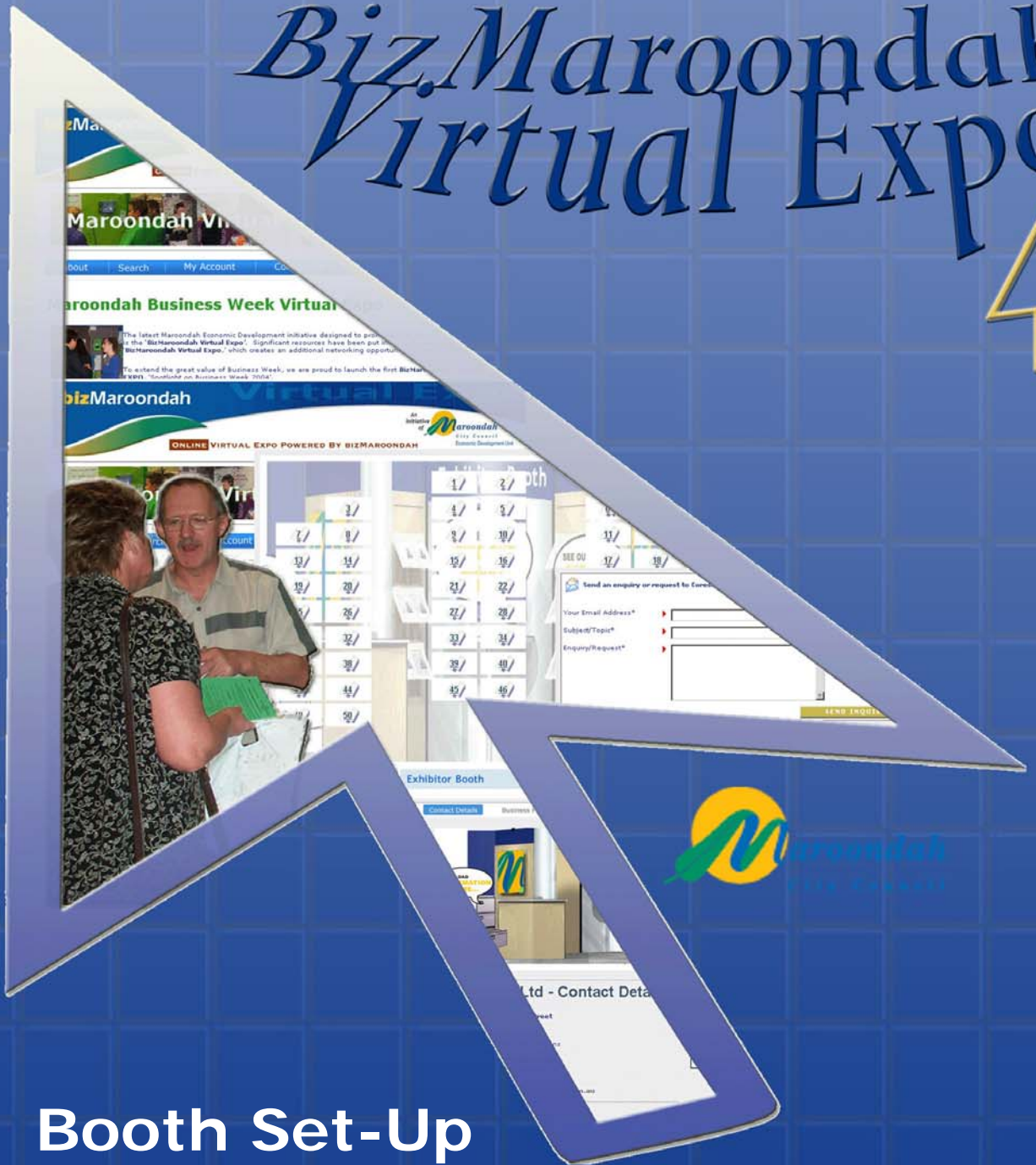


# *Biz. Maroondah Virtual Expo*



**Booth Set-Up  
Instructions**



# Virtual Expo Maintenance Instructions

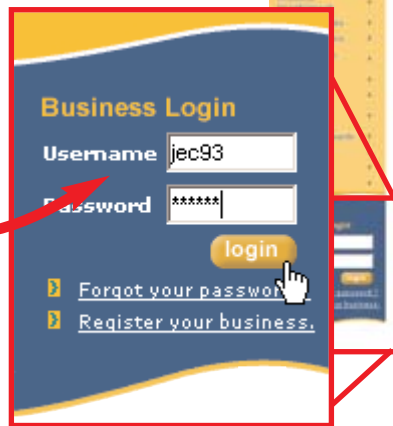
The instructions below will step you through setting up all aspects of your virtual booth. It may be helpful to have on hand any of the following information that you would like to make available via your virtual booth:

- your logo;
- any images of products, services or premises related to your business; and,
- any other documents (eg, prices lists, catalogues, etc) in electronic format

Please note that you can always come back and update your booth after the initial setup. That means you can add more information and images, if you don't have them right now.

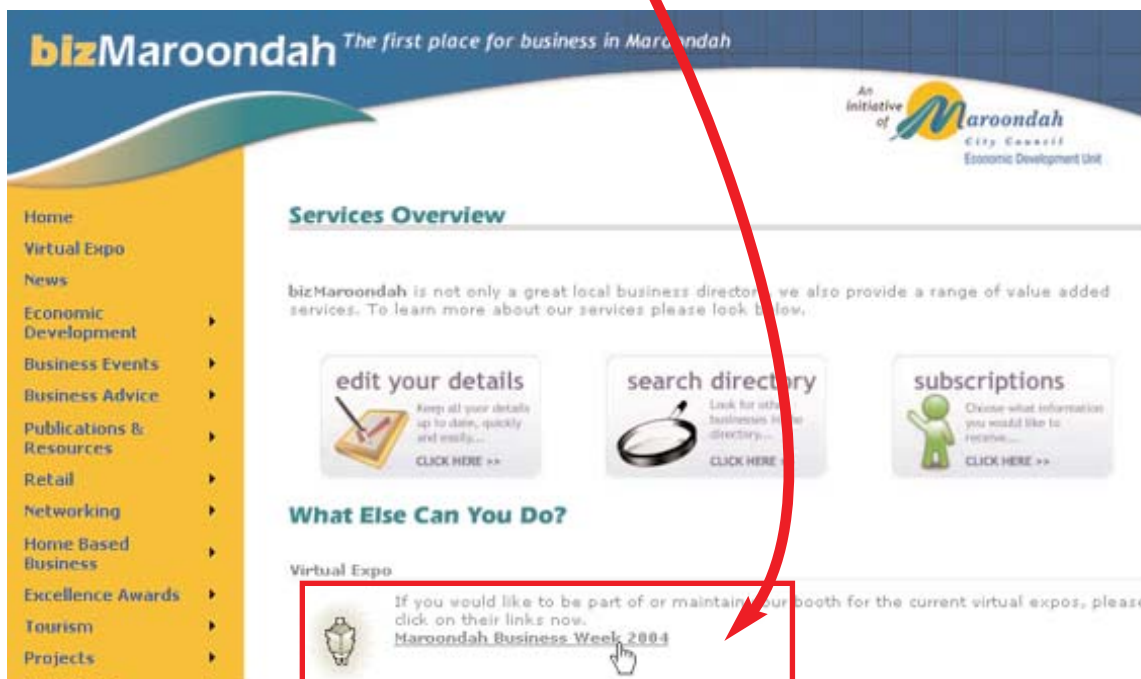
## Getting Started

- 1 Log in to the BizMaroondah homepage ([www.bizmaroondah.com.au](http://www.bizmaroondah.com.au)) using your business **username** and **password**.



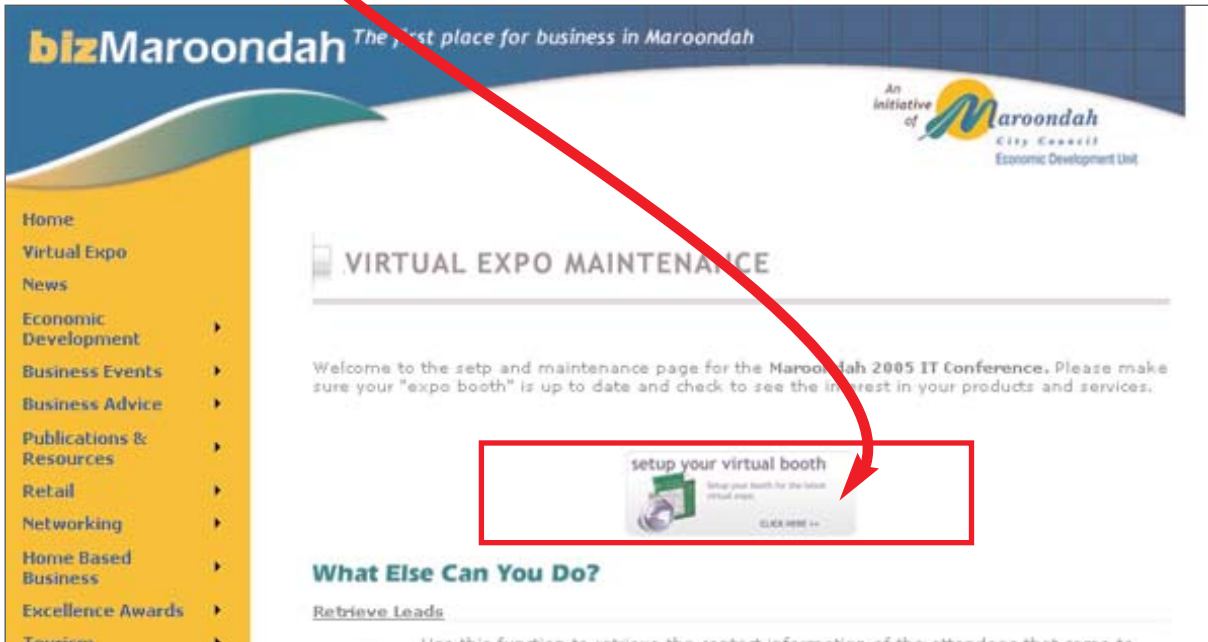
If your business is not yet registered on BizMaroondah, you can do so at: <http://www.bizmaroondah.com.au/register>.

- 2 As soon as you are logged into the BizMaroondah member's section, select **Virtual Expo** under 'What else can you do?'. You will see the name of the Virtual Expo that you have been invited to participate in.



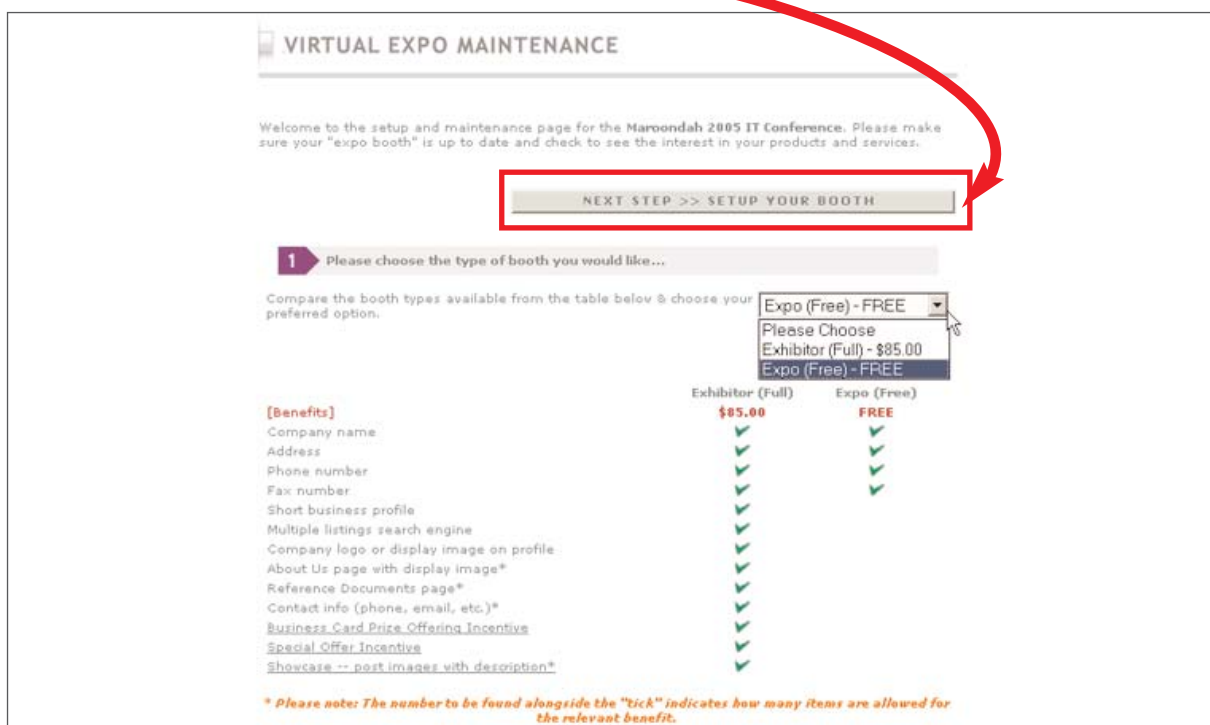
## Accessing Your Virtual Booth

- 3 You will now be presented with a new **Virtual Expo Maintenance** screen.
- 4 Click on the “**setup your virtual booth**” button. (If your booth has previously been set up and you are accessing it to make updates, this button will say “Maintain your virtual booth”.)



## Setting Up Your Virtual Booth

- 5 Once you have clicked the setup (or mantain) button, you will now be taken to a screen where you can choose the “type” of virtual booth you would like to setup.
- 6 Select the Option you want for your virtual expo booth and click on the **Next Step >> Setup Your Booth** button.



**VIRTUAL EXPO MAINTENANCE**

NEXT STEP >> ACTIVATE YOUR BOOTH

**2** Setup your booth...

Please provide details in each of the sections below to complete the setup of your booth.

[Details](#) | [Description](#) | [Documents](#) | [Listings](#) | [Incentives](#) | [Showcase](#)

virtual expo      Welcome Rebecca Mitchell      Expo Booth Settings      Help      Sign Out

**Business Details**

\*Business Trading Name

\*Street Address

\*Street Suburb      \*Street Postcode  
     


Fax

Email #1      Email Checking Frequency  
     

Email #2      Email Checking Frequency  
     

Website

**Profile Image**



[Add an image to your profile...](#)

**Contacts**

This Contact has been taken from your Business Profile.  
 Click Here if you wish to remove this Contact from your Virtual Expo booth.

Salutation (ie Mr)	First Name	Last Name
<input type="text"/>	<input type="text" value="Rebecca"/>	<input type="text" value="Mitchell"/>
Title/Position <input type="text"/>		
Phone <input type="text" value="11117236"/>		
Email <input type="text" value="rmitchell@maroondah.vic.gov.au"/>		
Notes <input type="text"/>		

SET UP >> DESCRIPTION

## Setting Up Your Virtual Booth

The first page of your Virtual Booth setup contains the basic details about your business.

The menu bar at the top of the setup screen shows you what part of the setup process you are up to.

It will remain visible throughout the setup process and resembles the navigation bar on your public booth.

### Business Details

*Your business name, address and contact details will be automatically taken from your business entry.*

- 7** Fill in your Business Details if there are any blank spaces, or change the details provided where necessary.

### Business Logo/Image

- 8** You can easily add your business logo to your virtual booth by pressing **Upload Image** under Profile Image.
- 9** Press Browse to find the image you wish to include on your profile. When done, click on **Save** to complete the addition of your logo.

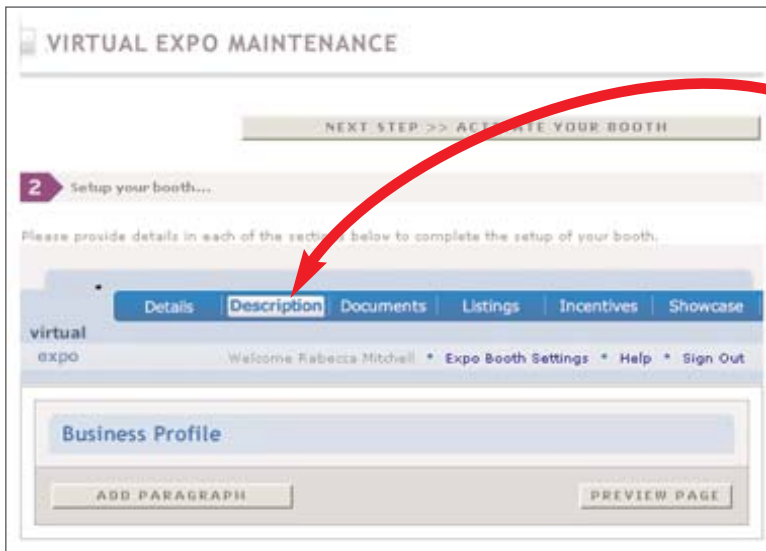
*You can always change or delete the image at a later stage, if you wish.*

### Contacts

- 10** Fill in the contact details under Contacts section. If you would like to list more than one contact for your booth, click on the **"Add a new contact"** button.

### Next Step

- 11** Select **Set Up>> Description** to move onto the next step.



## Business Profile

You should now be looking at the Business Profile page of your Virtual Booth setup. Please note that the Virtual Expo menu bar now shows "Description" as the active tab.

12 Click on the **Add Paragraph** button to start creating your Business Profile.

This will open a new popup window where you can enter your information.

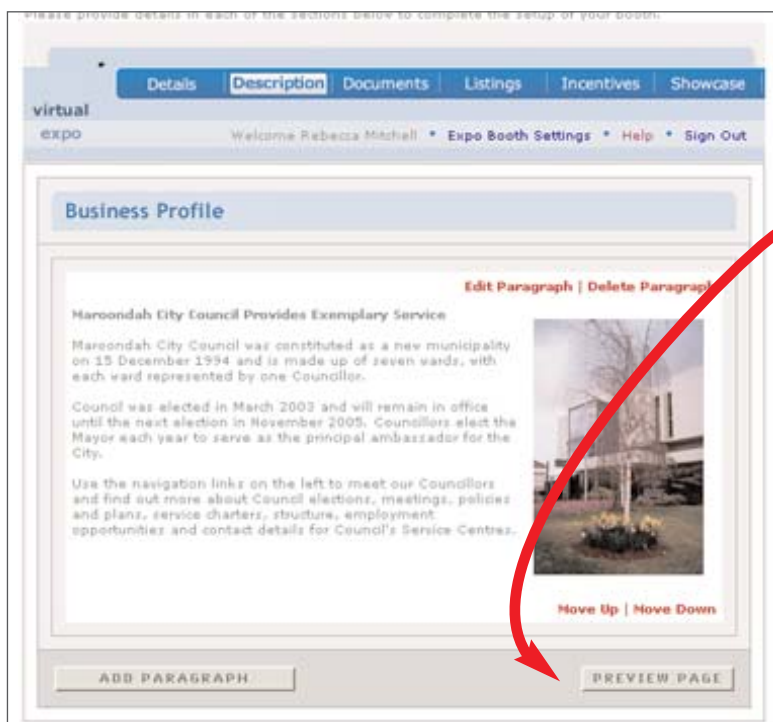
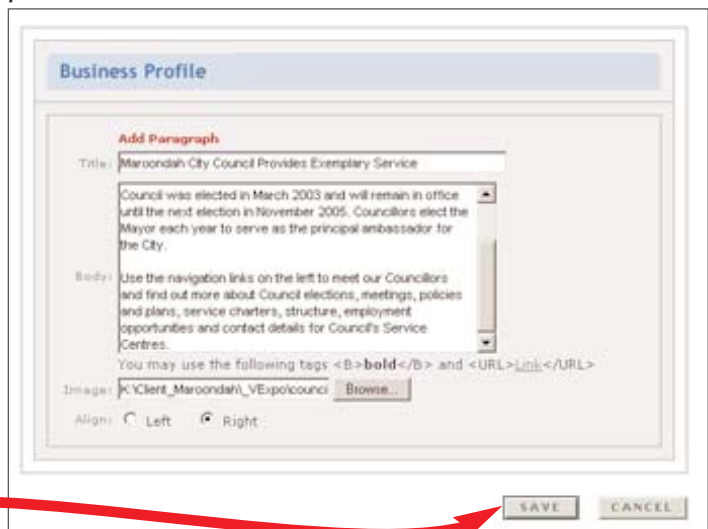
You can actually put as many paragraphs as you like under the one Add Paragraph box, however if you wish to include multiple pictures in your business profile, it helps to format them better if you put them in several paragraph boxes.

13 Enter a title for your paragraph and any text into the body field (both of these fields are compulsory).

14 If you would like to include an image with your paragraph of information, click on the **Browse** button to select one from your computer.

Once selected, you can align the image to the left or right of your information.

15 When you've completed the paragraph, click on **Save**.



16 Once you click on **Save**, the Business Profile should update with the information (and image) you have just entered.

17 You can, however, preview your profile by clicking on the **Preview Page** button.

18 You can repeat this process (**Add Paragraph**) if you wish to add additional paragraphs to your business profile.

## Next Step

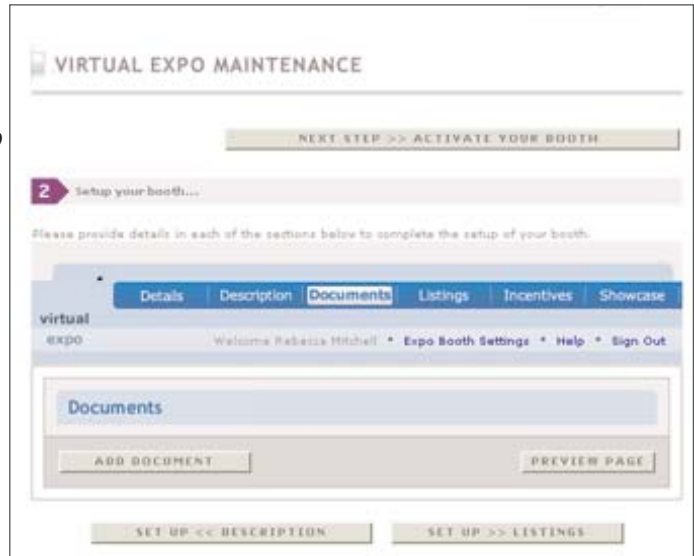
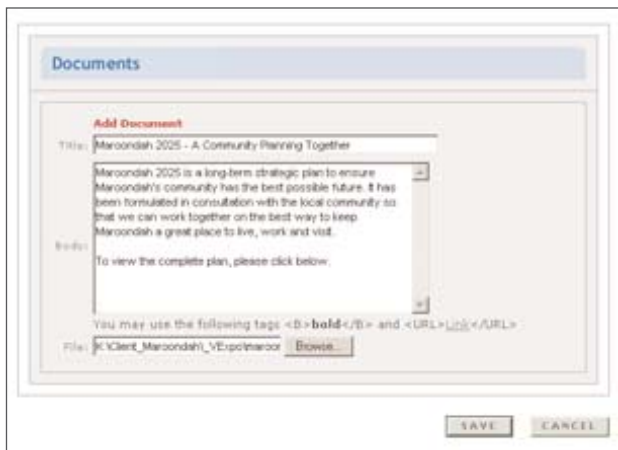
19 Select **Set Up>> Documents** to move onto the next step.

## Documents

You should now be looking at the **Documents** section of your Virtual Booth setup.

All the following sections of the Virtual Expo setup use a process very similar to adding a paragraph, so once you are comfortable with those steps, you should find the rest of the setup quite straight forward.

- 20 Click on the **Add Document** button to add an attachment (such as a catalogue, brochure or price list) to your virtual booth.



- 21 Enter a Title and Body (compulsory) for your document.

- 22 Click on **Browse** to find the file you wish to attach.

- 23 Once you are done, click on **Save** to complete the addition of your document.

- 24 Once you click on **Save**, the **Documents** page should update with the information (and image) you have just entered.

- 25 You can repeat the process to include as many documents as you would like to make available to visitors of your virtual booth.

- 26 You can preview your documents page by clicking on the **Preview Page** button.

## Next Step

- 27 Once you have finished adding documents to your virtual booth, click on the **Set Up>> Listings** button to move onto the next step.



## Listings

You should now be looking at the **Listings** section of your Virtual Booth setup.

- 28 Select the Listings that are appropriate to your business. However, if the business does not fall under one of the given broad categories, you will need to contact the BizMaroondah Administrator, on **econdev@maroondah.vic.gov.au** with your request for a new category

## Next Step

- 29 Click on the **Set Up >> Incentives** button to move onto the next step.

VIRTUAL EXPO MAINTENANCE

NEXT STEP >> ACTIVATE YOUR BOOTH

2 Setup your booth...

Please provide details in each of the sections below to complete the setup of your booth.

virtual expo

Welcome Rebecca Mitchell • Expo Booth Settings • Help • Sign Out

Expo Listings

Please select the listings that are appropriate for your business

Categories:  Communications  Hardware  Internet  Networking

SET UP << DOCUMENTS SET UP >> INCENTIVES

VIRTUAL EXPO MAINTENANCE

NEXT STEP >> ACTIVATE YOUR BOOTH

2 Setup your booth...

Please provide details in each of the sections below to complete the setup of your booth.

virtual expo

Welcome Rebecca Mitchell • Expo Booth Settings • Help • Sign Out

Prize Draw

Take advantage of the Prize Draw function to collect visitor's contact details much like you would if you were offering a prize draw at an actual expo.

ADD PRIZE DRAW PREVIEW PAGE

Special Offer

Now, you can easily offer all your visitors a special offer for the duration of the Virtual Expo or for a specified period that you determine.

ADD SPECIAL OFFER PREVIEW PAGE

SET UP << LISTINGS SET UP >> SHOWCASE

- 32 If you would like to include an image with your prize draw offering, click on **Browse** to find the file you wish to attach. You can also choose to Align the image left or right.
- 33 Once you are done, click on **Save** to complete the addition of your prize draw.

## Virtual Booth Incentives

The **Incentives** section of your virtual booth gives you the opportunity to provide your visitors with either a prize draw or information about a special offer your business may be providing.

- 30 Click on the **Add Prize Draw** button if you have a prize to offer visitors to the expo.
- 31 Enter a Title and Body (compulsory) and an End Date for your prize draw.

Prize Draw

Add Prize Draw

Title: Special Discount Rates

Body: This is a special offer available only to visitors of the Maroondah 2005 Virtual IT Expo.

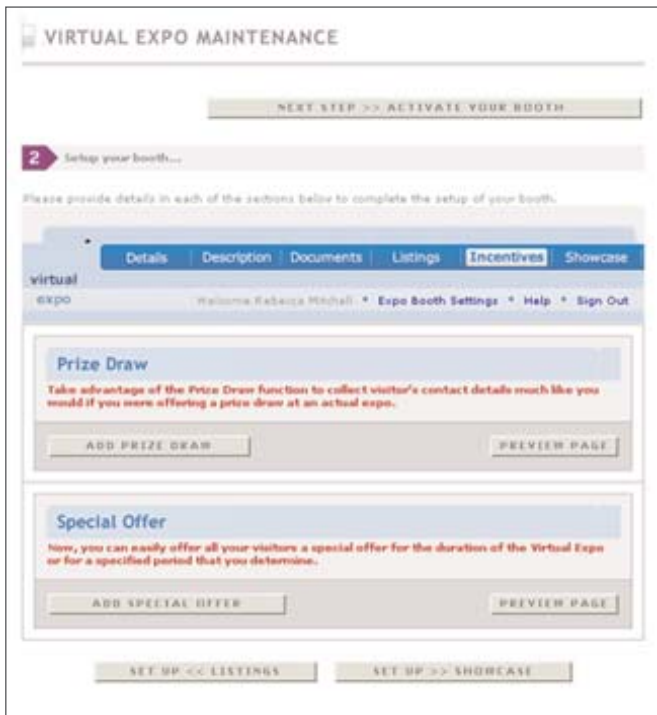
You may use the following tags <B>bold</B> and <URL>Link</URL>

End:

Image: Browse...

Align:  Left  Right

SAVE CANCEL



## Virtual Booth Incentives - Special Offers

- 34 Click on the **Add Special Offer** button if you have a special offer to provide visitors to the expo.
- 35 Enter a Title and Body (compulsory) and an End Date for your special offer.
- 36 If you would like to include an image with your special offer, click on **Browse** to find the file you wish to attach. You can also choose to Align the image left or right.



- 37 Once you are done, click on **Save** to complete the addition of your special offer.
- 38 You can preview the prize draw or the special offer by clicking on the **Preview Page** button.

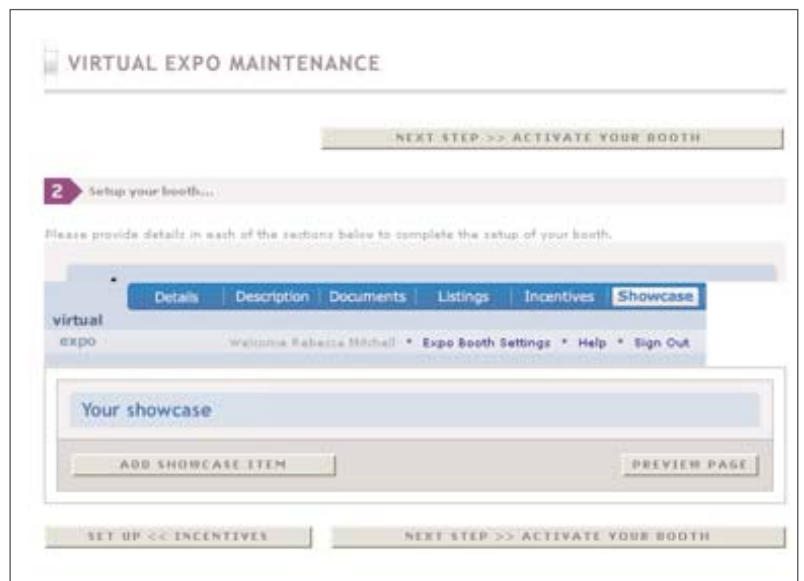
### Next Step

- 39 Click on the **Set Up >> Showcase** button to move onto the next step.

### Showcase

The **Showcase** section of your virtual booth enables you to showcase or highlight products or services provided by your business. You can display as many items as you would like. You can also include an image for each item as well as pricing information.

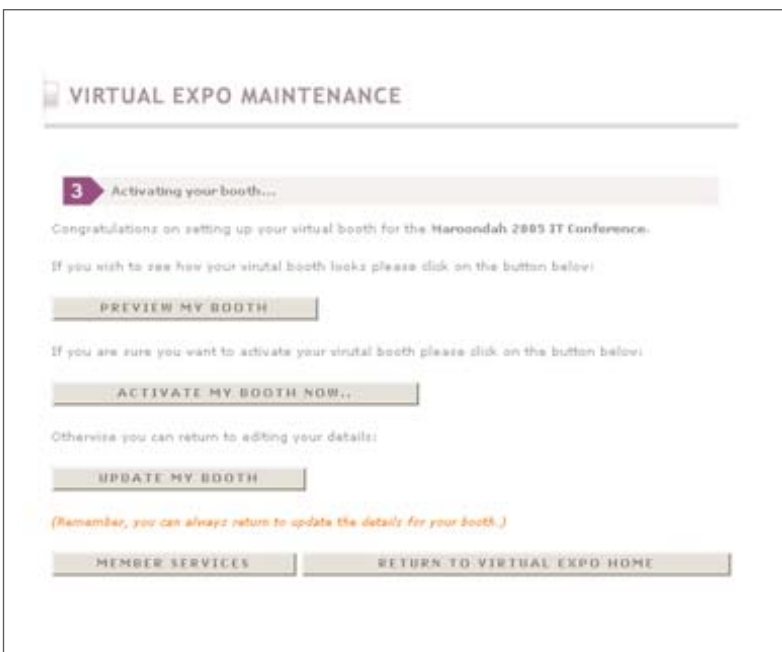
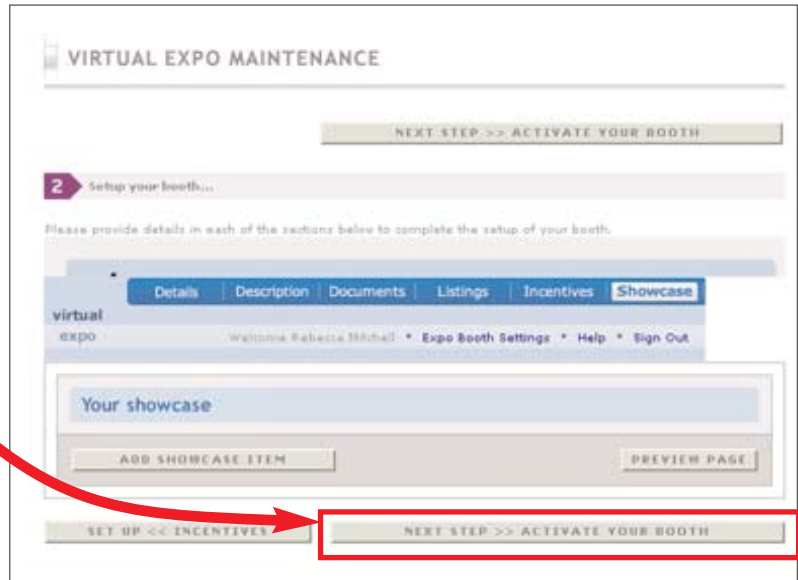
- 40 Click on **Add Showcase Item** to begin adding items to your expo showcase.
- 41 Type in a Title, a Body (compulsory), and Pricing Information for your showcase item. Browse to add an image if you wish, and choose to Align the image left or right.
- 42 Once you are done, click on **Save**.
- 43 Repeat this process to add additional showcase items.



## Activating Your Virtual Booth

Once you have completed adding the information for your Virtual Booth you are ready to “activate” it and make it available to the general public.

- 44 Click on **Next Step >> Activate Your Booth** to activate your booth.
- 45 You will be taken to the activation screen for your virtual booth.



46 At this point you can click on **Preview My Booth** to view your booth. If you are happy with the presentation of your booth, select **Activate My Booth Now...** to make it visible.

46 At any time you can click on **Deactivate My Booth** if you would like to withdraw the booth from the expo.

46 Click on the **Update My Booth** button if you would like to make changes to the booth you have previewed.

- 46 When finished, click on **Return to Virtual Expo Home** to finish the booth setup.

## Questions or Comments?

Contact Economic Development on 9298 4278 or on econdev@maroondah.vic.gov.au.