



How to....

Room Builder

+

Content Creation



Getting Started

This “How to” document will guide you through the Room or Booth Builder Process which includes: Updating/changing room settings, uploading content and previewing your work.

Room/Booth Builder – A room/booth builder has limited access within the control panel which allows this user to login and manage a single booth/room or a set of booths/rooms.

WHAT YOU WILL NEED TO GET STARTED

1. Your Control Panel login URL, a username & password.
2. All content items and files.
3. The virtual room (or booth) where you want to place content.
4. Your preview site URL and password.

THE STEPS TO BUILDING YOUR BOOTH

- STEP 1:** Logging into the Control Panel
- STEP 2:** Uploading content in the Content Library
- STEP 3:** Working with Elements within your room/booth
- STEP 4:** Placing content in the Virtual Room
- STEP 5:** Review your room/booth in the Preview or Live Site

STEP 1 -
UPLOADING CONTENT TO THE
CONTENT LIBRARY



Uploading /Creating Content

6CONNEX
Virtual Destinations. Real Business Solutions.

Control Panel

Welcome to the Virtual Experience Platform
Control Panel!

Using the Control Panel you may control all aspects of your Virtual Site, from who may access it, to what kinds of content, virtual rooms and spaces it will contain, to how you will drive traffic to certain areas through promotions and emailings. After your Virtual Site has launched, you can even track user behavior and the performance of certain areas and content. Please choose an option from the dashboard below to get started!

Log Off
Welcome, Alexandra Matheus! Account Settings

- User Accounts**
In this area, you may create, edit and delete Control Panel User accounts.
- General Settings**
In this area, you may edit general attributes of your Virtual Site.
- Registration**
In this area you may customize the login and registration area of your virtual site.
- Access Control**
In this area, you may control who can access your Virtual Experience.
- Email Marketing**
In this area, you may customize and manage email marketing communications.
- Content Library**
In this area, you may create, edit, and manage content items and library.
- Virtual Rooms**
In this area, you may create, edit and manage Virtual Rooms.
- Virtual Promotions**
In this area you may create promotional items such as graphics and messages.
- Chat Sessions**
In this area you may create chat sessions which may take place in certain areas or during presentations.
- Representatives/Staff**
In this area you may assign roles to users within your Virtual Site related to Chat/Social Networking.
- Preview**
In this area, you may create a preview version of your Virtual Site.
- Publish**
In this area, you may publish your Virtual Site. This will push the site to Live Servers.
- Tracking & Metrics**
In this area, you may track user behavior and performance of content and areas of the Virtual Site.
- Surveys**
In this area, you may create surveys which may be presented to Users in different areas of the Virtual site.
- Builder Accounts**
In this area, you can create, edit or delete Builder Accounts.


Main > Content Library Log Off
Welcome, Alexandra Matheus! Account Settings

User Accounts
General Settings
Registration
Access & Entitlement
Email Marketing
Content Library
Virtual Rooms
Virtual Promotions
Chat Sessions
Representatives &

Below is a list of Content Libraries which have been selected to be used with this Virtual Experience. Content From these libraries will be available to Control Panel Users to add to areas of the Virtual Experience. In other areas of the Content Libraries section, you may add more shared libraries to the list.

Add Content Library **Download Content Library Report**

*General Search
 Search Libraries

Name	Type	Original Owner	Creation Date	Items	
Client resources Center	Local	6Connex Virtual Events	2018-12-11 11:12:32	0	

1

Select the Content Library from the main menu or left navigation pane.

Click on the pencil to enter the content library and edit or add content items.

Searching Content

To find an existing content item, use the search and filter function at the top of the Content Library page.

In this area you may edit an existing content library.

Add Content **Content Tags** **Content Folders** **Download Content Library Report**

Keyword



Owner

Content Type

Content Folder

Status

Localization Affiliation

Creation Date
Between MM DD YYYY 
and MM DD YYYY 

Asset Number (Content ID)

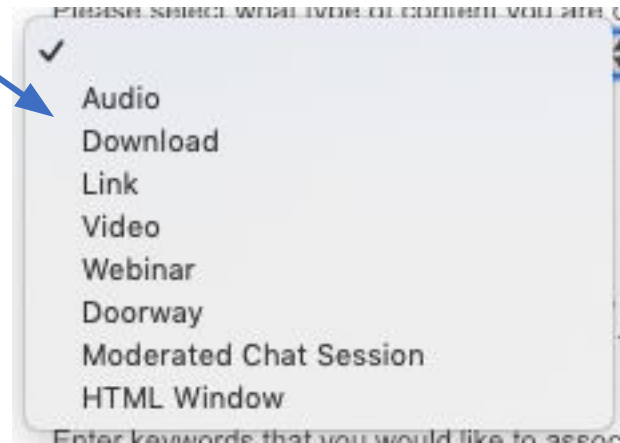
Search **Clear Options**

Content Types

*Content Type

Please select what type of content you are creating.

Different content types have different formats and use cases.



- **Audio** = Audio file that plays in the environment
- **Download** = Any file that can be downloaded by the attendee (you must upload the file into our system)
- **Link** = Link to a website
- **Video** = Video file that plays in the environment
- **Webinar** = Link to a webinar platform
- **Moderated Chat Session** = Opens up a moderated chat session (requires the moderated chat to be setup beforehand)
- **HTML window** = Opens an iFrame with HTML code

Content Types - Audio

*Content Type

Please select what type of content you are creating.

*Please select a media type.

Please Select

- ✓ Please Select
- Upload
- YouTube
- Vimeo
- Ustream.tv
- Pre-populate in Briefcase

*Please select a media type.

Please select a file, then select Upload.



Logo/Image:

Please select an image/logo which will represent the audio or video file during the loading/buffering process before playback (.jpg or .png format only).

Audio can be added to the environment by either uploading it directly or by using and embed code ("YouTube" "Vimeo" "Ustream.tv" audio)

Click on the paper with the plus sign icon to browse to the content item for upload, click on that item, and click Open in the lower left corner

TIP: if you don't see the icon you'll need to enable Flash in your browser)

*Please select a media type.

*Media Embed Code:

Logo/Image:

Please select an image/logo which will represent the audio or video file during the loading/buffering process before playback (.jpg or .png format only).

Content Types - Download

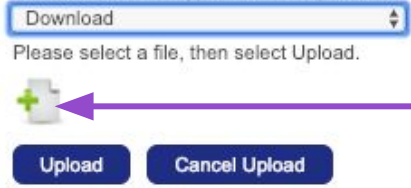
1

***Content Type**
Please select what type of content you are creating.
Download

Please select a file, then select Upload.

1.- Click on the paper with the plus sign icon to browse to the content item for upload, click on that item, and then click Open in the lower left corner

TIP: if you don't see the icon you'll need to enable Flash in your browser)



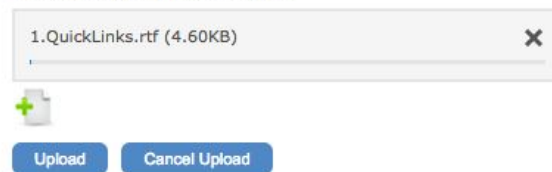
2.- Now your document appears for upload, Click UPLoAD

2

***Content Type**
Please select what type of content you are creating.
Download

Please select a file, then select Upload.

1.QuickLinks.rtf (4.60KB)



3.- Once the file is uploaded you'll see a the message "1.Doc Name Finish". Your content has been uploaded Proceed to the next step.


3

***Content Type**
Please select what type of content you are creating.
Download

Please select a file, then select Upload.

1.QuickLinks.rtf (4.60KB) - 100%

1.QuickLinks.rtf Finish



Content Types - Link

1. Add the URL link

2. Specify how the link opens:

- Normal = in a new tab (window)
- iFrame = inside the virtual environment

TIP: Not all webpages allow you to link to their content within an iFrame (ie Facebook, LinkedIn and all HTTP websites block this functionality). Choose the appropriate method for the content you are sharing (website = Normal (new tab), PDF document = iFrame) and test to confirm the intended functionality.

3. Pass User Data: by default this will remain unchecked.

This feature is used in very specific settings, please check with your Project Manager if have questions about this option.

***Content Type**
Please select what type of content you are creating.
Link

***URL**
Please enter the complete URL you wish to link to. Example: <http://www.6connex.com/index.html>
Please enter a URL

Target
Normal will open the URL in a new browser tab; iFrame will open the URL in a new browser window.
Normal

Pass User Data To Target
Use this option if you need to pass user data to the target specified by the URL for this Link content | predetermined API. Please consult your 6Connex associate for more details.

Normal will open the URL in a new browser window.
Normal
iFrame

Content Types - Video

*Content Type
Please select what type of content you are creating.
Video

*Please select a media type.
Please Select

- ✓ Please Select
- Upload
- YouTube
- Vimeo
- Ustream.tv

*Please select a media type.
Upload

Please select a file, then select Upload.

Upload Cancel Upload

Logo/Image:
Please select an image/logo which will represent the audio or video file during the loading/buffering process before playback (.jpg or .png format only).
Browse...

*Please select a media type.
YouTube

*Media Embed Code:

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/G-zyTIZQYpE" frameborder="0" allow="accelerometer; autoplay; encrypted-media; gyroscope; picture-in-picture" allowfullscreen></iframe>
```

For embed videos (YouTube, Vimeo, Ustream.tv) To embed a YouTube video you go to the video, click >SHARE and then >EMBED. Copy-paste the code.

Click on the paper with the plus sign icon to browse to the content item for upload, click on that item, and then click Open in the lower left corner. After your document appears for upload, Click UPLOAD.

Accepted formats: Quicktime, MP4, WMV etc, our preferred format is H264 for MP4 and 604x340 window size encoded at 500kbit.

TIP: if you don't see the icon you'll need to enable Flash in your browser)

Please select an image/logo which will represent the audio or video file during the loading/buffering process before playback (.jpg or .png format only).

You need to upload a thumbnail image to represent the video clip: .jpg 165x84



Embed Video

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/G-zyTIZQYpE" frameborder="0" allow="accelerometer; autoplay; encrypted-media; gyroscope; picture-in-picture" allowfullscreen></iframe>
```

Start at 1:25

EMBED OPTIONS

Show player controls.

Enable privacy-enhanced mode.

COPY

Content Types - Webinar

***Content Type**
Please select what type of content you are creating.
Webinar

1 ***Webinar Type:**
Please select a Webinar Type.
Please select a Webinar Type

2 ***Icon:**
Please select an icon to icon.
Click the button below to choose an icon.
Select Icon

3 **Logo/Image**
Please select an image/logo which will represent the webinar (.jpg or .png format only).
Browse...

4 **Pass User Data To Target**
Use this option if you need to pass user data to the target specified by the URL for this Link content item. The target site must be set up to receive the data using a predetermined API. Please consult your 6Connex associate for more details.

1.- 6Connex is integrated with a number of webinar platforms. If your webinar platform is not on the list, leave the default option.

2.- Select the icon you would like to represent the webinar

3.- Select the image you would like to represent the webinar as a thumbnail

4.- Pass User Data: Certain webinar platforms can receive attendee data from 6Connex.
**Please verify if this is applicable to your content before you check this box*

Content Types - Doorway

A Doorway is a content item that acts as a link to another room inside the same virtual environment.

It can be used to move users from a booth to a keynote presentation at a certain time.

*Content Type
Please select what type of content you are creating.

Doorway

*Target Location
Virtual Room

Select a room

- Select a room
- Client Resource Center
- Lobby

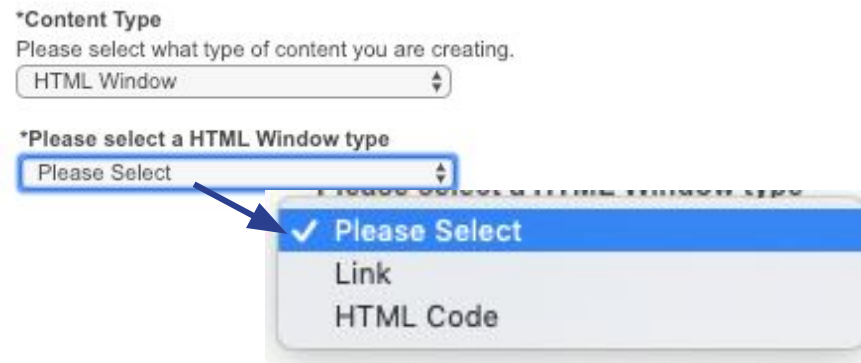


Note: Room options will depend on the amount of rooms available/created in the environment

Content Types – HTML Window

The HTML content item opens up an iFrame within the virtual environment.

You can apply the HTML code or a link to an HTML page.



*Content Type
Please select what type of content you are creating.
HTML Window

*Please select a HTML Window type
Please Select

- ✓ Please Select
- Link
- HTML Code

Add a New Content Item

In this area you may edit an existing content library.

Add Content

Content Tags

Content Folders

Download Content Library Report

Keyword

Status

Asset Number (Content ID)

Owner

Localization Affiliation

Content Type

Creation Date

Between MM DD YYYY 

and MM DD YYYY 

Search

Clear Options

Content Title is the **INTERNAL** title that you will see in your reporting.

Display Name is the **EXTERNAL** title that your audience see in the Virtual Environment.

If you don't want the audience to be able to search and find your content item, tick the Not Searchable box.

If you want to associate a survey link with your content item, tick the Survey box and in the drop down choose your Survey (needs to be setup before you assign it here)

In this area you create a new Content item which may be assigned to different areas of the Virtual Experience for attendees to view and download.

***Content Title**
Name your content item for internal use (80 characters max including spaces).
 0 of 80

***Display Name**
Name for your content item for external use (inside the virtual environment (80 characters max including spaces)).
 of 80

Description
(500 characters max including spaces)
 0 of 500

Searchable
Check box to hide this content item from search.
 Not searchable

***Localized Instance Affiliation**
Select at least one language version for each content item.
 English

***Entitlement**
Select Default to allow this content item to be seen by all users. Choose other entitlement groups (if available) to restrict which users can see this content item.
 default set

Content Folder
Content can be grouped by Folder. Select a content folders) for this content item, if available.

***Language**
Select the primary language that applies to this content item. For instance, if the document is in English, choose English.

Time Bracket
Access to each content item can be scheduled; note, the content item will be visible within the content list, but not clickable, unless specified below.

***Content Type**
Please select what type of content you are creating.

Use Survey?

Pre-populate in Briefcase
Select this option if you want this content to show up in attendees' Briefcase automatically.

Tags
Enter keywords that you would like to associate with this piece of content. Using words which appear in the Preferences Tags list can make your content more likely to show up in visitor's content recommendations. Separate keywords with a line return.

The Description will be displayed under the Display Name in the listings of Content items.

Tick the localization you are using and the Entitlement you want to assign the content item to. (even if there is only one box for each Localization and Entitlement)

The Tag system allow you to assign keywords to your VIDEO content (this only works with video content type). Related content items are displayed next to the video item whilst playing.

Content Types - Target

The "Target" is how a content item opens: in an iFrame (within the VE) or Normal (in a new tab). You can set the size of the iFrame OR leave the fields blank for "auto-sizing"



Depending of the content type, we recommend the following:

- **Audio** = iFrame or Normal
- **Download** = ONLY PDFs will open in an iFrame, everything else must be set to Normal – this will initiate a download to the users desktop.
- **Link** = iFrame or Normal
- **Video** = iFrame or Normal
- **Webinar** = Some platforms such as Webex, GoToMeeting requires the webinar to open up in a separate tab (window).

Note: Be sure to test your content item and the target you selected to ensure functionality on the attendee side.

Submit Your Content Item!

Once you have completed all the information, click SUBMIT at the bottom of the page to save your changes to the system.

The content item should be displayed within the Content Library.

would like to associate with this piece of content. Using words which appear in the Preferences content more likely to show up in visitor's content recommendations. Separate keywords with a

Tags

Cancel

Submit

STEP 2 – BUILD THE BOOTH (ROOM)

- Assign elements
- Edit the template



Room Builder

To access the Virtual Room(s):










Click on Virtual Rooms from main menu or on the left navigation pane.

NOTE – in order to view the rooms accurately, you must have Flash enabled in your browser.

The screenshot shows the 6CONNEX Control Panel interface. The top navigation bar includes the 6CONNEX logo and the text "Control Panel". Below the header, a welcome message reads "Welcome to the Virtual Experience Platform Control Panel!". A secondary message states: "Using the Control Panel you may control all aspects of your Virtual Site, from who may access it, to what kinds of content, virtual rooms and spaces it will contain, to how you will drive traffic to certain areas through promotions and emailings. After your Virtual Site has launched, you can even track user behavior and the performance of certain areas and content. Please choose an option from the dashboard below to get started!".

The dashboard features several management tiles: "User Accounts", "General Settings", "Registration", "Access Control", "Email Marketing", "Content Library", "Virtual Rooms", "Virtual Promotions", and "Chat Sessions". The "Virtual Rooms" tile is highlighted with a blue border. The right side of the dashboard includes a "Log Off" link and a welcome message: "Welcome, Alexandra Matheus! Account Settings".

Below the dashboard, the "Virtual Rooms" management page is displayed. It includes a sidebar navigation menu with "Virtual Rooms" selected. The main content area contains a search and filter section with fields for "Keyword", "Type", "Owner Company", "Active?", and "Date Last Edited". Below this is a table listing virtual rooms:

Virtual Room Name	Room Type	Owner Company	Active?	Date Last Edited	Localization Affiliation	
Client Resources	Booth	6Connex Virtual Events	Yes	2018-12-17 11:20:15	All	  
DF Auditorium	Auditorium	colombia sandbox	Yes	2018-12-13 12:16:05	All	  
test	Booth	6C	Yes	2018-11-29 13:50:20	All	  

Click on the pencil icon next to the room you would like to edit.

NOTE – in order to view the rooms accurately, you must have Flash enabled in your browser.

Main > Virtual Rooms Log Off
Welcome, Alexandra M... Account Settings

In this area you may create many types of Virtual Rooms which you may customize with templates, graphics and content. These are the areas where users will navigate to within the larger spaces in the Virtual Experience.

Keyword:

Active?:

Type:

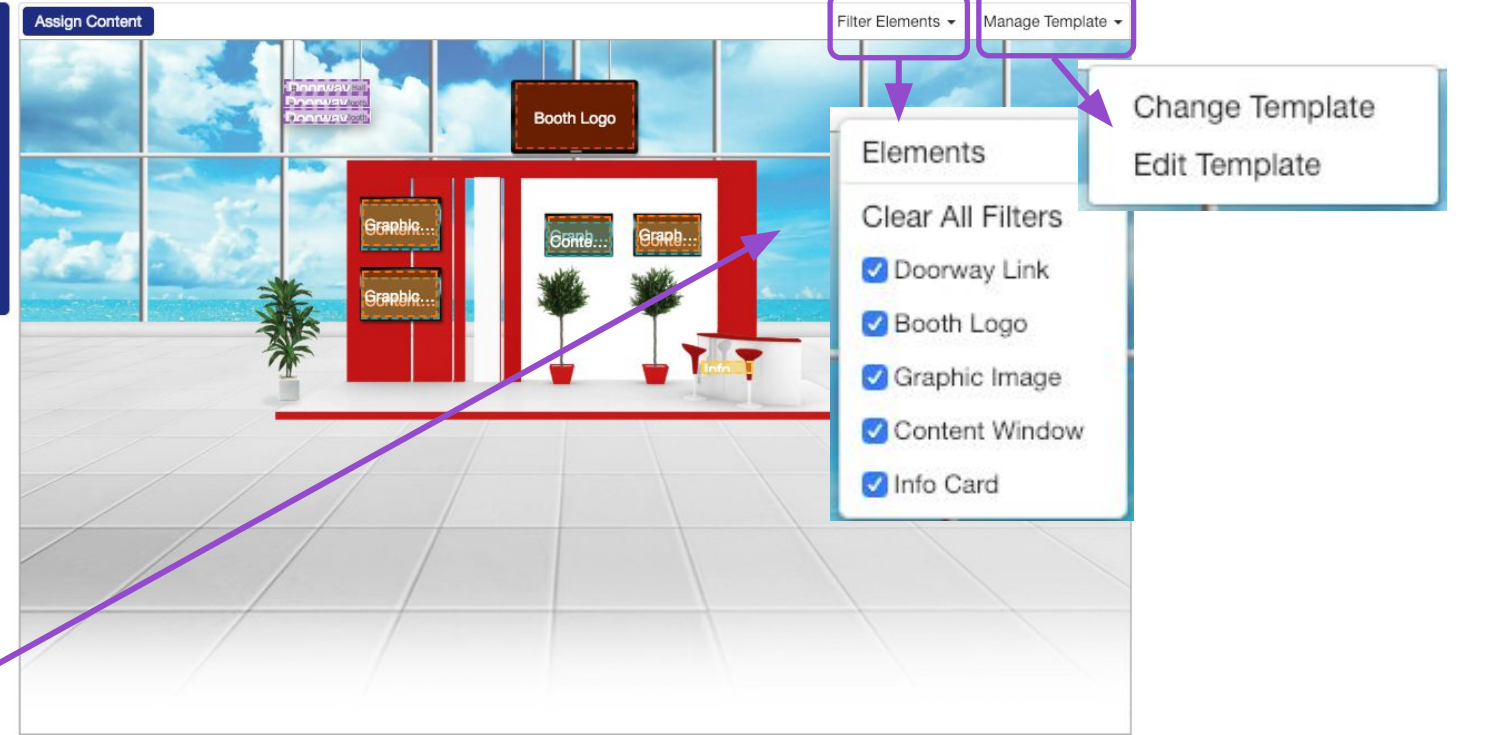
Owner Company:

Date Last Edited: Between and

Virtual Room Name	Room Type	Owner Company	Active?	Date Last Edited	Localization Affiliation	
Client Resources	Booth	6Connex Virtual Events	Yes	2018-12-17 11:20:15	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
DF Auditorium	Auditorium	colombia sandbox	Yes	2018-12-13 12:16:05	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
test	Booth	6C	Yes	2018-11-29 13:50:20	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Hall sandbox	Hall	6connex	Yes	2018-08-24 10:05:23	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
D-Lobby	Lobby	colombia sandbox	Yes	2018-04-26 14:57:31	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
DFHall	Hall	colombia sandbox	Yes	2018-04-26 09:02:37	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
DF Sales	Booth	colombia sandbox	Yes	2018-04-12 15:46:23	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
DF Marketing	Booth	colombia sandbox	Yes	2018-04-12 15:29:03	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
DF Development	Booth	colombia sandbox	Yes	2018-04-12 15:25:20	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
DF Other	Booth	colombia sandbox	Yes	2018-04-12 15:19:17	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Music Room	Meeting Room	colombia sandbox	Yes	2018-04-06 13:00:37	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

<< < 1 2 > >> 1 / 2

Manage Room Elements
In this step you can manage all the elements in your Room template.
Assign graphics, content, logos, links
Select a new template or manage the existing template.
Select "Filter Elements", then check the box for the specific element you want to manage.
[for a detailed explanation of Rooms and definitions of each Element.](#)



The Virtual Room will be displayed. From here you can:

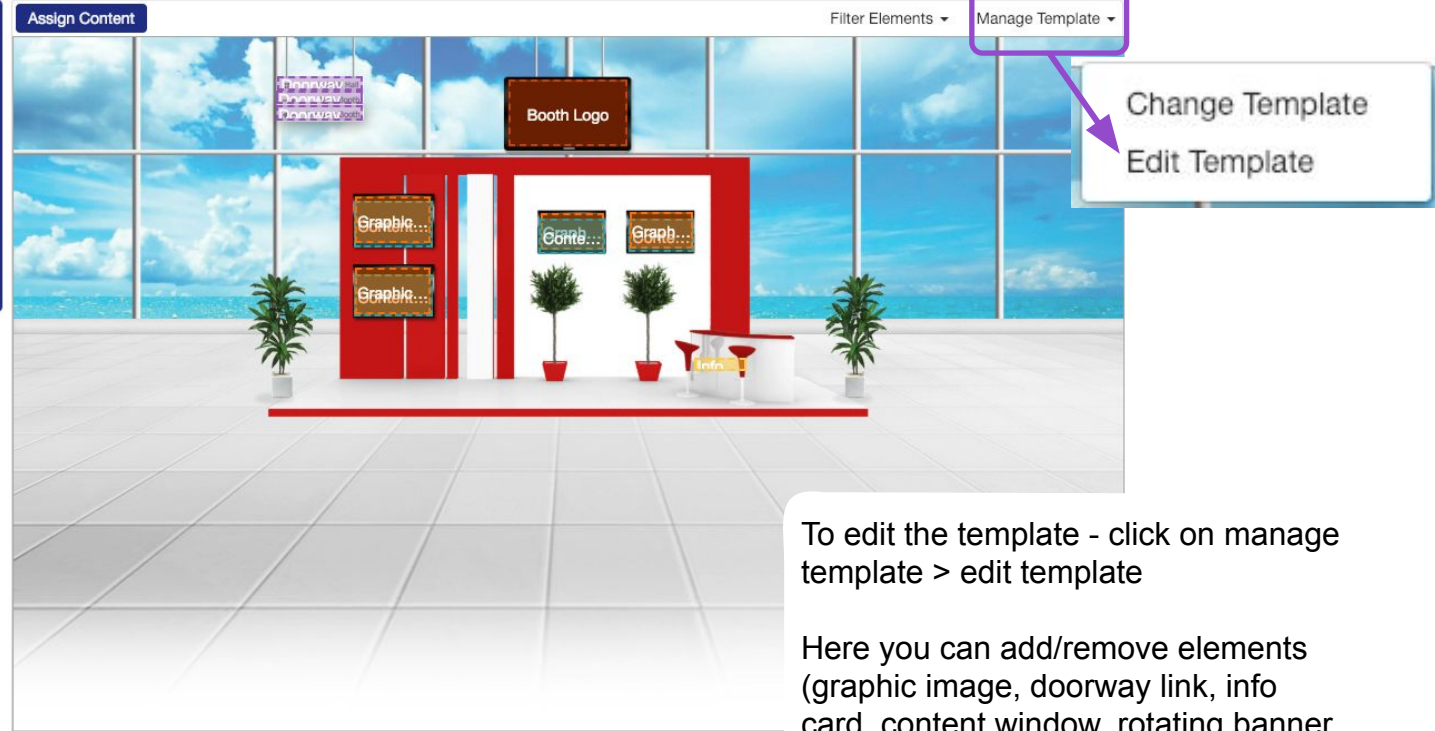
1. Filter Elements
2. Manage the Template
3. View/change the Settings & Extras
4. Save your work

Editing Templates

Virtual Builder: Manage Room Elements for CRC

Elements Settings Extras Save

Manage Room Elements
In this step you can manage all the elements in your Room template.
Assign graphics, content, logos, links
Select a new template or manage the existing template.
Select "Filter Elements", then check the box for the specific element you want to manage.
[Click here](#) for a detailed explanation of Rooms and definitions of each Element.



To edit the template - click on manage template > edit template

Here you can add/remove elements (graphic image, doorway link, info card, content window, rotating banner, booth logo, click action)

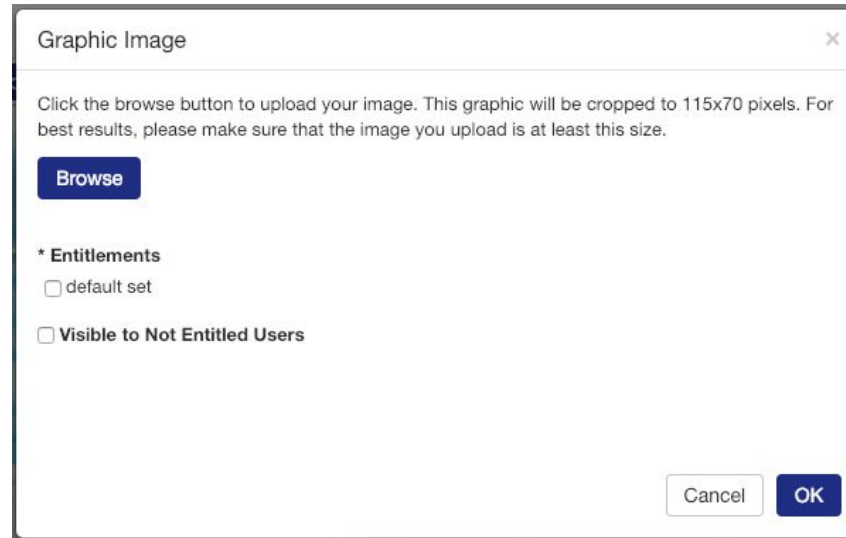
Click Manage Template > Change Template to Change the background image.

Remember to save your work!

Elements

There are 7 types of Elements within the Room Builder

1. Graphic Image: Following the recommended size, Graphic image will allow you to upload and display a graphic image within your room.



Graphic Image

Click the browse button to upload your image. This graphic will be cropped to 115x70 pixels. For best results, please make sure that the image you upload is at least this size.

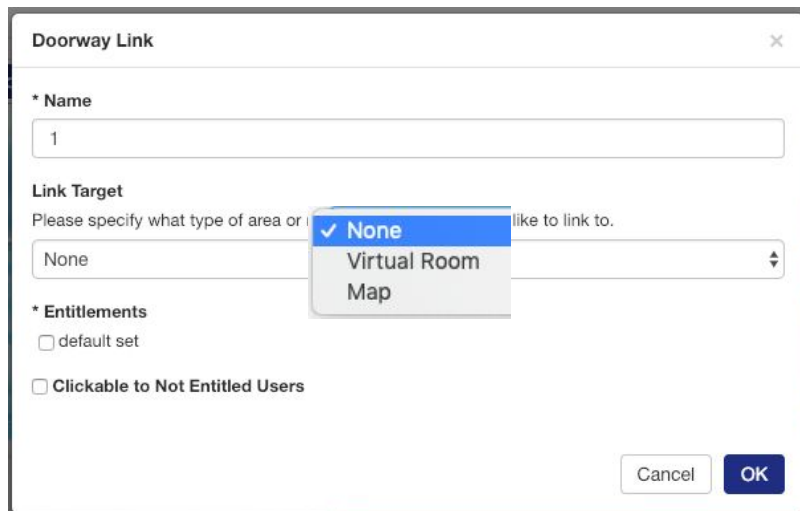
Browse

* Entitlements

default set

Visible to Not Entitled Users

Cancel **OK**



Doorway Link

* Name

1

Link Target

Please specify what type of area or link to link to.

None

None

Virtual Room

Map

* Entitlements

default set

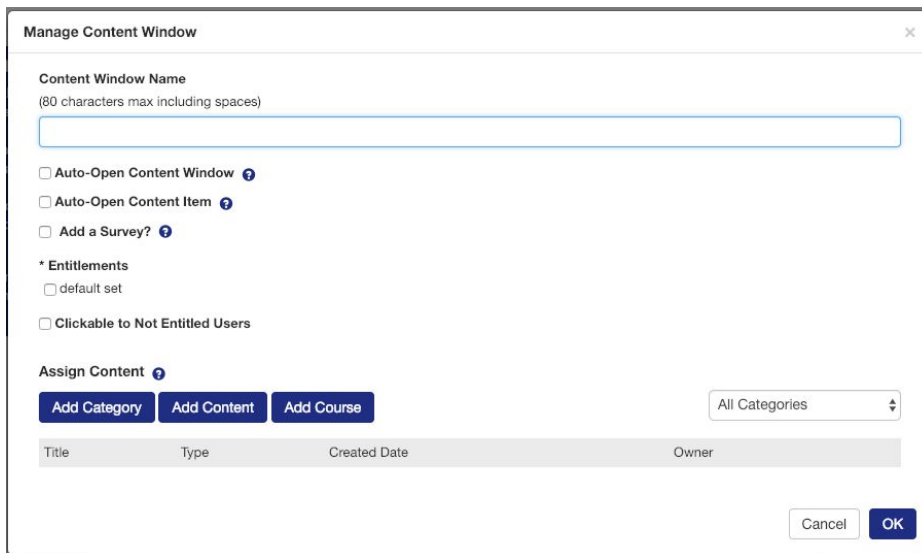
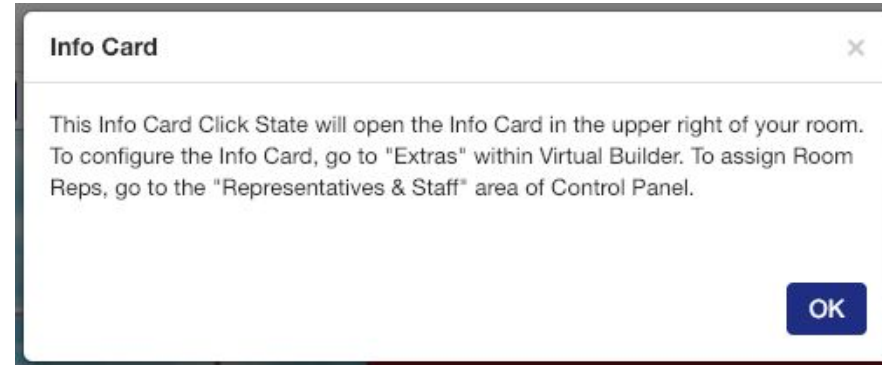
Clickable to Not Entitled Users

Cancel **OK**

2. Doorway Link is a link to another room in the environment, list will depend on the amount of rooms you have available

Elements

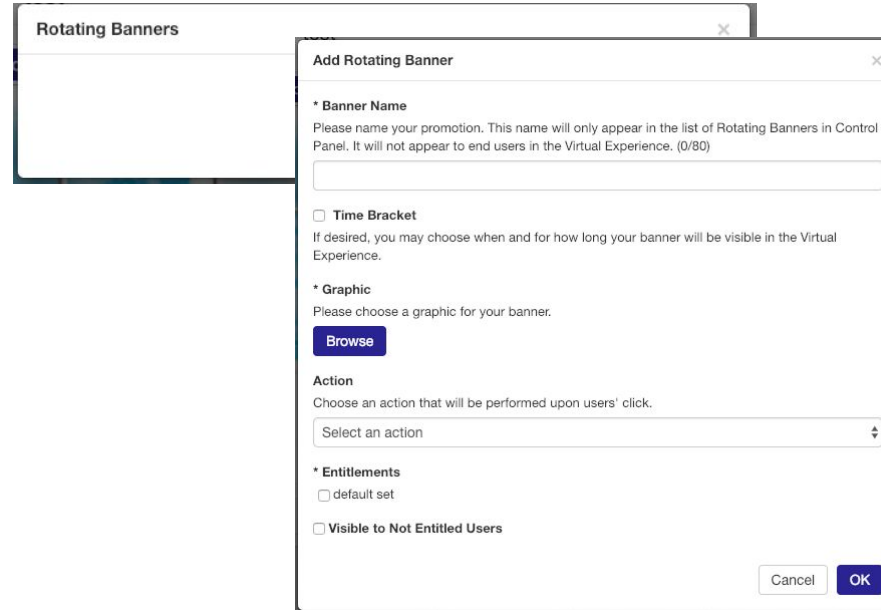
3. Info Card: A click state that will opens a list of Room Reps



4. Content window: A click state that opens a list of content items

Elements

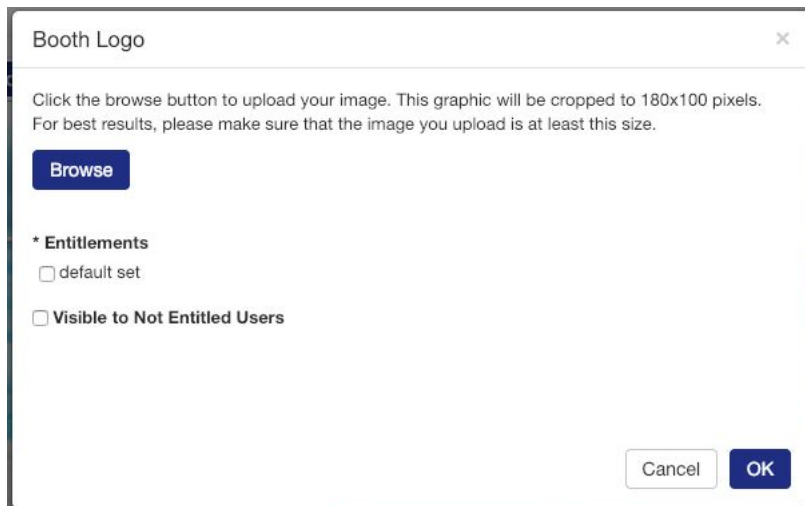
5. Rotating Banner: Same as a Graphic Image; option to rotate between multiple images and to specify time-codes to display specific images



The screenshot shows a 'Rotating Banners' window with a sub-dialog 'Add Rotating Banner'. The dialog includes the following fields and options:

- * Banner Name:** A text input field with a character count '(0/80)'. Instruction: 'Please name your promotion. This name will only appear in the list of Rotating Banners in Control Panel. It will not appear to end users in the Virtual Experience. (0/80)'
- Time Bracket:** Instruction: 'If desired, you may choose when and for how long your banner will be visible in the Virtual Experience.'
- * Graphic:** Instruction: 'Please choose a graphic for your banner.' Includes a blue 'Browse' button.
- Action:** Instruction: 'Choose an action that will be performed upon users' click.' Includes a dropdown menu with 'Select an action'.
- * Entitlements:** Includes checkboxes for 'default set' and 'Visible to Not Entitled Users'.

Buttons for 'Cancel' and 'OK' are located at the bottom right of the dialog.



The screenshot shows a 'Booth Logo' dialog box with the following content:

Click the browse button to upload your image. This graphic will be cropped to 180x100 pixels. For best results, please make sure that the image you upload is at least this size.

Includes a blue 'Browse' button.

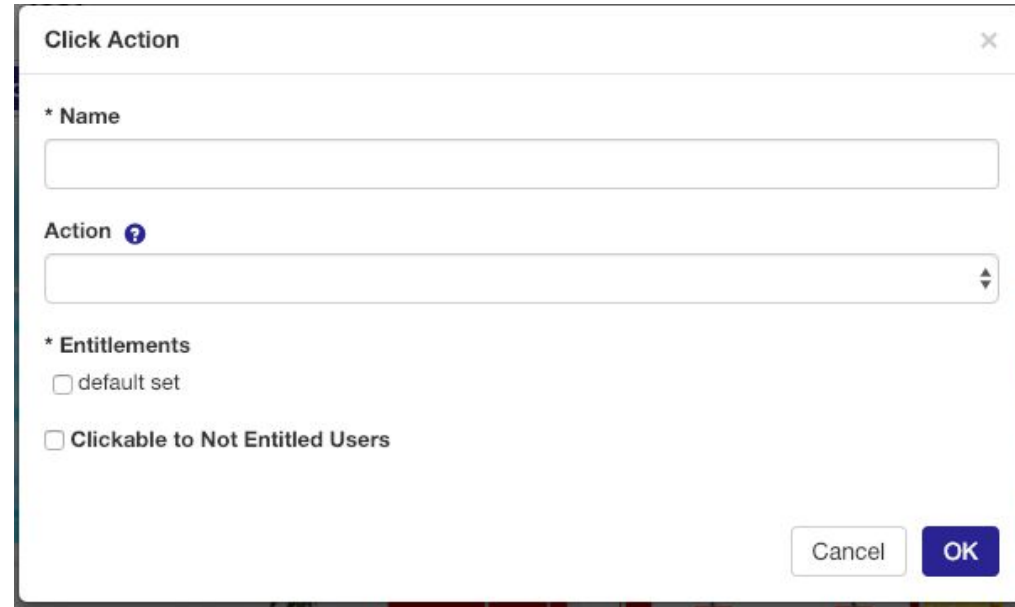
*** Entitlements:** Includes checkboxes for 'default set' and 'Visible to Not Entitled Users'.

Buttons for 'Cancel' and 'OK' are located at the bottom right of the dialog.

6. Booth Logo: The logo at the top of the booth; also shown as a thumbnail in some Exhibit Hall views

Elements

7. Click Action: A single, click action (access to a URL, content item, video, etc.)



The image shows a dialog box titled "Click Action" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- * Name:** A text input field.
- Action ?**: A dropdown menu with a question mark icon.
- * Entitlements:** A section containing two checkboxes:
 - default set
 - Clickable to Not Entitled Users

At the bottom right of the dialog, there are two buttons: "Cancel" and "OK".

Editing Templates – Adding Elements

1. On the Element Menu bar – click on the element item you want to add and drag it to the desired position in the room

Drag a corner of the element to resize the element window

Repeat until all desired elements have been added.

Note – elements can be grouped together such as a graphic image with a content window or click action over the top.



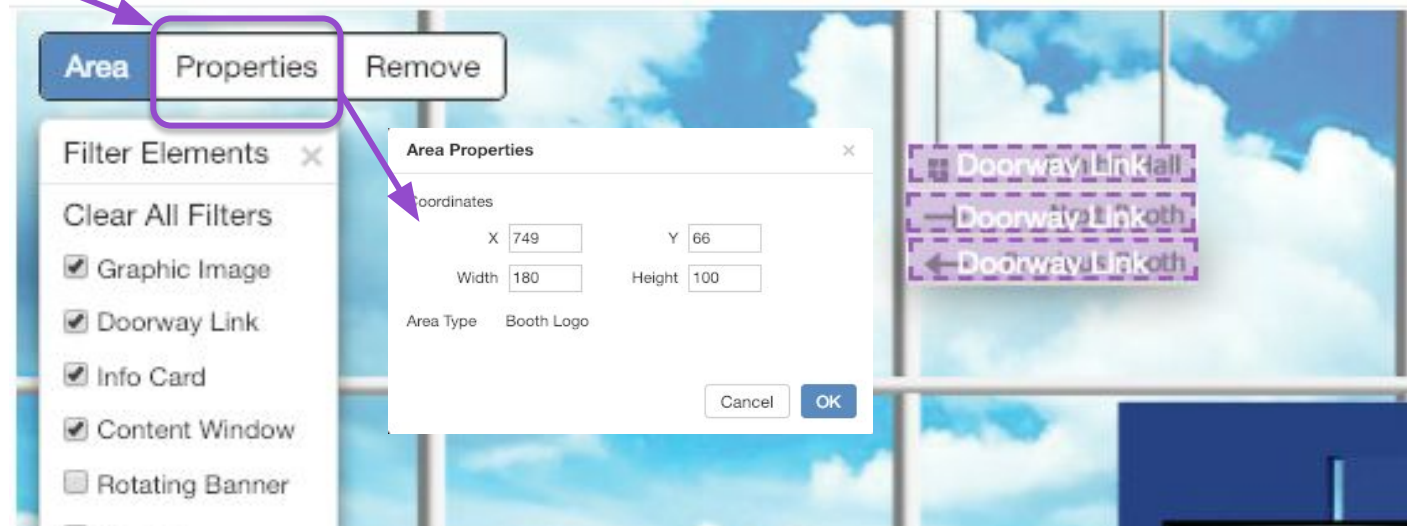
Editing Templates – Resizing Elements

Option 1 - click on the element (the white boxes indicate the item is selected) Drag the corner of the element to resize the element window.



Option 2 - Manually enter the size of the element by clicking element to select it, click on “properties” in the upper left corner and manually enter the height and width for the element. Click OK.

Virtual Builder: Manage Room Elements for Booth



Editing Templates – Save Your Work!

Virtual Builder: Manage Room Elements for CRC

Manage Room Elements
In this step you can manage all the elements in your Room template.
Assign graphics, content, logos, links
Select a new template or manage the existing template.
Select "Filter Elements", then check the box for the specific element you want to manage.
[Click here](#) for a detailed explanation of Rooms and definitions of each Element.



Once you have placed all the elements and sized them accordingly, click **SAVE**.

STEP 3 –

BUILD THE BOOTH (ROOM)

- Assign Content in the Virtual Room












Click on Virtual Rooms from main menu or on the left navigation pane.

NOTE – in order to view the rooms accurately, you must have Flash enabled in your browser.

The screenshot displays the 6CONNEX Control Panel interface. At the top, the 6CONNEX logo is on the left, and 'Control Panel' is on the right. Below the logo, it says 'Welcome to the Virtual Experience Platform Control Panel!'. A welcome message for 'Alexandra Matheus!' is visible, along with a 'Log Off' link and 'Account Settings'.

The main dashboard features several management tiles: User Accounts, General Settings, Registration, Access Control, Email Marketing, Content Library, Virtual Rooms (highlighted with a blue box), Virtual Promotions, and Chat Sessions. Each tile includes a brief description of its function.

The 'Virtual Rooms' section is expanded, showing a sidebar with a navigation menu. The 'Virtual Rooms' menu item is also highlighted with a blue box. The main content area for 'Virtual Rooms' includes a search and filter interface with fields for Keyword, Type, Owner Company, Active?, and Date Last Edited. Below this is a table listing existing virtual rooms.

Virtual Room Name	Room Type	Owner Company	Active?	Date Last Edited	Localization Affiliation	
Client Resources	Booth	6Connex Virtual Events	Yes	2018-12-17 11:20:15	All	  
DF Auditorium	Auditorium	colombia sandbox	Yes	2018-12-13 12:16:05	All	  
test	Booth	6C	Yes	2018-11-29 13:50:20	All	  

Click on the pencil icon next to the room you would like to edit.

NOTE – in order to view the rooms accurately, you must have Flash enabled in your browser.

Main > Virtual Rooms Log Off
Welcome, Alexandra M... Account Settings

In this area you may create many types of Virtual Rooms which you may customize with templates, graphics and content. These are the areas where users will navigate to within the larger spaces in the Virtual Experience.

Keyword:

Active?: All

Type: All

Owner Company: All

Date Last Edited: Between and

Virtual Room Name	Room Type	Owner Company	Active?	Date Last Edited	Localization Affiliation	
Client Resources	Booth	6Connex Virtual Events	Yes	2018-12-17 11:20:15	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
DF Auditorium	Auditorium	colombia sandbox	Yes	2018-12-13 12:16:05	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
test	Booth	6C	Yes	2018-11-29 13:50:20	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Hall sandbox	Hall	6connex	Yes	2018-08-24 10:05:23	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
D-Lobby	Lobby	colombia sandbox	Yes	2018-04-26 14:57:31	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
DFHall	Hall	colombia sandbox	Yes	2018-04-26 09:02:37	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
DF Sales	Booth	colombia sandbox	Yes	2018-04-12 15:46:23	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
DF Marketing	Booth	colombia sandbox	Yes	2018-04-12 15:29:03	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
DF Development	Booth	colombia sandbox	Yes	2018-04-12 15:25:20	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
DF Other	Booth	colombia sandbox	Yes	2018-04-12 15:19:17	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Music Room	Meeting Room	colombia sandbox	Yes	2018-04-06 13:00:37	All	<input type="button" value="Search"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

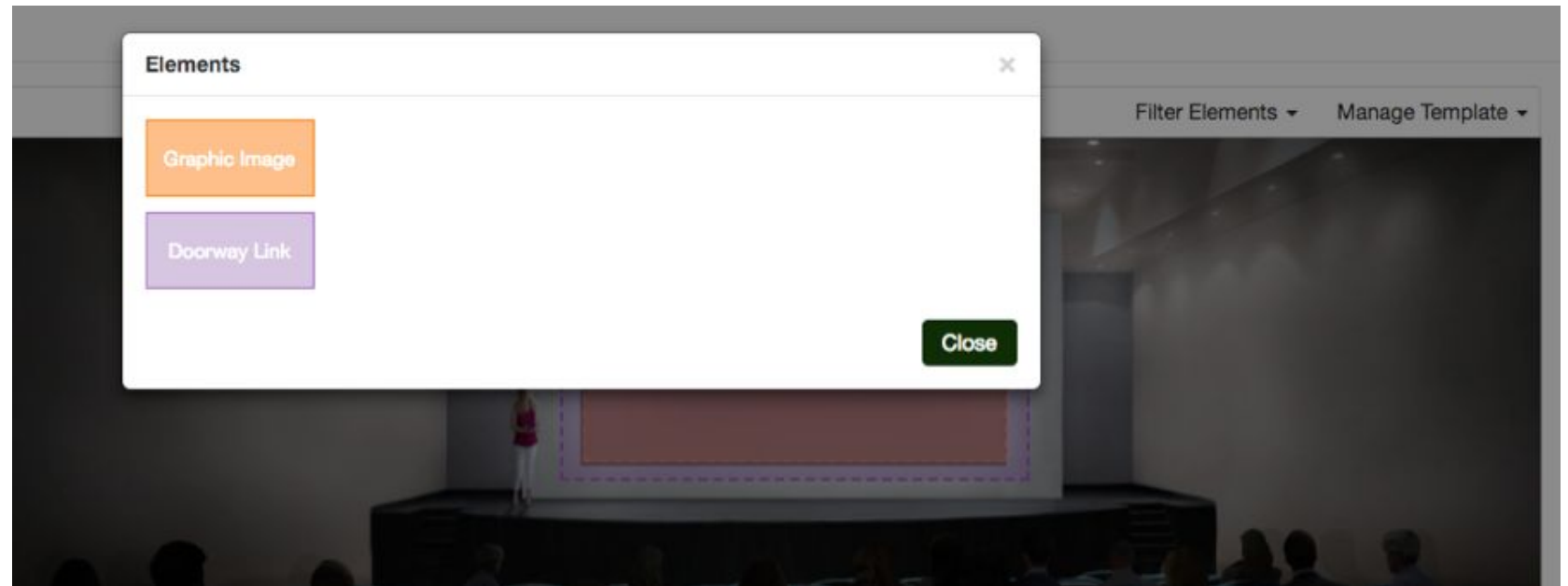
<< < 1 2 > >> 1 / 2

Assigning Content

Assign graphics, content, logos, links, etc.

Click on Elements and edit each element by clicking on it's box.

Tip: All content must be added to the Content Library in Control Panel prior adding it to the Virtual Room.



Content Setting – Content Window

- 1.- Name the Content Window
- 2.- Add a Category
- 3.- Add the Content, when adding the content select the Category of the Content
- 4.- Click on the checkbox to select the items you want to include.
- 5.- Click Add Selected Content
- 6.- Click OK

After that it will take you back on the “virtual builder” screen

The screenshots illustrate the steps for setting up a content window:

- Step 1:** The 'Manage Content Window' dialog is shown with the 'Content Window Name' field highlighted.
- Step 2:** The 'Add Content' button is highlighted in the 'Assign Content' section.
- Step 3:** The 'Select Content' dialog is shown with the 'Category' dropdown set to 'CRC'.
- Step 4:** The 'Select Content' dialog shows a list of content items with checkboxes for selection.
- Step 5:** The 'Add Selected Content(s)' button is highlighted in the 'Select Content' dialog.
- Step 6:** The 'Manage Content Window' dialog is shown with the 'Content Window Name' field containing 'CRC' and the 'OK' button highlighted.

Content Setting – Click Actions

1. Give the Action a Name
2. Assign the Action: Link to location, content item, etc.
3. Click OK

You will be returned to the main “virtual builder” screen.

The screenshot shows a 'Click Action' configuration dialog box. The dialog has a title bar with a checkmark icon. Below the title bar, there is a section for 'Click Action' with a 'Name' field (marked with a green circle '1') and an 'Action' dropdown menu (marked with a green circle '2'). The dropdown menu is open, showing a list of actions: 'Select an action', 'Add to Chat Queue', 'Link Content', 'Link Learning Subject', 'Link Learning Topic', 'Link Learning Course', 'Link Location', 'Open Briefcase', 'Open Directory', 'Open Email Inbox', 'Open External URL', 'Open Leaderboard', 'Open Public Chat', 'Open Registration Form', 'Open Survey', and 'Swipe Virtual Badge'. Below the dropdown, there are two checkboxes under the heading '* Entitlements': 'default set' and 'Clickable to Not Entitled Users'. At the bottom right, there are 'Cancel' and 'OK' buttons (the 'OK' button is marked with a green circle '3').

Content Setting

Virtual Builder: Manage Room Elements for test

Elements

Settings

Extras

Save *

Manage Room Elements

In this step you can manage all the elements in your Room template.

Assign graphics, content, logos, links
Select a new template or manage the existing template.

Select "Filter Elements", then check the box for the specific element you want to manage.

[Click here](#) for a detailed explanation of Rooms and definitions of each Element.

Assign Content

Filter Elements ▾

Manage Template ▾



Continue assigning activities to the elements

When you are done:

1. Click Save*
2. Click OK on the Success Pop up

Close this page

PREVIEW / PUBLISH YOUR SITE



Previewing / Publishing Changes

Run a preview to preview your changes via the preview site

Run a publish to publish your changes to the live site.

The screenshot shows the 6CONNEX Control Panel interface. The top navigation bar includes the 6CONNEX logo and the text 'Control Panel'. Below the navigation bar, the page title is 'Preview: 6C_CRC'. The main content area is titled 'Main > Preview' and contains a message: 'In this area, you may create a preview version of the Virtual Experience. This is very useful if you would like to see what the Virtual Experience will look like to end users before you publish it live. Below is a list of items which will be included in the Preview as well as a listing of previously run Preview cycles.' Underneath this message, there is a section for '*Language' with the instruction 'Please select which language version(s) of the Virtual Experience you would like to include in the Preview.' and a checkbox for 'English'. At the bottom of this section are two buttons: 'Cancel' and 'Execute Preview'. Below the language section are three tables: 'Virtual Rooms' with columns 'Virtual Room Name' and 'Virtual Room Type'; 'Virtual Spaces' with columns 'Virtual Space Name' and 'Virtual Space Type'; and 'Previous Previews' with columns 'Date/Time', 'CP User Name', and 'CP User Role'. The 'Previous Previews' table contains three rows of data.

Previous Previews		
Date/Time	CP User Name	CP User Role
2018-11-26 10:28:55 AM	Alexandra Matheus	Admin
2018-05-18 07:16:47 AM	Daniel Garcia	Admin
2018-04-26 02:57:46 PM	Alexandra Matheus	Admin

HOW WILL IT WORK?



How Will it look?

Click Action
One action (video plays, link to room, link to website) happens with the user clicks



When a user clicks on a Click Action, a single action takes place. This could be playing a video, opening a single document or a survey, or opening a link to a website.

How Will it Look?

Content Window
Many content
items displayed at
once

The screenshot shows a 'Webinars' content window with a list of items. Callouts provide the following information:

- Content Window Name:** Points to the 'Webinars' header.
- Content Title:** Points to the title 'Virtual Partner Summit Agenda'.
- Briefcase Icon:** Points to the briefcase icon on the right of the first item, with the text 'Briefcase Icon - add content to the users breifcase'.
- Sharing Icon:** Points to the 'Share' button on the right of the fifth item, with the text 'Sharing Icon - allows users to share via social media'.
- Content Format:** A callout at the bottom left explains: 'Content Format - A number of content formats are accepted, icon indicates format'.

When a user clicks on a content screen a content window will appear, listing all the content items assigned to this screen. In addition to the content items, specific titles and descriptions can be added.

How Will it Look?



GUIDELINES & SPECS



Assets & Graphics Specifications

Header Banner
(WxH) 960x50
Can use text, logo or both



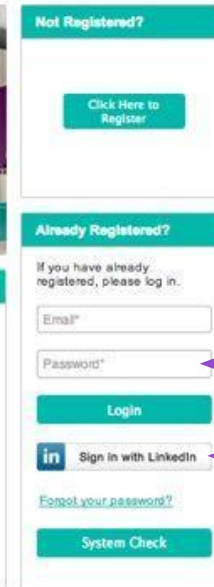
Rotating Splash Image: Image:
(WxH) 725x265 (.jpg
or .png format) up to 5 images



Welcome message: 10,000
characters, including spaces.



Customizations:
- Interactive Microsite Area
- Twitter Feed Integrated into
welcome copy section



← Password field can be eliminated

← Optional login capability from
registrants LinkedIn Account

Optional icons can be added to click
through to outside media

Event Agenda can be listed
(downloadable PDF)



← Calendar Reminders may feature
event launch & general session
videos. Text, 1,000 characters max,
no HTML

Rotating Footer Images optional
(WxH) 700x95 (.jpg or .png) up to 5
images



← Custom Footer appears on all portal
pages. Can also display an html layout of
additional items such as more info about
the Virtual Experience. (Maximum page
width of 960 pixels.)

...virtual destinations drive *real* business connections, solve *real* business needs, and deliver *real* ROI.



Assets & Graphics Specifications

A.- Introduction Message: (2000 characters with spaces – HTML Ok)

B.- Enable LinkedIn: Option to allow users to register using their LinkedIn account

C.- Standard Fields choose desired fields for your form

- First Name (system required)
- Last Name (system required)
- Company Name
- Title
- Address
- City
- State/Province
- Country
- Phone Number
- Zip/Postal Code
- Email Address
- Password
- Confirm Password

D.- Custom Fields

- Custom fields can be optional or be made required.
- You can specify the text you would like to include.
- Your registration form may include up to 20 custom fields and display selection options in either:

- Text field / box
- Drop-down menu
- Check box list
- Radio button list

E.- Profile Attachments: Can allow registrants to upload a file to share with other users from within the Virtual Experience

F.- Terms of Participation (required)

Can use standard 6Connex policy or your Company Terms & Conditions URL.
Yes/No radio button & link to 6Connex privacy page

The screenshot shows the 6Connex registration form with the following annotations:

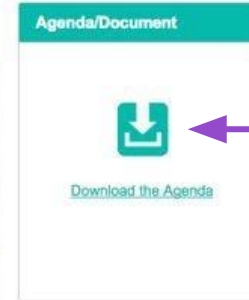
- A:** Points to the introductory text: "Please complete your registration below. All fields marked with an * are mandatory."
- B:** Points to the "Sign in with LinkedIn" button.
- C:** Points to the "First Name*", "Last Name*", and "Company Name*" input fields.
- D:** Points to the radio button options for "Have you produced any virtual events/programs before?".
- E:** Points to the "Choose a File" buttons for profile attachments.
- F:** Points to the "Yes" radio button in the "Terms of Participation" section.

At the bottom of the form, there are "Clear Form" and "Submit" buttons, and a footer with the 6Connex logo and tagline "The Way To Do Virtual".

Assets & Graphics Specifications

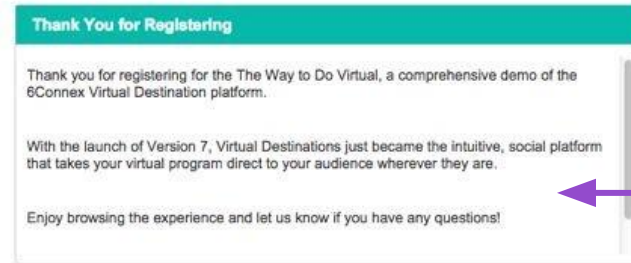
Rotating Splash Image:

- Up to 5 images
- (WxH) 725x265 (.jpg or .png format)



Event Agenda can be listed (downloadable PDF)

Calendar Reminders may feature event launch & general session videos. Text, 1,000 characters max, no HTML



Text copy: 800 characters max, including spaces



Rotating Footer Images optional (WxH) 700x95 (.jpg or .png) up to 5 images

...virtual destinations drive *real business connections*, solve *real business needs*, and deliver *real ROI*.

Assets & Graphics Specifications

CONTENT TYPES & SPECS



CONTENT TYPE	ACCEPTED FORMATS	USER EXPERIENCE
Audio	MP3, WAV	the audio will open within a window (iframe) within the virtual experience
Video Upload	MOV, MP4, MPG, WMV	the video will open within a window (iframe) within the virtual experience
Video Embed	embedded video players supported - including YouTube, Vimeo, Ustream	the video will open within a window (iframe) within the virtual experience
Link - new Tab	https content link	this link will open in a new browser tab
Link - iframe	https content link	this link will open within a window (iframe) within the virtual experience
Documents	We strongly encourage converting documents (PPT slides, Word, Excel, etc.) to PDF format for easy access/download. PDF, JPG, PNG Word, Excel, PPT, Zip	the content item will display within a window (iframe) within the virtual experience, download and print functions are available from within the iFrame display the content item will activate a new, blank browser tab and initiate the "auto-download" to the users computer

VIDEO UPLOAD SPECS

6 Connex Video Recommendations

QuickTime MOV
 H.264 codec
 16:9 aspect ratio
 1920x1080 or 1280x720 HD dimensions (which will convert down to 804x340)
 stereo audio
 16-bit
 44.1kHz (bit rate is variable)
 No files over 2GB (recommend 500-800mb)

Host / Video Spokesperson

Video size to 250 pixels wide and 300 pixels high.
 Presenter is filmed walking in from frame right and looks direct to camera.
 Video must be in FLV file format and have a transparent background / alpha channel like the below example video file.
 For exact code settings, please review this example file:

https://s3.amazonaws.com/static-site.6connex.com/vr/withvideo/HostVideos/bbbveteranrecruiting_01.flv

max size info:

1920x1080, MP4, 16 bit audio, 44.1kHz stereo audio, 2GB file size

recommended size info

1280x720, MP4, 16 bit audio, 44.1kHz stereo audio, 800mb or less in file size

Bit rate determined by video producer/owner



Please reach out to your
6Connex Project Manager or
ClientCare@6connex.com
with any questions.

