Log in

- The sponsor portal will allow your company to upload all content related to your booth for the event.

- To log in, an email will be sent to you with a link to access the portal, along with your company’s unique password.

- Click the link in the email, select your company from the drop down, and enter the password provided in the email to proceed.
From the **Dashboard** you have easy access to manage all your information by navigating to and completing the sections:

- Profile Details
- Websites
- Handouts
- Offers
- Images
- Virtual Booth Schedule (*if applicable*)
- Reports
Profile Details

• From the Profile Details tab you can provide basic information about your company:
  • Update how the name of your company displays
  • Add a company description

Fill in essential profile information such as your biography

Company Name *
MeetingPlay

About Your Company

<p>At MeetingPlay, we work with you individually to create custom event Apps that meet your company’s needs. If you are looking to increase attendee engagement, highlight sponsors, streamline event registration and implement a variety of other leading event technology into your event, our event app solutions are the right choice for you.</p>
Websites

- From the **Websites** tab you provide links that attendee can access outside of the event platform.
- Each link can have a unique label name.
From the Handouts tab, you can upload any files or collateral related to your booth. These files will display in the Downloads section of your booth. Attendees can download and save these handouts to their devices. Files that have already been uploaded are visible at the bottom of the page and can be edited or removed. You can drag and drop the files to change the order they display in on the platform.
Offers

- From the **Offers** tab, one can promote specific products or events related to your company.
- Add a title, description, image and a link to a product or offer.

![Offers Form](image-url)
Images

• From the Images tab you can upload images to customize your virtual branding

• **Thumbnail Image:** Displays on an attendees “Followed Items”

• **Banner Image:** Displays as an ad on the sidebar of the session(s) you are sponsoring *(if applicable)*

• **Interstitial:** Displays as an overlay over the session video you are sponsoring *(if applicable)*. From within the session, Attendees must click “continue” before gaining access to the session video

• **Virtual Hall Logo:** Displays on the main Exhibit Hall page and in your booth, underneath your video commercial *(if applicable)*
• From the **Videos** tab you can upload commercial(s) that will play in your booth. Please note these must be in mp4 format and uploaded to the provided Dropbox folder link on the Videos page.

• The commercial(s) will play on a loop during the times you are not doing a live demo (*if applicable)*
• From the Reports tab you can access data and analytics captured from your virtual booth
• Only attendees who opt in to share their information with sponsors are included in this report