

Virtual Booth Categories

Where to start?

STEP 1

On your event backend head to “Event Setup”

The screenshot displays the SCOOCs event management dashboard. At the top, there are three summary cards: 'USERS' with a count of 12, 'LIVE PANELS' with a count of 1, and 'PROGRAMS' with a count of 57. Below these is a section titled 'Event Management Tools' containing several interactive cards:

- Event Setup**: Edit general settings. Action: MANAGE.
- Registration**: Manage your event registration. Action: MANAGE.
- User Management**: View and edit event members. Action: MANAGE.
- Program Management**: Edit and create your program. Action: MANAGE.
- Virtual Booths**: Manage virtual booths. Action: MANAGE.
- Analytics**: View analytics. Action: VIEW.
- Recordings**: View video room recordings. Action: VIEW.
- Communication Center**: Email notifications and Q&A management. Action: MANAGE.
- RTMP Channels**: Edit RTMP settings. Action: MANAGE.

A sidebar on the left contains navigation options: Center, Settings, Help, Updates, Logout, and Switch to participant view. The 'Event Setup' card is highlighted with a blue callout box from the 'STEP 1' text. The bottom of the dashboard includes the SCOOCs logo, links for Terms of Service and Privacy Policy, and a help icon.

Enable tabs on virtual booths

Design Customizations

Event Experience

Event Experience

- Early Entrance: Show «Join» button 5 minutes before sessions start
- Event Type: Filter sessions by user type (for Hybrid events)

Layout

- Mini Player: Show the conference mini player on all pages
- Overview: Hide "Overall" sessions tab
- Session Rating: Hide session ratings
- Sessions Search Bar: Hide search bar from dashboard
- User Engagement Bar: Hide user engagement bar
- Turn off view session details on mouse hover

Exhibitors

- Enable horizontal virtual booth display
- Allow exhibitors to create new booths
- Allow exhibitors to edit their booth
- Poster Booth Rating: Hide poster booth ratings
- Enable tabs on sponsor booths
- Disable search on sponsor booths
- Disable search on poster booths

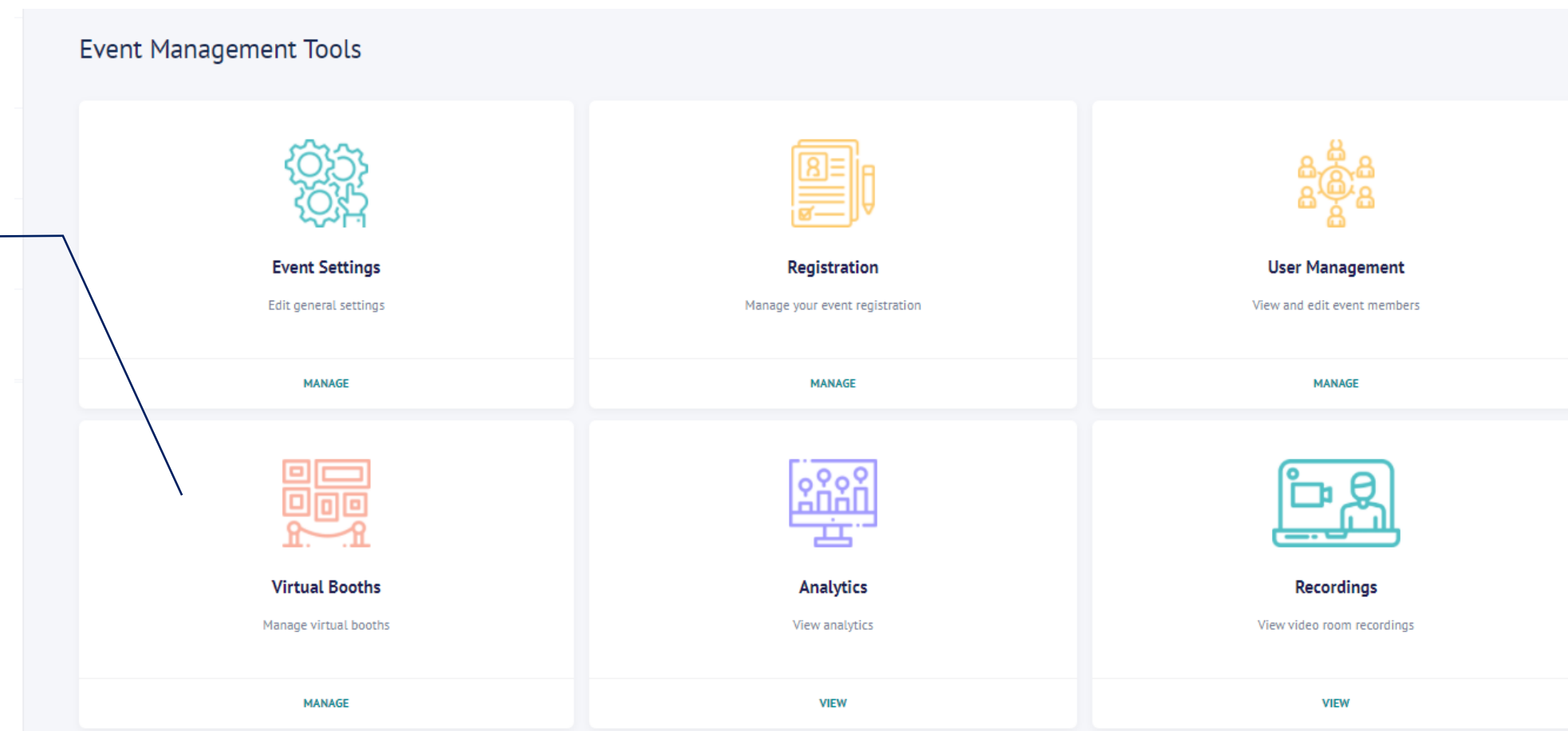
STEP 2

Under “Event Experience” enable tabs on virtual booths

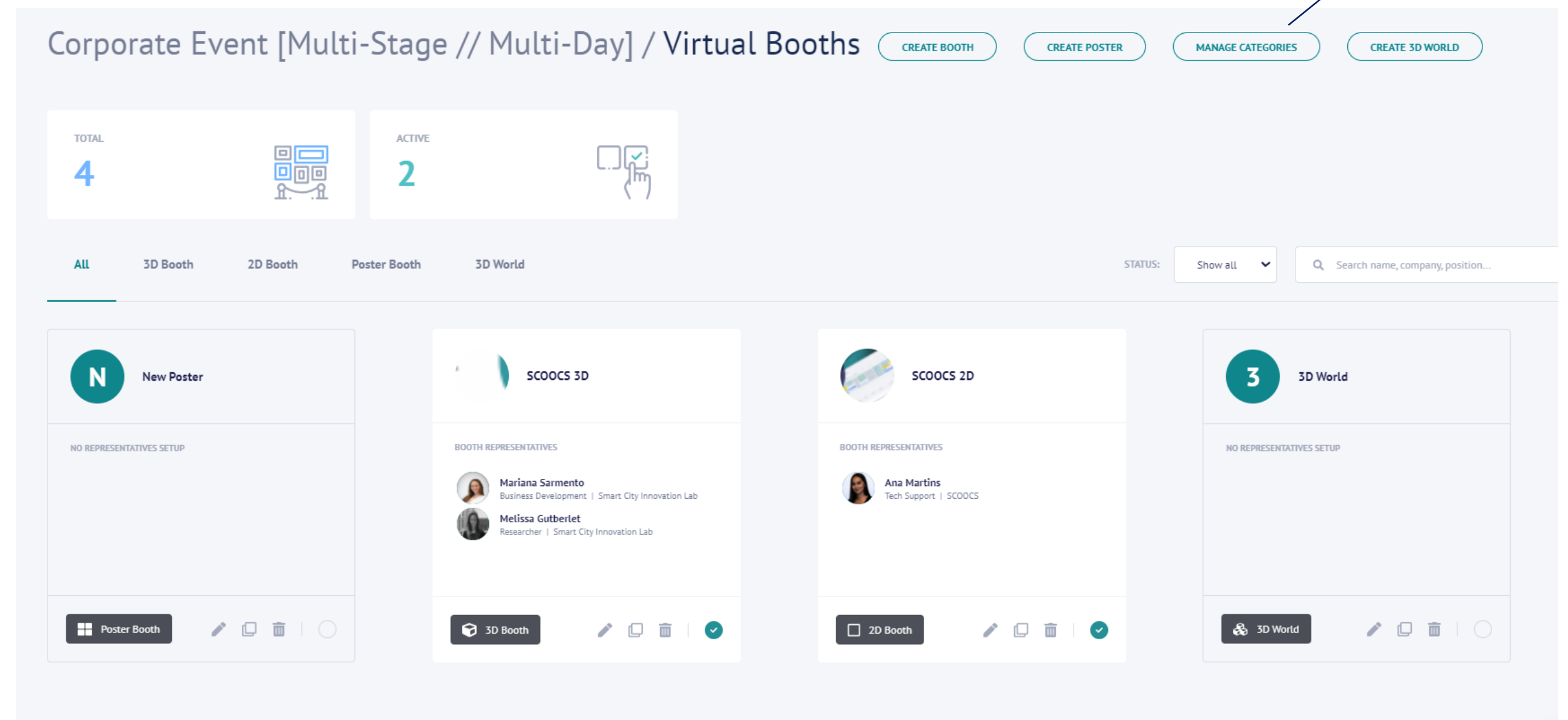
Create your categories and sub-categories

STEP 3

Head to Virtual Booths



Click on "Manage Categories"



Create your categories and sub-categories

STEP 4

Click on “Add category/sub-category”

Corporate Event [Multi-Stage // Multi-Day] / Virtual Booths /
Manage categories

Categories

[+ ADD CATEGORY/SUB-CATEGORY](#)

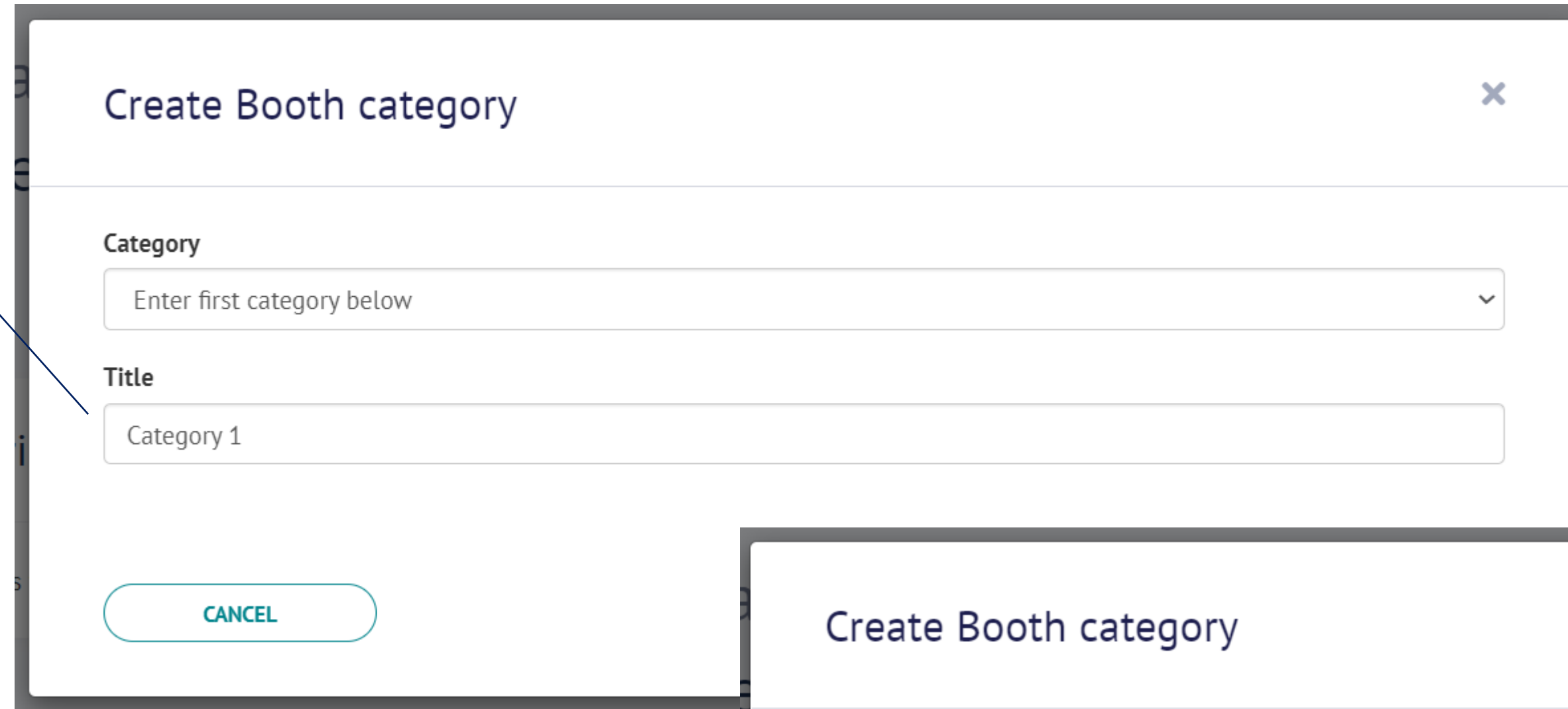
No categories found.

Create your categories and sub-categories

Please note that all booth must be associate to both a category and sub-category.

STEP 5

Enter your category name



Create Booth category

Category

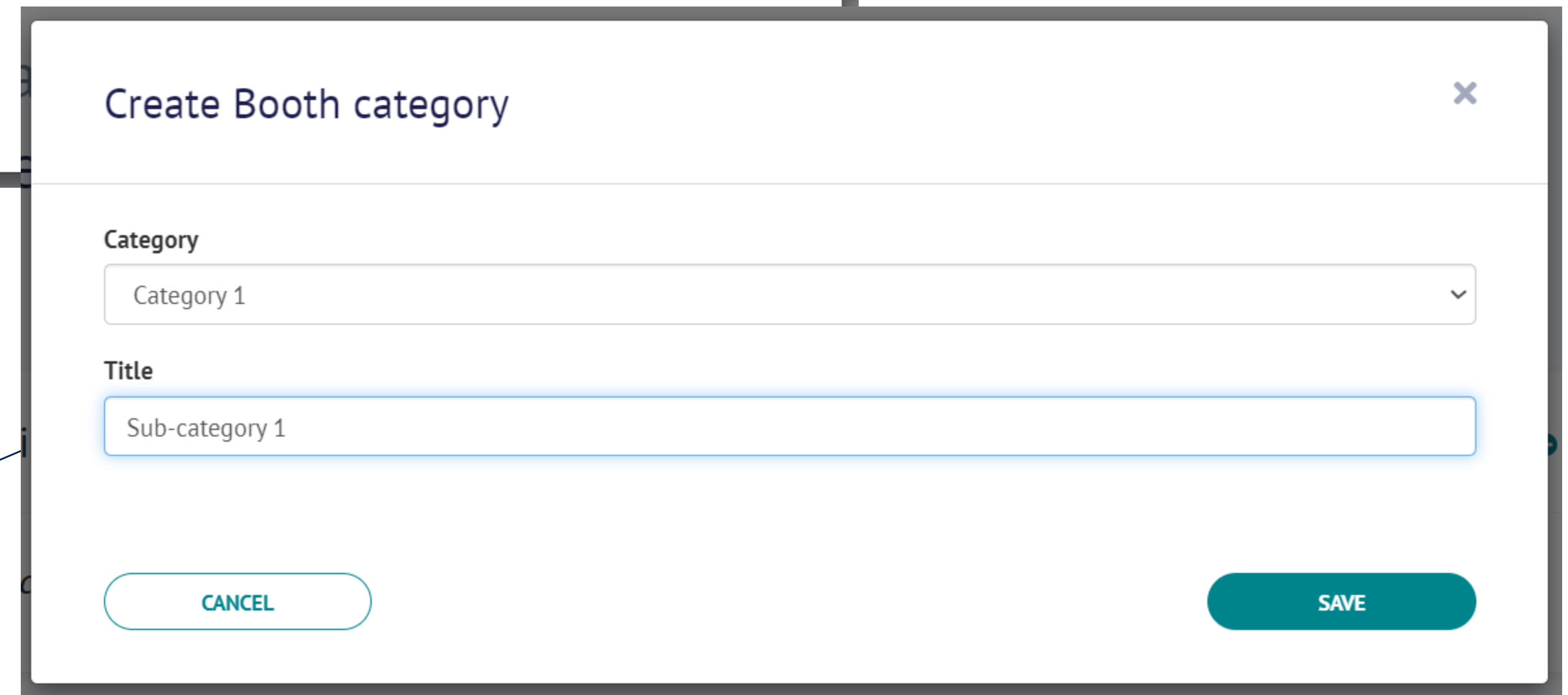
Enter first category below

Title

Category 1

CANCEL

Select the category created and enter the sub-category name below



Create Booth category

Category

Category 1

Title

Sub-category 1

CANCEL

SAVE

Add your virtual booth to the choosed category and subcategory

STEP 6

Click on "Manage Categories"

Edit Booth VIEW BOOTH Active Booth

TITLE: SCOOCS 3D

E-MAIL FOR NOTIFICATIONS: You can add multiple emails separated by ;

Notify All Booth Representatives

Booth categories MANAGE CATEGORIES

No categories found.

Select the category and sub-category and save

Manage Booth Categories

- Category 1
 - Sub-category 1

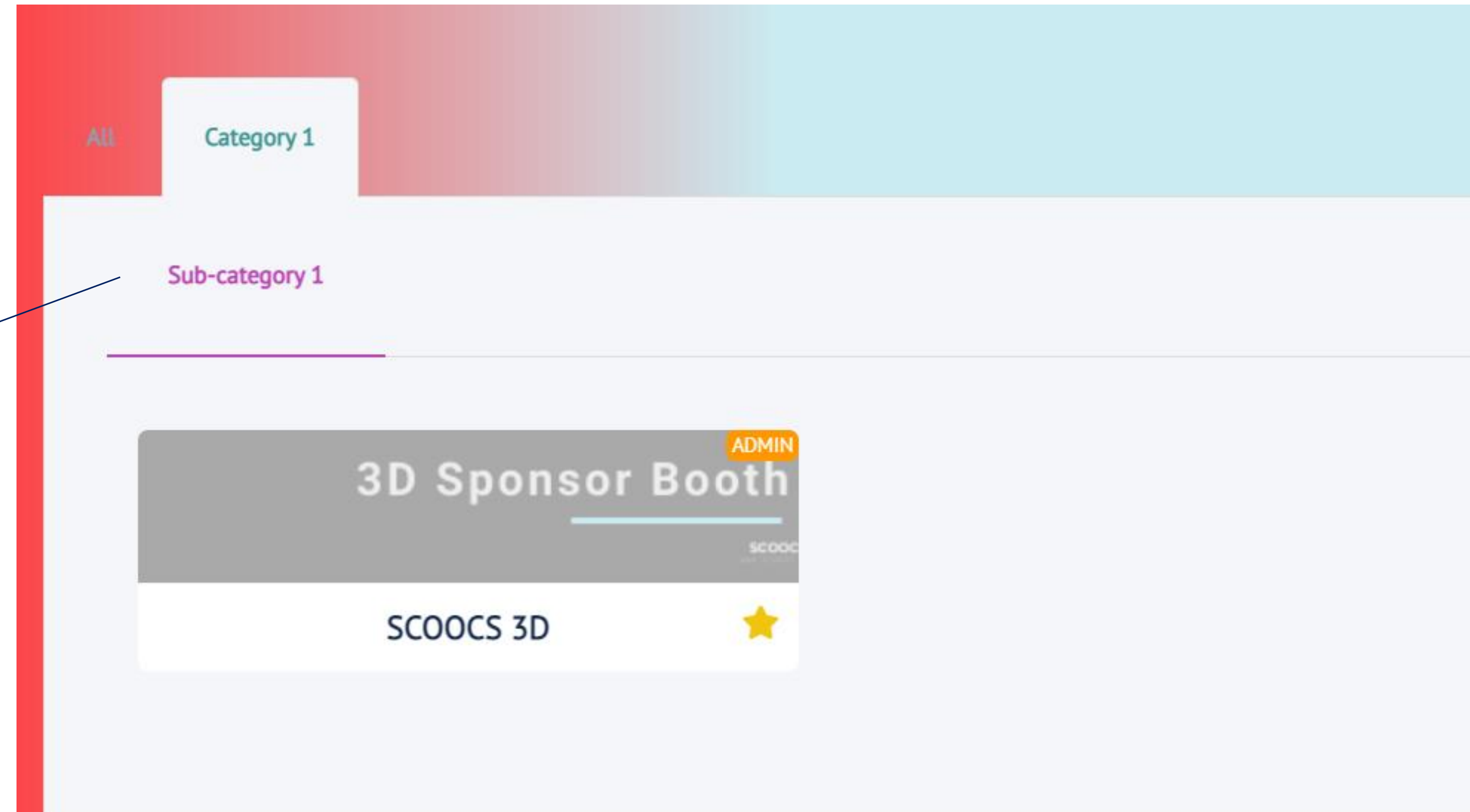
INDEX1 VIDEO ID / IFRAME URL:

Booth networking table Networking table active

CANCEL SAVE

All done!

Your virtual booth is now part of category and sub-category



SCOOCs

Have a Question?

Get in touch with us!



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