



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

All

Content Type

All

Content Folder

All

Status

All

Localization Affiliation

All

Creation Date

Between MM DD YYYY

and MM DD YYYY

Asset Number (Content ID)

Search

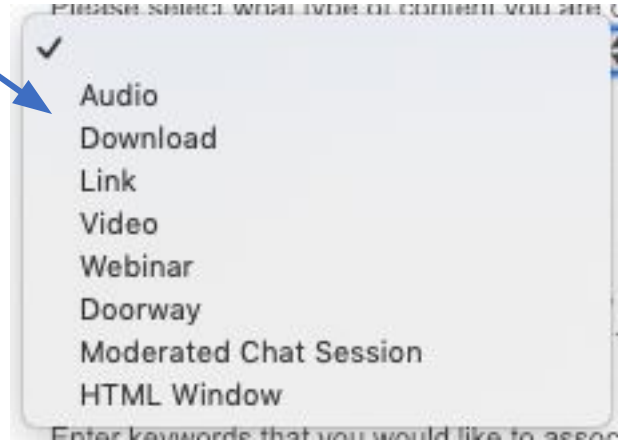
Clear Options

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.

Audio

*Please select a media type.

Please Select

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

*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:

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...

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)

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

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)

Upload Cancel Upload

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)

Upload Cancel Upload

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

Upload Cancel Upload

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.

The screenshot shows a web form titled '*Content Type' with the instruction 'Please select what type of content you are creating.' A dropdown menu is set to 'Link'. Below this is the '*URL' section with the instruction 'Please enter the complete URL you wish to link to. Example: http://www.6connex.com/index.html' and a text input field. The 'Target' section has the instruction 'Normal will open the URL in a new browser tab; iFrame will open the URL in a new browser window' and a dropdown menu set to 'Normal'. A blue arrow points from step 2 to this dropdown. Below the dropdown is a checkbox labeled 'Pass User Data To Target' which is unchecked. A third step points to this checkbox. At the bottom, there is a note: '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.'

***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.

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-zyTlZQYpE" frameborder="0" allow="accelerometer; autoplay; encrypted-media; gyroscope; picture-in-picture" allowfullscreen></iframe>
```

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...

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)

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-zyTlZQYpE" 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

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

***Icon:**
Please select an icon to represent this item.
This will be the icon that users of the Virtual Site will see when they access it in a content menu.
Click the button below to choose an icon.

1

2

3

4

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*

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

☐ **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.

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.



The screenshot shows a form with three fields. The first field, labeled '*Content Type', has a dropdown menu with 'Doorway' selected. The second field, labeled '*Target Location', has a dropdown menu with 'Virtual Room' selected. The third field, labeled 'Select a room', has a dropdown menu that is open, showing three options: 'Select a room' (with a checkmark), 'Client Resource Center', and 'Lobby'. A blue arrow points to the 'Select a room' option in the dropdown menu.

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

All

Asset Number (Content ID)

Owner


All

Localization Affiliation

All

Content Type

All

Creation Date
Between MM DD YYYY 
and MM DD YYYY 

Content Folder

All

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

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

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.

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.

None

***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.

Choose Preference Tags

Cancel

Submit

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 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, a welcome message reads: 'Welcome to the Virtual Experience Platform Control Panel!'. A paragraph explains the panel's functionality: '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!'. In the top right corner, there are links for 'Log Off', 'Welcome, Alexandra Matheus!', and 'Account Settings'.

The main dashboard features several tiles for different management areas: '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.

Below the dashboard, a sidebar on the left contains a navigation menu with items: 'User Accounts', 'General Settings', 'Registration', 'Access & Entitlement', 'Email Marketing', 'Content Libraries', 'Virtual Rooms' (highlighted with a blue box), 'Virtual Promotions', 'Chat Sessions', 'Representatives & Staff', and 'Preview'.

The main content area below the navigation menu is titled 'Main > Virtual Rooms'. It includes a welcome message 'Welcome, Alexandra M...' and 'Account'. A paragraph states: 'In this area you may create many types of Virtual Rooms which you may customize with templates, graphics and content. These are the areas wh will navigate to within the larger spaces in the Virtual Experience.' Below this text are search filters for 'Keyword', 'Type', 'Owner Company', 'Active?' (a dropdown menu), and 'Date Last Edited' (a date range selector). There are 'Search' and 'Clear Option' buttons.

A table lists the 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](#)

User Accounts
General Settings
Registration
Access & Entitlement
Email Marketing
Content Libraries
Virtual Rooms
Virtual Promotions
Chat Sessions
Representatives & Staff
Preview
Publish
Tracking & Metrics
Surveys
Leaderboard
Learning Management
Builder Accounts
Help

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
Type
Owner Company
Active?
Date Last Edited Between and
[Search](#) [Clear Option](#)

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	  
Hall sandbox	Hall	6connex	Yes	2018-08-24 10:05:23	All	  
D-Lobby	Lobby	colombia sandbox	Yes	2018-04-26 14:57:31	All	  
DFHall	Hall	colombia sandbox	Yes	2018-04-26 09:02:37	All	  
DF Sales	Booth	colombia sandbox	Yes	2018-04-12 15:46:23	All	  
DF Marketing	Booth	colombia sandbox	Yes	2018-04-12 15:29:03	All	  
DF Development	Booth	colombia sandbox	Yes	2018-04-12 15:25:20	All	  
DF Other	Booth	colombia sandbox	Yes	2018-04-12 15:19:17	All	  
Music Room	Meeting Room	colombia sandbox	Yes	2018-04-06 13:00:37	All	  

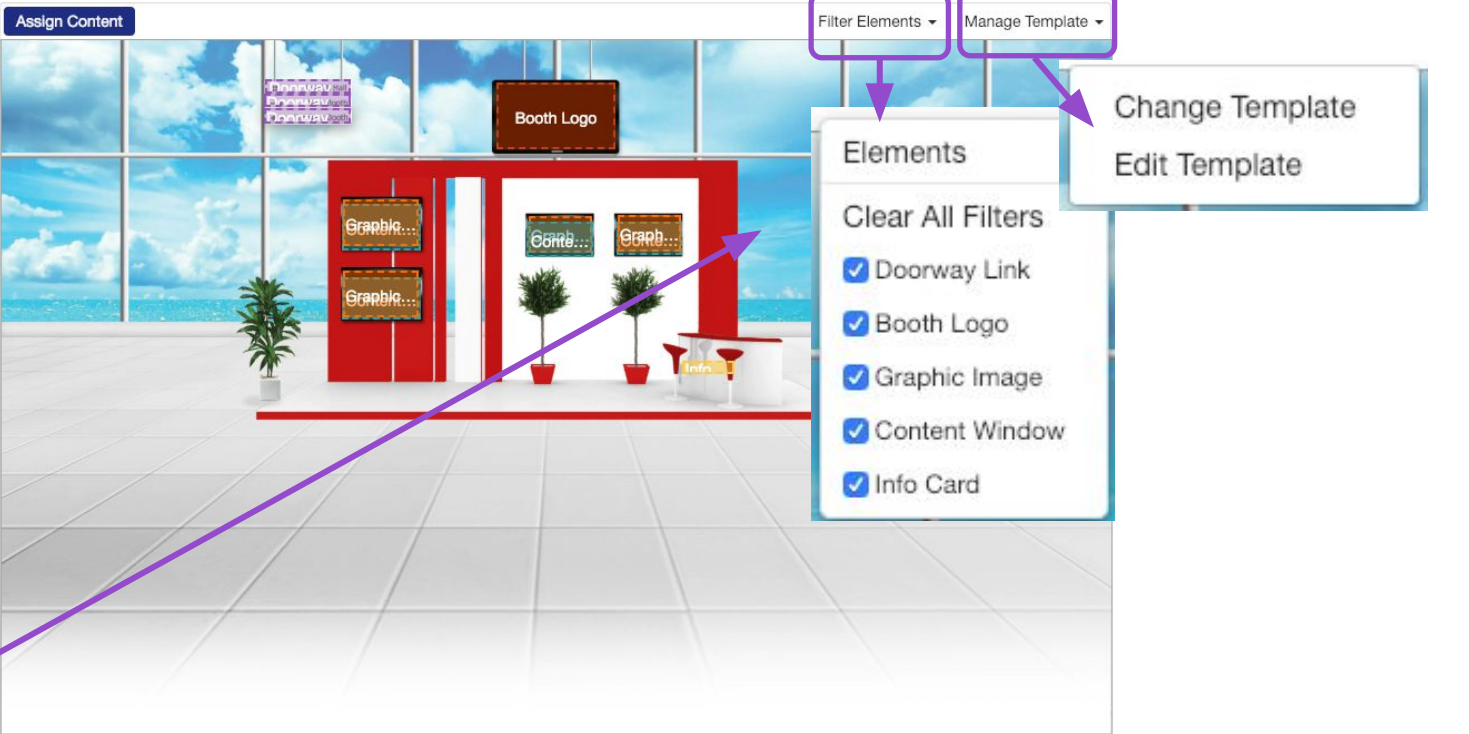
<< < 1 2 > >> 1 / 2 [GO](#)

[Add Virtual Room](#)

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

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.

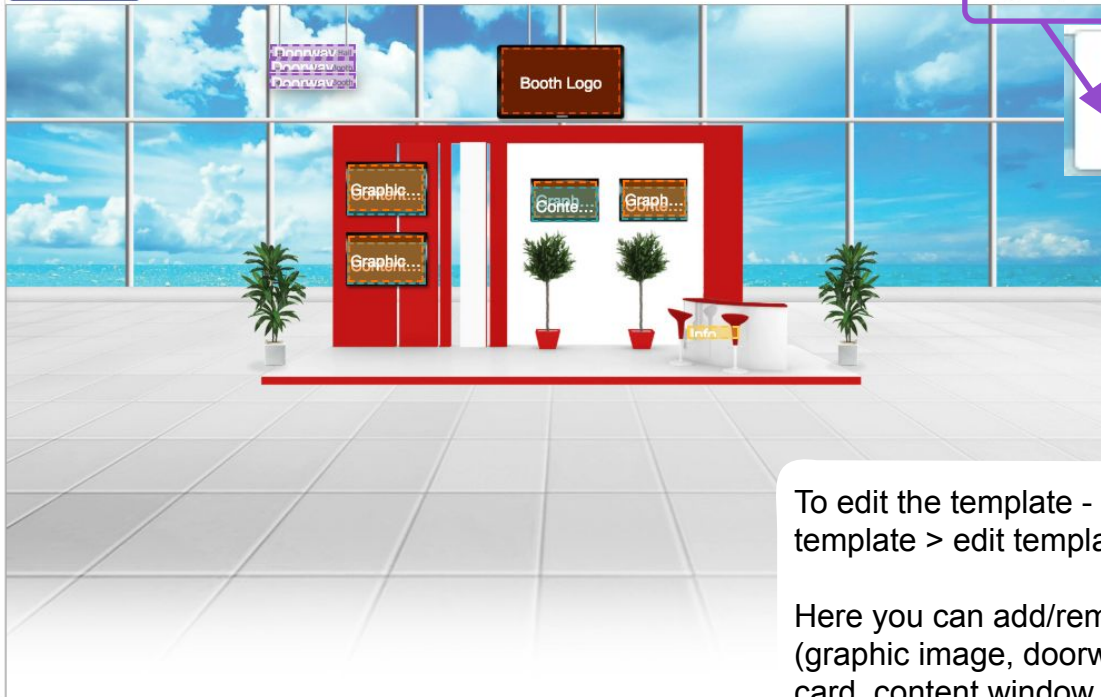
for a detailed explanation of Rooms and definitions of each Element.

Assign Content

Filter Elements ▾

Manage Template ▾

Change Template
Edit Template



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)

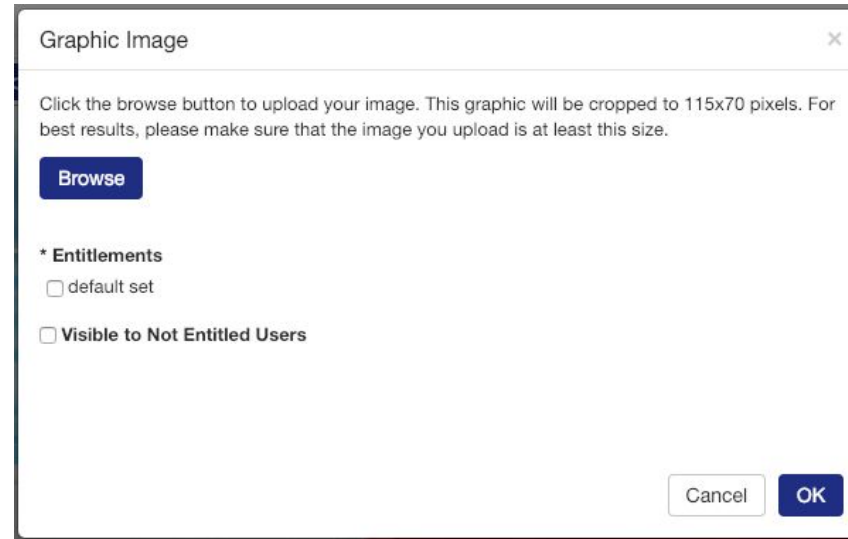
Click Manage Template > Change Template to Change the background image.

Remember to save your work!

Elements

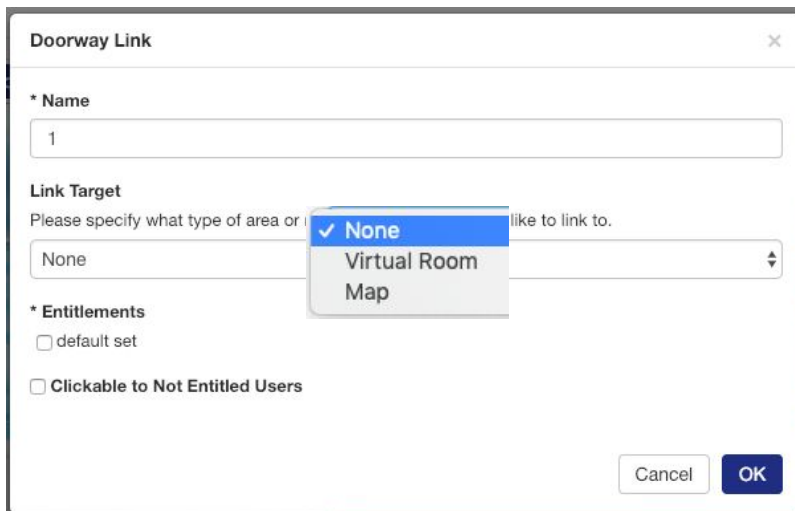
There are 7 types of Elements within the Room Builder

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



The 'Graphic Image' dialog box contains the following elements:

- Title:** Graphic Image
- Instructions:** 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.
- Buttons:** A blue 'Browse' button.
- Entitlements Section:**
 - * Entitlements**
 - ☐ default set
 - ☐ Visible to Not Entitled Users
- Footer:** 'Cancel' and 'OK' buttons.



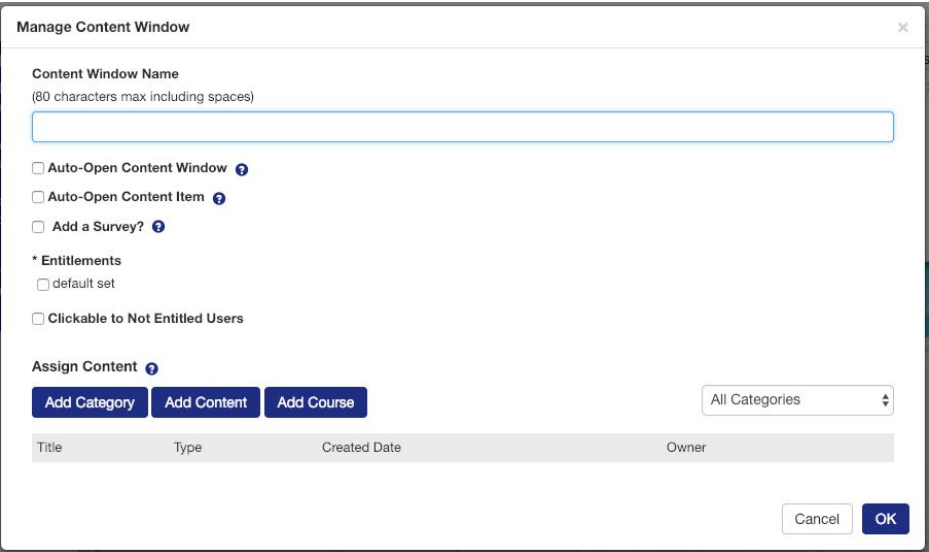
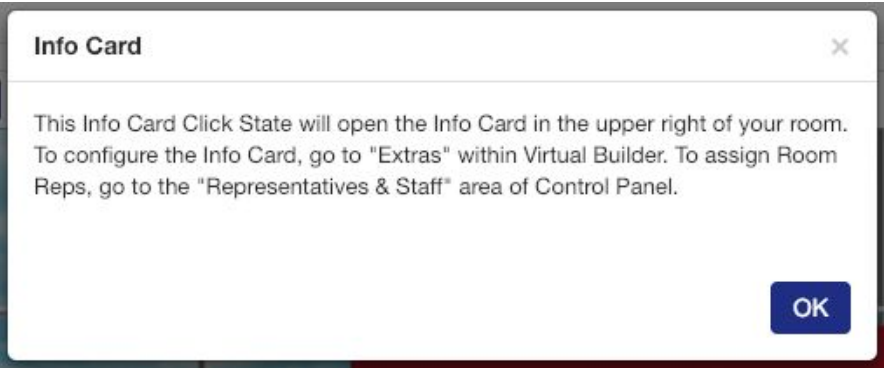
The 'Doorway Link' dialog box contains the following elements:

- Title:** Doorway Link
- * Name:** A text input field containing the number '1'.
- Link Target:** A dropdown menu with the text 'Please specify what type of area or object you would like to link to.' The current selection is 'None'. A dropdown menu is open showing options: 'None' (selected), 'Virtual Room', and 'Map'.
- * Entitlements:**
 - ☐ default set
 - ☐ Clickable to Not Entitled Users
- Footer:** 'Cancel' and 'OK' buttons.

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

Elements

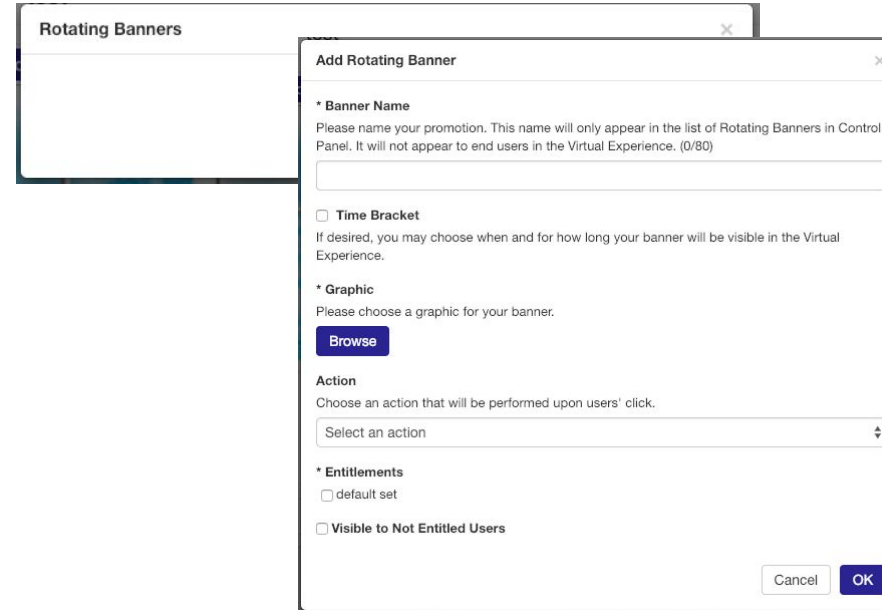
3. Info Card: A click state that will opens a list of Room Reps



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

Elements

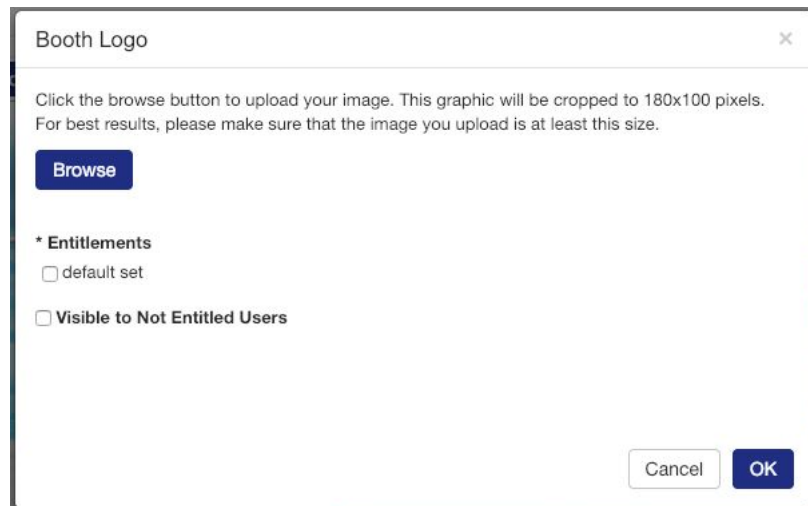
5. Rotating Banner: Same as a Graphic Image; option to rotate between multiple images and to specify time-codes to display specific images



The screenshot shows a 'Rotating Banners' window with a list of banners. An 'Add Rotating Banner' dialog box is open, containing the following fields and options:

- * Banner Name**: A text input field with a placeholder: '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**: A checkbox with a description: 'If desired, you may choose when and for how long your banner will be visible in the Virtual Experience.'
- * Graphic**: A section with a 'Browse' button and the text: 'Please choose a graphic for your banner.'
- Action**: A dropdown menu with the text: 'Choose an action that will be performed upon users' click.' and a placeholder 'Select an action'.
- * Entitlements**: A section with two checkboxes: ☐ **default set** and ☐ **Visible to Not Entitled Users**.

At the bottom right of the dialog are 'Cancel' and 'OK' buttons.



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.

Browse

*** Entitlements**

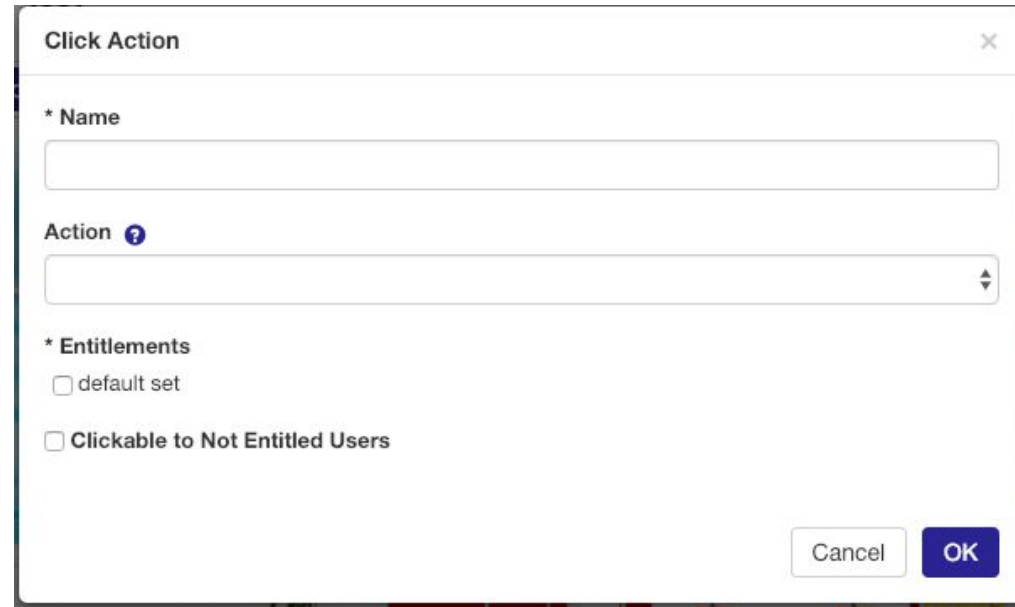
- ☐ default set
- ☐ **Visible to Not Entitled Users**

At the bottom right are 'Cancel' and 'OK' buttons.

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 screenshot 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.
- * Entitlements:** A section containing two checkboxes:
 - ☐ default set
 - ☐ Clickable to Not Entitled Users

At the bottom right of the dialog 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.



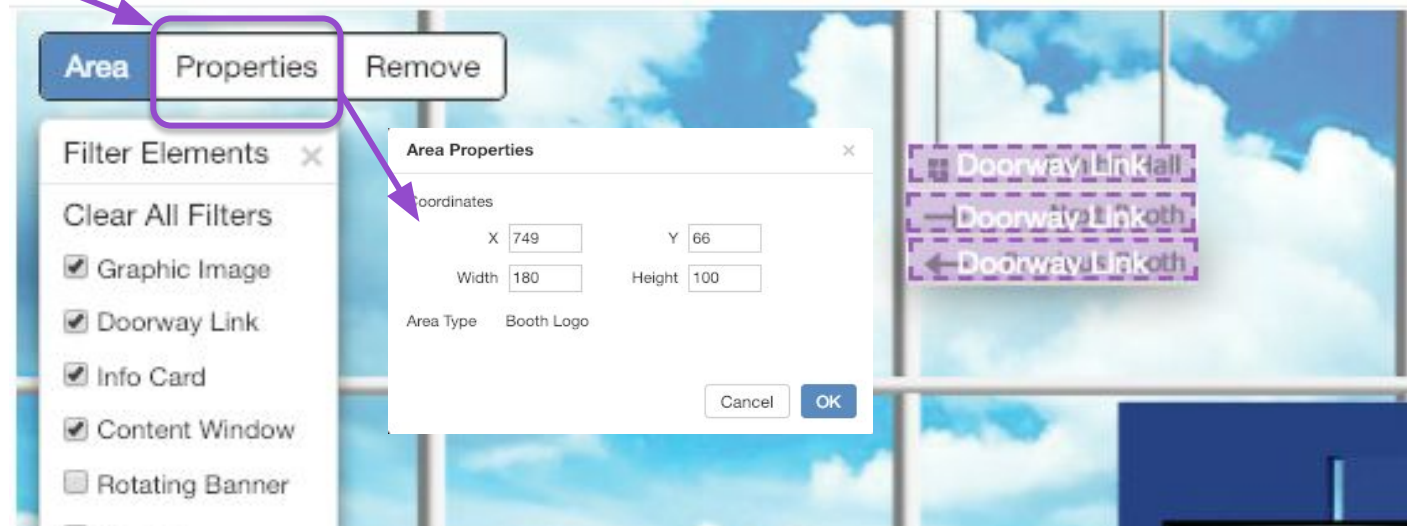
Editing Templates – Resizing Elements

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.

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.

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

Chat Sessions

In this area you may create chat

Main > Virtual Rooms

Welcome, Alexandra M... Account

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

Keyword

Type

Owner Company

Active?










Date Last Edited

Between

and

Search

Clear Option

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

Welcome, Alexandra M...

Log Off

Account Settings

User Accounts

General Settings

Registration

Access & Entitlement

Email Marketing

Content Libraries

Virtual Rooms

Virtual Promotions

Chat Sessions

Representatives & Staff

Preview

Publish

Tracking & Metrics

Surveys

Leaderboard

Learning Management

Builder Accounts

Help

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

Type


































Owner Company

Active?

Date Last Edited

Search

Clear Option

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	  
Hall sandbox	Hall	6connex	Yes	2018-08-24 10:05:23	All	  
D-Lobby	Lobby	colombia sandbox	Yes	2018-04-26 14:57:31	All	  
DFHall	Hall	colombia sandbox	Yes	2018-04-26 09:02:37	All	  
DF Sales	Booth	colombia sandbox	Yes	2018-04-12 15:46:23	All	  
DF Marketing	Booth	colombia sandbox	Yes	2018-04-12 15:29:03	All	  
DF Development	Booth	colombia sandbox	Yes	2018-04-12 15:25:20	All	  
DF Other	Booth	colombia sandbox	Yes	2018-04-12 15:19:17	All	  
Music Room	Meeting Room	colombia sandbox	Yes	2018-04-06 13:00:37	All	  

<< < 1 2 > >>

1 / 2

GO

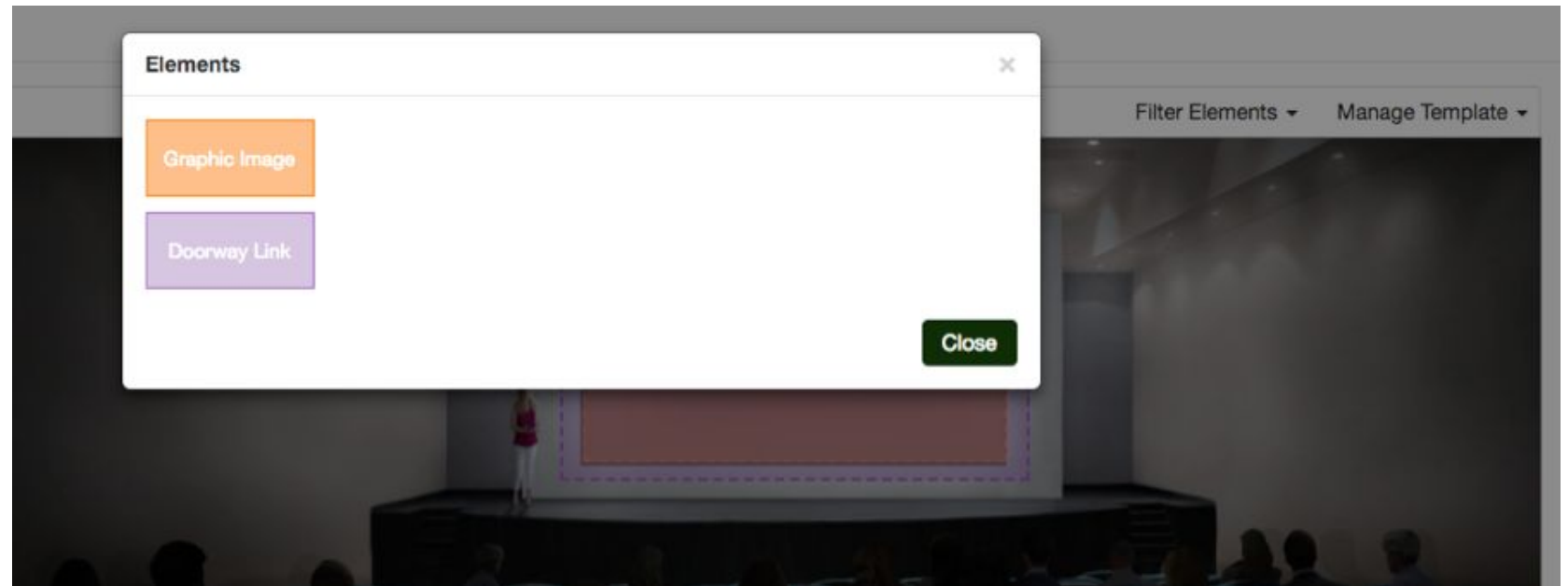
Add Virtual Room

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

Manage Content Window

Content Window Name (80 characters max including spaces)

☐ Auto-Open Content Window ?

☐ Auto-Open Content Item ?

☐ Add a Survey? ?

* Entitlements

☐ default set

☐ Clickable to Not Entitled Users

Assign Content ?

Add Category Add Content Add Course

Title Type Created Date

Select Content

Category ?

CRC

Select content items to include in the Content Window. Only content items set as active will be available to add.

Keyword All Content Types All Owners All Folders Search

Title	Type	Created Date	Owner	
2 FROM MARKETING TO ENTREPRENEURSHIP	Video	04/06/2018 21:05	Client Admin	<input type="checkbox"/>
2 MASTERING SOCIAL MEDIA TO PROMOTE YOUR BRAND	Video	04/06/2018 20:58	Client Admin	<input type="checkbox"/>
Arctic Video lol 2018	Video	04/05/2018 22:15	Client Admin	<input type="checkbox"/>
		04/05/2018 22:19	Client Admin	<input type="checkbox"/>
		04/06/2018 20:36	6Connex Super Admin	<input type="checkbox"/>
		04/03/2018 21:19	Client Admin	<input type="checkbox"/>
		04/06/2018 21:02	Client Admin	<input type="checkbox"/>
		04/04/2018 14:23	6Connex Super Admin	<input type="checkbox"/>
		12/13/2018 18:14	6Connex Super Admin	<input type="checkbox"/>
		04/04/2018 13:56	6Connex Super Admin	<input type="checkbox"/>

Cancel Add Selected Content(s)

Manage Content Window

Content Window Name (80 characters max including spaces)

CRC

☐ Auto-Open Content Window ?

☐ Auto-Open Content Item ?

☐ Add a Survey? ?

* Entitlements

☐ default set

☐ Clickable to Not Entitled Users

Assign Content ?

Add Category Add Content Add Course

All Categories

Title	Type	Created Date	Owner	
:: 2 FROM MARKETING TO ENTREPRENEURSHIP	Video	04/06/2018 21:05	Client Admin	✕
:: 2 MASTERING SOCIAL MEDIA TO PROMOTE YOUR ...	Video	04/06/2018 20:58	Client Admin	✕

Cancel OK

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' dialog box. It has a title bar with a checkmark icon. The main area is divided into sections. The first section is labeled 'Click Action' and contains a text input field for '* Name' (callout 1). Below this is an 'Action' dropdown menu (callout 2) with a list of options: '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'. The second section is labeled '* Entitlements' and contains two checkboxes: 'default set' and 'Clickable to Not Entitled Users'. At the bottom right, there are 'Cancel' and 'OK' buttons (callout 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.

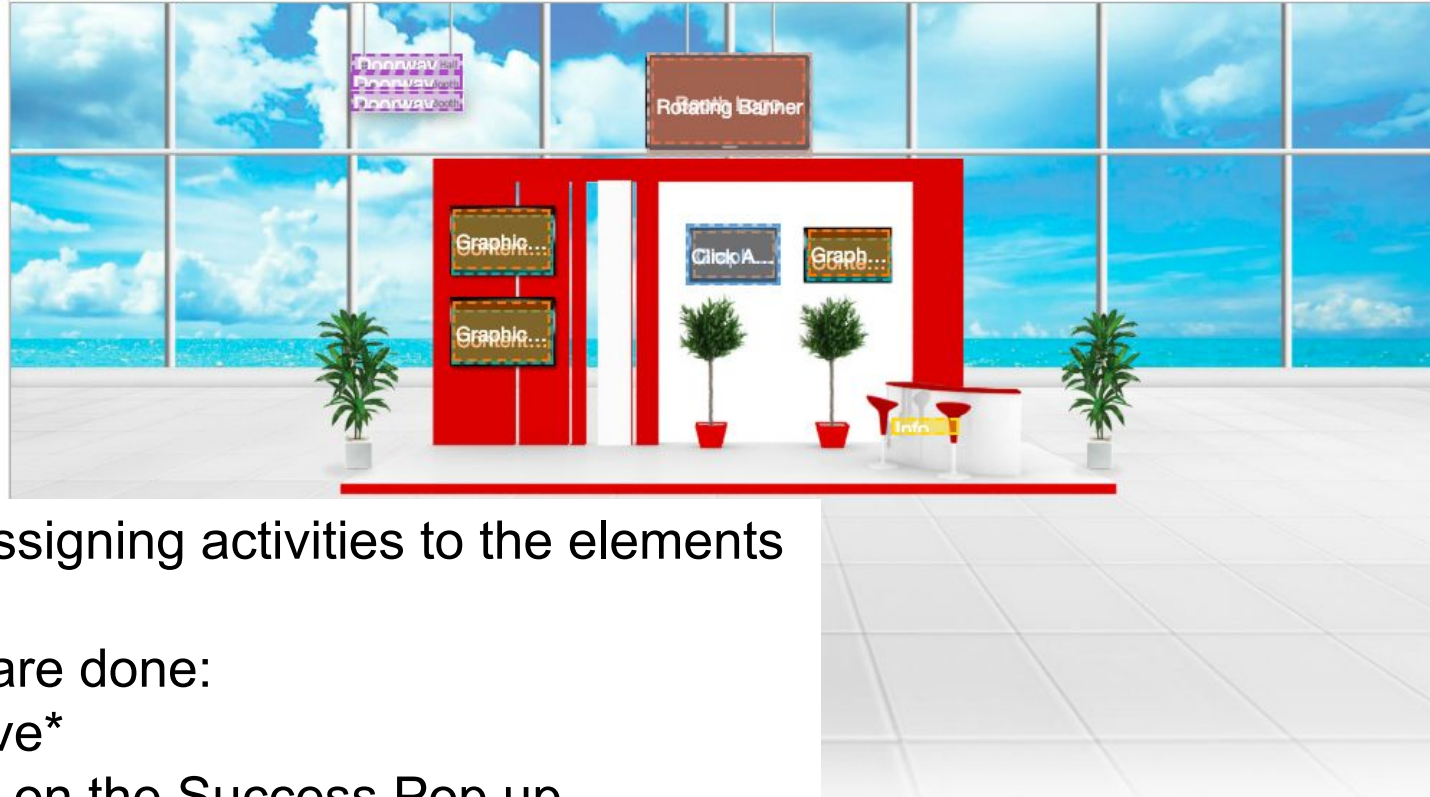
Select "Filter Elements", then check the box for the specific element you want to manage.

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

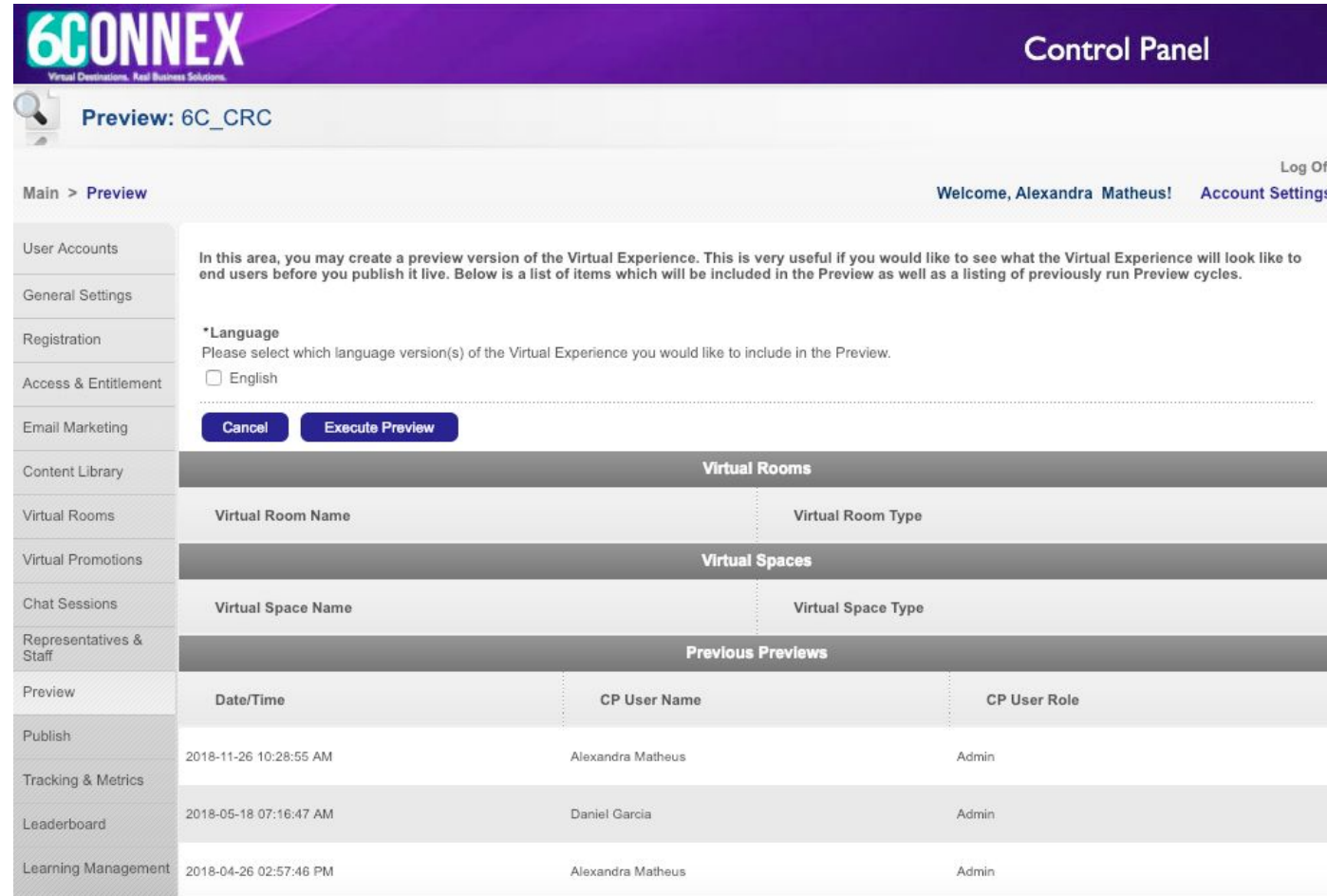
PREVIEW / PUBLISH YOUR SITE



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 this, a search bar shows "Preview: 6C_CRC". The main content area is titled "Main > Preview" and includes a "Log Off" link and a welcome message "Welcome, Alexandra Matheus!". A sidebar on the left lists various menu items: User Accounts, General Settings, Registration, Access & Entitlement, Email Marketing, Content Library, Virtual Rooms, Virtual Promotions, Chat Sessions, Representatives & Staff, Preview, Publish, Tracking & Metrics, Leaderboard, and Learning Management. The main content area contains a section for creating a preview version of the Virtual Experience, with instructions and a list of items to be included. Below this, there are sections for "Virtual Rooms", "Virtual Spaces", and "Previous Previews". The "Previous Previews" section is a table with three columns: Date/Time, CP User Name, and CP User Role.

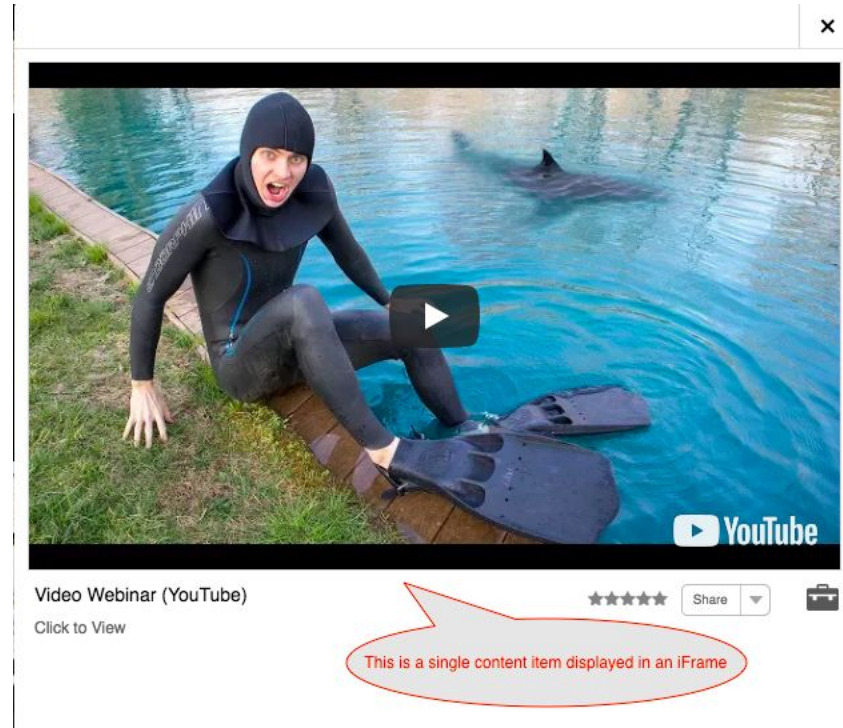
Previous Previews		
Date/Time	CP User Name	CP User Role
2018-11-26 10:28:55 AM	Alexandra Matheus	Admin
2018-05-18 07:16:47 AM	Daniel Garcia	Admin
2018-04-26 02:57:46 PM	Alexandra Matheus	Admin

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' window with a 'Filter By: All' dropdown. The window lists several webinar items, each with a format icon, a button, a title, a description, a 'Share' dropdown, and a briefcase icon. 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 - add content to the users breifcase:** Points to the briefcase icon on the right.
- Sharing Icon - allows users to share via social media:** Points to the 'Share' dropdown.
- Content Format - A number of content formats are accepted, icon indicates format:** Points to the format icons (document, video, live) on the left.

Format	Action	Title	Description	Share	Briefcase
Document	View	Virtual Partner Summit Agenda			
Video	Launch	3 Ways Salesforce Community Builds Strong Channel Partners		Share	
LIVE	Launch	Accelerate Growth by Partnering within the Salesforce Ecosystem - Salesforce Liv		Share	
LIVE	Launch	How to Equip Your Partners with Tools for Success		Share	
Video	Launch	Scale Service with Chabots across Digital Channels		Share	
LIVE	Launch	Join the Live Breakout		Share	

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



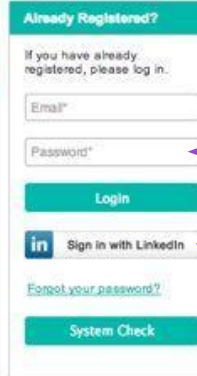
Rotating Splash Image: Image:
(WxH) 725x265 (.jpg
or .png format) up to 5 images



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

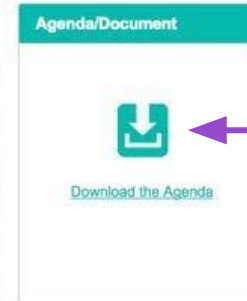
The screenshot shows the 6CONNEX registration page. At the top is a teal header with the 6CONNEX logo and tagline 'The Way To Do Virtual'. Below this is a 'Registration' section with a teal bar. The form contains several fields and sections: a 'Sign in with LinkedIn' button (labeled B), an 'Email*' field, 'First Name*' and 'Last Name*' fields (labeled C), a 'Company Name*' field, a radio button selection for 'Have you produced any virtual events/programs before?' (labeled D), two 'Profile Attachments' sections with 'Choose a File' buttons (labeled E), a 'Profile Image' section with a 'Choose a File' button, a 'Terms of Participation' section with 'Yes' and 'No' radio buttons (labeled F), and a footer section with the 6CONNEX logo, tagline, and a link to the privacy policy. The form is styled with a clean, modern design using teal and white colors.

Assets & Graphics Specifications

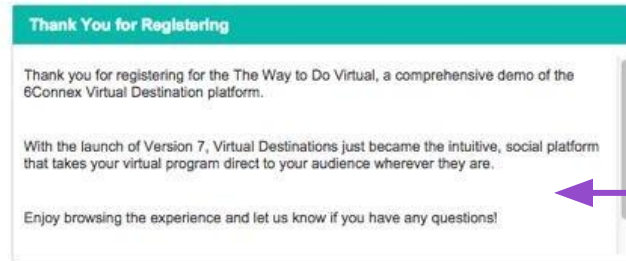
Rotating Splash Image:

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

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



Event Agenda can be listed (downloadable PDF)



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/vrthvideo/HostVideos/bbbveteranrecruiting_Q1.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

