



AHRMM  
BOOTH BUILDER GUIDE

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# LOG INTO SPACE BUILDER

LINK TO SPACE BUILDER:

<https://onlinexperiences.com/Launch/Setup.htm?ShowKey=105253>

LOGIN ID: [Your email address](#)

[COMPUTER TIPS](#)  
[SYSTEM CHECK](#)

## Select a Space

Intrado Digital Media

## Preview (New Window)

(default)



## Current Step: Name

HIDE SETTINGS

NEXT STEP >

- 1 ☒ Name
- 2 ☒ Style
- 3 ☒ Colors
- 4 ☒ Logo
- 5 ☒ About Us
- 6 ☒ Front Screen
- 7 ☒ Documents and Links
- 8 ☒ Tab Content
- 9 ☒ Video Collection (Videos displayed under Tab Content)
- 10 ☒ Marquee Messages
- 11 ☒ Staff
- 12 ☒ Search Words

## RESOURCES

### [Space Builder Help Guide](#)

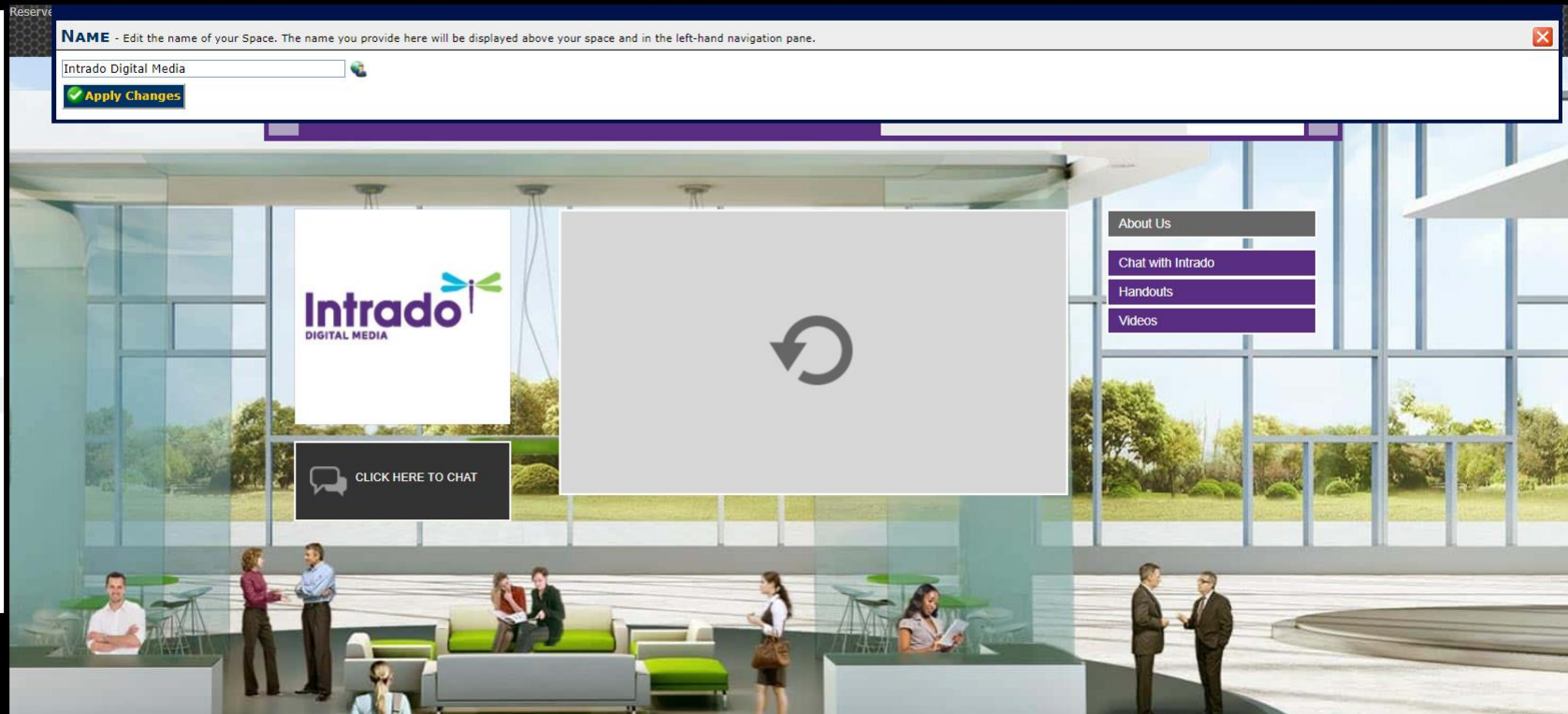
A detailed guide to step you through Space Builder.

### [File Size Guide](#)

Details about the size of files to upload into your space.

### [System Check](#)

Check to ensure your system is ready for the event.





## BOOTH BUILDER STEPS

Select a Space

Sponsor Space

1	Name
2	Style
3	Colors
4	Logo
5	About Us
6	Front Screen
7	Documents and Links
8	Tab Content
9	Staff
10	Search Words

REMINDER: Click 'Apply Changes' after every step.

- **Booth Name:** Type in the name of your booth.
- **Booth Style:** Choose from either of the three layouts: Vertex, Quantum, or Elevate.
- **Booth Colors:** Choose the primary and secondary colors of your booth tabs. Primary will apply to tab backgrounds, secondary will apply to font color.
- **Booth Logo:** 200x200 pixels, jpeg or png
- **About Us:** Tell us about your booth! Do not use special characters (% , & , \* , \$ , @ , ( ) , " "). Best practice is to keep this text under 250 characters.
- **Front Screen Welcome Image/Video:** Optimal size for image is 484x272px (.jpg, .png files) – under 10MB for video file (.mp4, .flv files).
- **Documents and Links:** Upload all downloadable content and/or add links that you would like available for attendees here. You may upload any type of file except .exe files, but best practice is to stick with .PDF files, as these file types will be universally recognized on all systems and browsers.





## BOOTH BUILDER STEPS *continued*

Select a Space

Sponsor Space

1	Name
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**REMINDER:** Click 'Apply Changes' after every step.



- Tab Content:** As a standard, booths are set up with the following tabs: Documents and Links, Message Board, Video Collection, External URL, Live Chat, Social Media Feeds, and Survey. You may change the verbiage and display order of the tabs (character limit for tabs = 25 characters including spaces).
- Video Collection:** Think of this as your own YouTube channel! Feel free to upload an unlimited number of videos here. File size limit = 10MB per video file.
- Marquee Message:** Best practice is to keep this short and sweet. Limit 1 message per booth.
- Staff:** Enter the required details: staff name, email address and password. Login and password should be the user's email address. Password is email (lowercase).
- Search Words:** Insert keywords associated to your booth and content to make your space more searchable throughout the virtual environment. Separate each word/phrase with a comma only, no spaces.
- Preview the Booth:** To preview the final booth as an attendee click the magnifying glass icon on the top left of the admin







A low-angle, upward-looking photograph of several tall skyscrapers in a city, likely New York City. The buildings are made of glass and steel, with many windows visible. The sky is a uniform grey. A horizontal purple band runs across the middle of the image, containing the text.

# Thank You

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