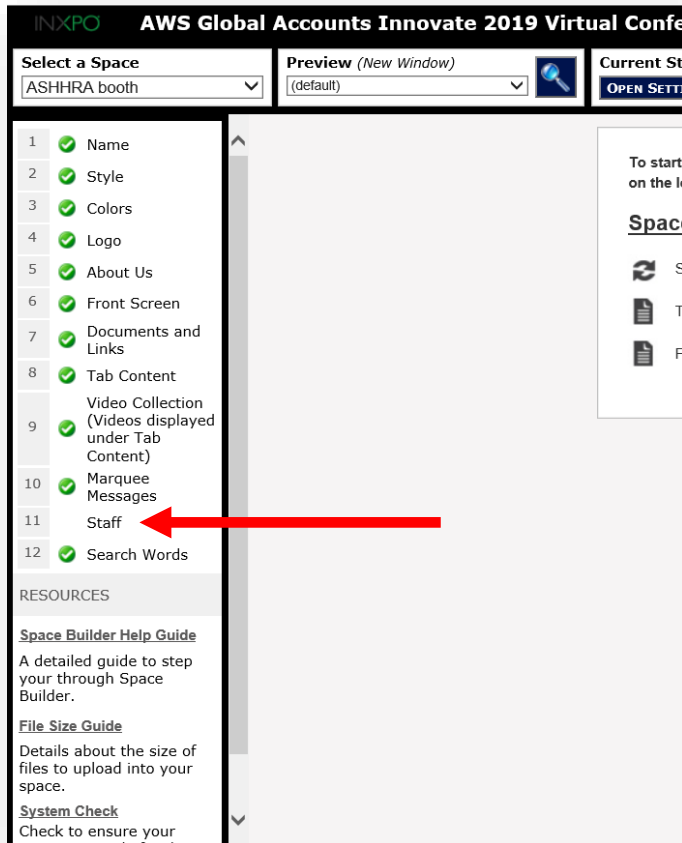


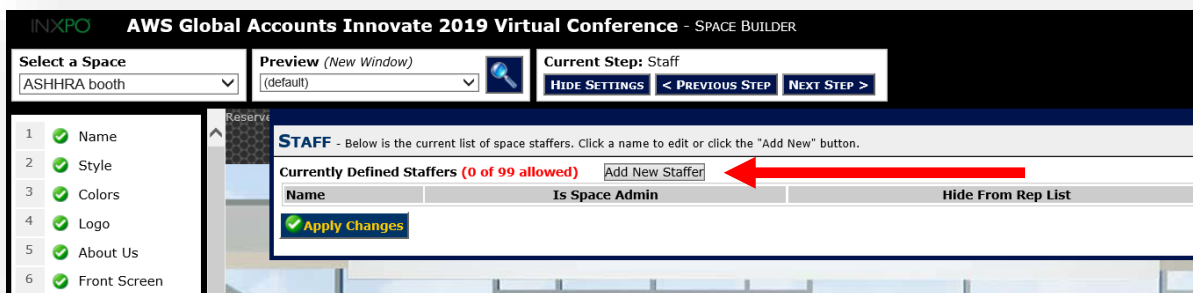
Adding Staffers to you Virtual Booth

The job of virtual booth staffers is to be logged into the booth during the live virtual event and communicate with attendees. To set up staffers in your booth, follow the steps below.

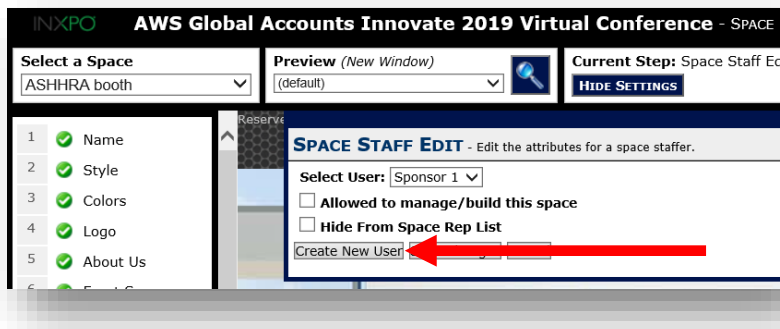
1. Login to the space builder and click on the **Staff** option in the menu on the left.



2. Click on **Add New Staffer**

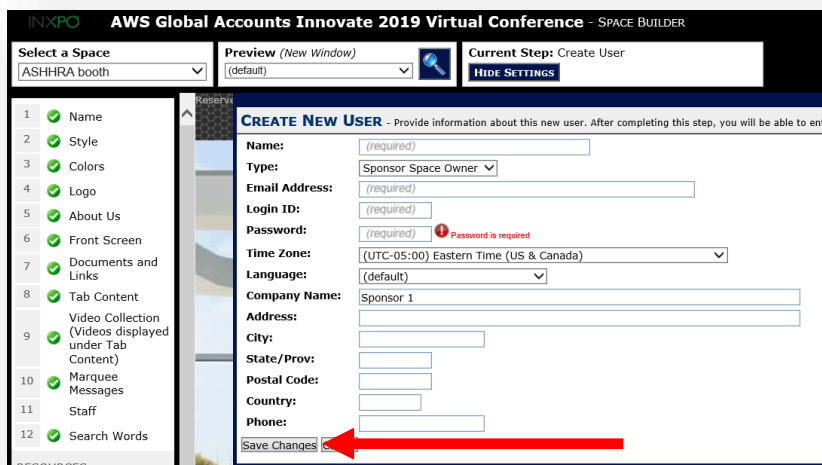


3. Click on **Create New User**

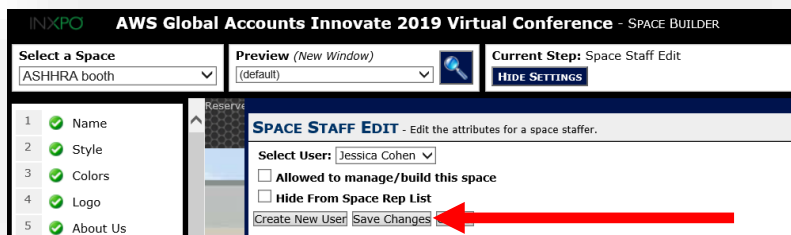


- In the next pop-up, fill in the **Name**, **Email Address**, **Login ID**, and **Password**. The staffer can update the rest of their profile later. Click on **Save Changes** once those fields are filled out.

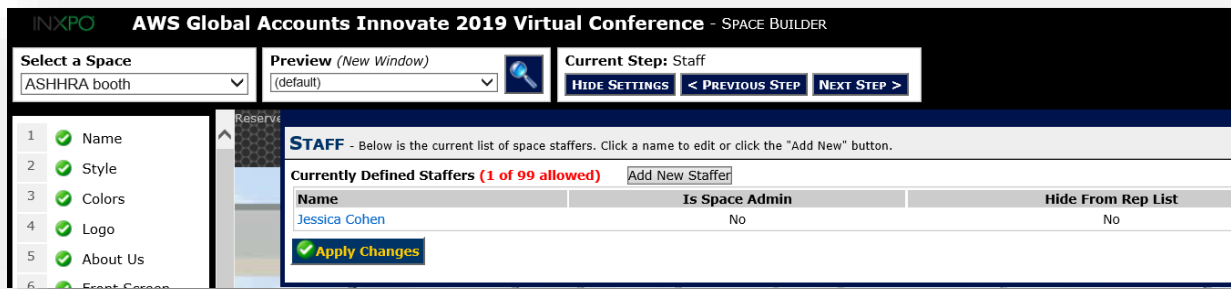
As a best practice, use their email address in lowercase for the email, login ID, and password fields. The staffer can always update their password later, but for the initial login it's easiest if their account is created like this.



- On the next screen, click on **Save Changes**.



- The next screen will show the newly created staffer listed.



7. You can adjust their permissions by clicking on their name.

If you want to allow them to login to the space builder and help create the booth, check the box **Allowed to manage/build this space**.

If you want them to be setup as a staffer but not actually show up in the booth on the staff list (they will still have full chat permissions, attendees just won't see them to be able to send them chat requests), check the box **Hide From Space Rep List**.

Make sure to save your changes.

