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providing you the Best Solution!

VIRTUAL BOOTH ADMIN

THANK YOU FOR PLACING YOUR ORDER WITH ON TARGET PROFESSIONALS.
WE ARE PROUD TO OFFER THIS SERVICE.

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VIRTUAL BOOTH ADMIN

ACCESS YOUR ACCOUNT

To access your account, enter your username and password in the space provided. When you are assigned a booth, you will receive an email notifying you of this and the username associated with the account.

If you have forgot your password, click on forgot password then enter the username for the account, submit and an email will be sent with the password.

THE DASHBOARD

The Dashboard has several sections to help you manage your Virtual Booths effectively.

After you have logged in this is what you will see:

The screenshot shows the OnTarget Professionals Conference Administration dashboard. The top navigation bar includes a logo for 'EXPOSITIONS & EVENTS HOME', the 'OnTarget Professionals' logo, and the text 'Conference Administration'. A user is logged in as 'OT Pros' with a 'Logout' link. The dashboard is divided into several sections:

- Conferences & Events:** Contains links for 'American Generations...(Beverages)', 'American Generations...(Pizza)', and 'American Generations...(shipping)'.
- Account Documents:** Contains a link for 'Conference Billing Report'.
- Account Information:** Contains links for 'Update account information' and 'Request Virtual Booth Upgrades'.

Callout boxes provide the following descriptions:

- Customer Details:** This section will display your account details. (Points to the 'Customer Details' link in the left sidebar)
- Your Booths:** This section will display the booths that you have been assigned. Once entered you will see **The Grid**. (Points to the 'Request Virtual Booth Upgrades' link)
- Request Upgrades:** This is where you can request additional items for your virtual booth. (Points to the 'Request Virtual Booth Upgrades' link)
- Customer Details:** This section will display your account details. (Points to the 'Update account information' link)
- Your Billing:** This section will display the invoices for your booths. (Points to the 'Conference Billing Report' link)

VIRTUAL BOOTH ADMIN

THE GRID

Once you select an assigned booth, you will see all of the options to choose from. As you can see in the image below, there are several item options displayed. These are items that have been purchased and are ready for you to manage. If there are items not listed that you would like, you can request an upgrade from the Dashboard.

The screenshot shows the Virtual Booth Admin interface for 'American Generations 2008'. The interface includes a navigation menu with a 'HOME' button, a user profile section showing 'Logged in as OT Pros' with a 'Logout' link, and two main action buttons: 'Go To Virtual Booth' and 'Go To Floor Plan'. The main content area is divided into several sections, each with an 'Add' button:

- Update Exhibitor Company Information**
- Booth Products:** A table with columns 'Product Name' and 'Product Detail'. One item is listed: '13 Boxes' with the detail 'We provide boxes so you can ship out your items'. It has 'Edit' and 'Delete' links.
- Vertical Markets:** A table with columns 'VerticalMarket' and 'Title'. One item is listed: 'Shipping Services - We provide a wide range of shipping services to get your items to where they need to be!' with 'Edit' and 'Delete' links.
- Members:** A table with columns 'Member Name', 'First Name', 'Last Name', and 'Title'. One member is listed: 'President' with 'Edit' and 'Delete' links.
- Documents:** A section with the text 'Sorry no Document' and an 'Add' button.
- Booth Video:** A section with the text 'Sorry no Video files found.' and an 'Add' button.
- Booth Audio:** A section with the text 'Sorry no Audio files found.' and an 'Add' button.
- Booth Custom Tab:** A section with the text 'Sorry no Custom Tab is found.' and an 'Add' button.
- Booth Exhibitor Banner:** A table with columns 'Banner' and 'Title'. One banner is listed: '5 XXBPTRA_bg-top.gif' with 'Edit' and 'Delete' links.

Callout boxes provide the following explanations:

- Event Name:** This displays the event that this booth is for.
- Virtual Booth:** This will display your virtual booth as it is currently setup.
- Floor Plan:** This will take you to the live floor plan for this event.
- Exhibitor Details:** You can display different company information than what is listed on your account.
- Pop Up:** This is also where you will upload your pop up information and your company logo if requested.
- Grid Items:** These identify a specific tab on the Virtual Booth.
- Grid Item List:** These identify items that you loaded.
- Grid Item Add:** When there are available items, selecting this will take you to the appropriate page to load that item.

VIRTUAL BOOTH ADMIN

CHANGE DISPLAYED EXHIBITOR

When you are in the grid view, select [Update Exhibitor Company Information](#).

In this section you can change the information for the company that will appear in the Virtual Booth. This enables you to manage several different companies under one parent account.

LOAD LOGO

While in this section, you can upload the company's logo if it has been requested and assigned. If this option is not displayed, please request an upgrade from the Dashboard.

Displayed Exhibitor
Update the information for the exhibitor in the assigned booth. Each booth can have a unique exhibitor.

Helpful Hint:
This is the data that will be displayed in the Exhibitor tab in your Virtual Booth.

Logo
Browse your computer for a logo and upload it to the site. Be sure that the logo is not too large. If it doesn't display, try reducing the size.

Popup
This is additional information that will be displayed in the popup.

Description
There are three lines to provide a description. Each line should not exceed 10 words. To see how it appears, go to the floor plan and click on your booth. If the description goes below the line than you will need to reduce the number of words you entered.

Form Fields:

- Company Name: OT Pros
- Website Address: otpros.com
- Street Address: 6521 169th Lane NW
- Street Address (line 2):
- City, State, Zip: Ramsey, MN, 55303
- Telephone Number: 763-870-7447
- Fax Number:
- Logo Upload: Browse... (note: 200 pixels wide optimal)
- Category Displayed: Shipping Services
- Description Line 1: Get your boxes here to pack your se
- Description Line 2: Ship your items back home. Don't f
- Description Line 3: Exhibitors can arrange for the return

Buttons: Save, Cancel

VIRTUAL BOOTH ADMIN

MANAGE PRODUCTS

In the Grid View, select [Add](#) on the right side of the Booth Products.

Booth Products: [Add](#)

If there is not an Add then you have no Products available and will have to request an upgrade from the **Dashboard**.

In this section you can upload your available products along with their description and other information.

Available
This shows you how many you have left to upload.

Product Name
Enter your products name here.

Product Details
Enter your products details here.

Product Image
Enter your products image here.
Browse your computer for an image and upload it to the site. Be sure that the image is not too large. If it doesn't display, try reducing the size.

Product Web Link
Enter a web link if you have one for the product.

Product Contact
Enter the email address of a person to request more information on the product.

Save
After you have entered in the information select save.

Conference Administration
Logged in as OT Pros | [Logout](#)

Virtual Booth: Add Booth Product

You have 2 Booth Products available to list

Product Name:

Product Details:

Product Image: [Browse...](#)

Web Link To Product:

Product Contact Email:

[Save](#) [Cancel](#)

In the Grid View you can edit or delete your items.

Booth Products:		Add
Product Name	Product Detail	
13 Boxes	We provide boxes so you can ship out your items	Edit Delete

[Select to View](#) [Select to Sort](#) [Select to Edit](#) [Select to Delete](#)

VIRTUAL BOOTH ADMIN

MANAGE VERTICAL MARKETS

In the Grid View, select [Add](#) on the right side of the Vertical Markets.

Select to Add

Vertical Markets:

[Add](#)

If there is not an Add then you have no Vertical Markets available and will have to request an upgrade from the **Dashboard**.

In this section you can enter your Vertical market along with their description and other information.

Available
This shows you how many you have left to upload.

Name
Enter in the name of the vertical market here along with a description. You can enter the information in an editor, format the text to the size and font you would like and paste it in here.

Save
After you have entered in the information select save.

Helpful Hint:
This data will be displayed in the vertical market tab in your Virtual Booth.

In the Grid View you can edit or delete your items.

Vertical Markets: [Add](#)

verticleMarket
6 Shipping Service - We provide a wide range of shipping services to get your items to where they need to be! [Edit](#) [Delete](#)

Select to Sort

Select to Edit

Select to Delete

VIRTUAL BOOTH ADMIN

MANAGE BOOTH MEMBERS

In the Grid View, select [Add](#) on the right side of the Booth Members.

Select to Add

Booth Members: [Add](#)

If there is not an Add then you have no Booth Members available and will have to request an upgrade from the **Dashboard**.

In this section, you will manage the members of your booth.

Available
This shows you how many you have left to upload.

Member Info
Complete all of the fields to provide visitors as much information as possible.

Member Image
Browse your computer for an image and upload it to the site. Be sure that the image is not too large. If it doesn't display, try reducing the size.

Business Card Image
Browse your computer for an image and upload it to the site. Be sure that the image is not too large. If it doesn't display, try reducing the size.

Save
After you have entered in the information select save.

In the Grid View you can edit or delete your items.

Booth Members:					Add
	First Name	Last Name	Title		
7	Glen	Frick	President	Edit	Delete

Select to View

Select to Sort

Select to Edit

Select to Delete

VIRTUAL BOOTH ADMIN

MANAGE DOCUMENTS

In the Grid View, select [Add](#) on the right side of the Booth Documents.

Select to Add

Booth Documents:

Add

If there is not an Add then you have no Booth Documents available and will have to request an upgrade from the **Dashboard**.

In this section, you will manage the documents for your booth. This is a great place to display your flyers and ads.

The screenshot shows the 'Virtual Booth: Add Document' form. At the top, it says 'You have 2 Documents available to list'. Below this is an 'Upload Document:' section with a text input field and a 'Browse...' button. A callout points to the 'Available' text, stating: 'Available: This shows you how many you have left to upload.' Another callout points to the 'Browse...' button, stating: 'Document: Browse your computer for a document and upload it to the site. Be sure that the document is not too large. If it doesn't display, try reducing the size. Only use accepted types of documents.' Below the 'Upload Document:' section is a 'Document Details:' section with a large text area. A callout points to this area, stating: 'Document Description: Provide a description of your document.' At the bottom of the form are 'Save' and 'Cancel' buttons. A callout points to the 'Save' button, stating: 'Save: After you have entered in the information select save.' A note at the bottom of the form reads: 'Note: Accepted document types are PDF, MS Word, MS Excel'. The page header includes the 'OnTarget Professionals' logo and 'Conference Administration' text, along with 'Logged in as OT Pros' and a 'Logout' link.

In the Grid View you can edit or delete your items.

Booth Documents:		Add	
Document Name	Document File Type		
4 Business Card.pdf	.pdf	Edit	Delete

Select to View

Select to Sort

Select to Edit

Select to Delete

VIRTUAL BOOTH ADMIN

MANAGE VIDEO FILES

In the Grid View, select [Add](#) on the right side of the Booth Video.

Select to Add

Booth Video:

[Add](#)

If there is not an Add then you have no Booth Video available and will have to request an upgrade from the **Dashboard**.

In this section, you will manage the Video Files for your booth.

The screenshot shows the 'Virtual Booth: Add Video' form. At the top, it says 'You have 1 Videos available to list'. The 'Upload Video:' field contains 'C:\Documents and Settings\...' and a 'Browse...' button. The 'Details About This Video:' field contains 'sample video'. Below the form are 'Save' and 'Cancel' buttons. A note at the bottom states: 'Note: Accepted video formats are AVI, Quicktime, MPEG'. Callouts provide instructions: 'Available' (shows videos left to upload), 'Document' (browse for video, max 2mb), 'Video Description' (provide description), and 'Save' (select save after entering info).

In the Grid View you can edit or delete your items.

Booth Documents:		Add
Document Name	Document File Type	
4 Business Card.pdf	.pdf	Edit Delete

Select to View

Select to Sort

Select to Edit

Select to Delete

VIRTUAL BOOTH ADMIN

MANAGE AUDIO FILES

In the Grid View, select [Add](#) on the right side of the Booth Audio.

Select to Add

Booth Audio:

[Add](#)

If there is not an Add then you have no Booth Audio available and will have to request an upgrade from the **Dashboard**.

In this section, you will manage the Audio Files for your booth.

The screenshot shows the 'Virtual Booth: Add Audio' page. At the top, there is a header for 'OnTarget Professionals Conference Administration' with a user logged in as 'OT Pros' and a 'Logout' link. Below the header, there is a link for 'Back to Booth Options'. The main content area is titled 'Virtual Booth: Add Audio' and shows 'You have 1 Audio Files available to list'. There is an 'Upload Audio File:' section with a text input field and a 'Browse...' button. Below this is a 'Details About This Audio:' section with a large text area. At the bottom, there are 'Save' and 'Cancel' buttons. A note at the bottom states 'Note: Accepted audio formats are mp3, wav'. Callouts provide the following information:

- Available:** This shows you how many you have left to upload.
- Audio:** Browse your computer for an audio file and upload it to the site. Be sure that the audio is not too large (2mb max). If it doesn't play or load, try reducing the size. Only use accepted types of audios.
- Audio Description:** Provide a description of your Audio.
- Save:** After you have entered in the information select save.

In the Grid View you can edit or delete your items.

Booth Documents: [Add](#)

Document Name	Document File Type		
4 Business Card.pdf	.pdf	Edit	Delete

Select to View

Select to Sort

Select to Edit

Select to Delete

VIRTUAL BOOTH ADMIN

MANAGE CUSTOM TAB

In the Grid View, select [Add](#) on the right side of the Booth Custom Tab.

Booth Custom Tab: [Add](#)

If there is not an Add then you have no Booth Custom Tab available and will have to request an upgrade from the **Dashboard**.

In this section, you will manage the Custom Tab for your booth.

Select to Add

Available
There will only be one custom tab.

Tab Name
Choose a name for your tab

Tab Content
In this section you can insert images and data to be displayed in the tab window.

Save
After you have entered in the information select save.

Conference Administration
Logged in as OT Pros | [Logout](#)

[Back to Booth Options](#)

Virtual Booth: Add Custom Tab

Custom Tab Name:

Data
Inside
Custom
Tab:

Paragraph Font Size Color

B I U abc x² x₂

custom tab in your Virtual Booth.

Design HTML

Save Cancel

In the Grid View you can edit or delete your items.

Booth Documents: [Add](#)

Document Name	Document File Type		
4 Business Card.pdf	.pdf	Edit	Delete

Select to View

Select to Sort

Select to Edit

Select to Delete

VIRTUAL BOOTH ADMIN

MANAGE EXHIBITOR BANNER

In the Grid View, select **Add** on the right side of the Booth Exhibitor Banner.



If there is not an Add then you have no Booth Exhibitor Banner available and will have to request an upgrade from the **Dashboard**.

In this section, you will manage the Exhibitor Banner for your booth.

Available
There will only be one custom tab.

Helpful Hint:
This banner will be displayed below the tabs in your Virtual Booth.

Save
After you have entered in the information select save.

Virtual Booth: Edit Exhibitor Banner

Banner File:

Banner Format:

Upload Banner File:



Current Image

Note: Accepted banner formats are jpg, gif or swf (flash) if your account is setup for Flash Banners. Width must be 780 pixels wide, optimal height is 100 pixels.

In the Grid View you can edit or delete your items.

Booth Documents: Add

	Document Name	Document File Type		
4	Business Card.pdf	.pdf	Edit	Delete

Select to View **Select to Sort** **Select to Edit** **Select to Delete**

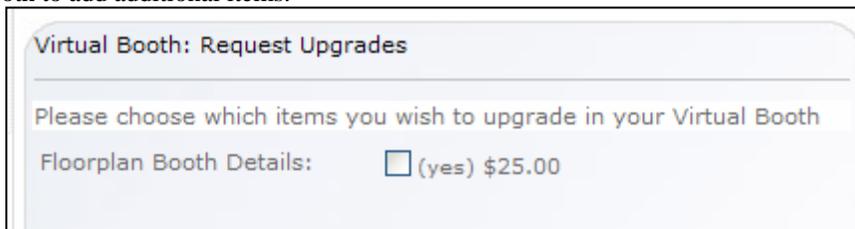
VIRTUAL BOOTH ADMIN

REQUEST UPGRADES

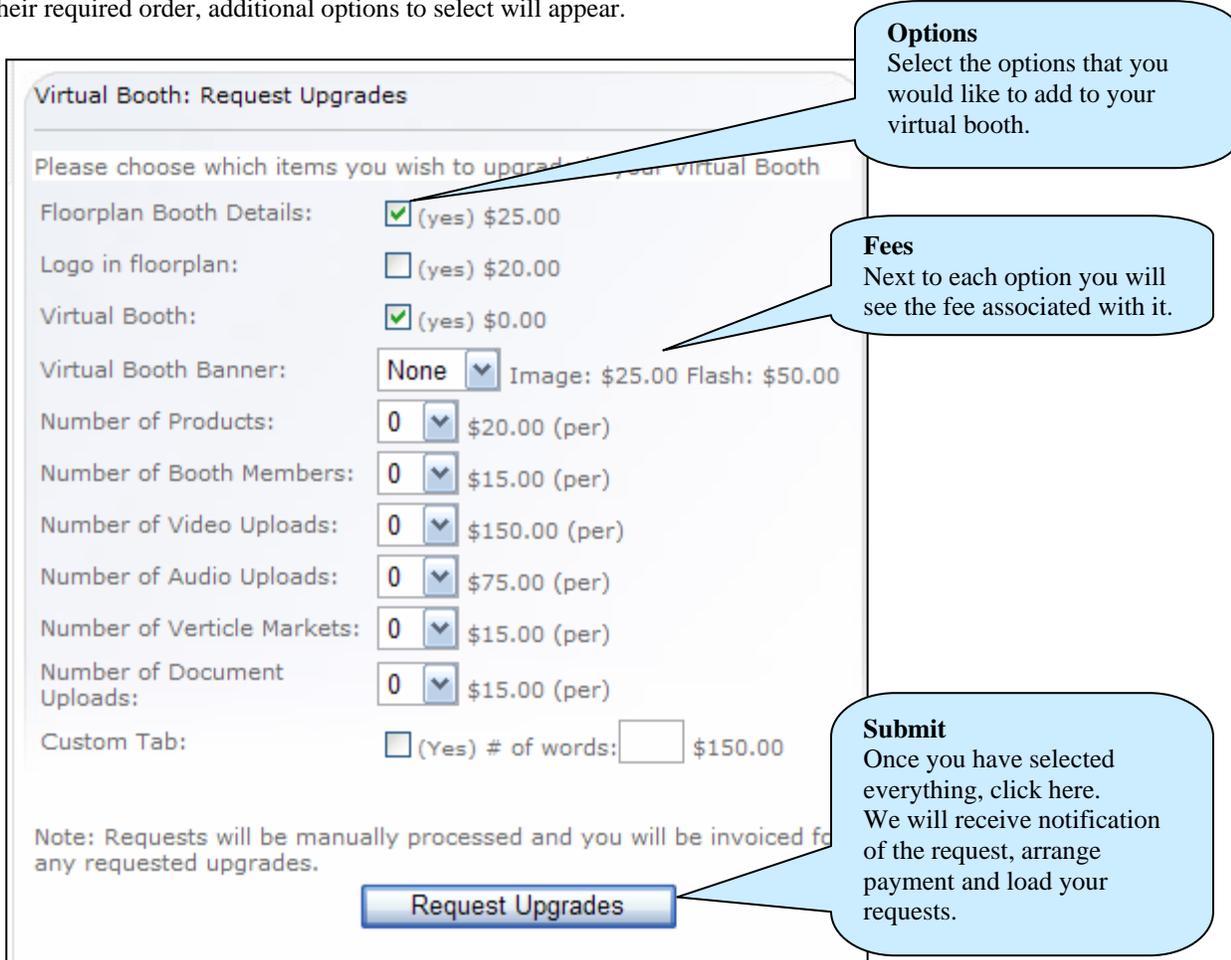
In the Dashboard, select [Request Virtual Booth Upgrade](#).



There are certain things that are required in order to get others. You must first have Floor Plan Details before getting a Virtual Booth. You must have a virtual Booth to add additional items.



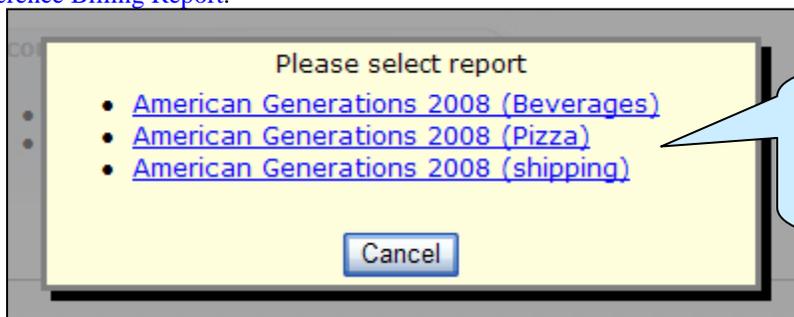
As you select the items in their required order, additional options to select will appear.



VIRTUAL BOOTH ADMIN

BILLING INFORMATION

In the Dashboard, select [Conference Billing Report](#).



Booth

Select the booth that you would like to see the billing information on.

This report provides a summary of the items purchased for a particular Booth. It is divided into two sections. Level and Upgrades.

Billing Report:

Company Name: OT Pros
 Event Name: American Generations 2008
 Event Location: Hilton Minneapolis
 Event Date: 3/1/2008 at 9:00 AM - 3/1/2008 at 4:00 PM
 Booth Number: shipping

Level: Patriot	Qty:	
Floorplan Booth Details	1	\$0.00
Logo in floorplan	1	\$0.00
Virtual Booth	1	\$0.00
Virtual Booth Banner	1	\$0.00
Products	2	\$0.00
Booth Members	4	\$0.00
Video Uploads	0	\$0.00
Audio Uploads	0	\$0.00
Document Uploads	2	\$0.00
Vertical Markets	2	\$0.00
Custom Tab	0	\$0.00
Sub Total:		\$0.00

Item	Qty:	Price
Floorplan Booth Details	0	\$0.00
Logo in floorplan	0	\$0.00
Virtual Booth	0	\$0.00
Virtual Booth Banner	0	\$0.00
Products	0	\$0.00
Booth Members	0	\$0.00
Video Uploads	1	\$150.00
Audio Uploads	1	\$75.00
Document Uploads	0	\$0.00
Vertical Markets	0	\$0.00
Custom Tab	1	\$150.00
Sub Total:		\$375.00
Booth Total:		\$375.00

Event / Booth

This section identifies the specific event and booth number.

Level

Each event is different and this section will identify which items are assigned as part of a package deal when you are assigned your booth. In some cases, the sponsor will cover the cost of this initial Level and you will not see any charges.

Upgrade

This section will display all of the additional items that you purchased through the upgrade process. These are additional to the items listed in the Level section.

Booth Total

This will show the amount that you were billed for the services provided. This is not the actual bill. You will be billed through a separate system which may include sales tax where applicable.

VIRTUAL BOOTH ADMIN

UPDATING YOUR ACCOUNT

In the Dashboard, select [Update Account Information](#).

Within this section you can make changes as needed to your account. The one thing you **can not** change is your user id.

TERMS AND CONDITIONS

By entering information into the system you will be default agree to all of the terms and conditions that govern this site.

Terms and conditions are listed at www.otpros.com/index-6.asp

PRIVACY POLICY

Please review our policy at www.otpros.com/index-5.asp