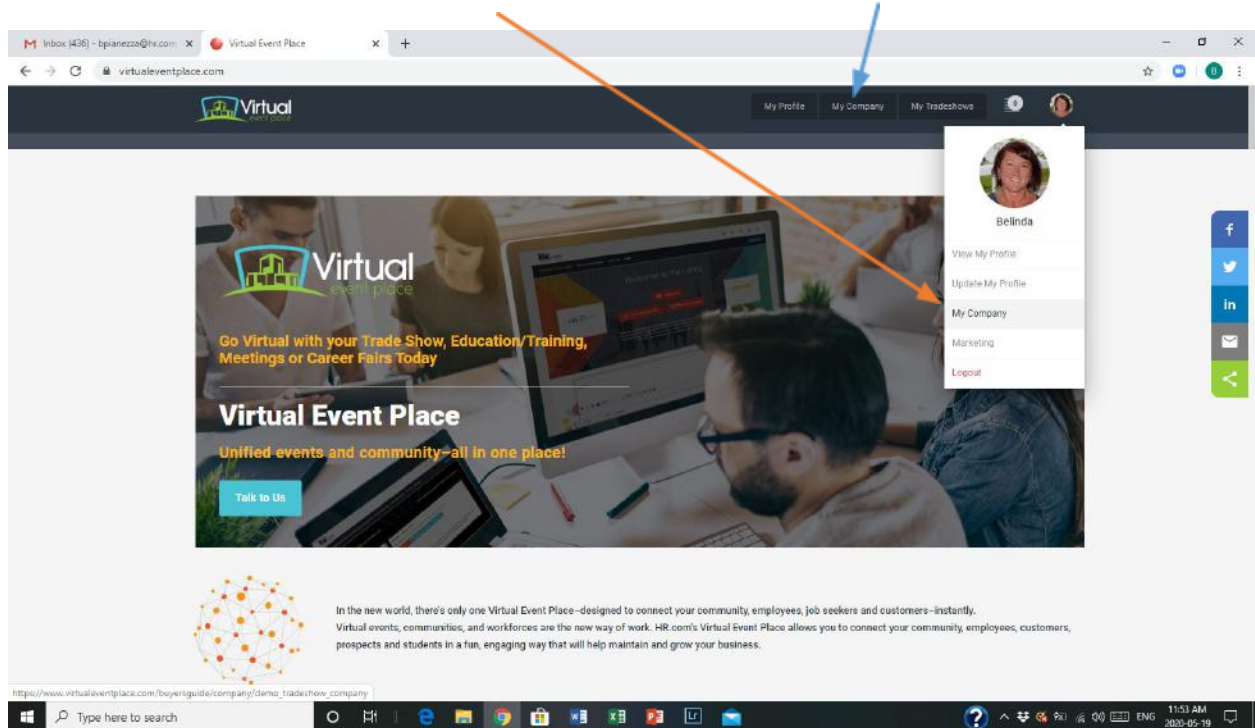


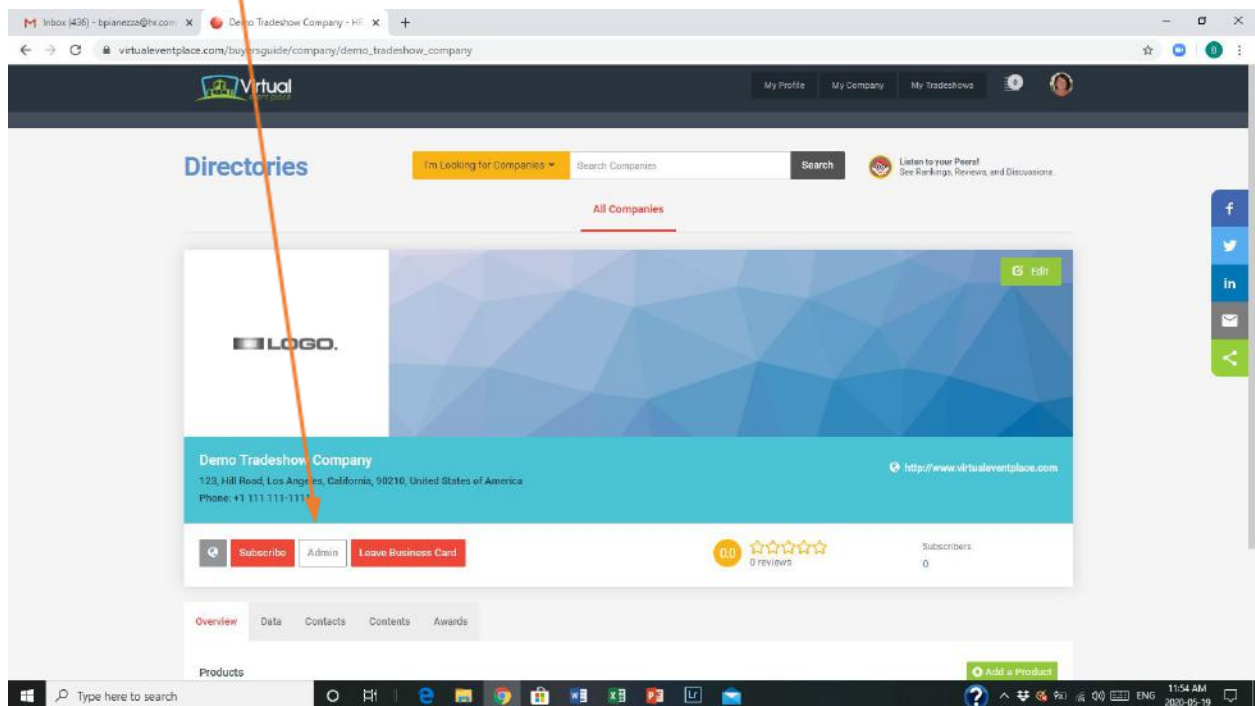
## How to Edit a Virtual Booth

Log in to [virtualeventplace.com](http://virtualeventplace.com)

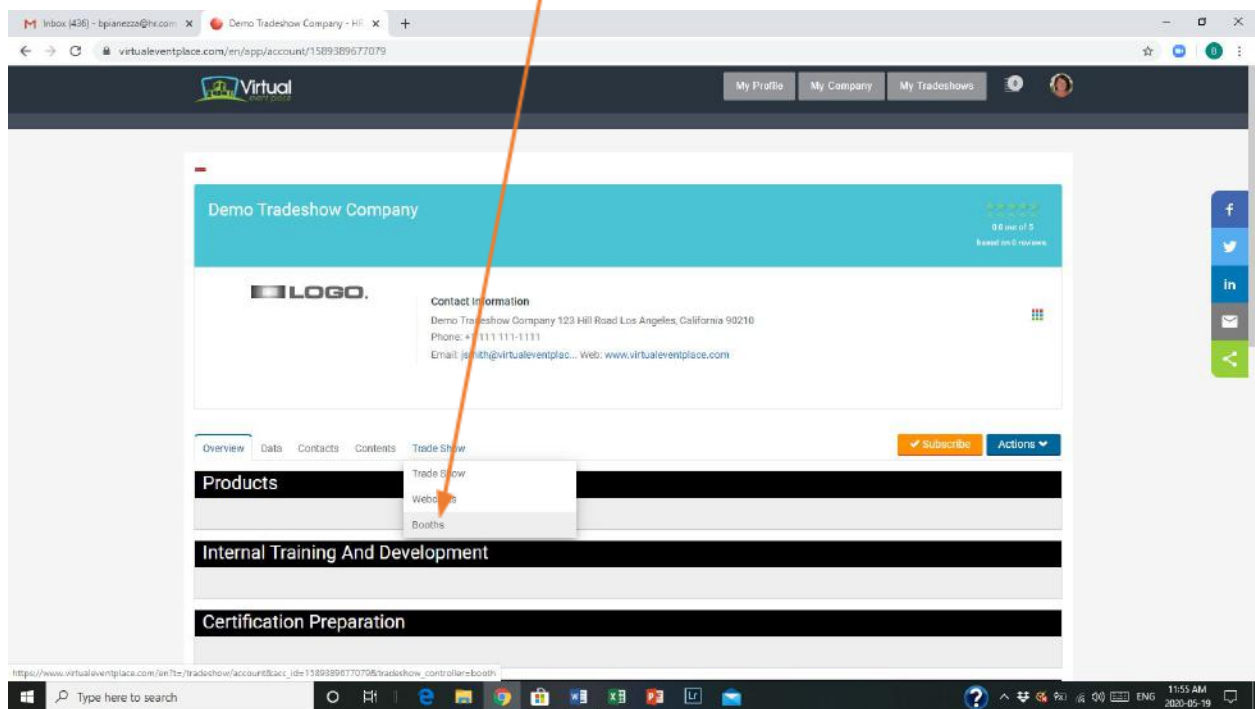
Click on your profile photo then click on My Company or you can click here as well.



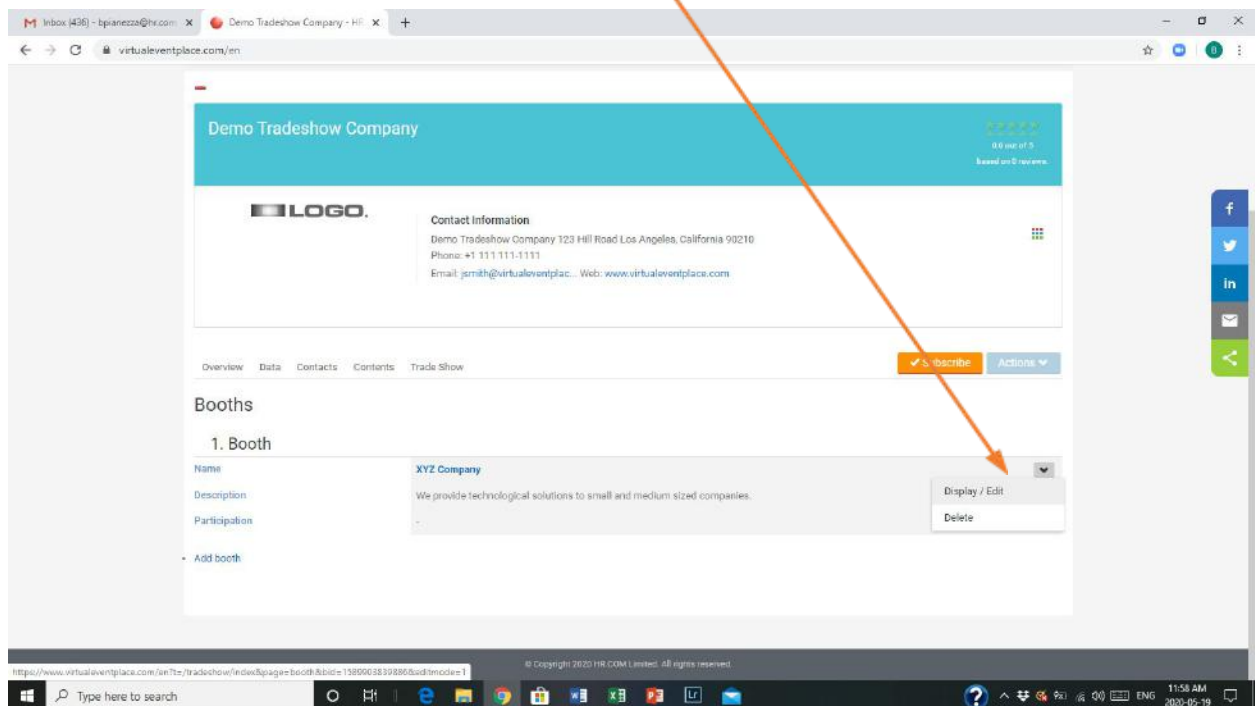
Click on the Admin button



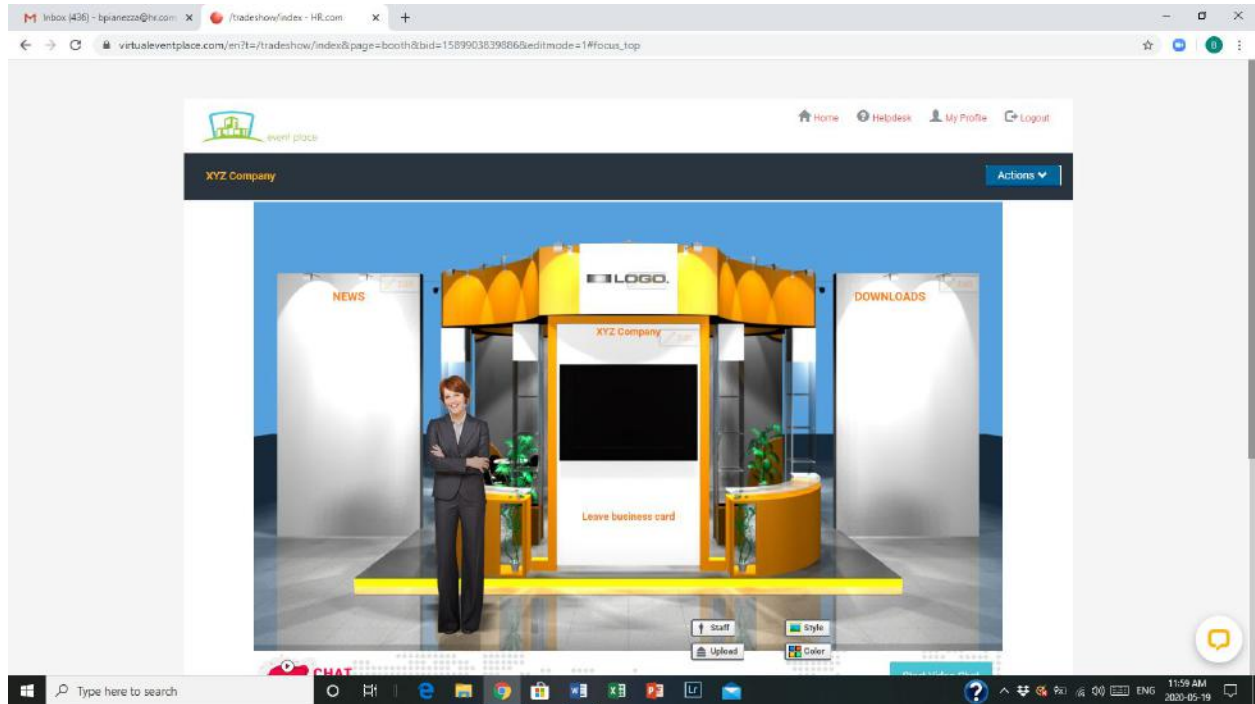
Mouseover the Tradeshow tab and click on Booths



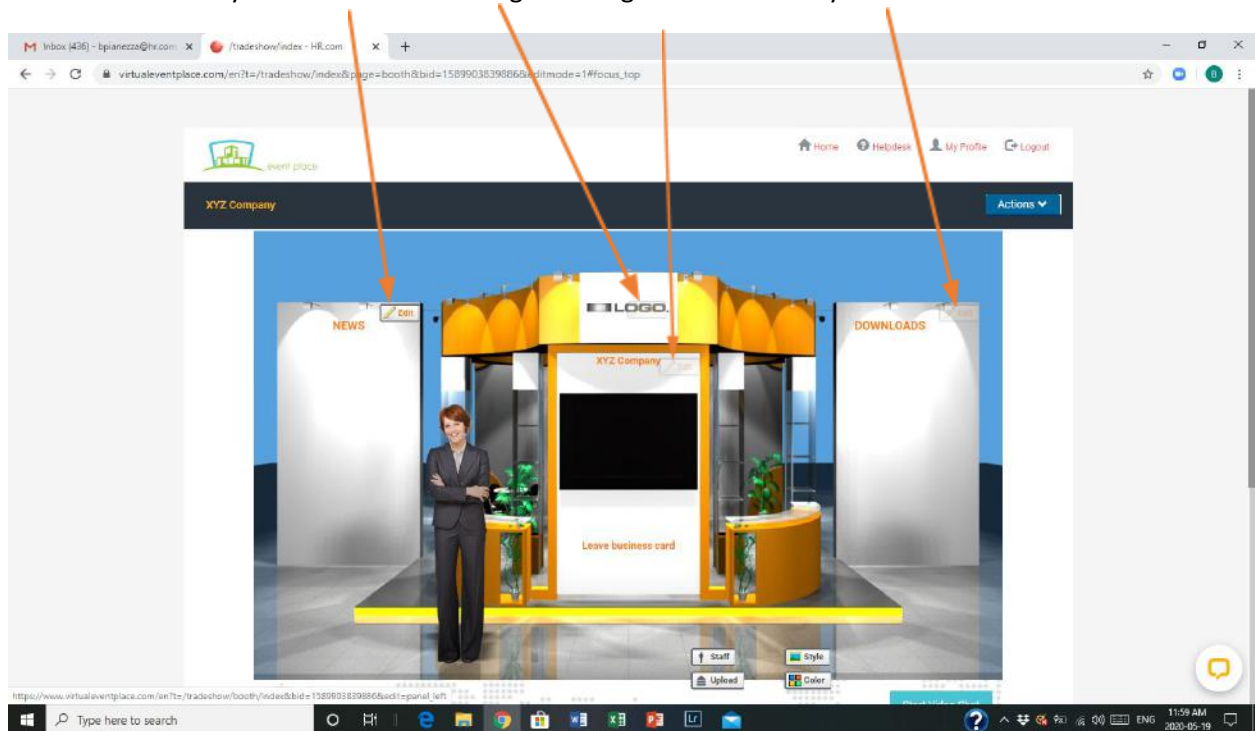
Scroll down and you will have the option to Display/Edit your booth by clicking the arrow.



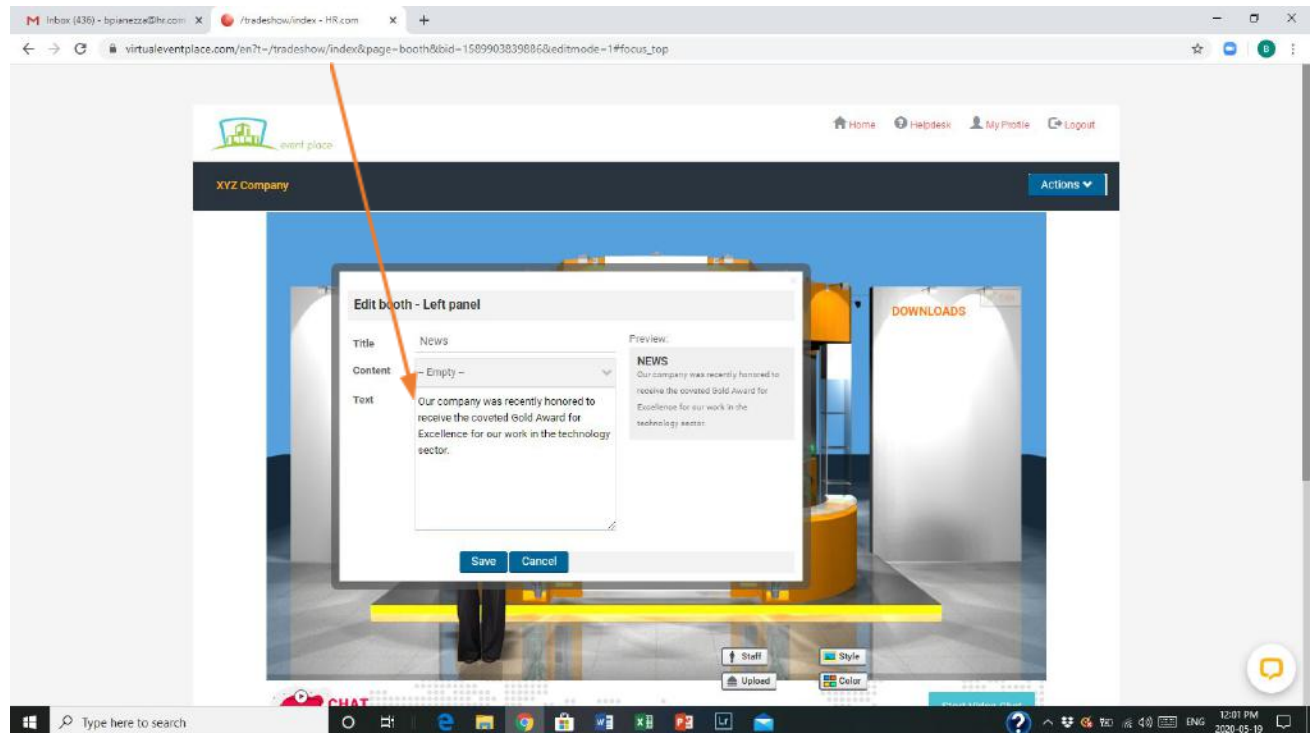
You will then be able to view your booth in edit mode.



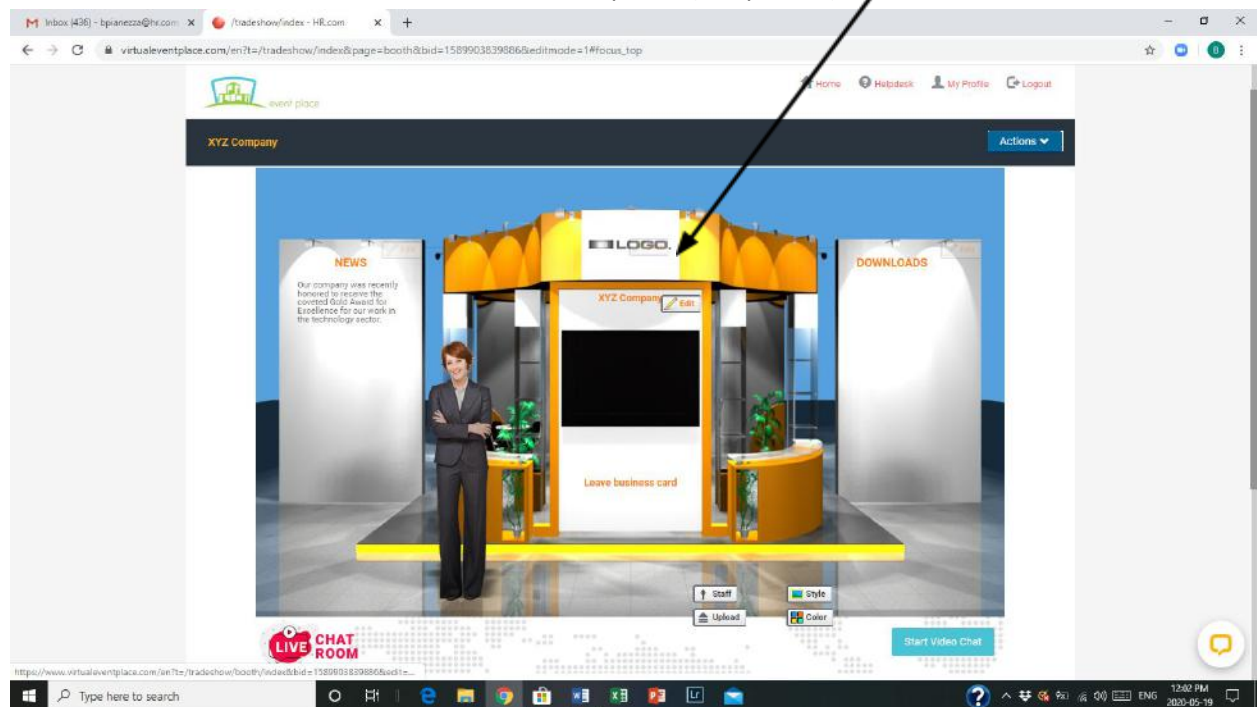
You can click on any of the Edit icons to begin editing each section of your booth.



Clicking on the News Edit icon, you can add in press releases or latest company announcements.

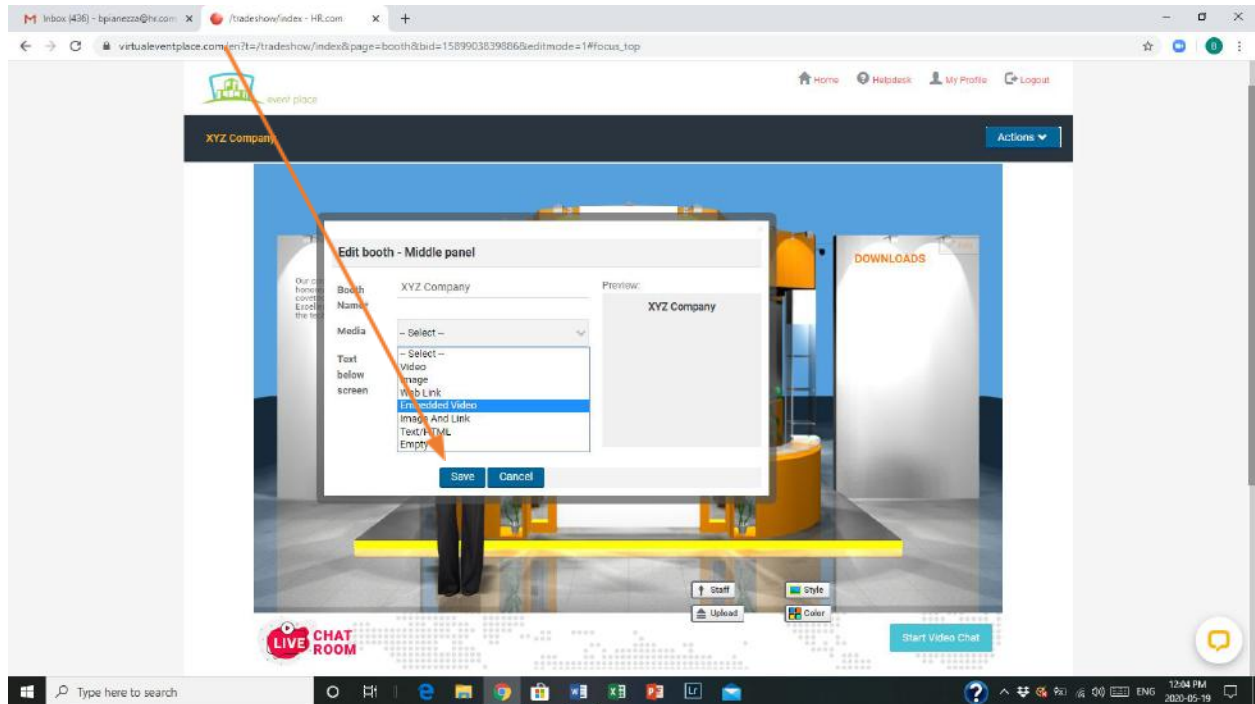


Have a video to share? Place it in your middle panel by clicking the edit function here. Note that videos must be hosted on YouTube and either unlisted or public (not private).

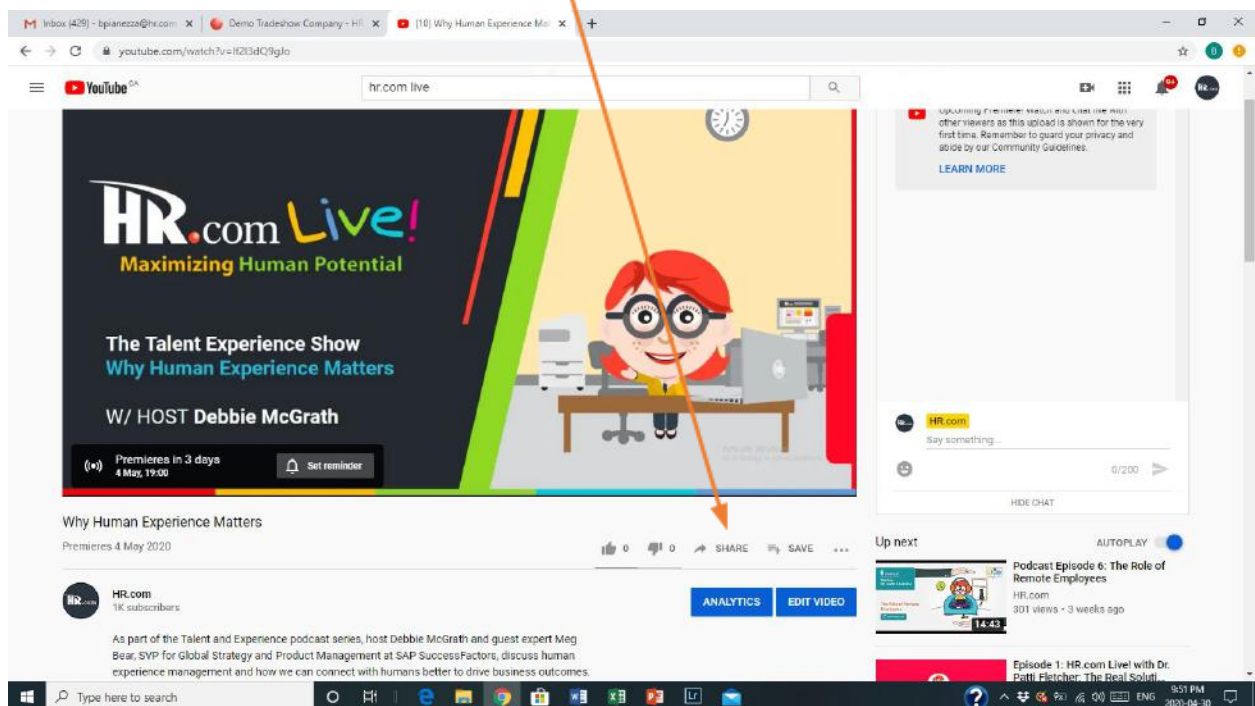




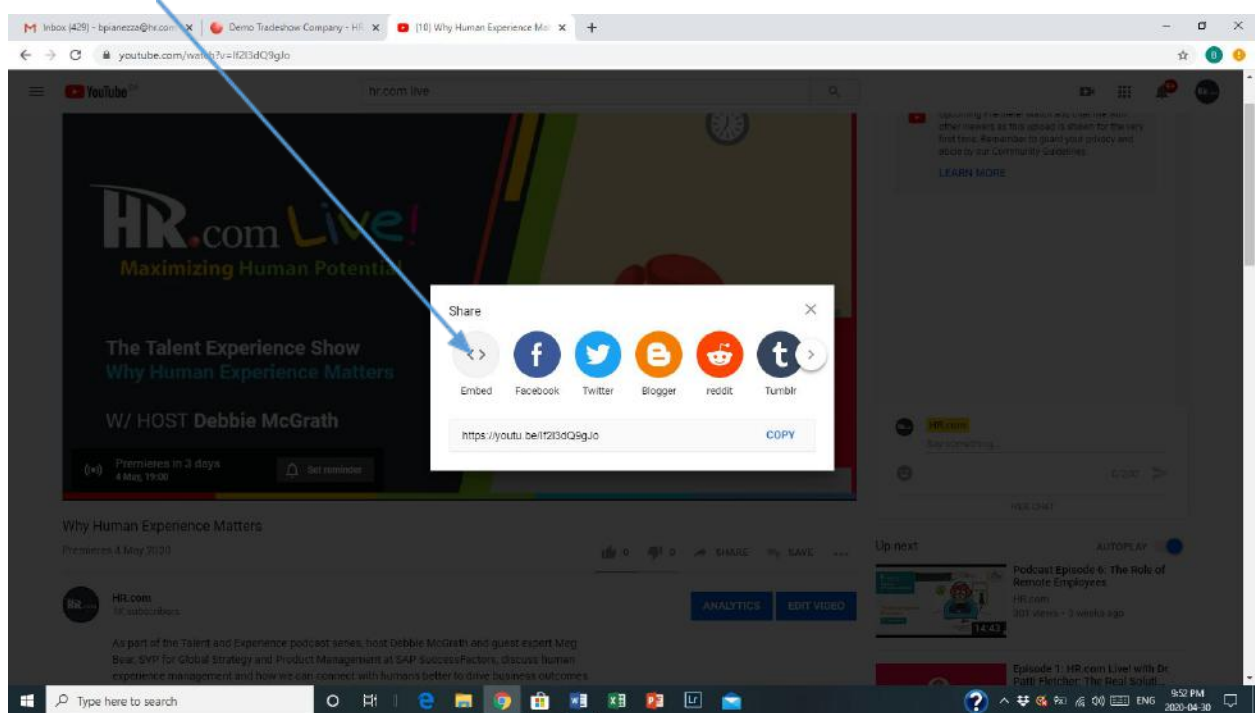
Select Embedded Video if you have a YouTube video you'd like to share.



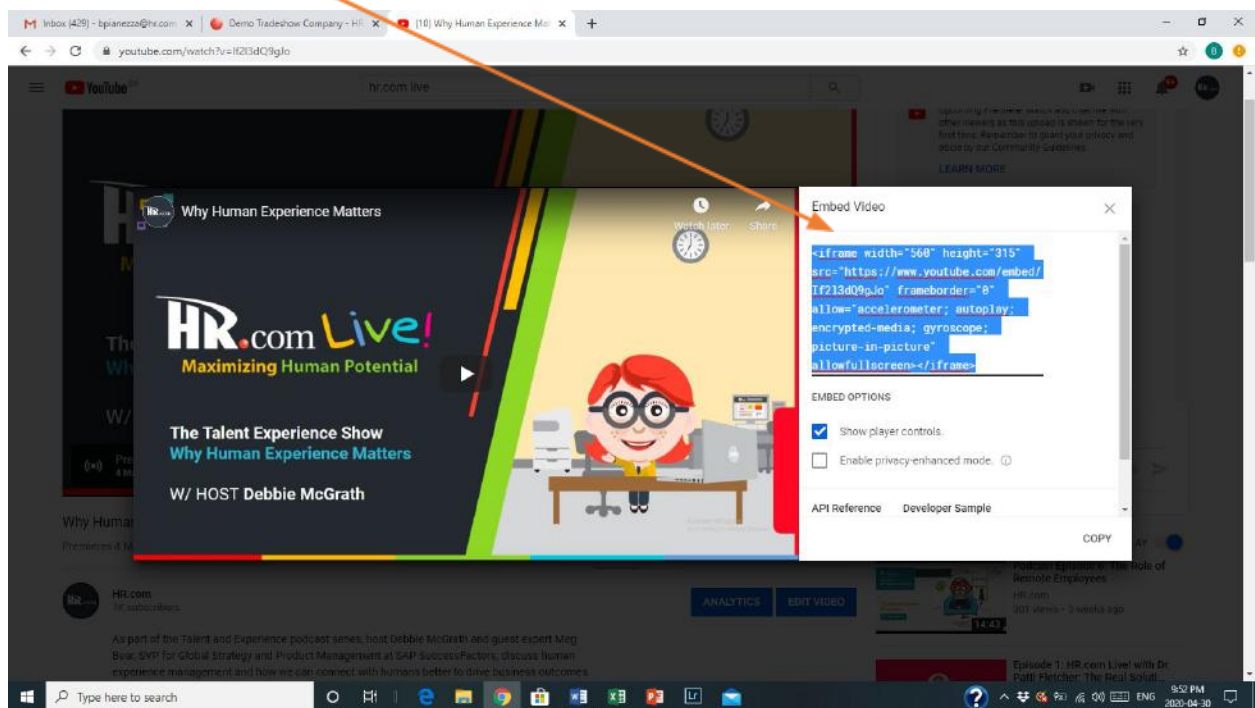
Go to your YouTube video and click on the Share button.



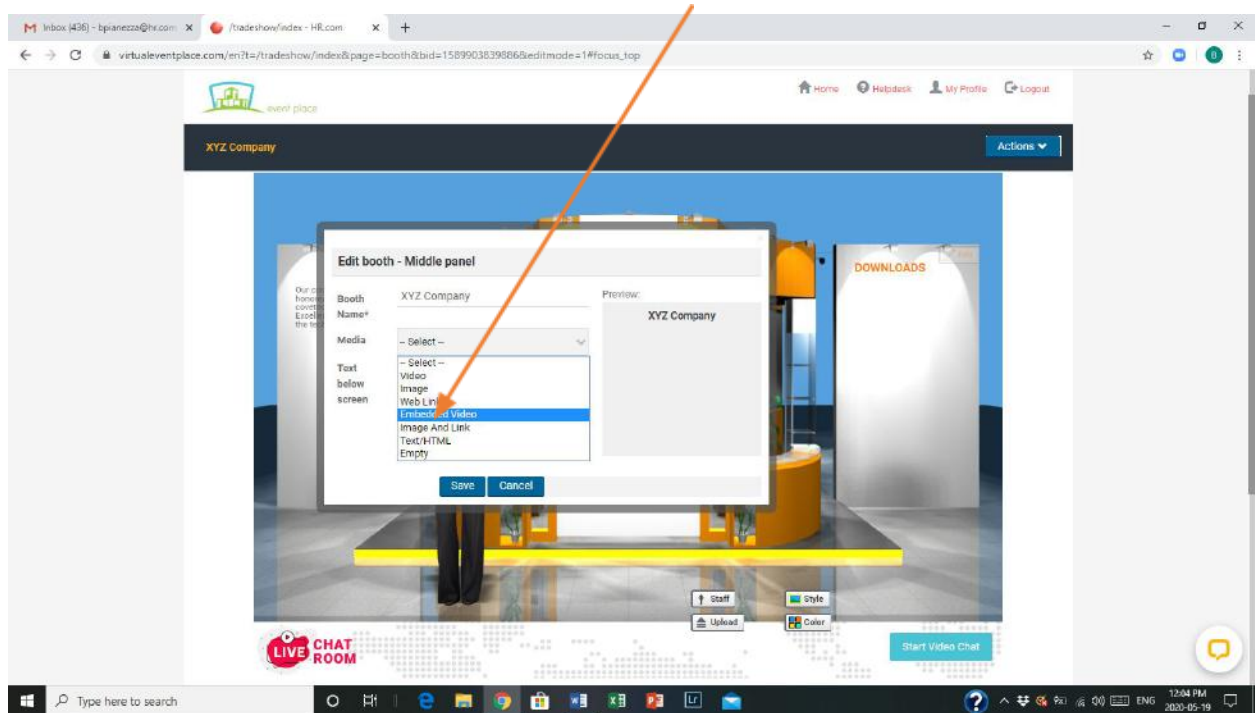
Choose Embed



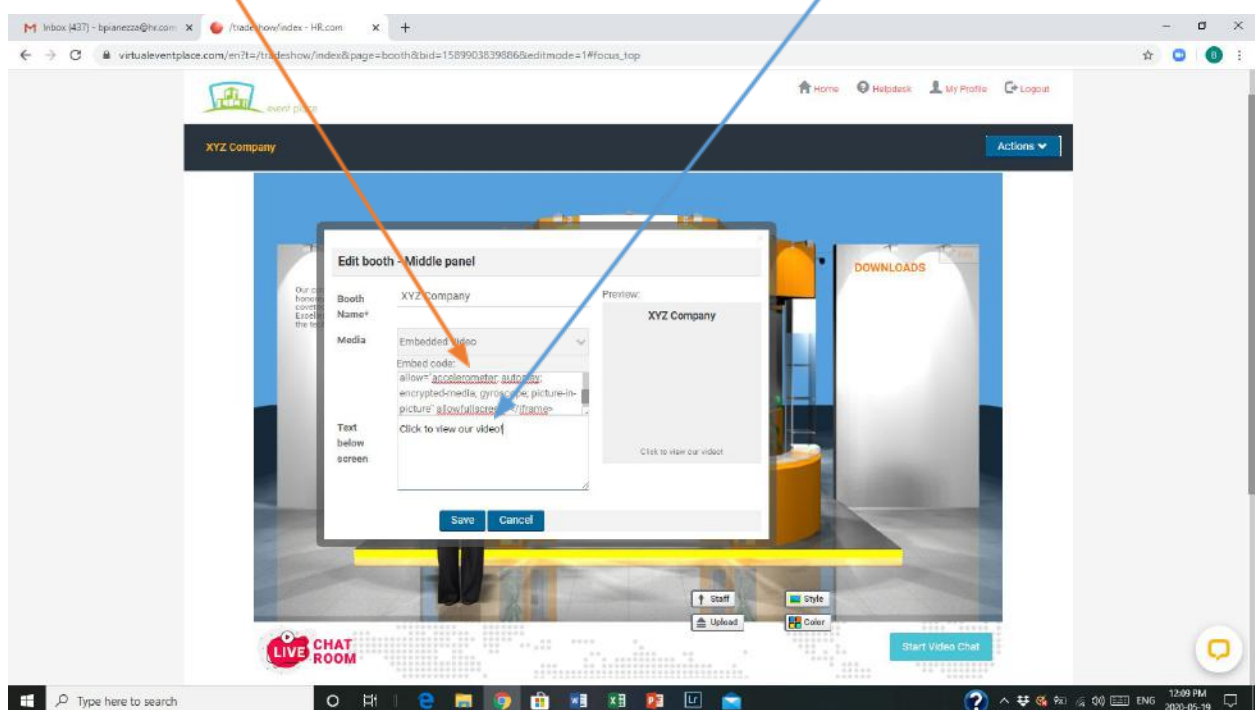
Then copy the embed code



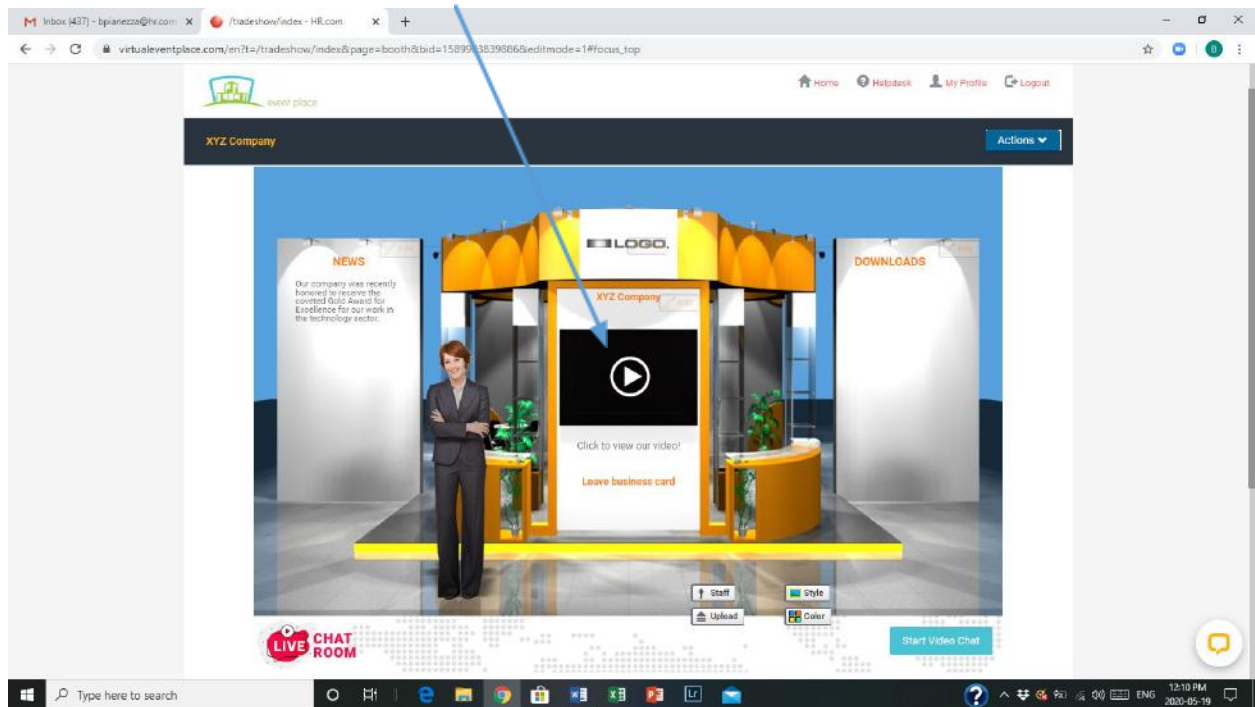
Place the embed code in our system by selecting Embedded Video.



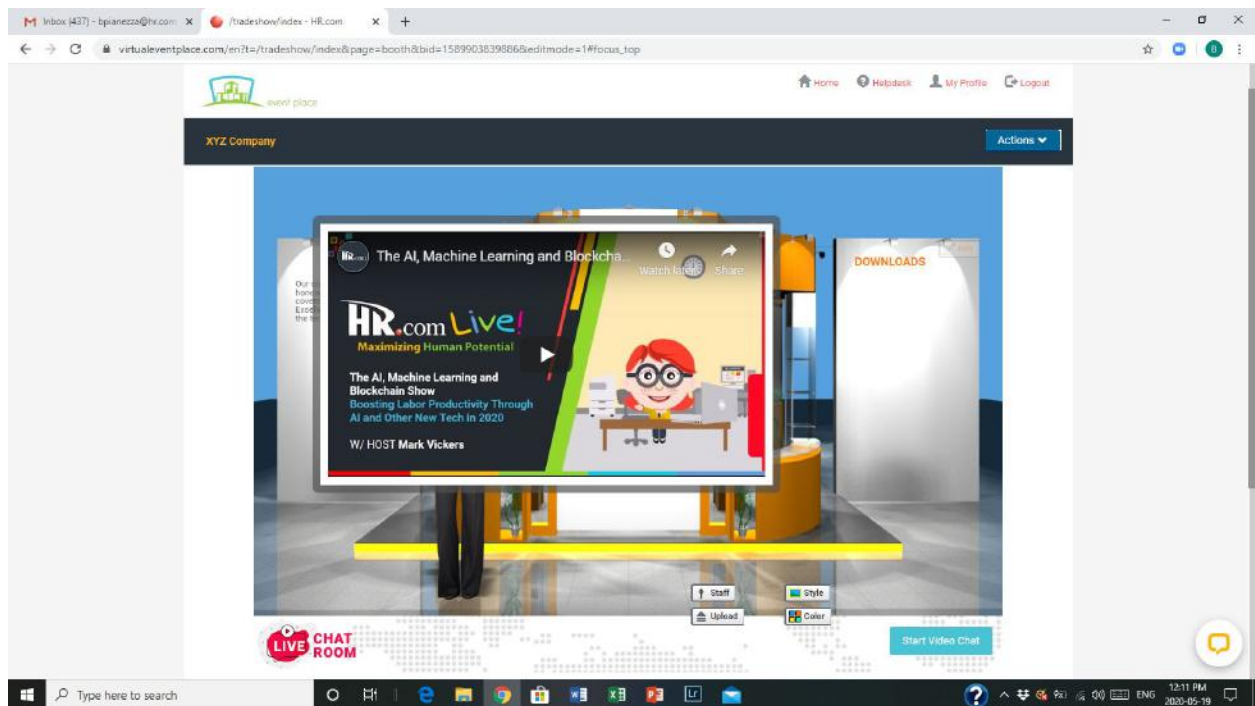
Place your code here with an enticing description in the text box below. Click Save.



The video will then be ready for viewing by your booth visitors.

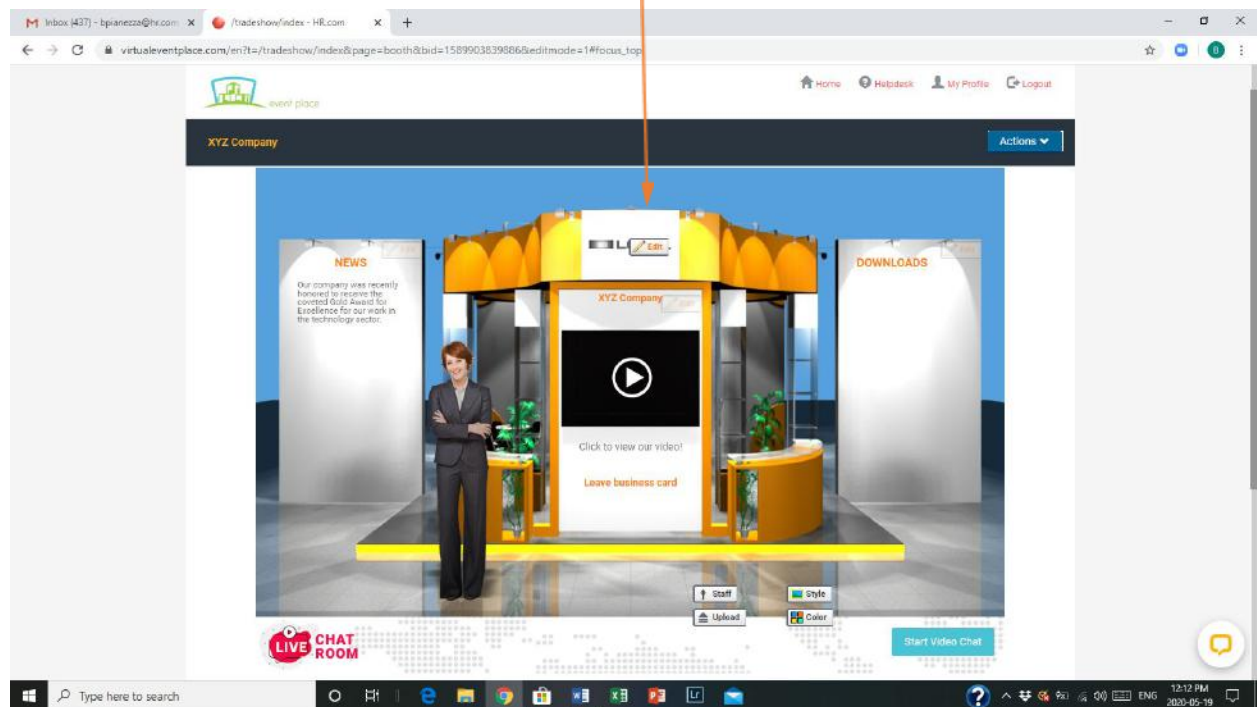


They can click to view it and it will pop from your booth.

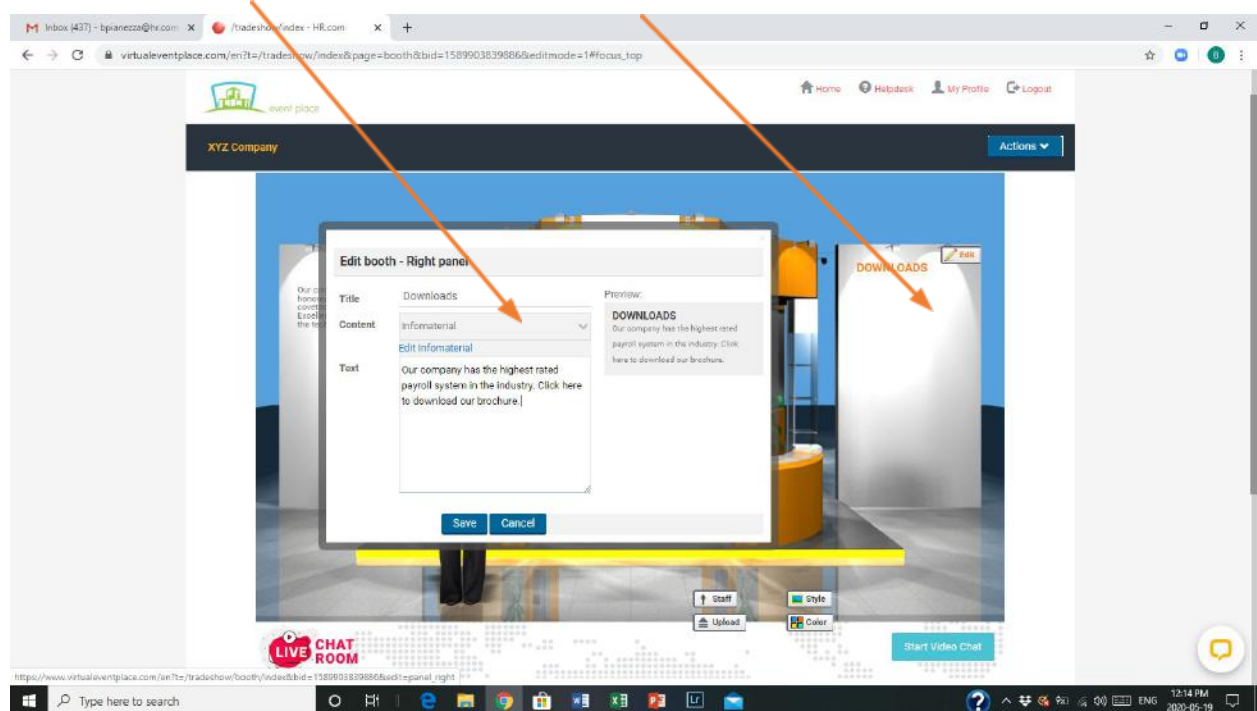




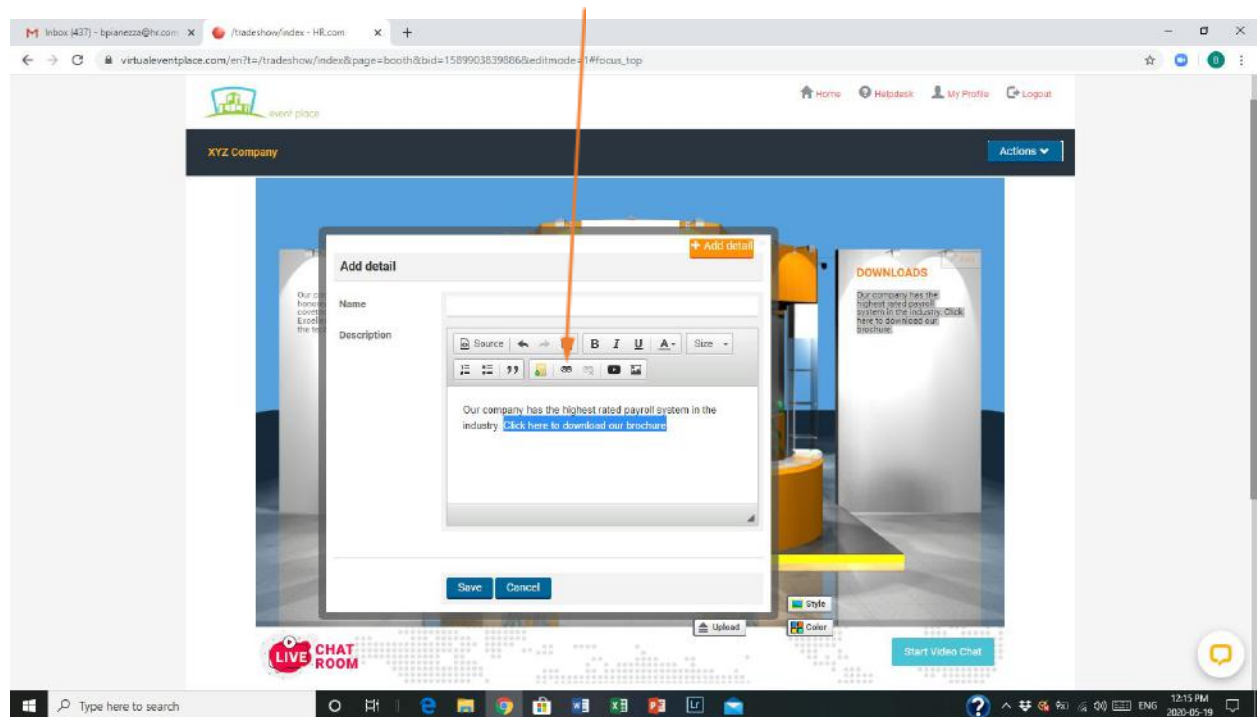
Upload or change your logo by clicking on this edit pencil. Your image will be scaled while keeping it's aspect ratio to 126px by 90px. Accepted image formats are .jpg, .png or .gif, 1000kb max.



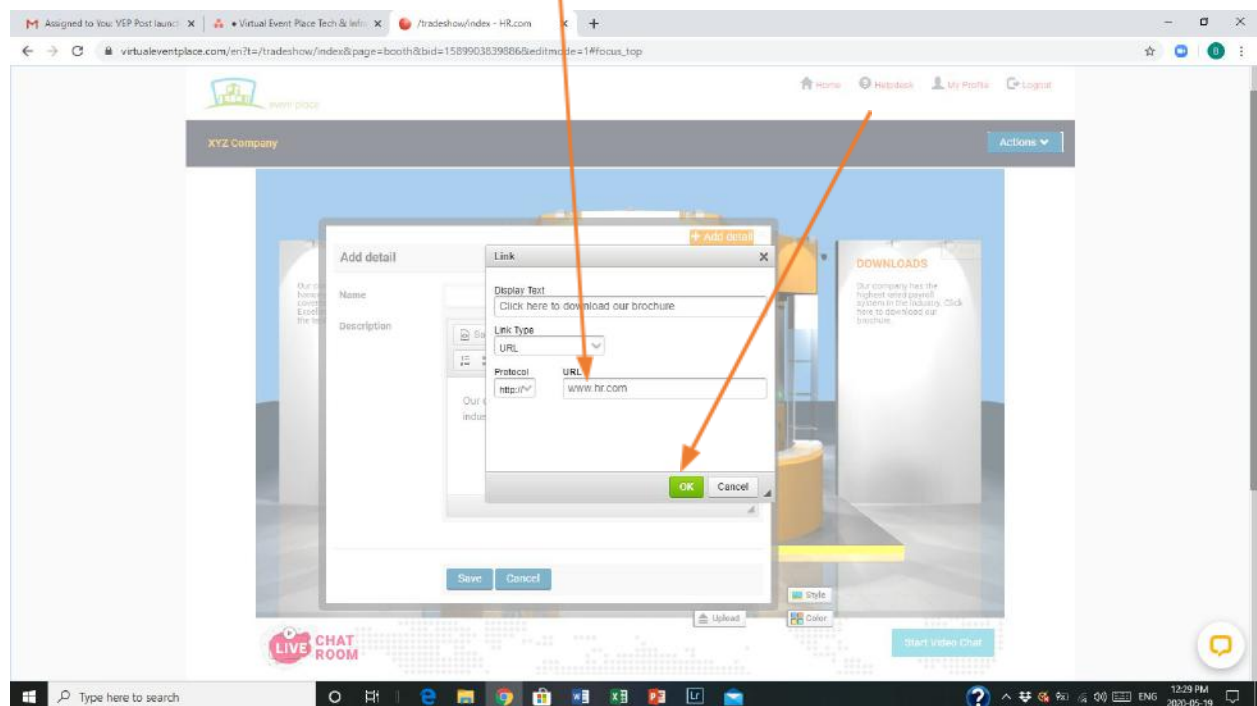
You can add content from your company profile's information area such as Infomaterial, Locations, etc. Or, choose 'Empty', use the editor to add custom text. There is no word maximum, however text styling may be removed and truncated with a 'read more' option, if it exceeds the allocated space.



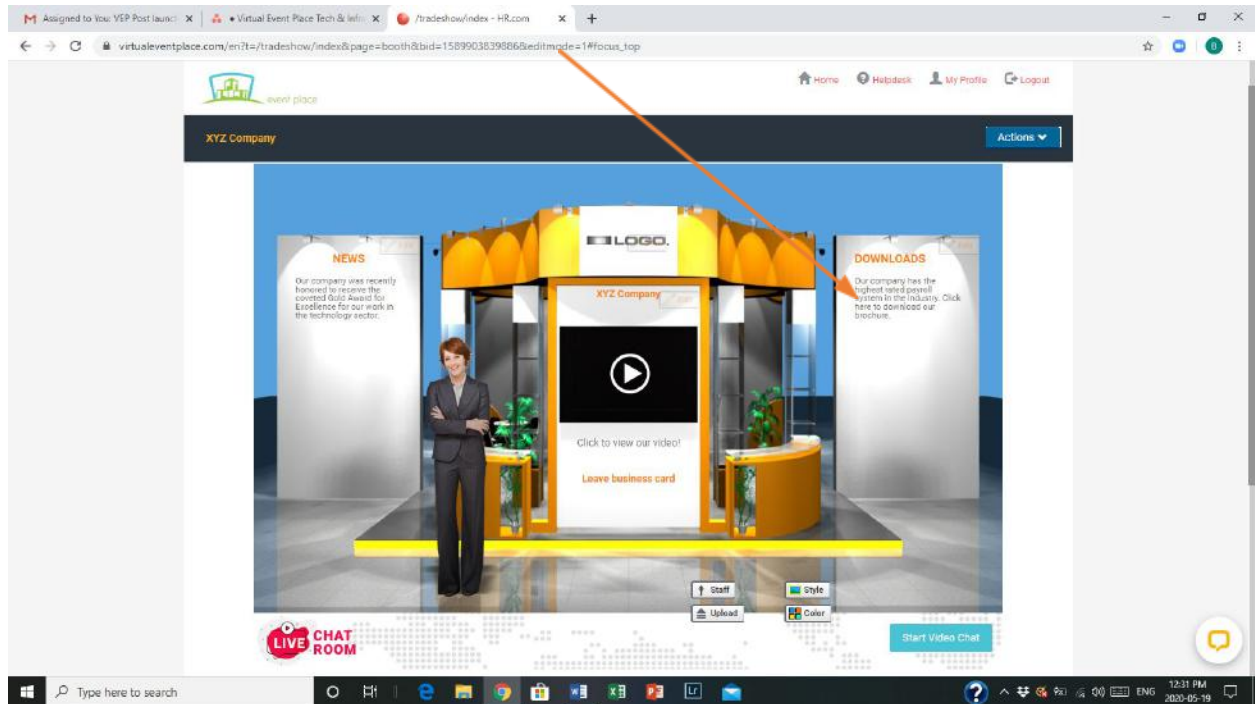
Our content editor makes it simple for you to add in links. Simply highlight the words you would like to make as a link and select our link icon to add in a URL.



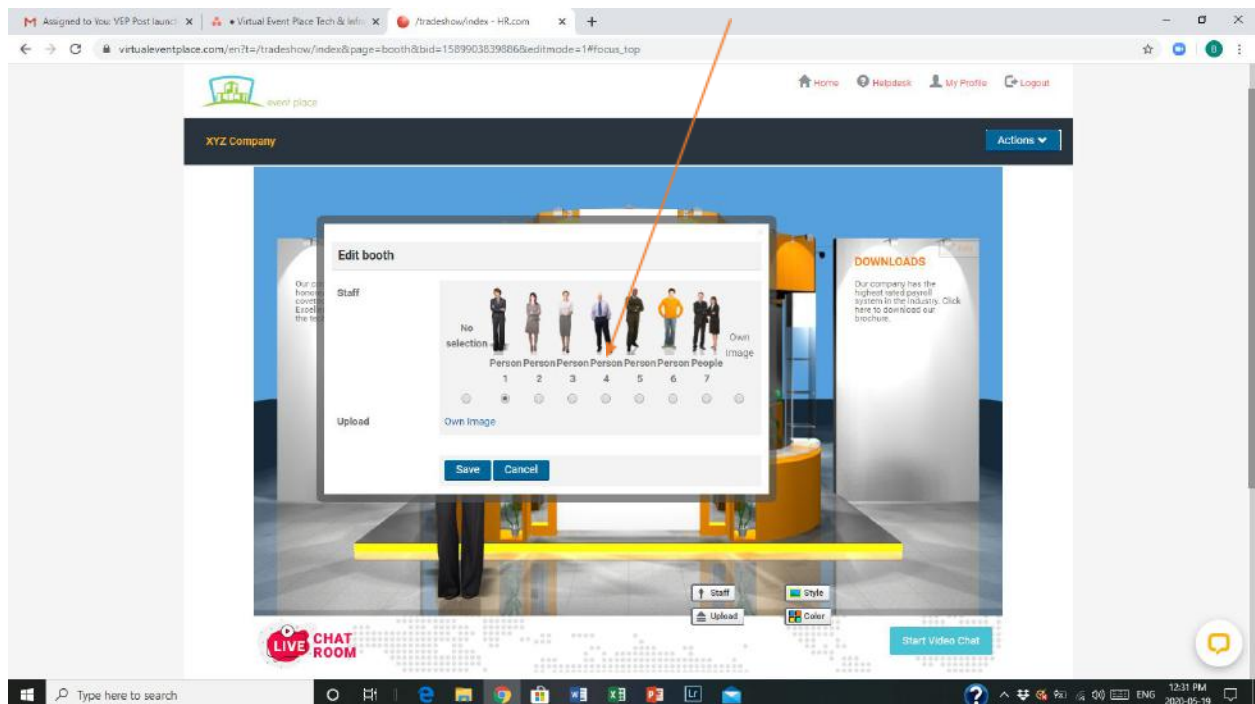
A popup appears where you can enter in the URL to your downloadable resource. Then click OK and then click Save.



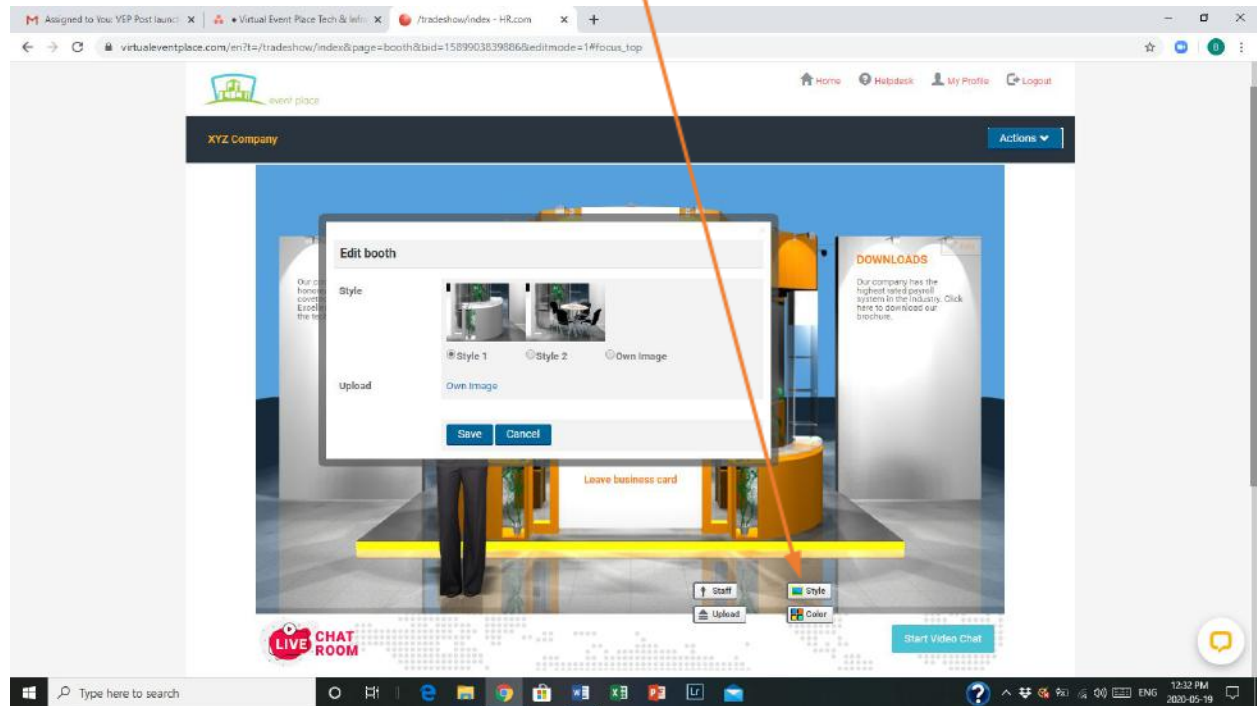
Your information will appear on the right side panel.



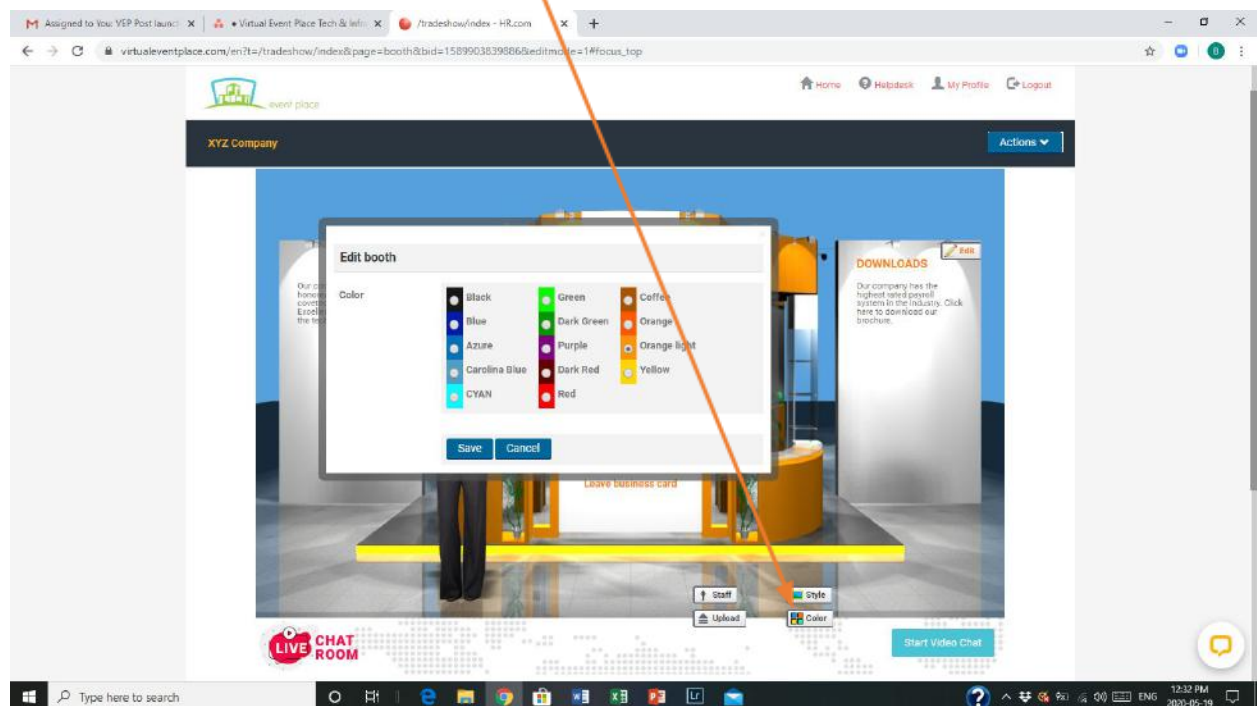
Click on the Staff button to add virtual staff or choose your own image of a person that has a blank background and is in .png format and maximum 150px x 320px.



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

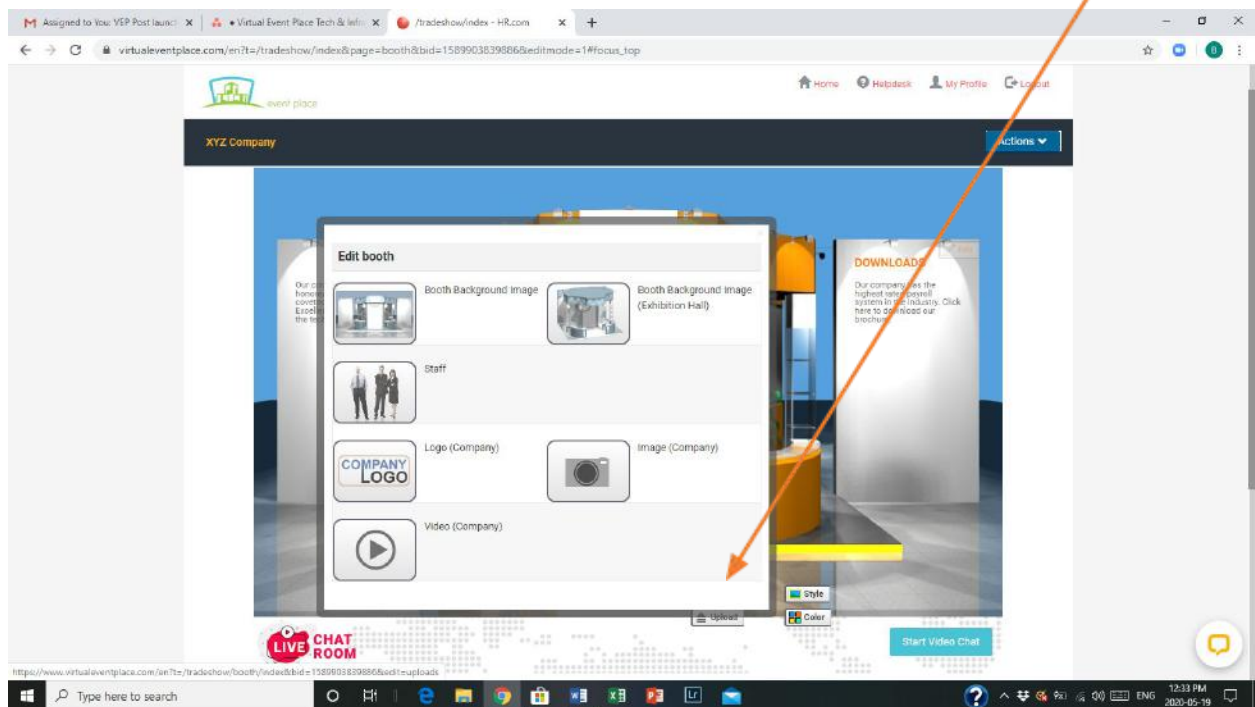


Change the color of your booth by clicking here.

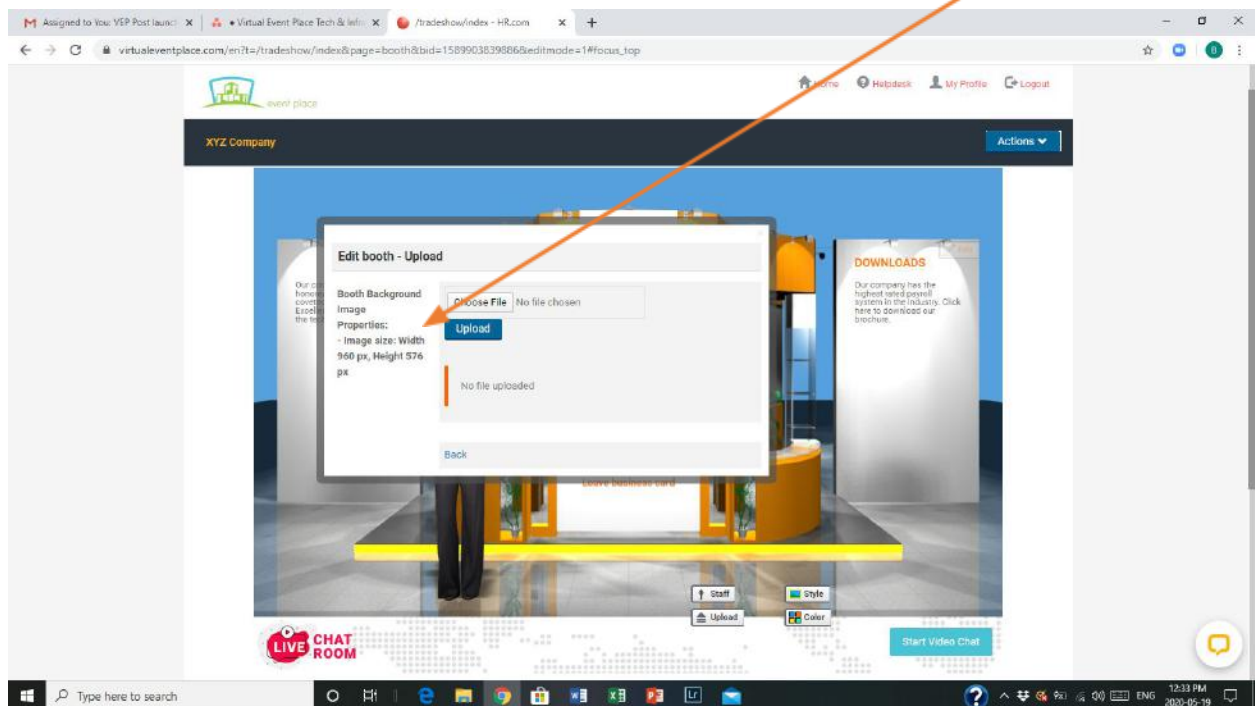




You can choose to upload your own images, logos and backgrounds by clicking the upload button. Background images should be 960px x 576px and in .jpg, .gif or .png format.



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.

