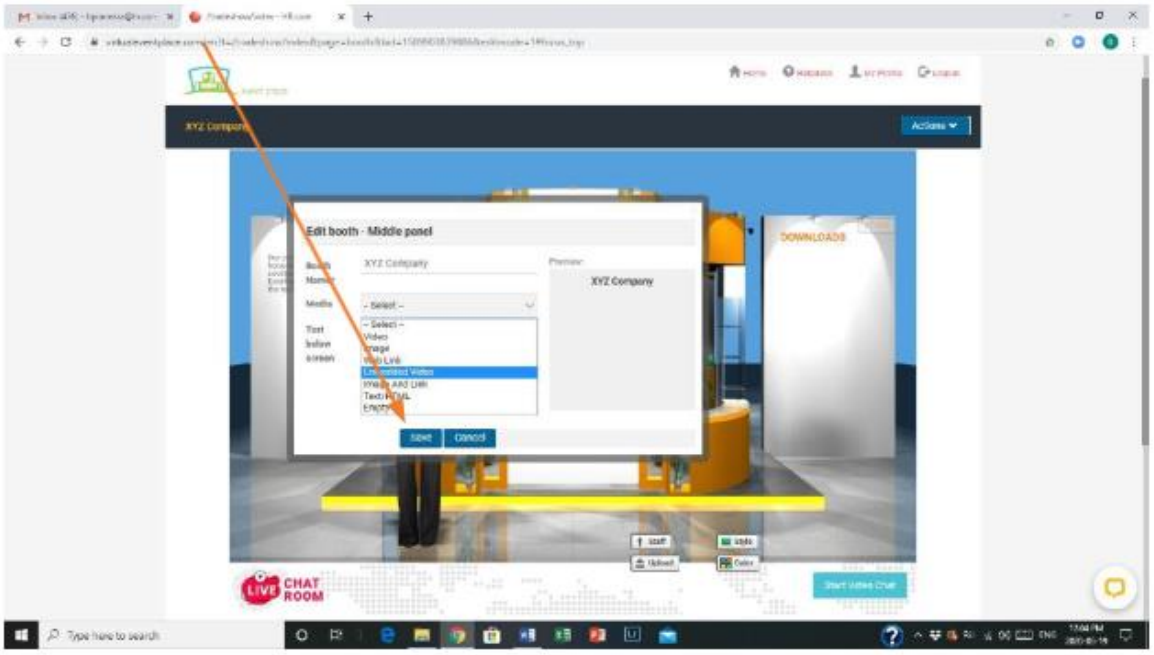
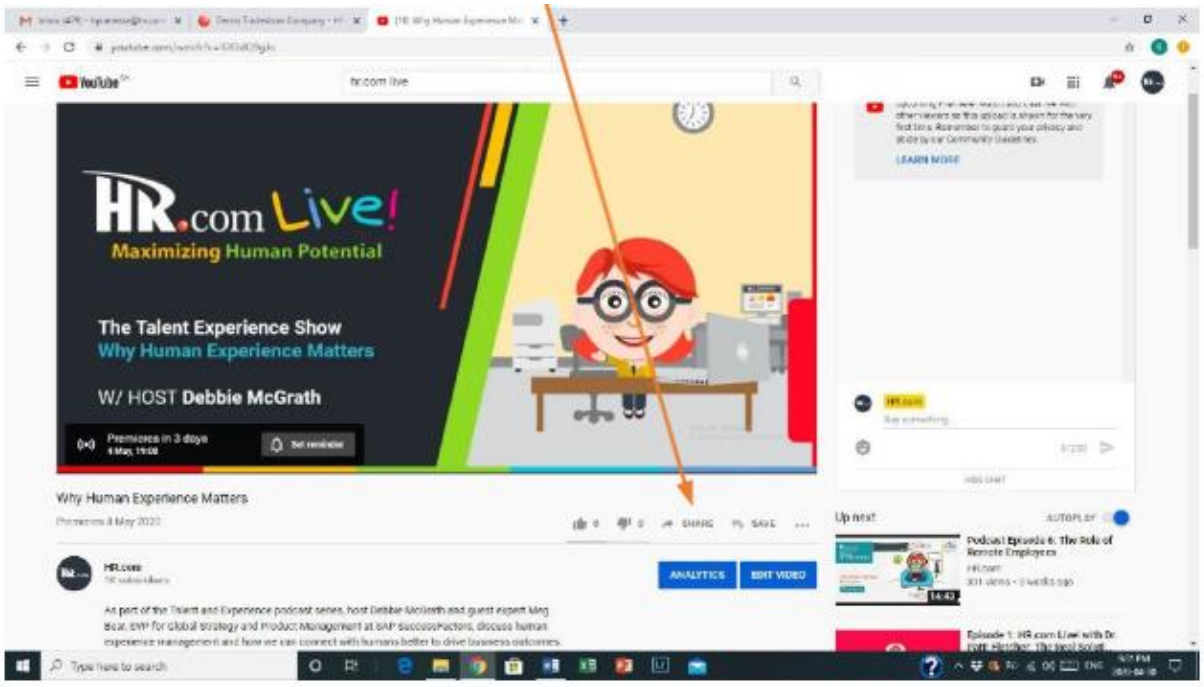
Have a video to share to one of the panels? Select the embedded video option when editing the section. Note that videos must be hosted on YouTube and either unlisted or public (not private).



Go to your YouTube video and click on the Share button.



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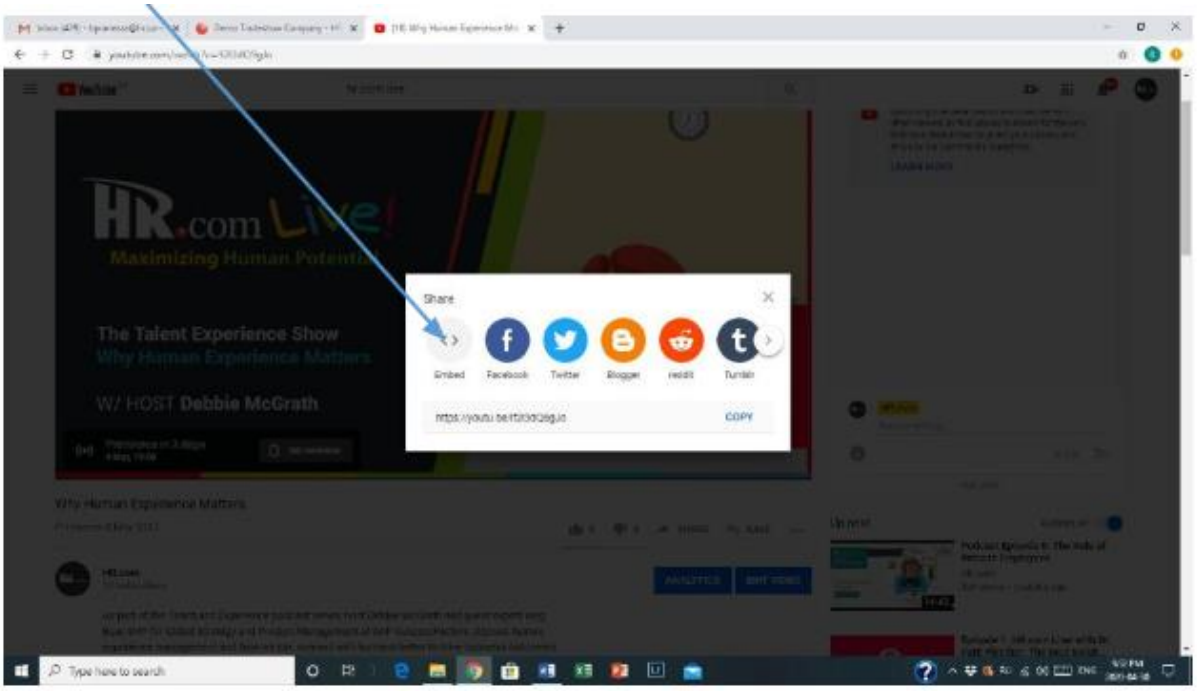
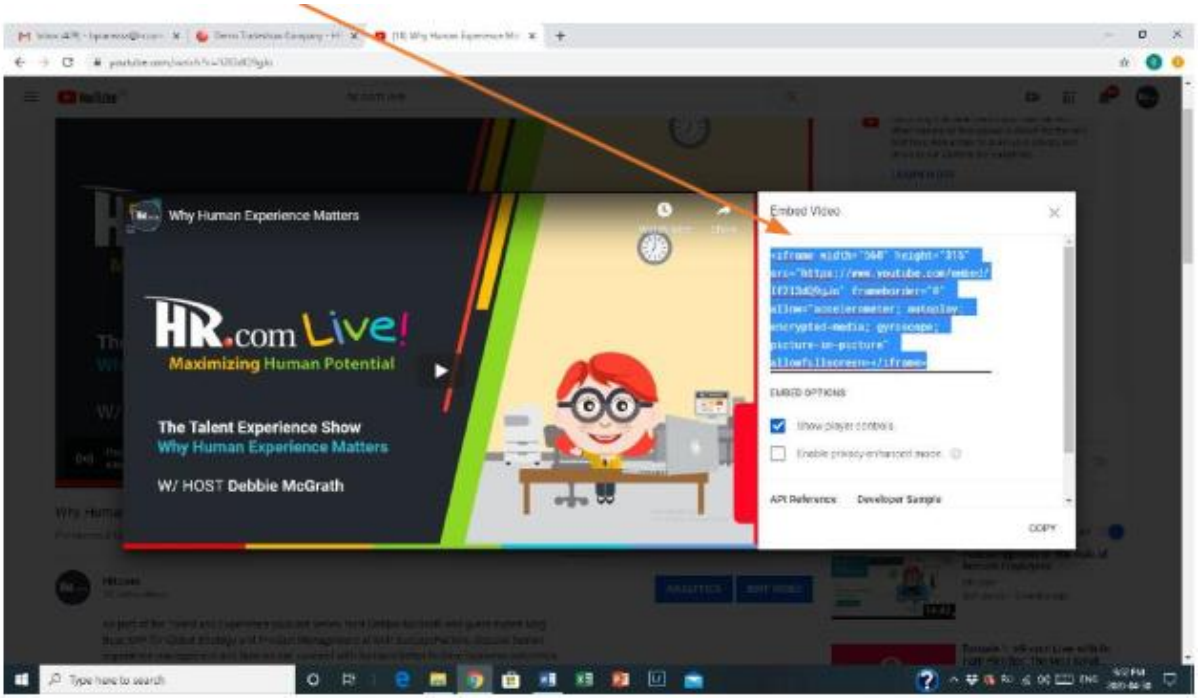
Choose Embed



Then copy the embed code



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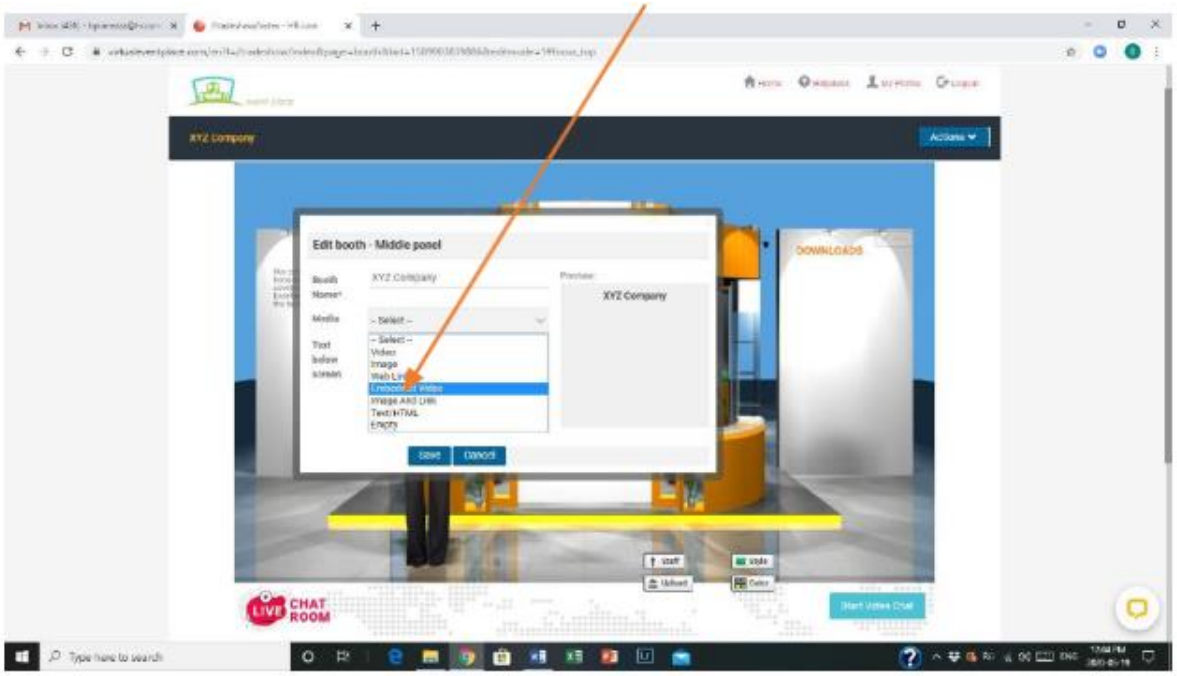
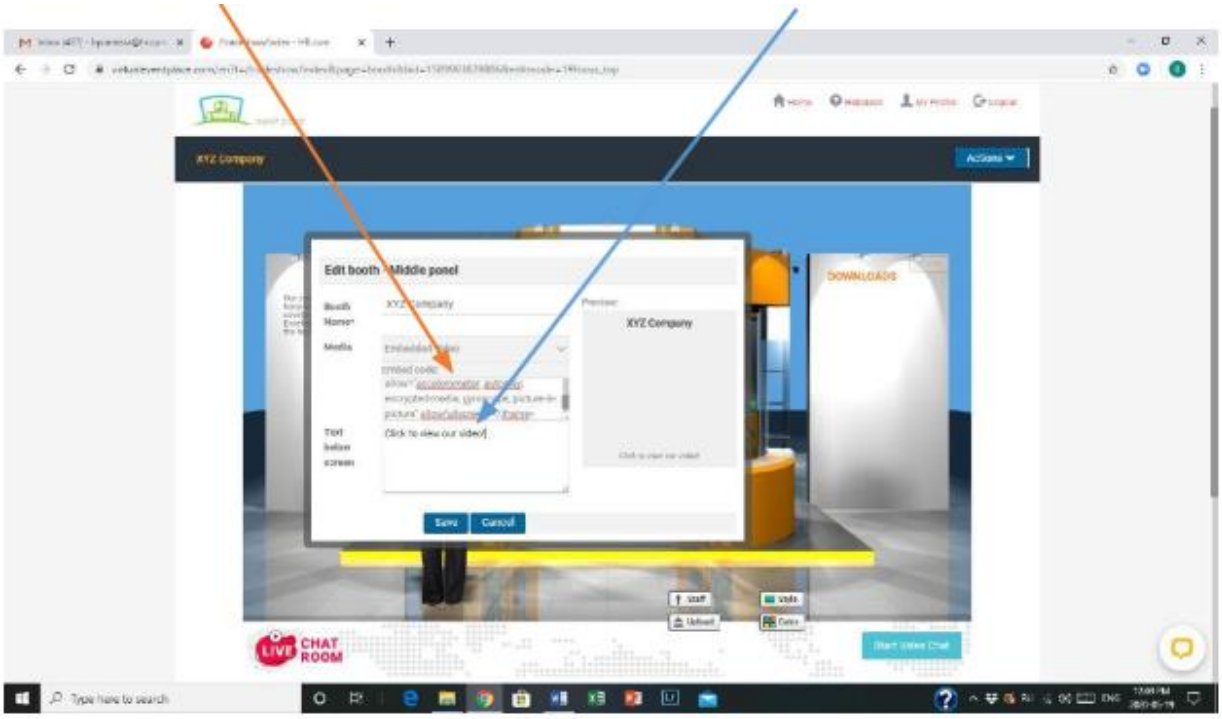
Place the embed code in our system by selecting Embedded Video as mentioned above.



Place your code here with an enticing description in the text box below. Click Save.



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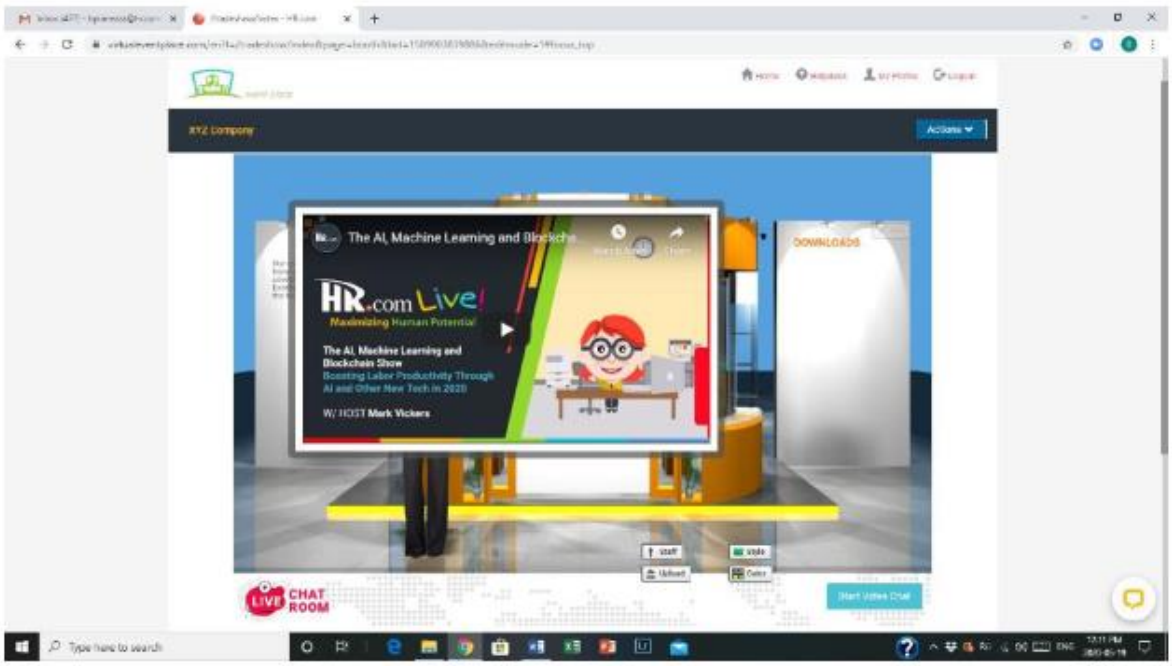
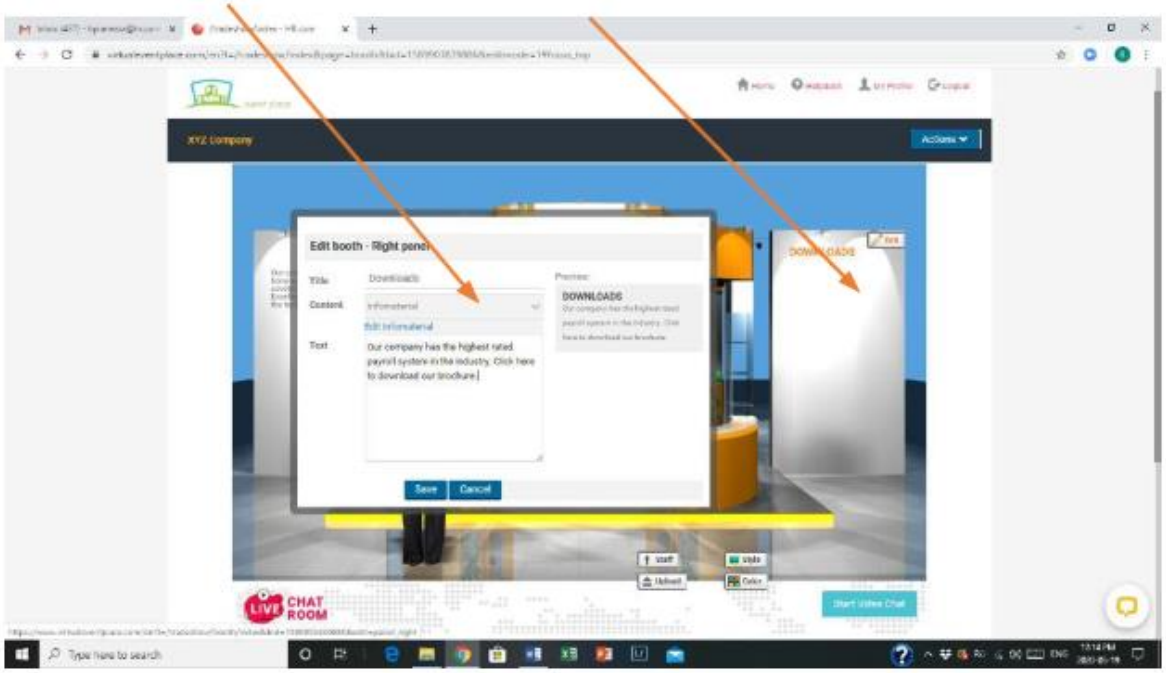
The video will then be ready for viewing by your poster booth visitors. They can click to view it and it will pop from your poster booth.



You can add content from your company profile's information area such as Infomaterial, Locations, etc. Or, choose 'Empty', use the editor to add custom text. There is no word maximum, however text styling may be removed and truncated with a 'read more' option, if it exceeds the allocated space.



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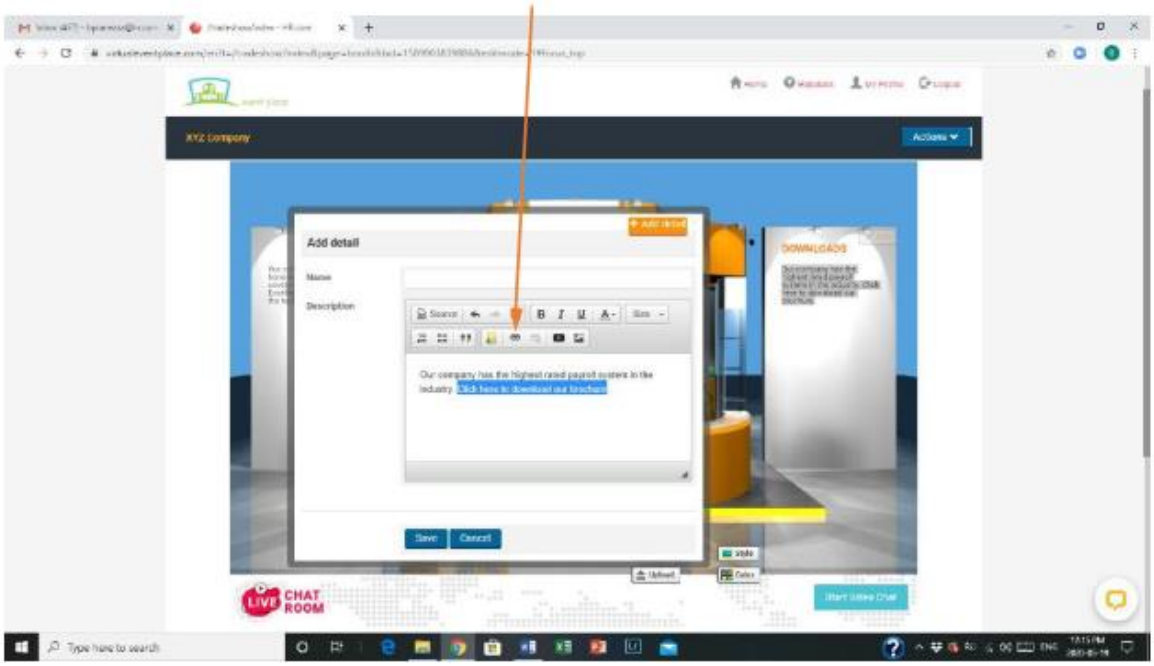
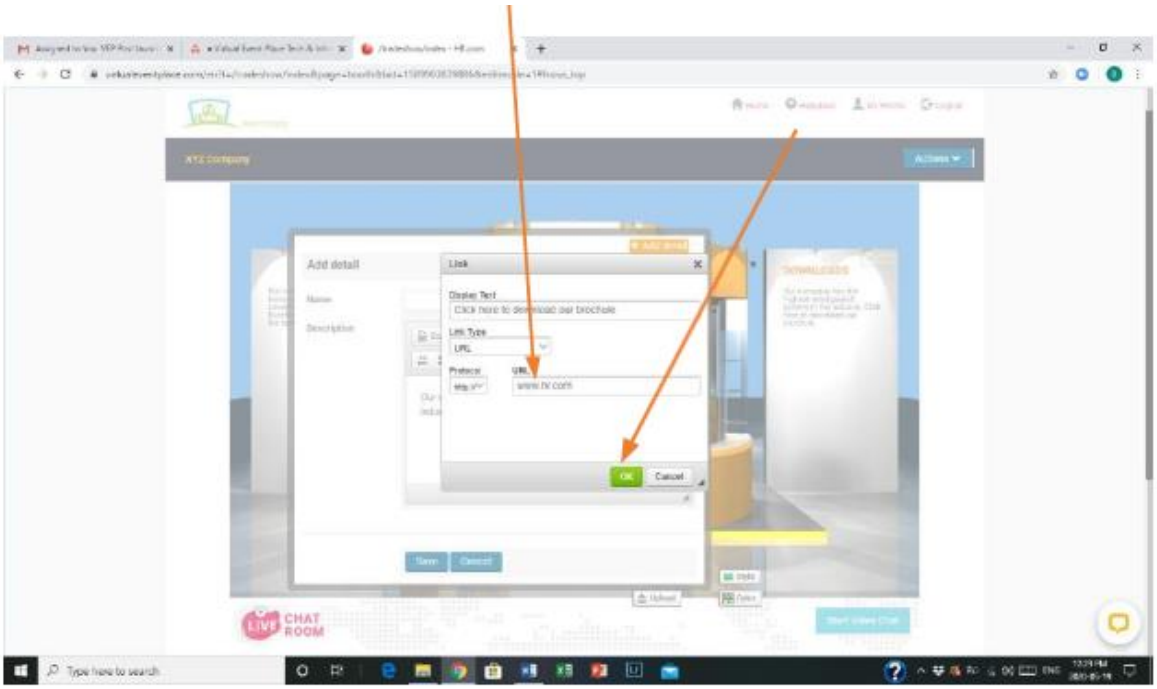
Our content editor makes it simple for you to add in links. Simply highlight the words you would like to make as a link and select our link icon to add in a URL.



A popup appears where you can enter in the URL to your downloadable resource. Then click OK and then click Save.



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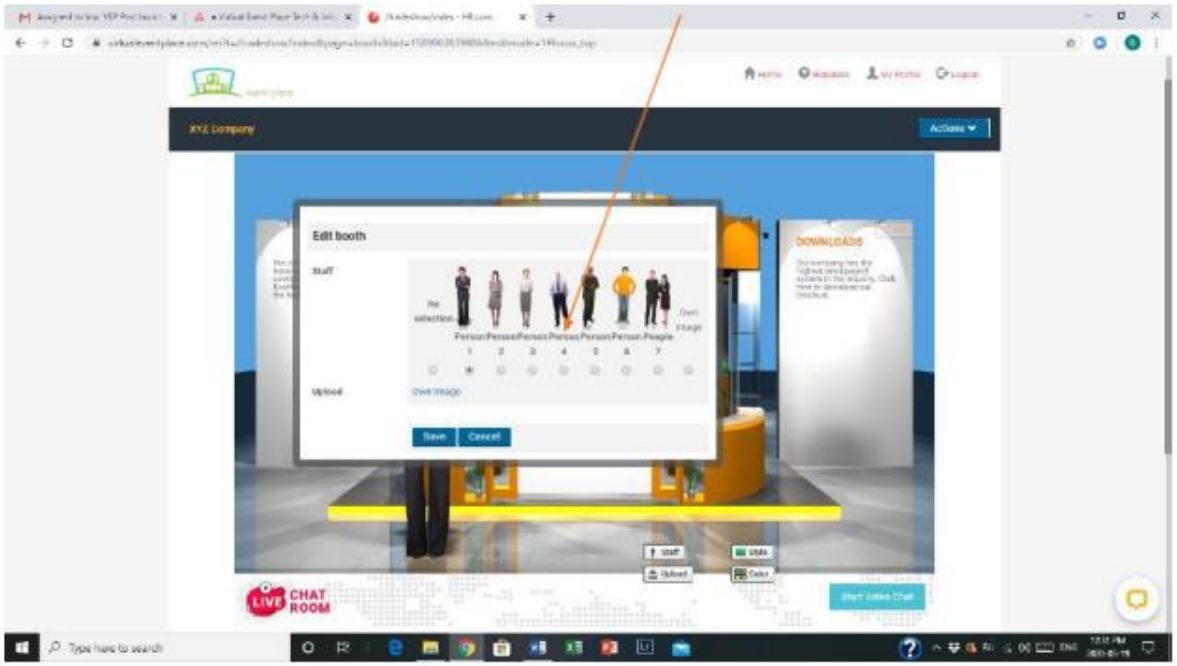
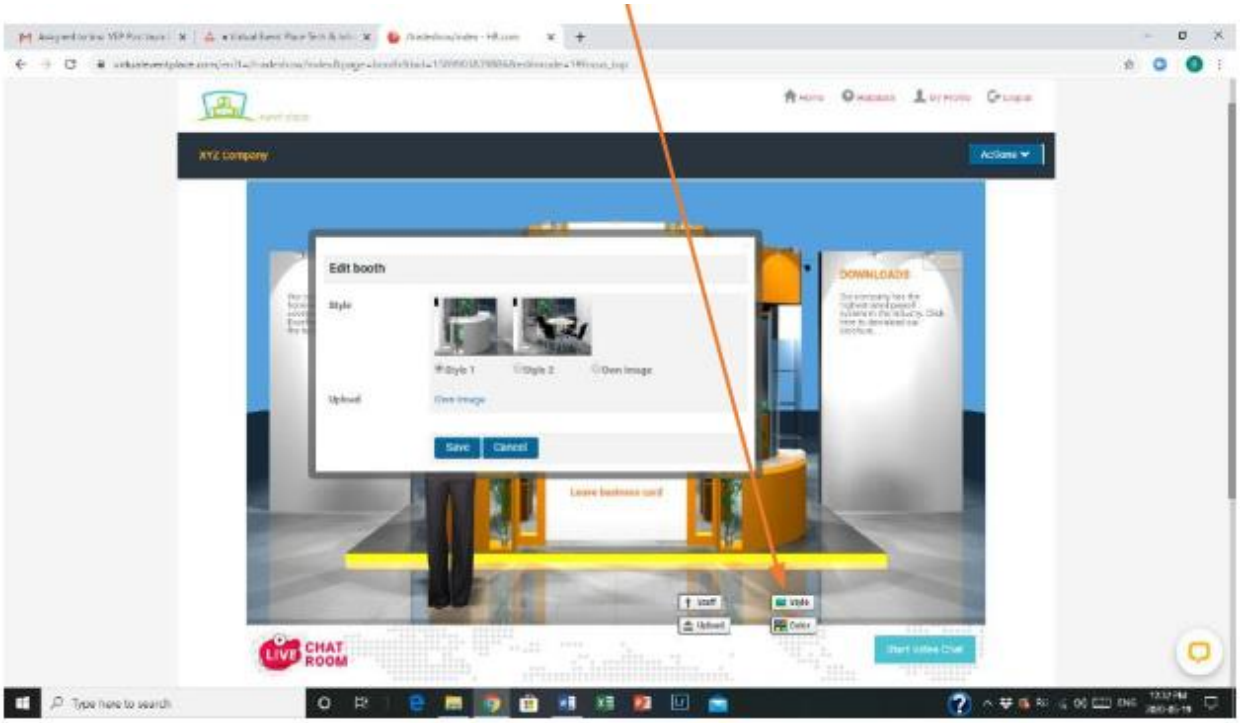
Click on the Staff button to add virtual staff or choose your own image of a person that has a blank background and is in .png format and maximum 150px x 320px.



Change the style of your poster booth by clicking on our Style button.



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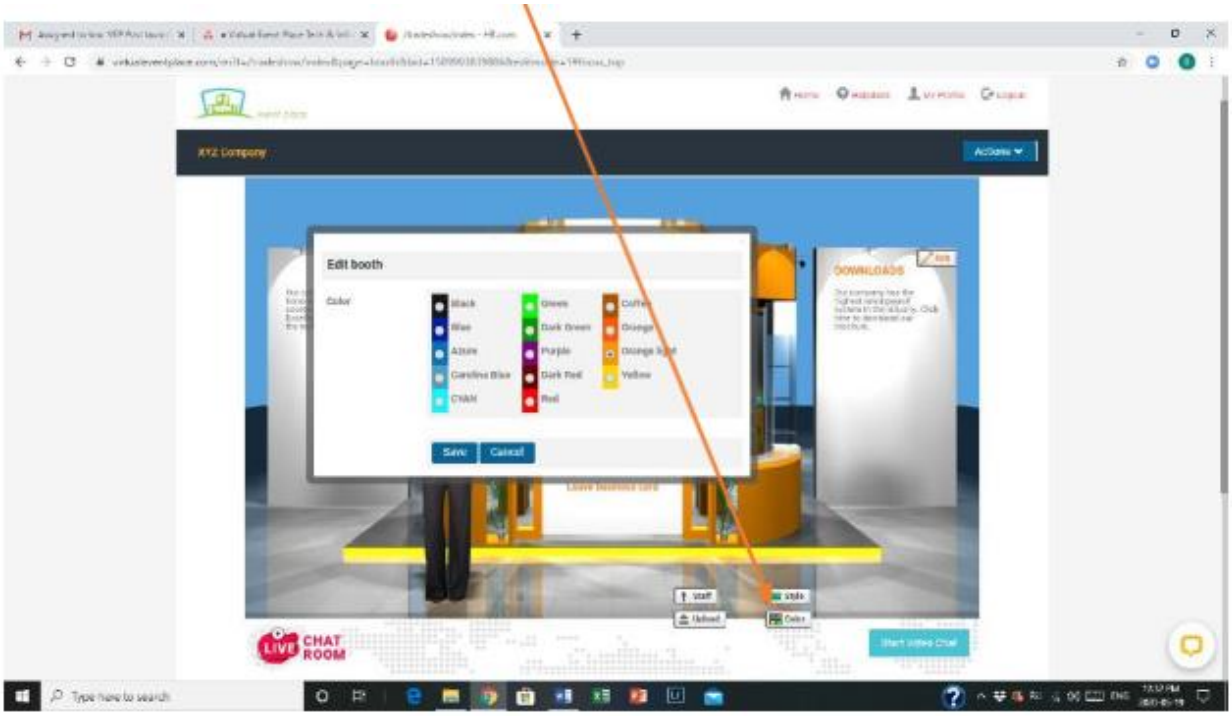
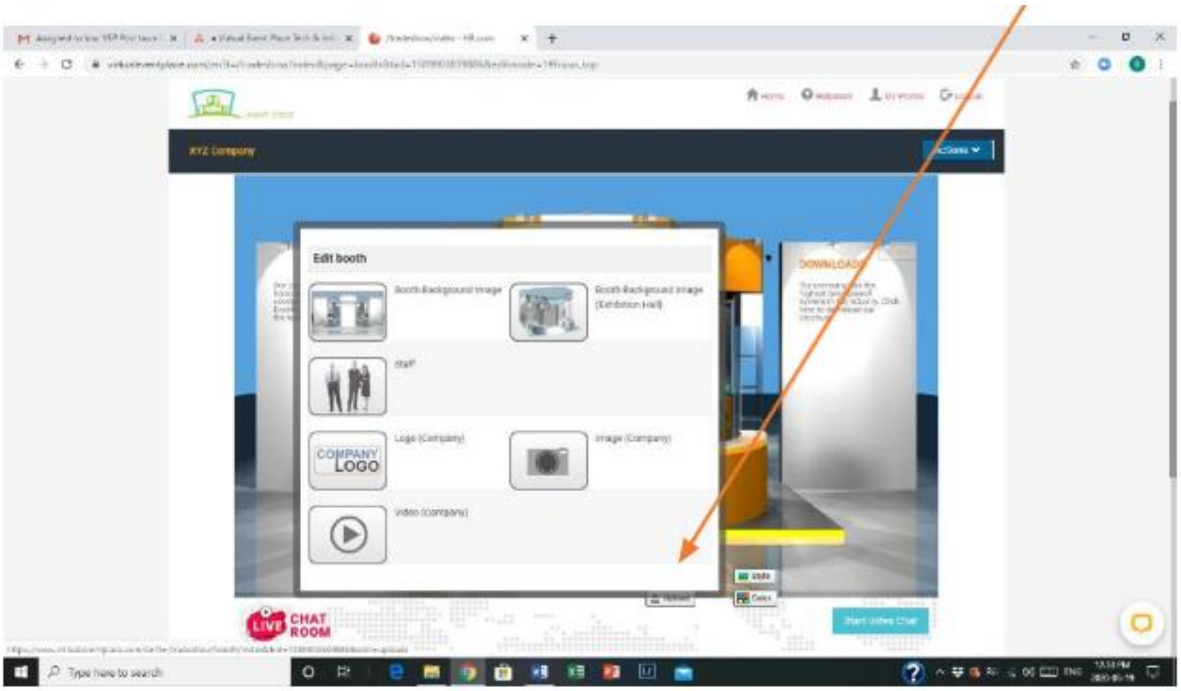
Change the color of your poster booth by clicking here.



You can choose to upload your own images, logos and backgrounds by clicking the upload button. Background images should be 960px x 576px and in .jpg, .gif or .png format.



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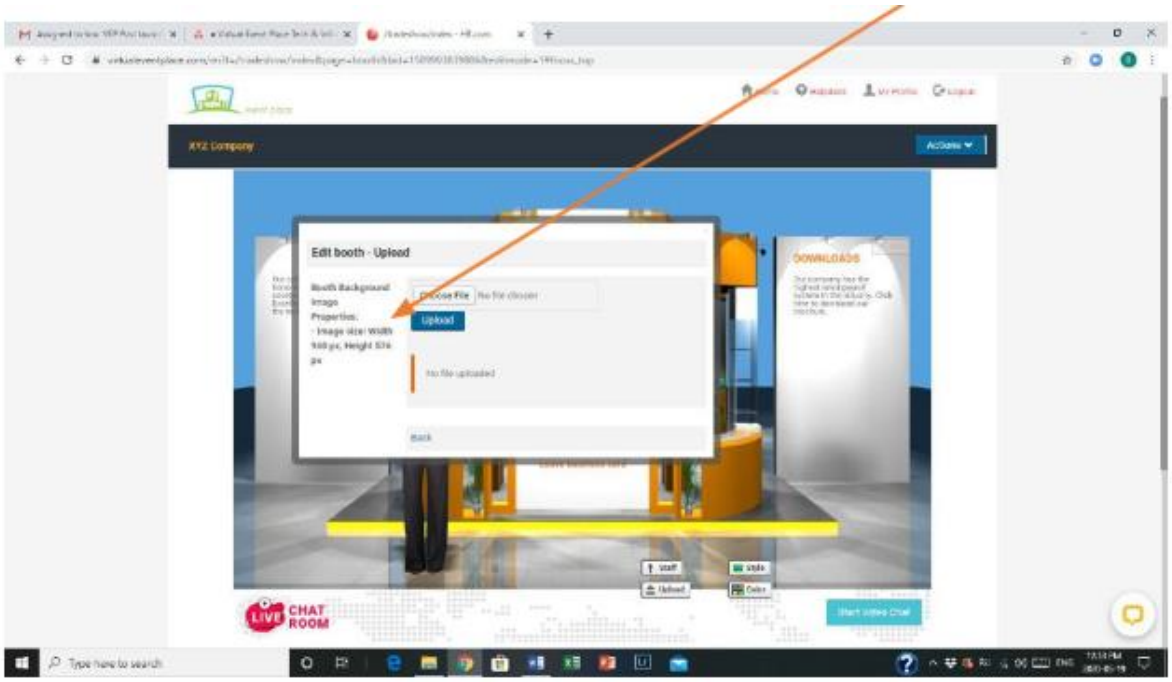
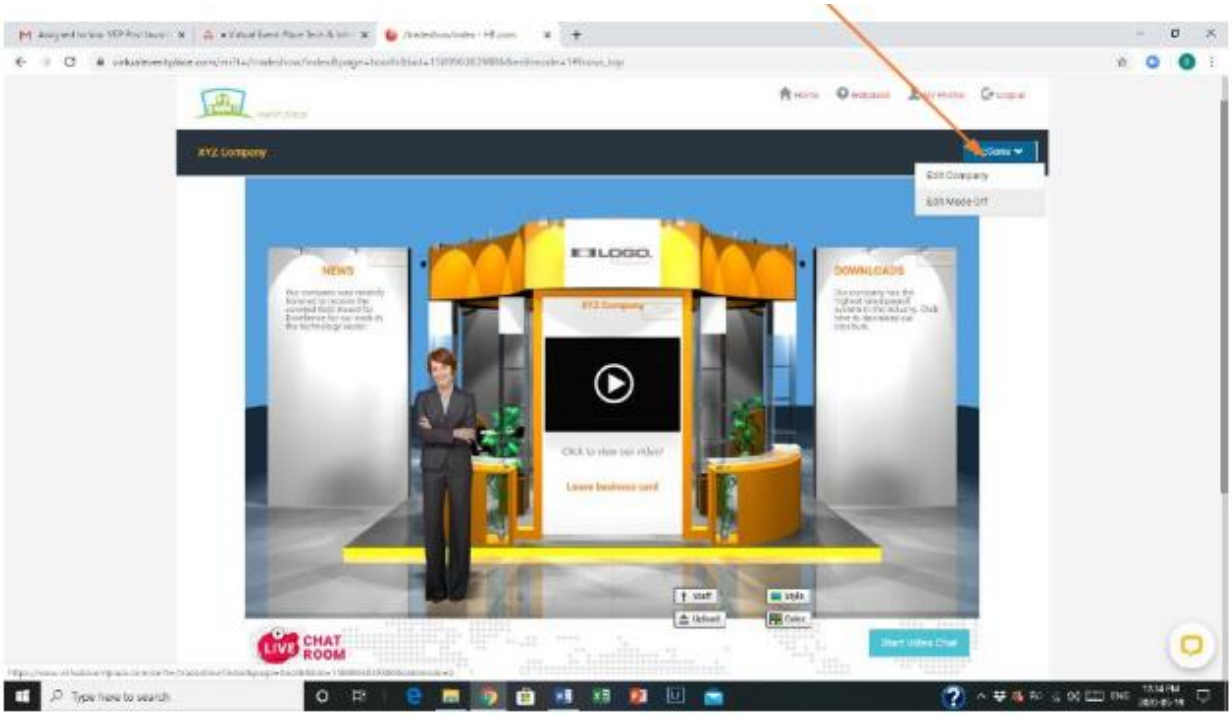
Be sure to have the right dimensions of your images before proceeding. They are noted inside our template.



When finished, click the blue Actions button and select Edit Mode Off to save your changes.



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