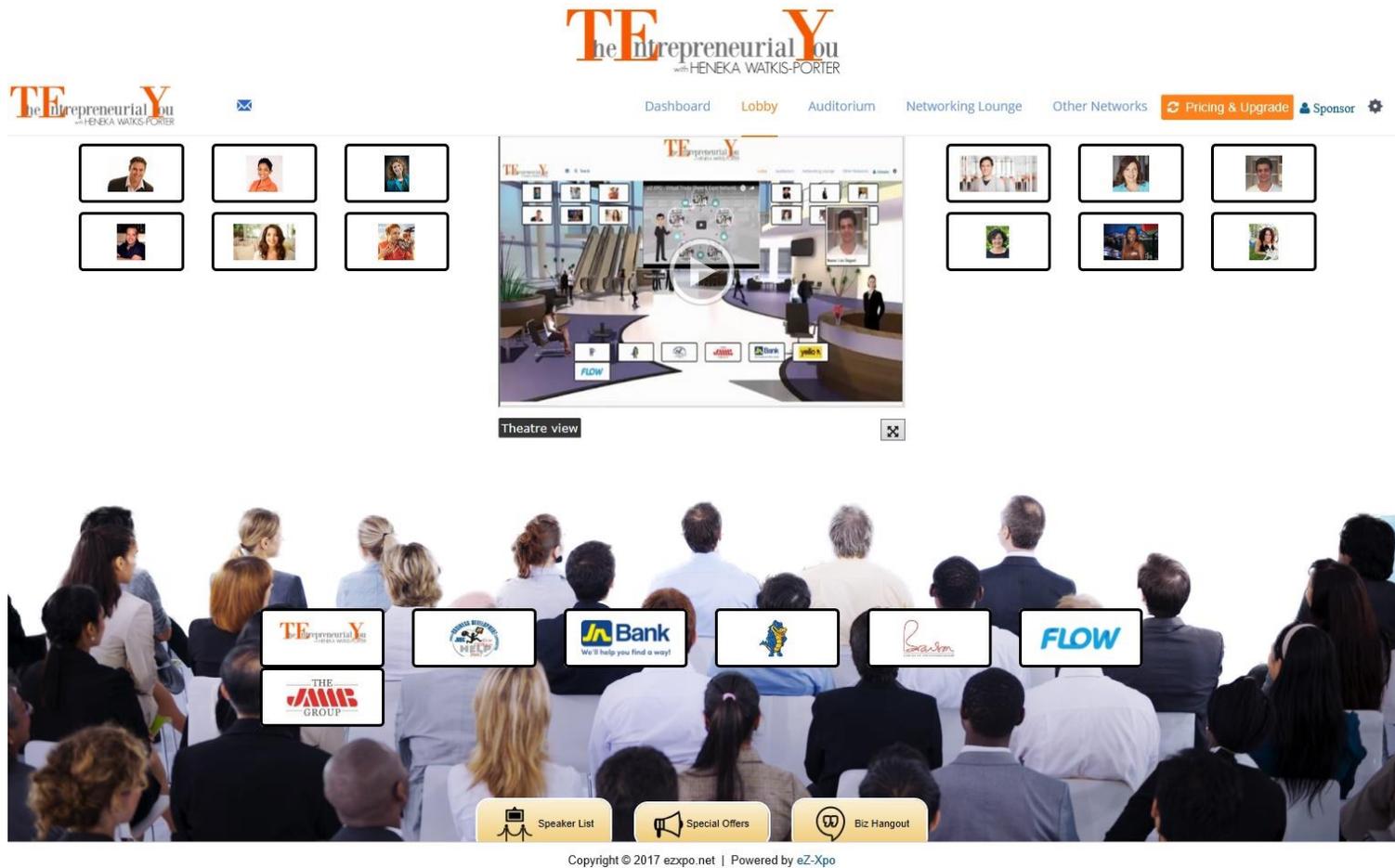


TE Entrepreneurial You

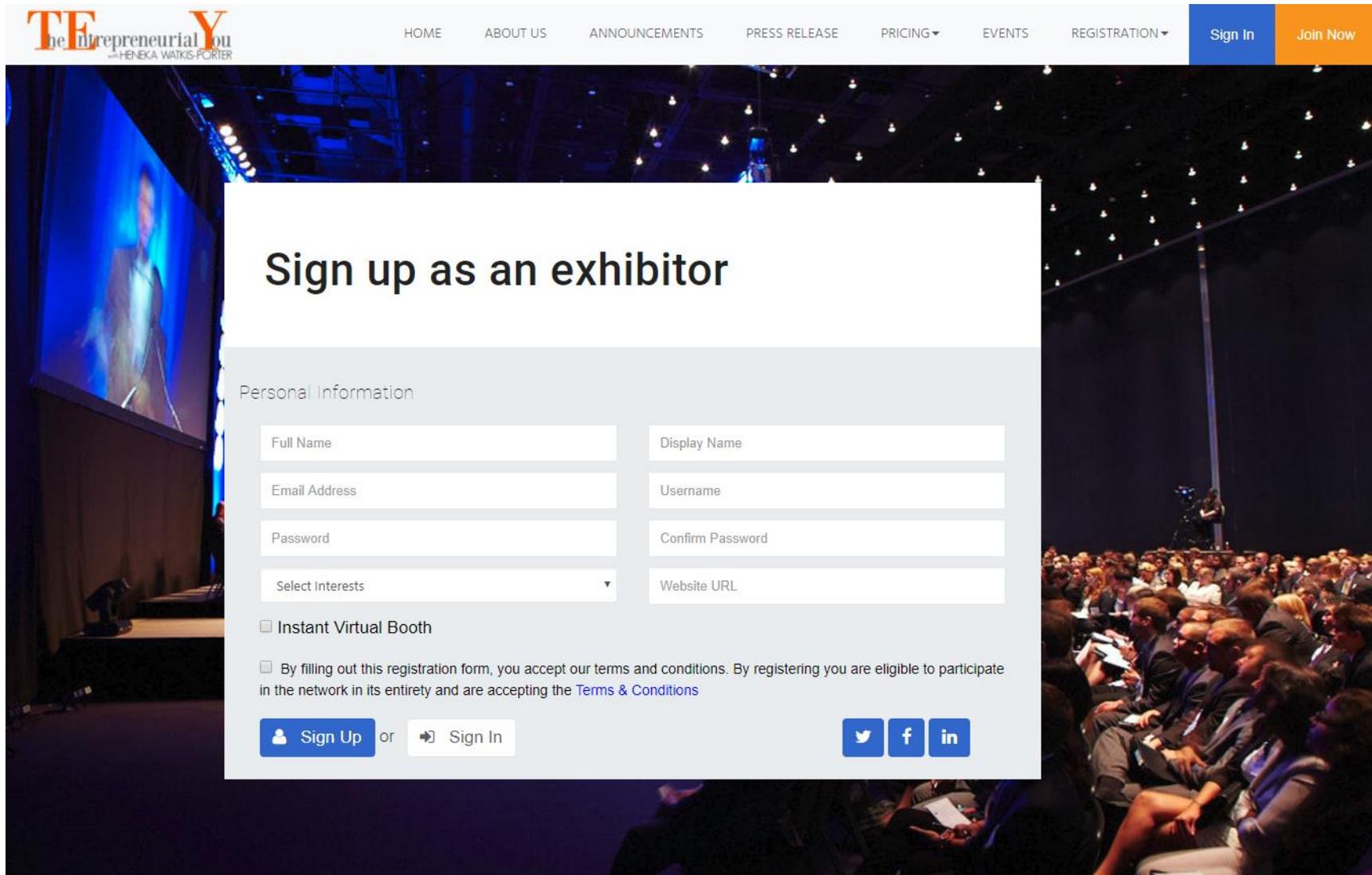
with HENEKA WATKIS-PORTER

Virtual Summit & Expo Network

Exhibitor – Quick Start Guide



1. Registration



TE **he Entrepreneurial You**
— HENIKA WATKIS-PORTER

HOME ABOUT US ANNOUNCEMENTS PRESS RELEASE PRICING ▾ EVENTS REGISTRATION ▾ Sign In Join Now

Sign up as an exhibitor

Personal Information

Full Name	Display Name
Email Address	Username
Password	Confirm Password
Select Interests ▾	Website URL

Instant Virtual Booth

By filling out this registration form, you accept our terms and conditions. By registering you are eligible to participate in the network in its entirety and are accepting the [Terms & Conditions](#)

or

[Twitter](#) [Facebook](#) [LinkedIn](#)

Go to Register at https://ezxpo.net/teyvirtual/exhibitor_register

Please fill out your company form with your logo and video (optional) using “Instant Virtual Booth” option.

2. Booth Setup

The booth exhibitor dashboard consists of four major areas:

1. Setup Booth Label – can customize the booth labels (i.e, discussion board, Facebook Live, Hangout etc)
2. Manage Booth – add job posting and other related videos or information about your company
3. Invite & Promote – add other staffs or invite others to join the job fair
4. Track & Analyze – capture insights with marketing analytics on who goes to your booth, how long they stay, and what material they view.

PitchIT Caribbean

Dashboard Lobby Auditorium Networking Lounge Other Networks Pricing & Upgrade Sponsor

Dashboard

- Other Networks
- Booth Private Label
- Booth Theme
- Lead Keywords
- Track & Analyze
- Calendar

1 Setup Booth Label
Setup Booth Label & Theme

2 Manage Booth
Content, Video, Quiz and Discussion

3 Invite & Promote
Email to Attendee

4 Track & Analyze
Booths and Attendees Reports

Hosting Virtual Expos

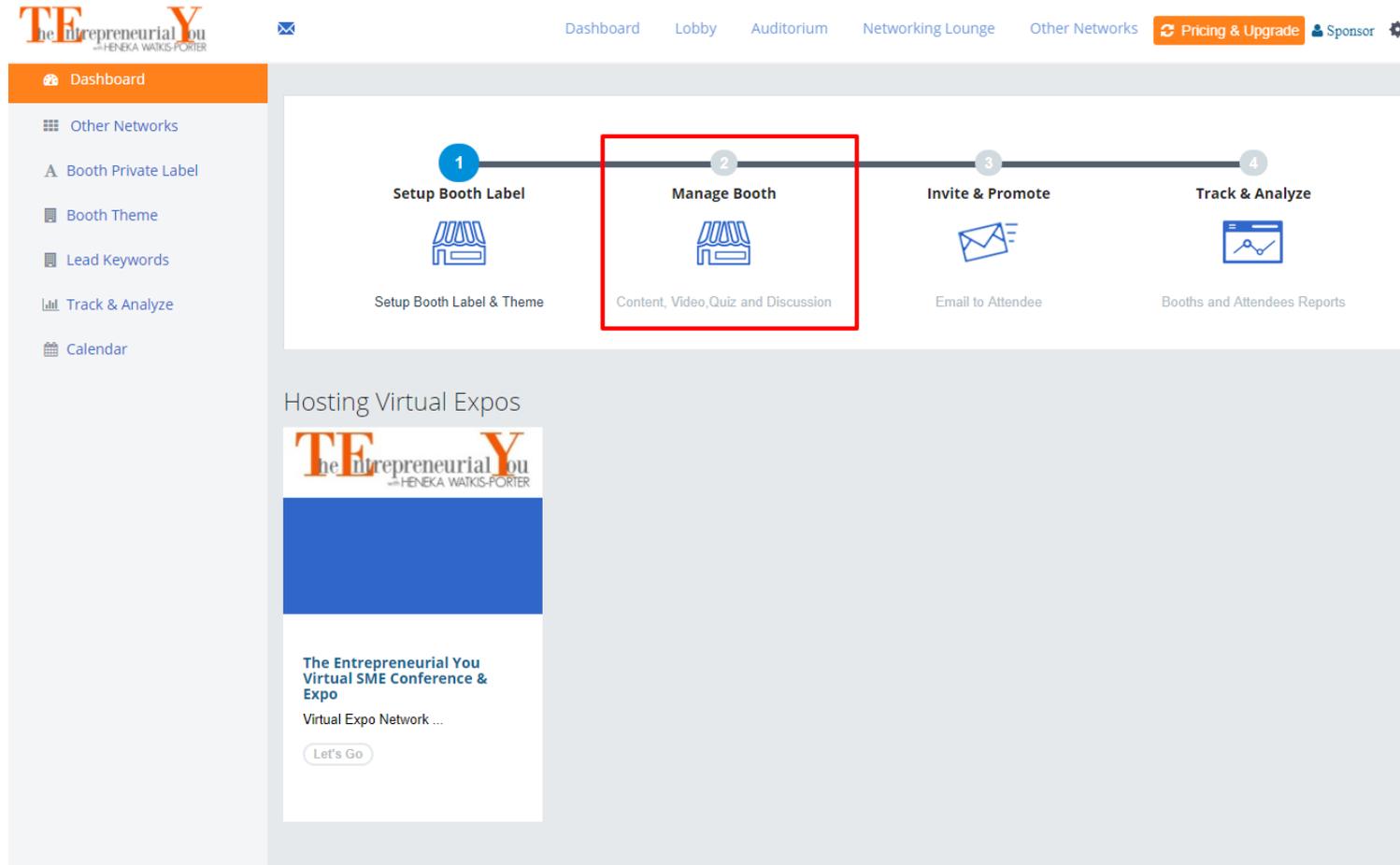
PitchIT Caribbean
Virtual Pitch Expo Network ...
Let's Go

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3. Add Booth & Content

Under “Manage Booth”, you can add virtual booth and content as follows:

- Add Booth



4. Manage Content

Under “Add Content”, you can add your company content and job listing as follows:

- Add Logo, Video & Content

The screenshot displays the 'The Entrepreneurial You' dashboard. The top navigation bar includes 'Dashboard', 'Lobby', 'Auditorium', 'Networking Lounge', 'Other Networks', 'Pricing & Upgrade', 'Sponsor', and a settings gear. The left sidebar lists various menu items, with 'Booth Setup' highlighted in orange. The main content area features a four-step process flow: 1. Setup Booth Label (Setup Booth Label & Theme), 2. Manage Booth (Content, Video, Quiz and Discussion), 3. Invite & Promote (Email to Attendee), and 4. Track & Analyze (Booths and Attendees Reports). Below this flow is a horizontal menu with 'Add Logo', 'Add Video', 'Add Content', 'Announcements', 'Discussion', and 'Quiz'. The 'Add Video' and 'Add Content' buttons are highlighted with red boxes. The 'Add Content' section is active, showing the 'The Entrepreneurial You' logo and an 'Upload Logo' section with a 'Choose File' button and a 'Maximum Image Size (150 X 60)' note. An 'Update' button is located at the bottom of the upload section.

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5. Add Booth Content (continued)

You can add web site link, YouTube Video or embedded code to the Product Tour Section.

The screenshot displays the TE Entrepreneurial You dashboard. The top navigation bar includes links for Dashboard, Lobby, Auditorium, Networking Lounge, Other Networks, Pricing & Upgrade, and Sponsor. A sidebar on the left lists various dashboard sections, with 'Booth Setup' highlighted. The main content area shows a progress bar with four steps: 1. Setup Booth Label, 2. Manage Booth, 3. Invite & Promote, and 4. Track & Analyze. Below the progress bar are icons and descriptions for each step. A modal window titled 'Add Item to Featured' is open, showing a dropdown menu set to 'Web Page' and a text input field for the URL. The modal also includes a 'Page Name' input field and 'Cancel' and 'Add Item' buttons.

TE Entrepreneurial You
HENKA WALKS PORTER

Dashboard Lobby Auditorium Networking Lounge Other Networks Pricing & Upgrade Sponsor

Dashboard
Other Networks
Announcements
Discussions
Trivia/Quiz
Featured
Conferences
Virtual Lobby
Booth Setup
Add Booth
Calendar

1 Setup Booth Label
2 Manage Booth
3 Invite & Promote
4 Track & Analyze

Setup Booth Label & Theme
Content, Video, Quiz and Discussion
Email to Attendee
Booths and Attendees Reports

Add Logo Add Video Add Content Announcements Discussion Quiz

Featured Content

Virtual Booth

Featured

Virtual Booth

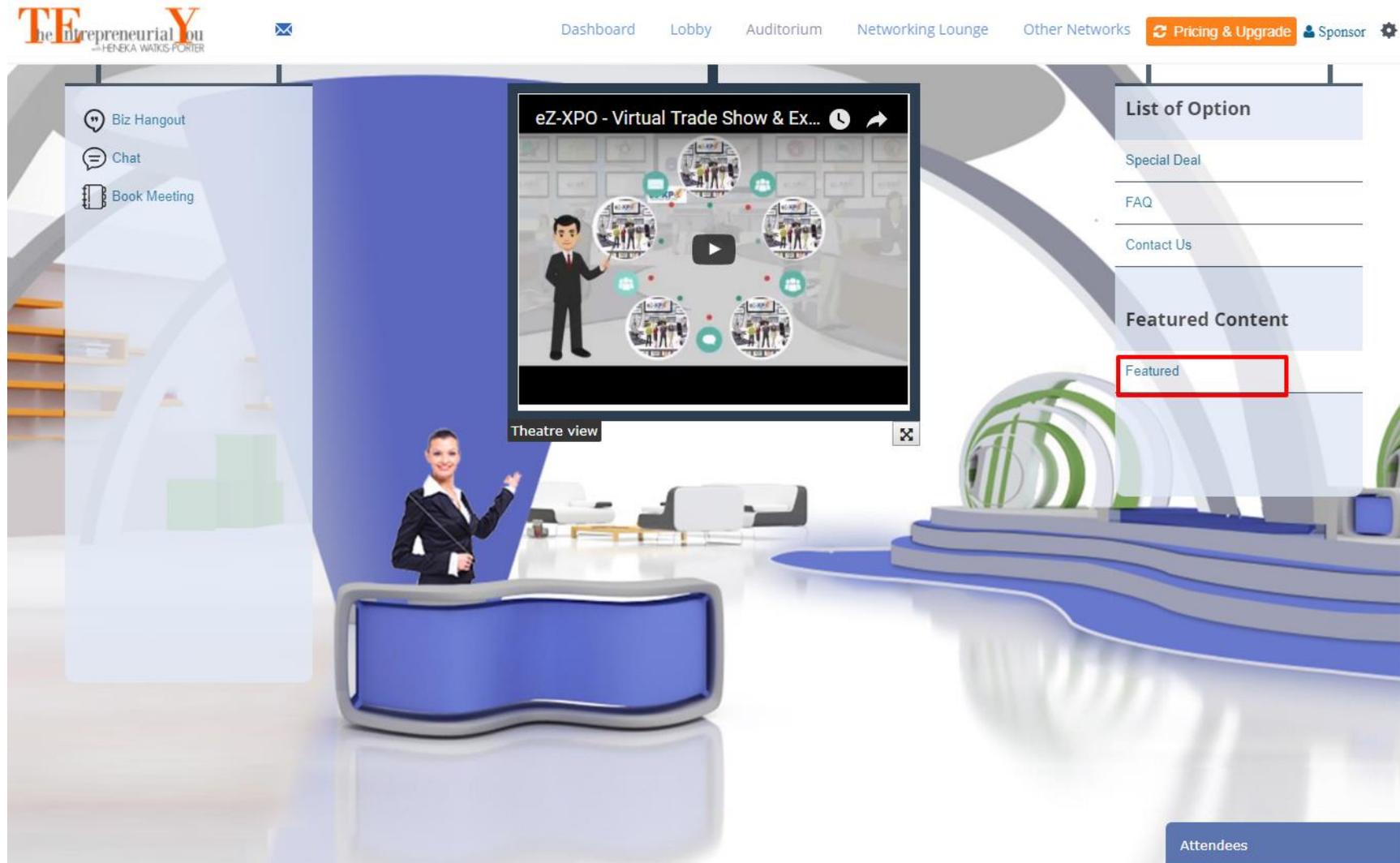
+Content

Cancel Add Item

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6. Booth View (attendee view)

Exhibitor can create product tour in the right banner using “Add Content”.



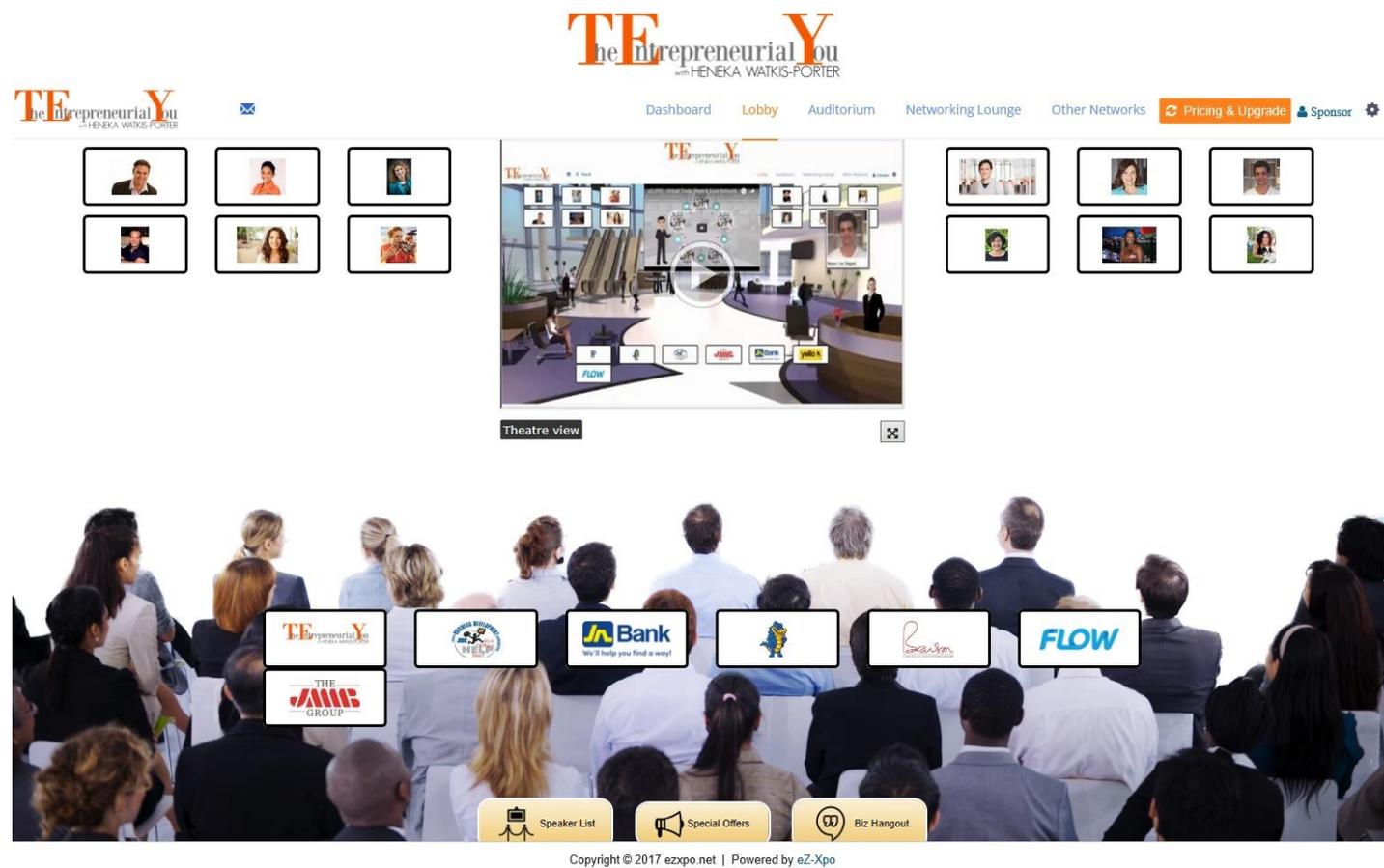
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7. Virtual Lobby & Auditorium & Networking Lounge

- Navigating the Virtual Expo:

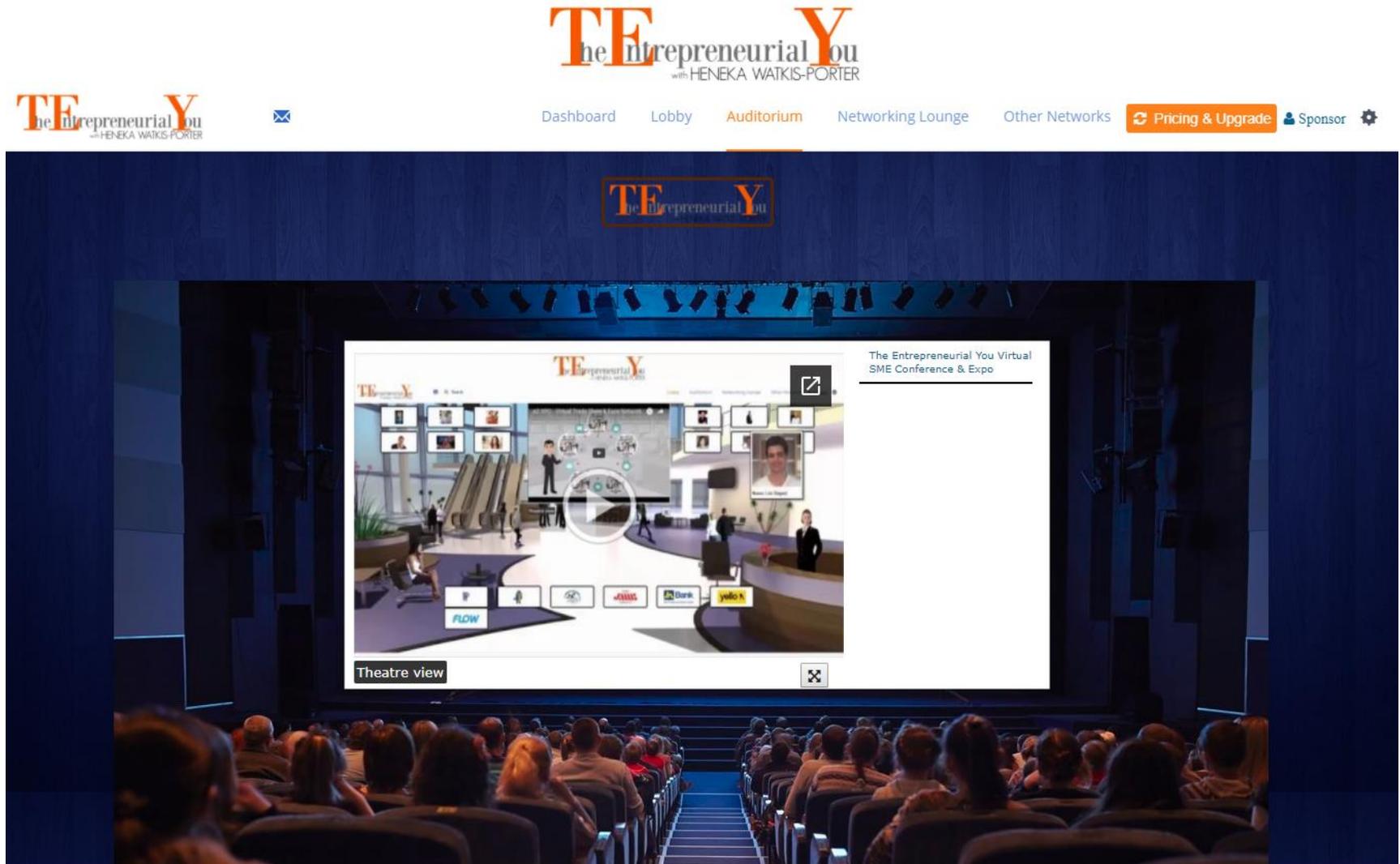
The virtual expo is comprised of 3 main areas: 1) Virtual Lobby, 2) Virtual Auditorium, 3) Networking Lounge. From the main lobby, you can visit any of the virtual booths with simple click of your mouse. The image of the top left corner will always bring you back to the main lobby.

- **Virtual Lobby**



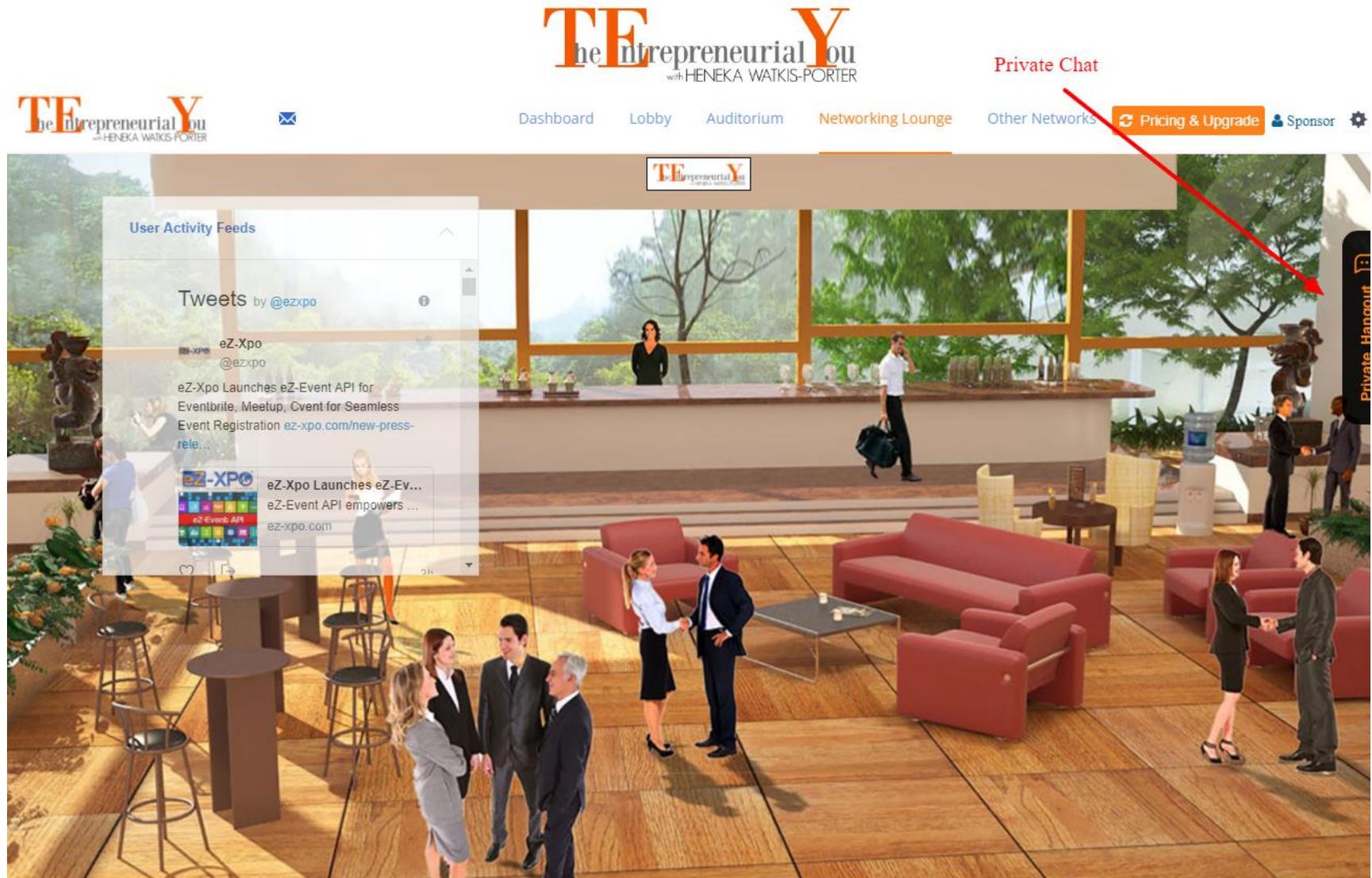
- **Virtual Auditorium**

The auditorium will allow you to view archived presentation, or on-demand webcasts from various companies or speakers.



- Networking Lounge

Everyone can have a private chat casually via Skype, Hangout, chat at the Networking Lounge.



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Virtual Expo Help

If you have any specific questions or need further help, please call Matt Fok at 415-533-8866 or email him at mfok@eZ-Xpo.com or contact us via Skype (eLearningZoom).