



Sponsor User Guide

Monday, Oct. 26th to Friday, Oct. 30th 2020



Log In

Step 1:

Log into the environment with the below link.

<https://onlinexperiences.com/Launch/Event.htm?ShowKey=110723>

Step 2:

Enter your Email Address and password

The same information that you used in

The booth builder. If you are staff your leader may have Assigned your user ID and password.

You can also choose forgot password and reset your

Password at any time, but user id is usually your email Address!

PMXPO 2020

Featuring Keynote Speaker
Cara Brookins
Hear her inspiring story of building an unstoppable team.
28 March 2020 | 9 a.m. – 8:30 p.m. ET | Earn 6.5 PDU's

Build Skills / Network

Email Address
vmwarems

ENTER

If you receive an "Already Logged In" message, wait 1 minute before re-entering.

Terms Of Use | Privacy Policy

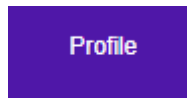
By logging in, you agree to the Terms of Use and Privacy Policy.

Technical Requirements | System Check | Port Troubleshooting | © Copyright 2018 INXPO, Inc. All rights reserved.

Update your Profile Picture

Step 3: Update your Profile Picture

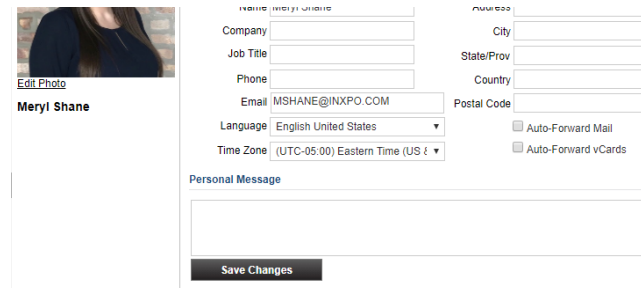
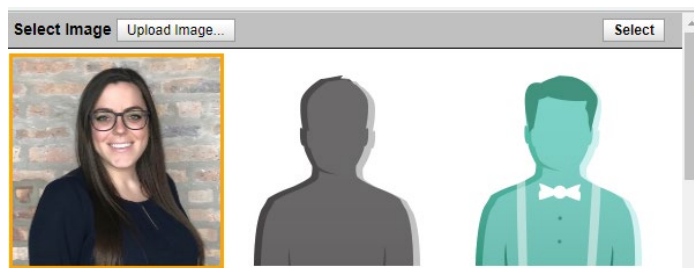
- Select “Profile” from the top navigation, under Lobby, to upload a photo and update your profile picture.



- Select “Edit Photo” and upload your picture



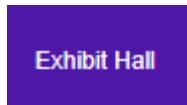
- Select the image uploaded, click “Select” and then “Save Changes”



Enter your booth

Step 4: Enter your booth

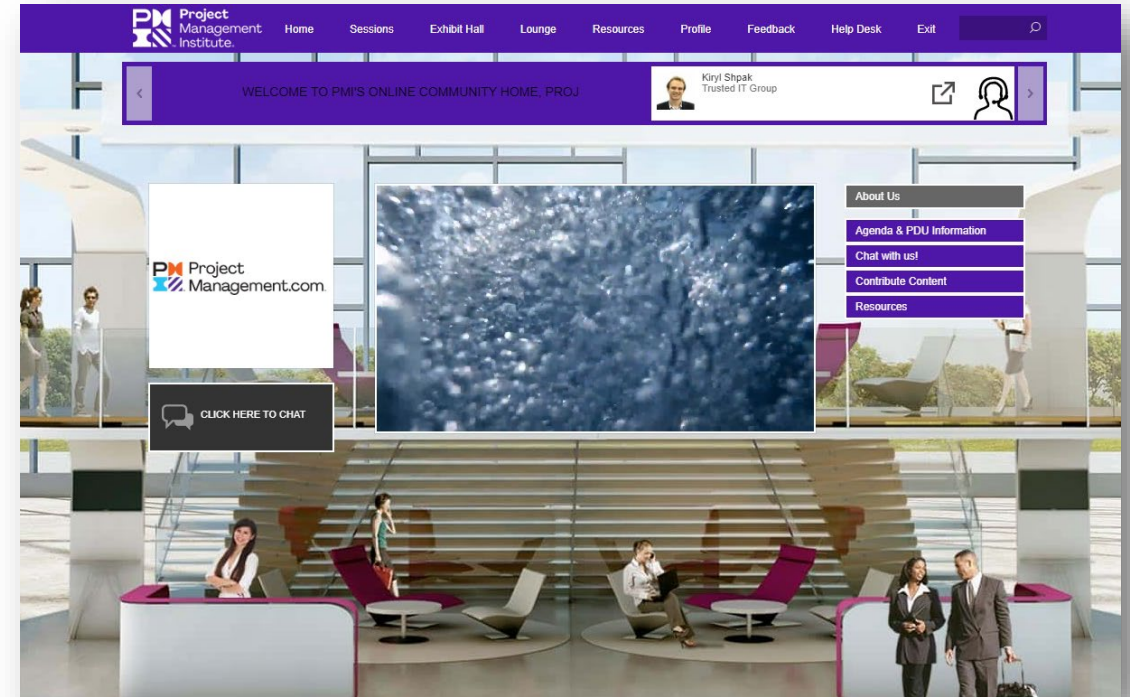
- Select “Exhibits” from the top navigation



- Find and click on your booth from the Exhibit Hall



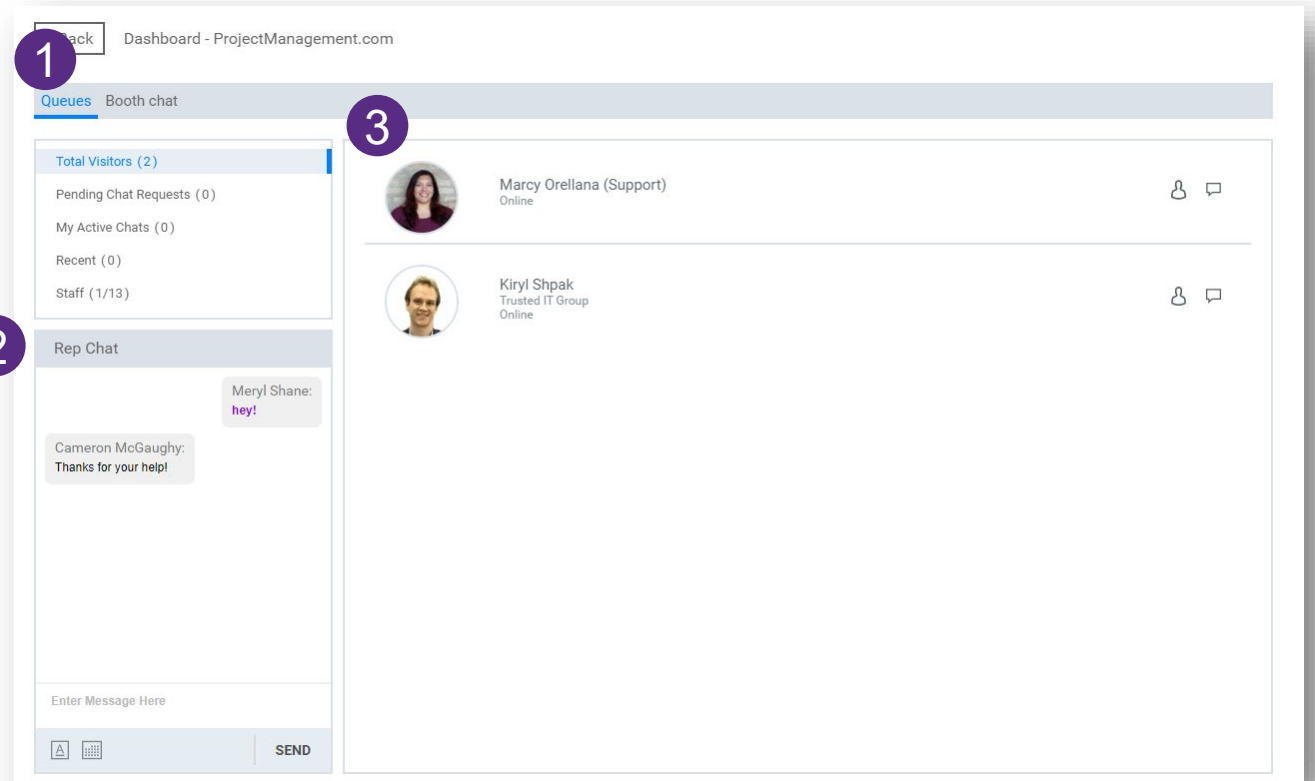
- Click on the Booth Rep Tool Button in the top right of the screen.



Booth Rep Tool Overview

The Booth Rep Tool allows you to manage attendees, participate in the group chat as well as initiate private chats all from one interface.

1. Queues Tab/Booth Chat Tab
2. Rep Chat
3. Attendee Information Area



Visitors

Visitors

1. List of current booth visitors
2. List of private chat requests that have not been accepted
3. List of my active Private chats
4. List of Recent Private chats
5. List of Booth Staff (Parenthesis show number of staff online)

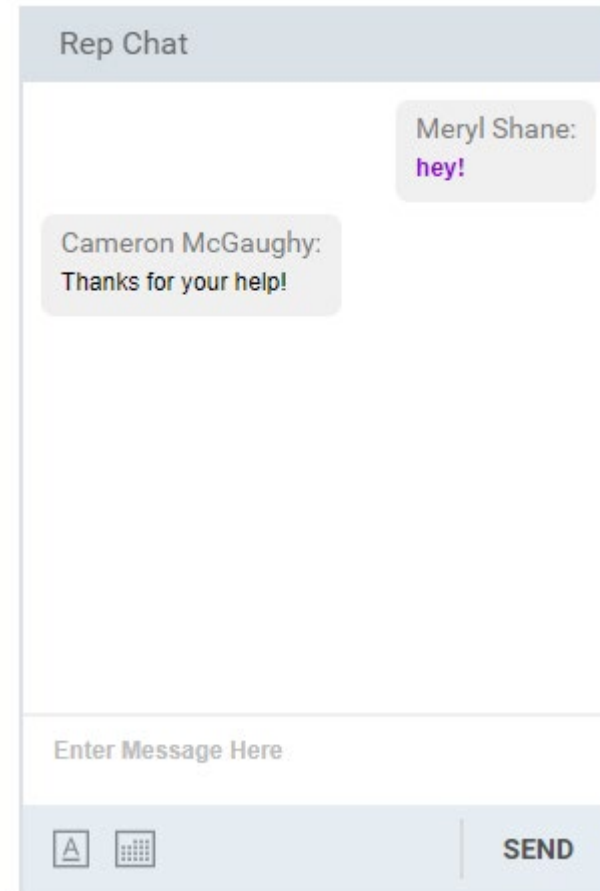
Queues Booth chat

- 1 Total Visitors (1)
- 2 Pending Chat Requests (0)
- 3 My Active Chats (0)
- 4 Recent (0)
- 5 Staff (2/13)

Rep Chat

Rep Chat

The Rep Chat is a private chat for **BOOTH STAFF ONLY**.
Attendees will not see anything entered in the Rep Chat.



Private Chats

Starting a Private Chat

You can start a private chat one of 2 ways.

1. Click on the chat button next to the users name
2. Click on the user, and then click the chat button to initiate a private chat

The screenshot displays the Intrado chat interface. On the left, a sidebar shows a list of metrics: Total Visitors (2), Pending Chat Requests (0), My Active Chats (0), Recent (0), and Staff (1/13). Below this is a 'Rep Chat' section with a message history: Meryl Shane: hey! and Cameron McGaughy: Thanks for your help!. At the bottom of the sidebar is a text input field labeled 'Enter Message Here' and a 'SEND' button.

The main area shows a list of users. The first user is Marcy Orellana (Support), Online, with a chat button icon next to her name. A purple circle with the number '1' is placed over this icon. The second user is Kiryl Shpak, Trusted IT Group, Online, also with a chat button icon. A purple circle with the number '2' is placed over this icon, and a purple arrow points from it to a larger, detailed view of Marcy Orellana's profile. This detailed view shows her profile picture, name 'Marcy Orellana (Support)', and three icons at the bottom: a speech bubble, an envelope, and a video camera.

Booth Group Chat

Booth Chat

The Booth Chat Tab allows you and participate in your booth's Group Chat.

1. You still have access to your STAFF Booth Rep Chat
2. Update your font face, color and size by clicking on the A under the message area
3. Type any group chat messages and click send

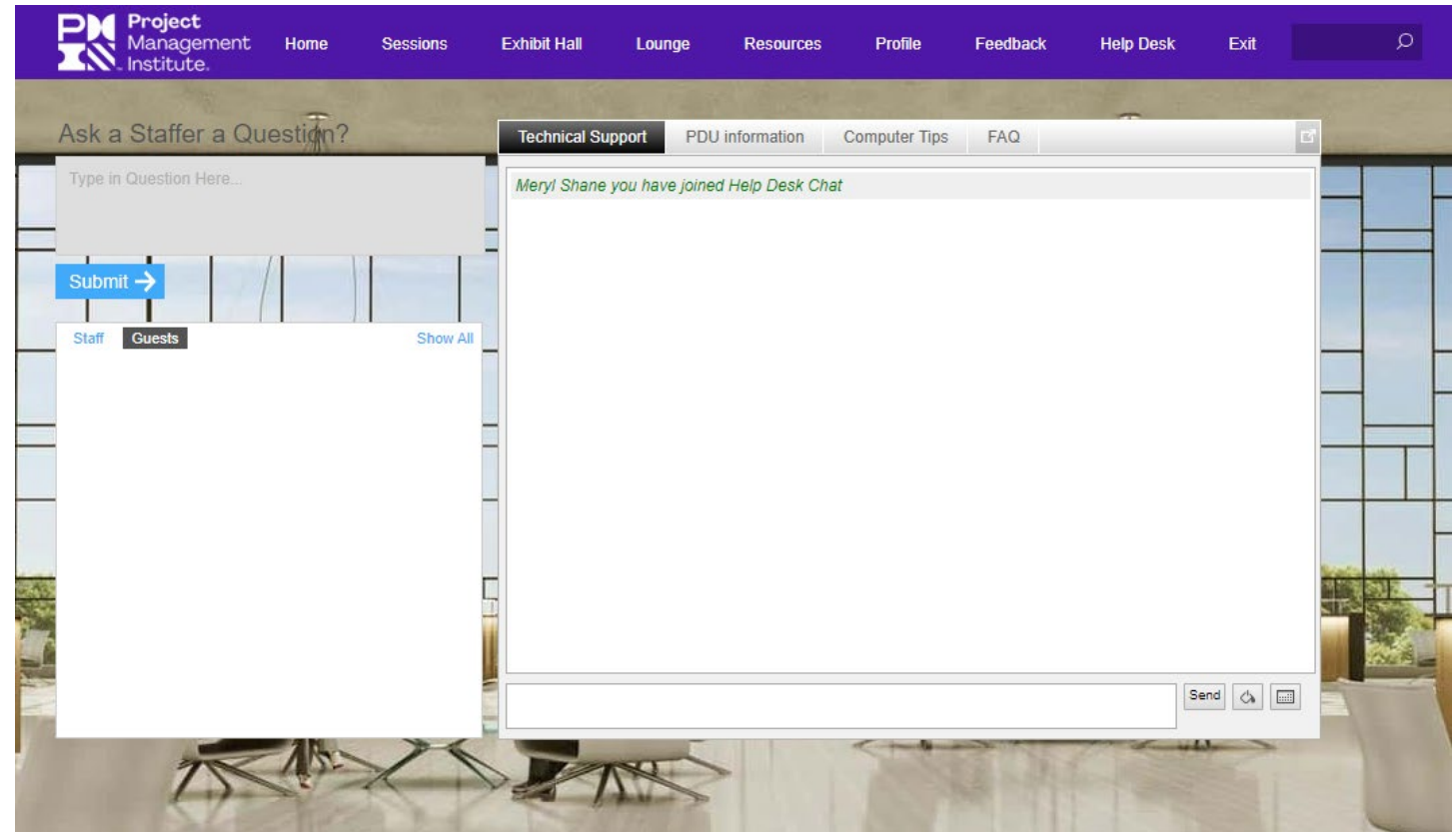
The screenshot displays the 'Booth chat' interface. At the top, there are tabs for 'Queues' and 'Booth chat'. Below this, a list of chat tabs is shown, with 'Rep Chat' selected and highlighted with a red circle '1'. The 'Rep Chat' tab shows a message from Meryl Shane: 'hey!' and a message from Cameron McGaughy: 'Thanks for your help!'. Below the messages is a text input field labeled 'Enter Message Here' and a 'SEND' button. A red circle '2' points to the text formatting icons (A and grid) located below the input field.

The main chat area shows a list of messages from various users, including Marcy Orellana (Support) with 'Hi everyone', Prathik Bathija with 'Hello', and Meryl Shane with 'Thank you for joining our booth!!!'. Below the messages is another text input field labeled 'Enter Message Here' and a 'SEND' button. A red circle '3' points to the text formatting icons (A and grid) located below this input field.

Help

Staff Help

If you need help at any time during the live event, please click on the Help Desk in the top navigation and live staff will be available to assist you.





Thank You