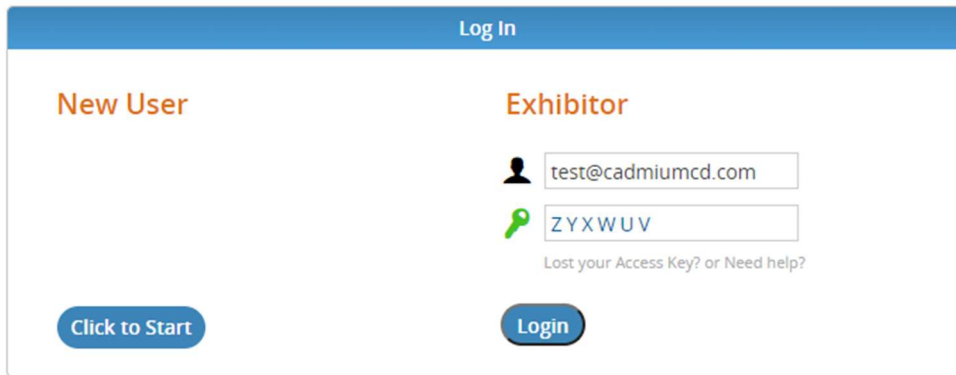


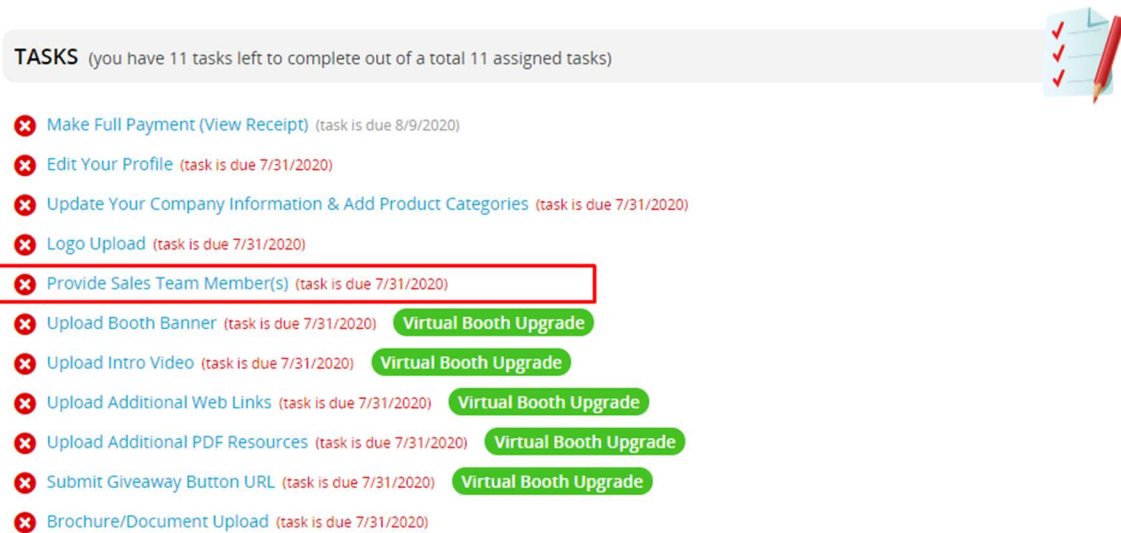
Completing the Booth Staff List Task

The Booth Staff List task is used to collect information about the sales team members from your company. This information is displayed on the Contact Information section as well as in the Video Chat section of your virtual booth. To complete the Booth Staff List please follow the steps below:

1) **Login** to your company portal page.



2) **Scroll down** to your task list and **click** on the task titled, “Provide Sales Team Members”. The task name, however, might appear differently in your task list, but it usually includes some key words of “Booth Representatives”, “Video Chats”, or “Sales Team Members”.

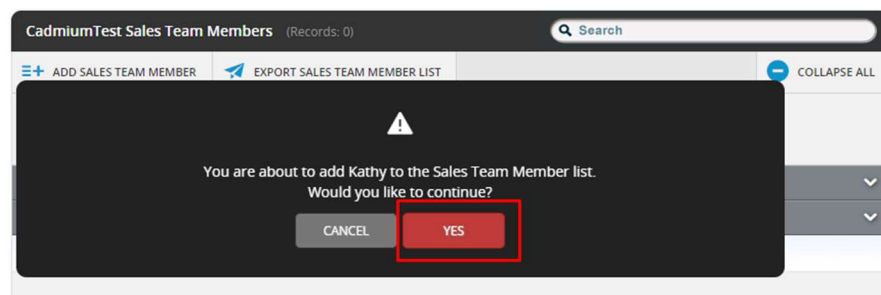
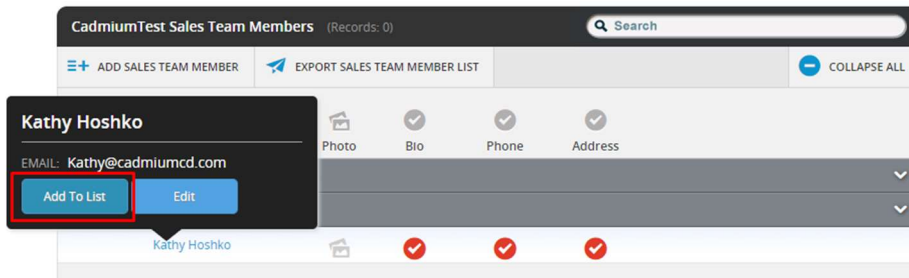


TASKS (you have 11 tasks left to complete out of a total 11 assigned tasks)

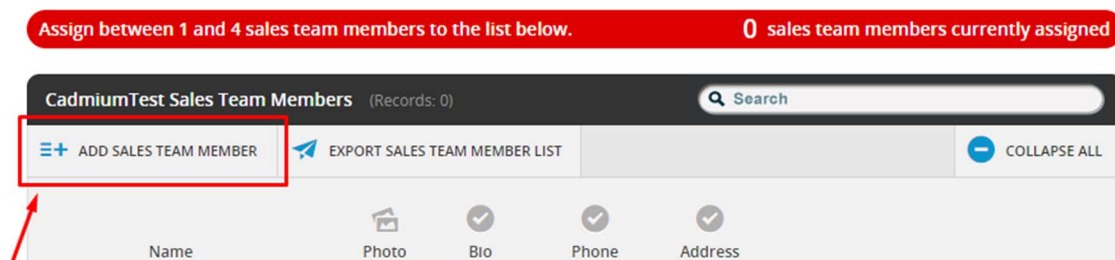
- ✘ [Make Full Payment \(View Receipt\)](#) (task is due 8/9/2020)
- ✘ [Edit Your Profile](#) (task is due 7/31/2020)
- ✘ [Update Your Company Information & Add Product Categories](#) (task is due 7/31/2020)
- ✘ [Logo Upload](#) (task is due 7/31/2020)
- ✘ [Provide Sales Team Member\(s\)](#) (task is due 7/31/2020)
- ✘ [Upload Booth Banner](#) (task is due 7/31/2020) **Virtual Booth Upgrade**
- ✘ [Upload Intro Video](#) (task is due 7/31/2020) **Virtual Booth Upgrade**
- ✘ [Upload Additional Web Links](#) (task is due 7/31/2020) **Virtual Booth Upgrade**
- ✘ [Upload Additional PDF Resources](#) (task is due 7/31/2020) **Virtual Booth Upgrade**
- ✘ [Submit Giveaway Button URL](#) (task is due 7/31/2020) **Virtual Booth Upgrade**
- ✘ [Brochure/Document Upload](#) (task is due 7/31/2020)

3) Once you have entered the “Provide Sales Team Member(s)” task, you will see a new screen with instructions. After you have finished reading the intro text, **scroll** to the bottom of the page. Here you can either **assign an already available team member** to the staff list or **add a new team member**.

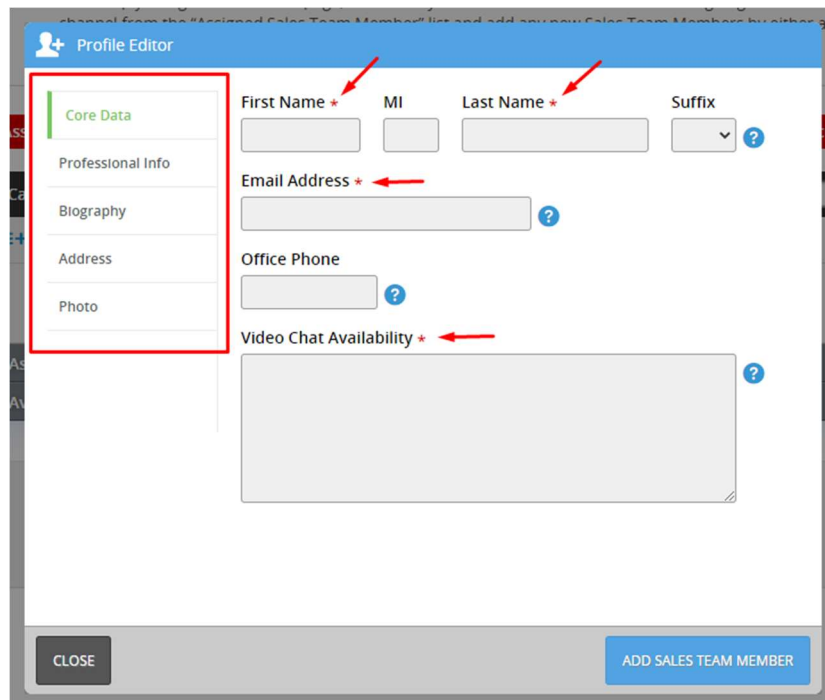
3a) If you see a team member in the list you would like to assign, **click** on their name and then **click** the blue “Add to List” button that appears in the gray popup box.



3b) If you want to **add a new team member**, click on the “Add Sales Team Member” button on the top left and follow along with the next steps.



4) Adding a new sales team member opens a new popup window where you will **add details** about your sales team member. There are 5 tabs on the left-hand side, makes sure to **click through each tab** and fill in the required boxes marked with the red asterisks.



The image shows a 'Profile Editor' form with a sidebar on the left containing five tabs: 'Core Data', 'Professional Info', 'Biography', 'Address', and 'Photo'. The 'Core Data' tab is highlighted with a red box. The main form area contains several input fields: 'First Name *', 'MI', 'Last Name *', and 'Suffix'. Below these are 'Email Address *', 'Office Phone', and 'Video Chat Availability *'. Red arrows point to the asterisks on 'First Name', 'Last Name', 'Email Address', and 'Video Chat Availability'. A 'CLOSE' button is at the bottom left, and an 'ADD SALES TEAM MEMBER' button is at the bottom right.

4a) Under the **Core Data tab**, you will be asked for your **Video Chat Availability**. This is where you will add the hours you will be available to speak with attendees during the conference. This will appear on your virtual booth page when an attendee hovers over your profile. You can **add the dates and times in any format you wish**, but simple is always best.

For example:

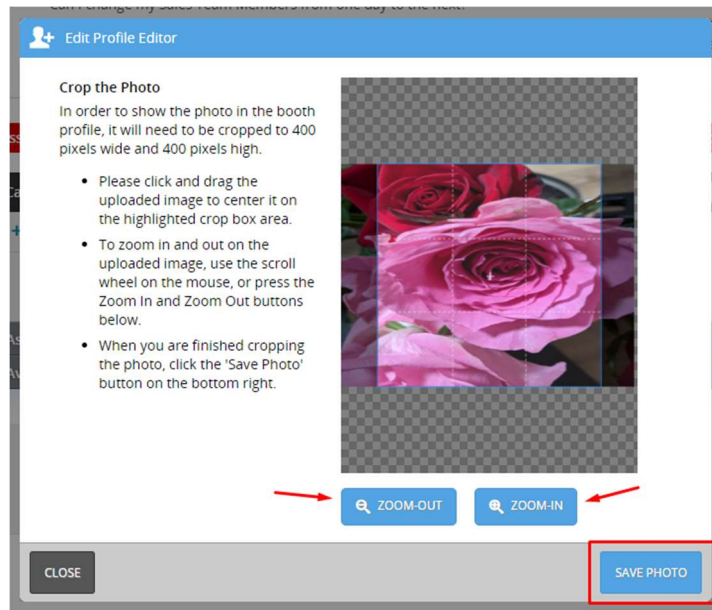
Monday, August 10th: 8:00am – 2:00pm

08/10/20 - 10:30am – 4:00pm

Aug 10th - 13th: 1:00 – 6:00pm

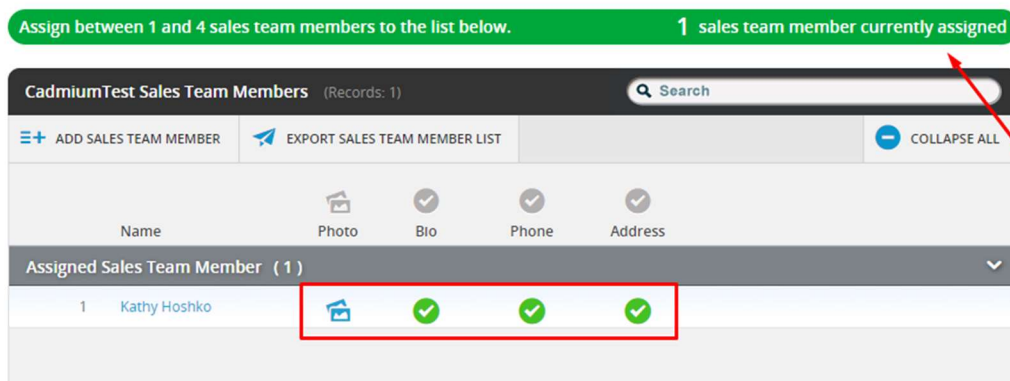
4b) **A Staff Photo is required** to complete this task. This photo can be a headshot of the sales team member, a company logo, or any other photo, but keep in mind this photo is how the sales team member will be represented on their virtual booth on the conference website.

Note: The photo should be **400 x 400 pixels**, but if it is slightly larger, you can crop it from within the popup box. When you are satisfied with the crop, **click the blue “SAVE PHOTO” button in the bottom right corner.**



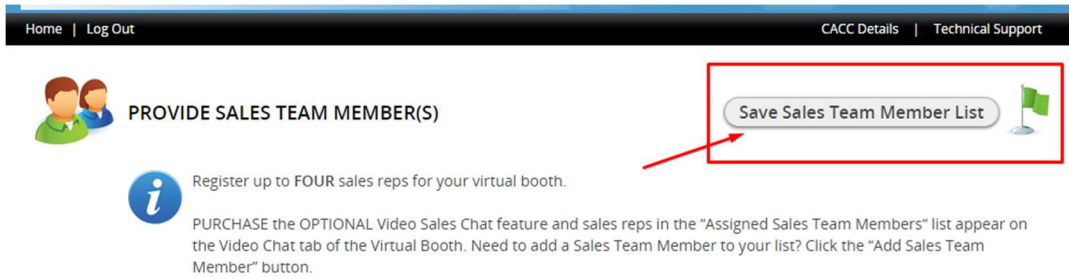
4c) When all the required boxes are filled in, **click the blue “Save Changes” button on the bottom right corner of the popup.**

5) To complete the Booth Staff List task, **all circles must be green and the blue photo icon must be filled in.** If any circles are left red, you will need to click on your sales team member’s name, then click on the blue “EDIT” button to finish adding details.



*Note: When all information is filled in, you will see a green bar saying how many sales members are currently added to the virtual booth. **You can assign up to 4 representative per booth.***

6) Once you have added all your sales team members, **scroll up** to the top of the page to find the “Save Sales Team Member List” button on the top right of the page. **Clicking that will complete the task,** however, you are still able to reenter this task and make further edits to each sales member details.



7) After you've completed this task, you will see a green circle check next to the task within your list on your exhibitor page.

