## Adding Staffers to Your 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.

Sel AS	ect a Space HHRA booth	~	Preview (New Wind (default)	'ow)	Current S
1	🧭 Name	^			
2	🥝 Style				To start on the l
3	Colors				0
4	🥝 Logo				Spac
5	🥝 About Us				23
6	🥝 Front Screen				
7	<ul> <li>Documents and Links</li> </ul>				
8	🥝 Tab Content				
9	<ul> <li>Video Collection</li> <li>(Videos displayed under Tab Content)</li> </ul>				
10	<ul> <li>Marquee</li> <li>Messages</li> </ul>				
11	Staff			•	
12	🤣 Search Words				
RES	OURCES				
<u>Spac</u> A de your Buile	<u>ce Builder Help Guide</u> etailed guide to step r through Space der.				
File	Size Guide				
Deta files spac	ails about the size of to upload into your ce.				
<u>Syst</u> Che	<u>tem Check</u> ck to ensure vour	$\checkmark$			

2. Click on Add New Staffer

Sel AS	ect HH	a Space RA booth	~	Preview (New Window (default)	<sup>()</sup>	Current Step: StaffHIDE SETTINGS< PREV	TOUS STEP NEXT STEP >		
1	C	Name	^ Res	STAFF - Below is th	e current list of space	staffers. Click a name to edit or	click the "Add New" button.		
2	0	Style	202	Currently Defined	Staffers (0 of 99 a	Add New Staffer			
3	0	Colors	_	Name		Is Space Admin		Hide From Rep List	
4	0	Logo		Apply Changes	1				
5	0	About Us							_
6	0	Front Screen							1.1

3. Click on Create New User



Sel	ect a Space		Preview (New Window)	Current Step: Space Staff E
AS	HHRA booth	~	(default)	HIDE SETTINGS
		Rese	rve	
1	🥝 Name	$\sim$ 5858	SPACE STAFF EDIT - Edit the attrib	outes for a space staffer.
2	🥝 Style	2020	Select User: Sponsor 1 V	
3	Colors		Allowed to manage/build this sp	ace
4	Logo		Hide From Space Rep List	
5	About Us		Create New User	

4. 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.

ASHHRA booth				Preview (New Window)       Current Step: Create User         [(default)       Image: Constant Step: Create User		
	0	Name	Reserv	CREATE NEW U	SER - Provide information about this new user. After completing this step, you will be able to ente	
	0	Style		Name:	(required)	
	0	Colors	-	Туре:	Sponsor Space Owner 🗸	
	0	Logo		Email Address:	(required)	
	0	About Us		Login ID:	(required)	
	0	Front Screen		Password:	(required) O Password is required	
		Documents and		Time Zone:	(UTC-05:00) Eastern Time (US & Canada)	
	•	Links		Language:	(default)	
3	0	Tab Content		Company Name:	Sponsor 1	
		Video Collection		Address:		
9	0	(Videos displayed		City:		
		Content)		State/Prov:		
0	0	Marquee		Postal Code:		
1		messages		Country:		
		Starr		Phone:		
2	0	Search Words		Save Changes		
			Sec. 1	oure enanges et	2 · · · · · · · · · · · · · · · · · · ·	

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





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

Select a Space		Preview (New Window)     Current Step: Staff       (default)     HIDE SETTINGS        HIDE SETTINGS			
Name	Reser	STAFF - Below is the current list of spa	ace staffers. Click a name to edit or click the "Add New" button.		
3 Scolors		Currently Defined Staffers (1 of 99 Name	9 allowed) Add New Staffer Is Space Admin	Hide From Rep List	
4 🥝 Logo		Jessica Cohen	No	No	
5 🧭 About Us		Apply Changes			
6 A Front Coroon		L			

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.

Sel AS	ect a Space HHRA booth	Preview (New Window)     Current Step: Space Staff Edit       (default)     Image: Space Staff Edit
1	🧭 Name	SPACE STAFF EDIT - Edit the attributes for a space staffer.
2	<ul><li>Style</li><li>Colors</li></ul>	Editing: Jessica Cohen  Allowed to manage/build this space
4	Logo	Hide From Space Rep List Save Changes Cancel