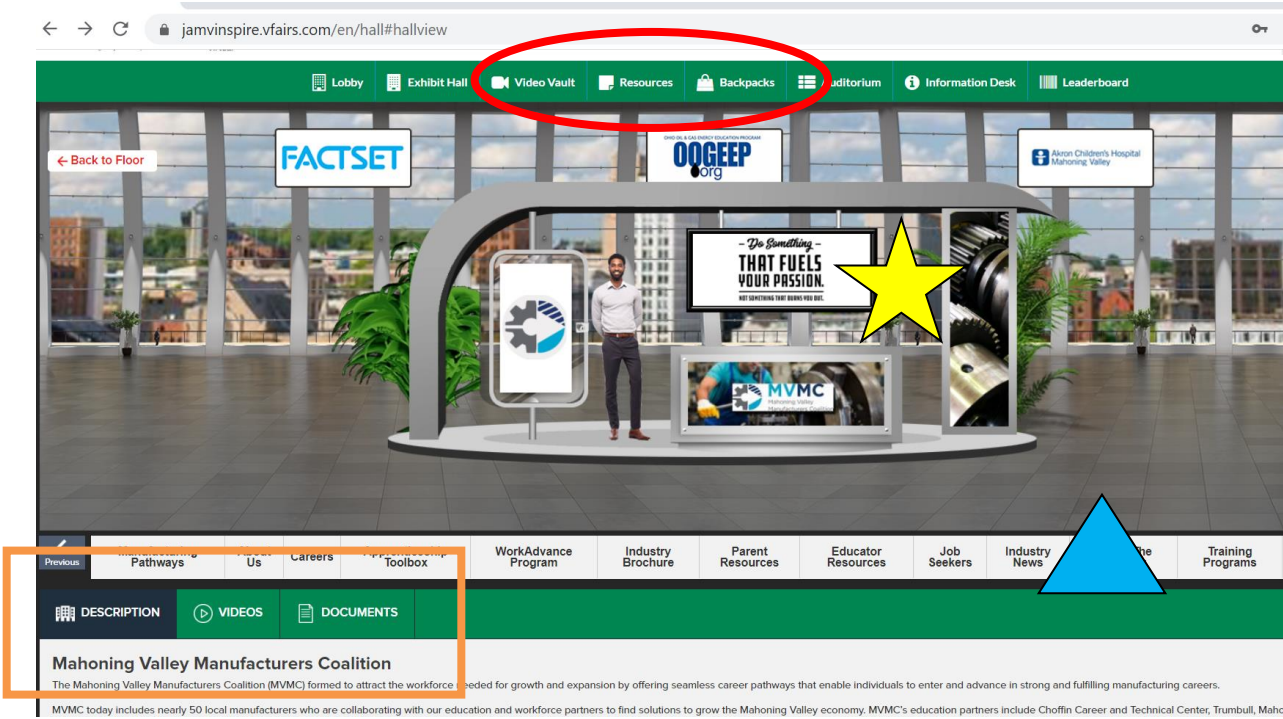


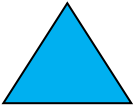
Virtual Booth Setup

DEADLINE FOR FINAL BOOTH SETUP IS FRIDAY, FEBRUARY 5th

Before you Start: Below is a snapshot of what the final booth set up looks like.



The booth banners – these are mainly stagnant graphics that showcase your company/career. You can link a website URL to each banner if desired. (Step 2)



Content links – external links that can redirect students to your website, etc. (Step 3)



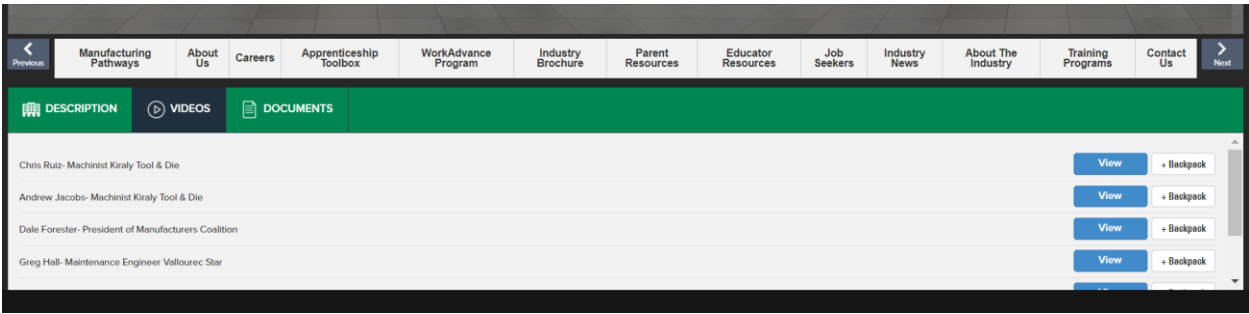
Main tabs for content

- Description (Step 1)
- Videos & Documents (Step 4)

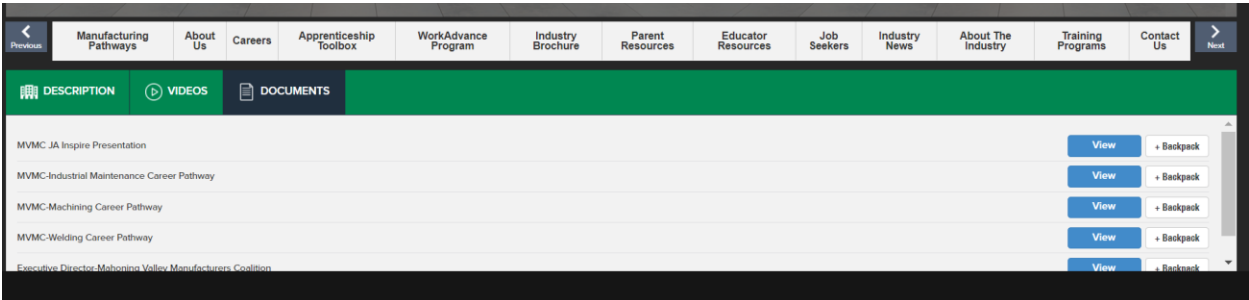


- When videos and documents are uploaded, students can add them to their “backpack” to email to themselves and have easy access after the event.
- Along with being here, videos uploaded will also be accessible in the “video vault” and documents will be accessible in the “resources” tab.

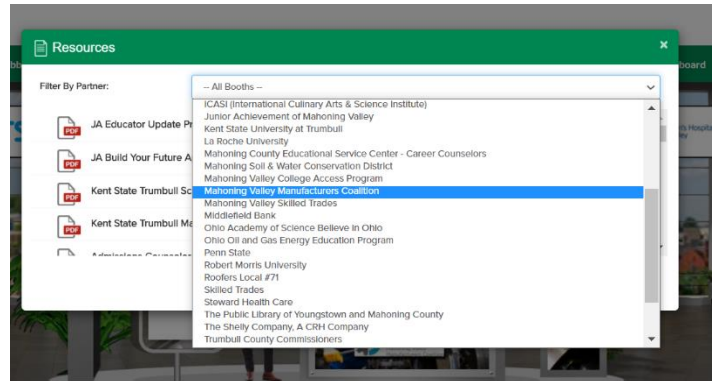
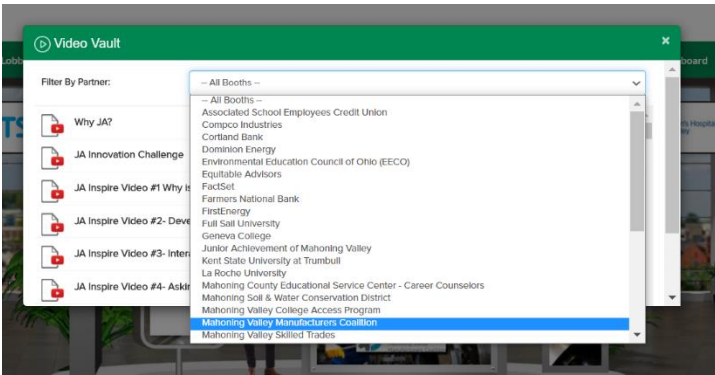
Snapshot of Videos Tab: Students can view the videos and add them to their “Backpack”



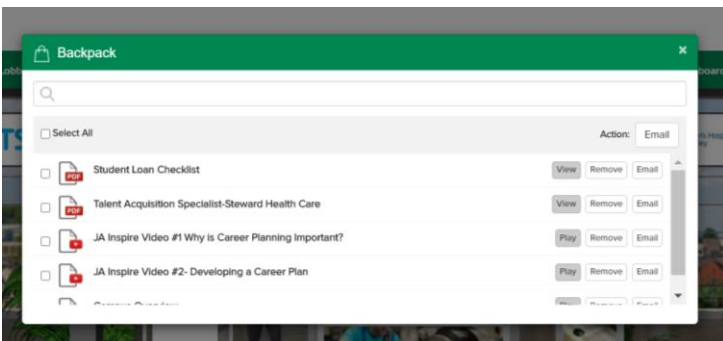
Snapshot of Documents Tab: Students can view the documents and add them to their “Backpack”



Snapshot of the Video Vault and Resources tabs: Students can look for videos and documents by clicking on a specific booth or by scrolling through “All Booths” at once. We encourage you to name your video and documents so that it is clear to the students what it showcases followed by your company name. For Example: A Day in the Life of a (Name of Career), XYZ Company



Snapshot of the Backpack tab: Students can add videos and documents to their backpack. They can then email to themselves and have easy access after the event.



Setting up your booth – use the link provided by JA staff to begin the process.

Step 1: Basic Information

Let's Get Started ... Tell us more about your booth

Booth Name

Golbon

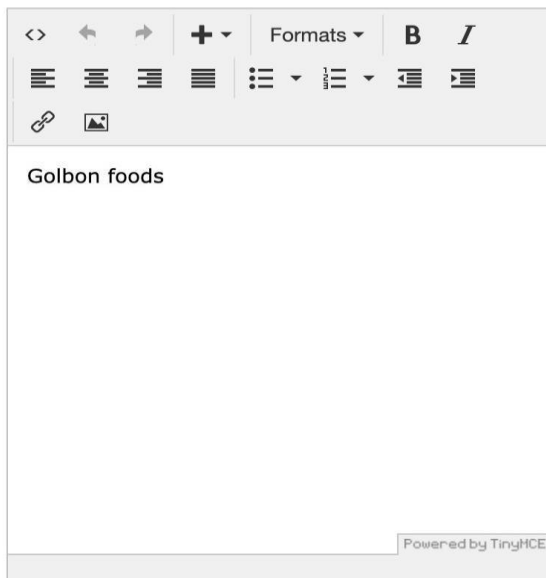
This is the name that will be displayed on your booth and also in the list of exhibitors. Usually, this is your company/department name.

Upload company logo (110x30px)



Drop a file here to upload!

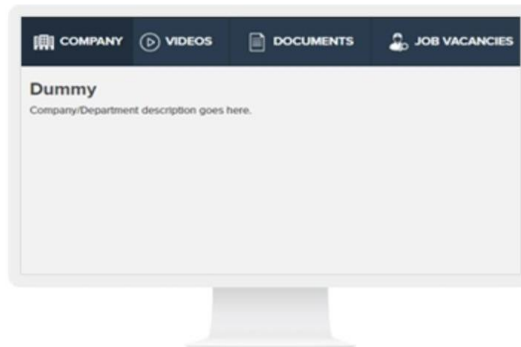
Booth Description



Golbon foods

Powered by TinyMCE

Example:

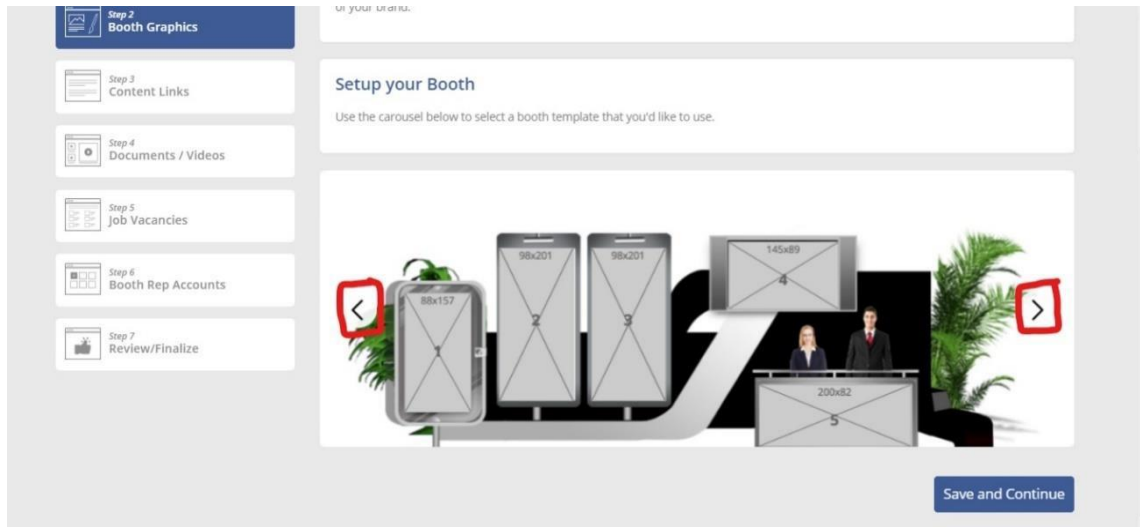


Step 1 includes filling basic information about your booth. It includes:

- Booth Name- Company Name
- Company Logo- 110 X 30 pixels
- Booth Description- Your Company Description

Do not forget to click '**Save and Continue**' after adding information or changes will not be saved.

Step 2: Booth Graphics



Step 2 includes adding booth graphics to your selected booth template. There are several booth templates to choose from; some include a virtual person and others do not. By clicking on the left and right arrows (highlighted in red) you can choose between different booth templates. On each booth template, dimensions are mentioned on image banners. **It is imperative that images be uploaded in a sequence.** Starting from banner image 1 and so on. Make sure the image that you upload is preferably equal to the dimensions mentioned or as close as possible.

After selecting the layout, you will be able to see the following options underneath the booth template:

Select the booth wall colors

Back Panel Color:

Front Panel Color:

Show Dimensions:

You can change the outline color of your booth through this option. Both back and front panel colors of the booth can be changed.

To upload an image (remember to upload images in the sequence order of the banners), click on the banner and a pop-up window will appear like this:



After clicking on 'Upload Banner Image', you can upload a desired image from your desktop/laptop.

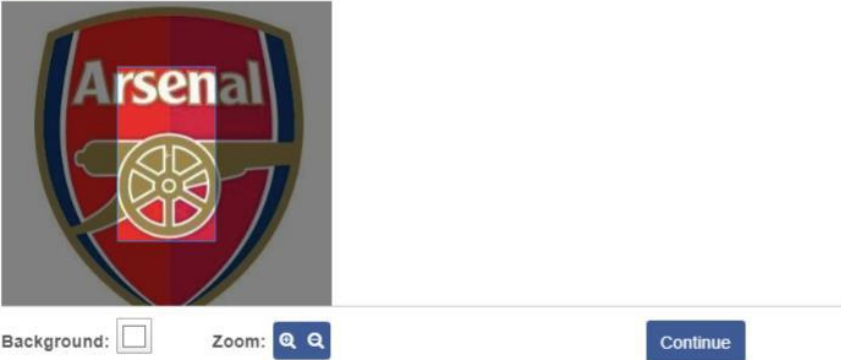
Upon choosing the image, you will be asked to resize it. You can 'zoom in' or 'zoom out' the image to make sure it fits the banner space. Make sure to not 'zoom out' an image too much or it can affect the quality of image.



Manage Banners ×

[+ Upload banner image...](#)

1. Use the zoom buttons below to resize the image.
2. Drag the image to make it fit inside the banner area.
3. Click on Preview button to see the final result.

Crop Image:



Background: Zoom:   [Continue](#)

After uploading the photo and clicking "Continue", you can add a URL to send students once they click on the image.

Manage Banners

Select Banner Click Action (optional)

If you'd like users to be taken to an external URL when someone clicks on this banner, please enter here.

External URL:

Do not forget to click **Save and Continue** after adding information or changes will not be saved.

Step 3: Content Links

The screenshot shows a web interface for setting up content links. On the left, a vertical sidebar lists steps: Step 3 (Content Links), Step 4 (Documents / Videos), Step 5 (Job Vacancies), Step 6 (Booth Rep Accounts), and Step 7 (Review/Finalize). The main content area features a preview of a booth with a navigation bar. Below the preview, a form titled "Please provide your Content Links" contains two rows of input fields for "Link Title" and "URL". A blue button labeled "Add another Link" is positioned below the second row. At the bottom right of the form area is a blue button labeled "Save and Continue".

Step 3 includes adding external links that can redirect students to your website, etc. You can add as many links as you want by clicking on 'Add another link'. Preferably, don't add more than 6 links as adding more links can make the space congested and will affect the overall appearance of the booth. Suggested Links to Include:

- **About Us:** a link to a page on your company webpage
- **Careers:** a link to information highlighting careers within your company
- **Other:** internships & apprenticeships, high school and college requirements, Youtube, etc. **(Due to age requirements for accessing Social Media content, please only link to your website page(s) and/or Youtube, not Facebook, Twitter, etc.)**

Do not forget to click **'Save and Continue'** after adding information or changes will not be saved.

Step 4: Documents / Videos

Step 4 Booth Rep Accounts

Step 7 Review/Finalize

Please provide your Documents (PDF, Word, Excel, Powerpoint)

Yes, I have documents that I'd like to add to my booth

No, I don't have any documents to add

Document Title:

Drop a file here to upload!

[Add another Document](#)

Please provide your Videos (Youtube/Vimeo/etc)

Yes, I have videos that I'd like to add to my booth

No, I don't have any videos to add

Video Title:

Video URL:

[Add another Video](#)

[Save and Continue](#)

Step 4 includes adding documents and videos to your booth.

Documents

Documents are items students can keep and place in their virtual backpack. Upload documents that you would like to share with students. After the event, students will be able to capture all the items in their virtual backpack to keep for future reference. You can add as many documents as you want by clicking 'Add another document'.

Convert all documents to a **PDF format** before uploading (so students can open them on any platform). Documents should be short and informative for middle school students (ages 13-15).

After uploading the document, be sure to **rename the Document Title** so students know what they are opening (followed by your company name) and can differentiate the files they upload in their Virtual Backpack. For Example: A Day in the Life of a (*Name of Career*), *XYZ Company*

Document Title:

Vi
Ti
D

The below documents are highly encouraged:

- Day in the life of a _____, highlighting the featured career. (Click [here](#) for the template.)
- Documents highlighting anything about your company or careers.
- Upload photos of different employees in their appropriate dress for work or what their work surrounding might look like.
- Provide Information about internships, apprenticeships, or scholarships that you offer.

Videos

Students may view videos while visiting your exhibit. Be Creative! Students enjoy low-tech, short, interactive videos. Check with your marketing department for videos you already have or create a new video using a mobile device. The following includes a few suggestions:

- Video employees in action that capture “a day in the life of” at your facility
- Film a cool experiment or activity that demonstrates what your company does
- Include footage of the work environment and the skills you are looking for in prospective employees
- Highlight anything about your company or careers

Video requirements:

Videos must be on a YouTube Channel, Vimeo, or your company website. The video length should be approximately 5-7 minutes. If you use a cell phone to record – it works best to record with the phone **horizontally** rather than vertically. If you need assistance, Junior Achievement can upload the video to the JA Inspire Virtual YouTube channel or through vFairs. You can upload more than one video.

After uploading the video, be sure to **“rename”** it so students know what they are viewing (followed by your company name) and can differentiate the files they upload in their Virtual Backpack.

For Example: A glimpse into (*Name of Career*), *XYZ Company*

- **For YouTube videos, please make sure you have used the **URL from top the URL bar**, NOT the shortened URL from clicking Share. This will allow videos to open within the vFairs platform.**
 - Use this: <https://www.youtube.com/watch?v=rbOG52HSE3s>
 - NOT this: <https://youtu.be/rbOG52HSE3s>

Do not forget to click **‘Save and Continue’** after adding information or changes will not be saved.

Step 5: Please **skip this step** as the chat feature will not be utilized during this event.

Step 6: Review/Finalize

The screenshot shows a web interface for booth setup. On the left is a sidebar with six steps: Step 1 Basic Information, Step 2 Booth Graphics, Step 3 Content Links, Step 4 Documents / Videos, Step 5 Booth Rep Accounts, and Step 6 Review/Finalize (highlighted in blue). The main area has a heading 'You're almost done.' and instructions: 'Once you press the submit button below, our rep will be notified.' It includes a 'Login:' section with a text input for 'Username' and a 'Password' label. Below that is a 'Review Booth Information:' section with a note: 'Here is a screenshot of your online booth.'

This screenshot shows a preview area with the text 'ed to the booth:' at the top. At the bottom right, there is a blue button labeled 'Submit Booth'.

Step 6 will display information that has been filled out in previous steps. It will include the booth preview with graphics, booth description etc. Please hit **“Submit Booth”** every time you make changes or add information – even if the booth isn’t fully completed. You can go back in to edit as needed.

Please email Kelli at Kelli.Rocotzke@ja.org to let us know you have set up your booth. We will then test the links, etc. and let you know if we have any questions.