

Getting started: Setting up your domain

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Pre-requisites

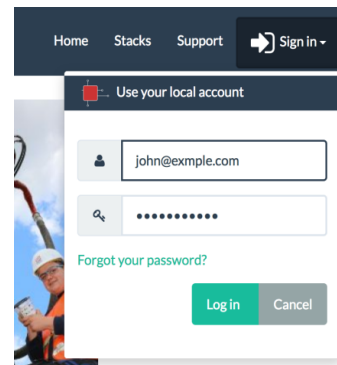
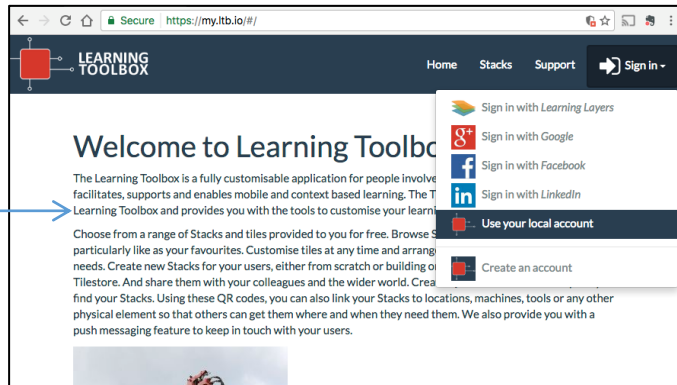
This guide is for people who are administrators within a Learning Toolbox domain and who will be using Learning Toolbox for an ePoster event. You should have received confirmation from us that your domain has been set up and that your account has been made an administrator in that domain.

If any of these steps have not already been completed then please email support@stack.services

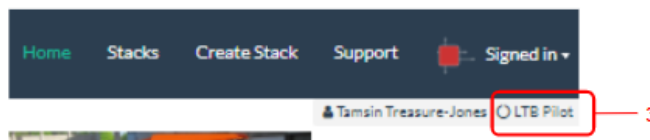
Getting started – setting up your domain

Login to your Learning Toolbox domain administration area

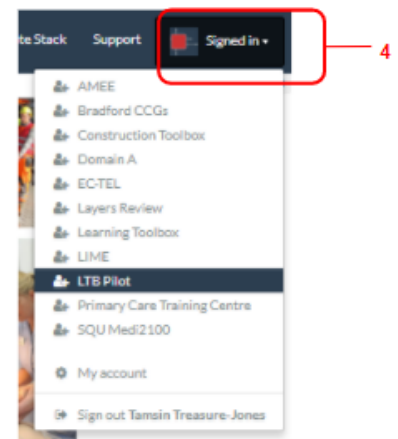
1. Open a browser on your computer and go to <https://my.ltb.io>
2. Click on **'Sign in'** and sign in with the account details you are using for Learning Toolbox. This could be a local account you set up or your Google, Facebook, Microsoft or LinkedIn accounts. It should be the account that you asked us to make into an administrator account.



3. Onscreen next to your name you will see the name of the domain you are logged into. If you only have one Learning Toolbox domain then this should be the domain shown here.



4. However, if it shows a different domain then you will first need to move to your domain. To do that click on the **Signed in** button and choose your domain from the drop down menu. The menu will show all the domains in which you are a member.



5. Now that you are in your domain then you will see the small settings cogwheel next to your domain name. Click on that cogwheel.

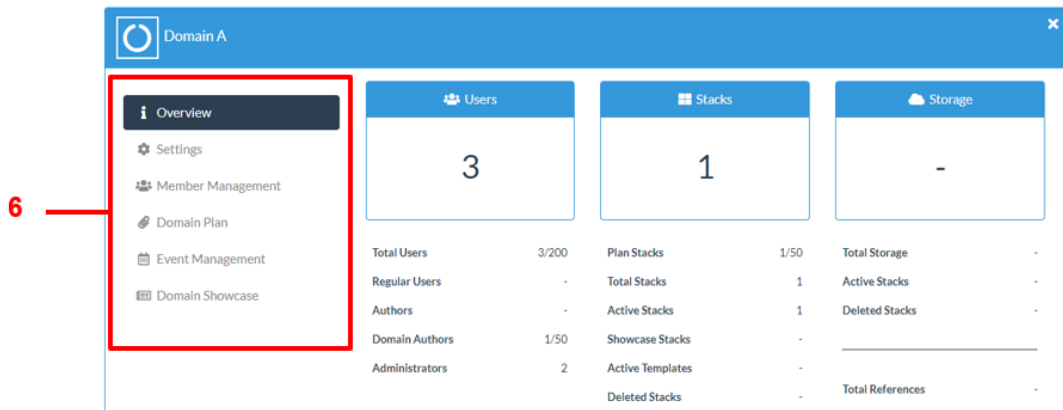


6. This will take you to your **domain administration area**.

There are seven sections in this area (Overview, Settings, Member Invitation, Member Management, Domain Plan, Event Management and Domain Showcase).

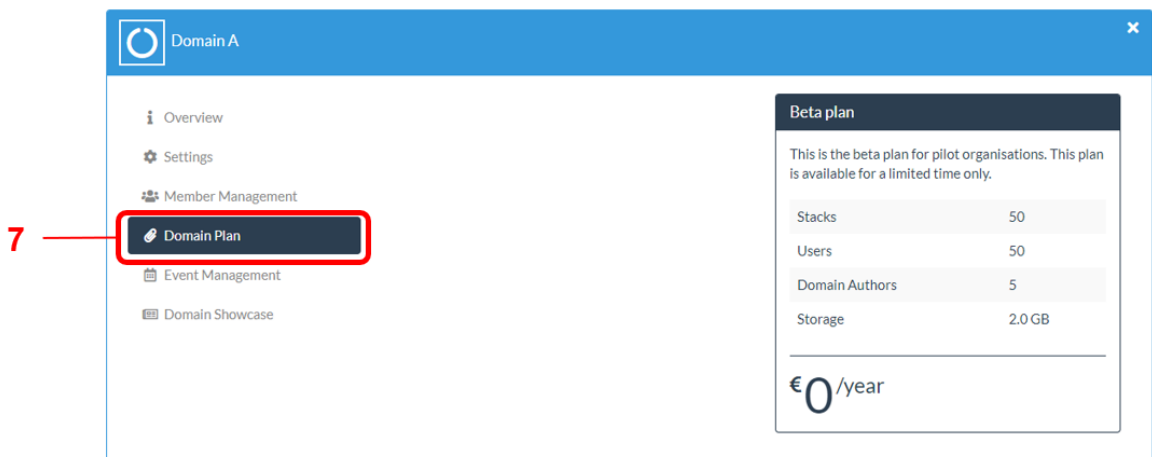
A summary of each section is provided at the end of this guide and you can explore each section by clicking on its name in the menu on the left of the screen (6).

But before you start exploring, we will firstly take you through the most important steps in setting up your domain.



Review your domain plan

7. Click on the **Domain Plan** link.

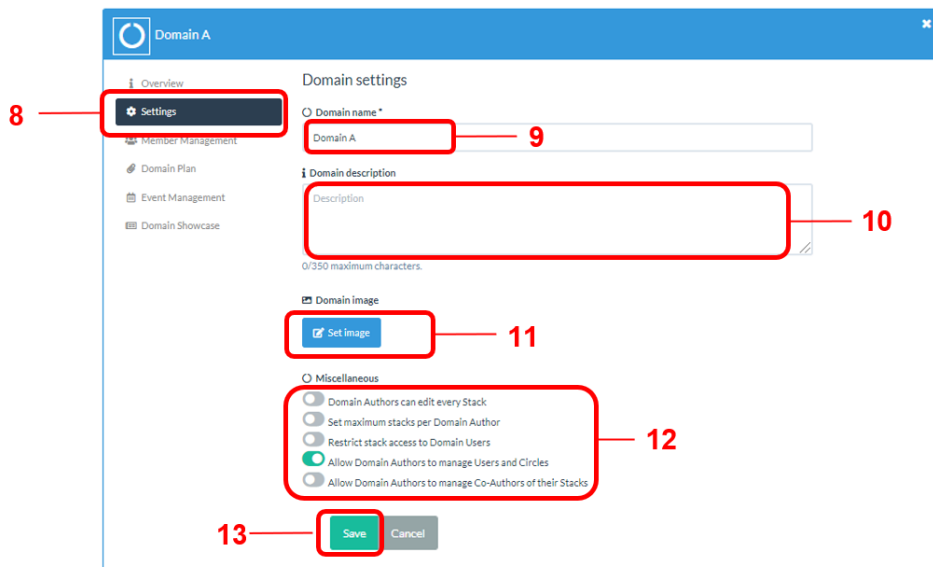


This will show you a brief summary of your plan including:

- How many **stacks** can be created in your domain
- The total number of accounts (**users**) that can be set up in your domain. This includes your Event Authors.
- How many **domain author** (including admin) accounts can be set up in your domain. These are accounts that are not tied to a specific event.
- How much **storage space** comes with your domain. Storage space is used for storing images and files that authors upload when creating stacks.

Edit your domain settings

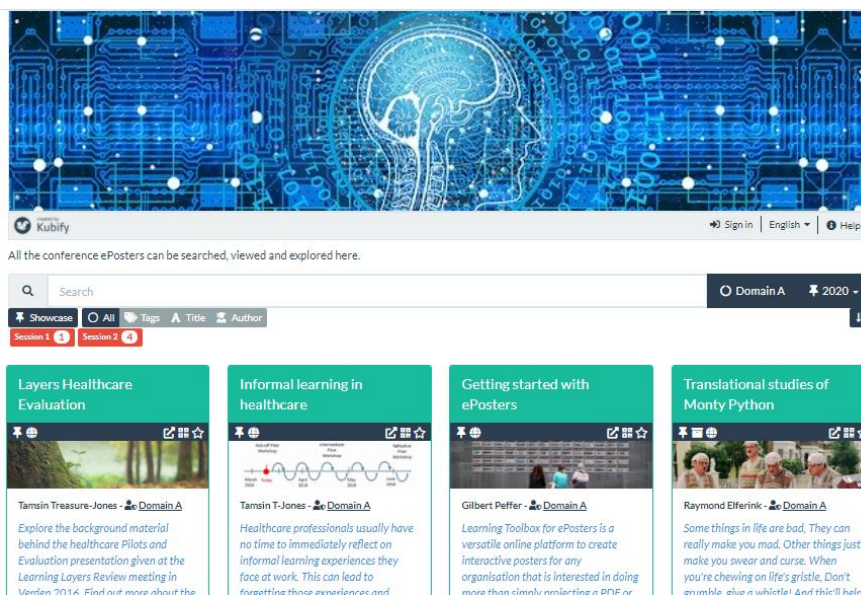
8. Click on the **Settings** link. From here you can change your **domain name** (9), provide a **description** of your domain (10), add a square **image** (11) to your domain (this will be printed on all your mini-posters to give them a branding) and change more advanced **miscellaneous settings** placing limits on your domain authors (12). We recommend you leave these miscellaneous settings in the default choices.
13. Remember to **save** before you leave this settings link page



Setting up your domain's Showcase website

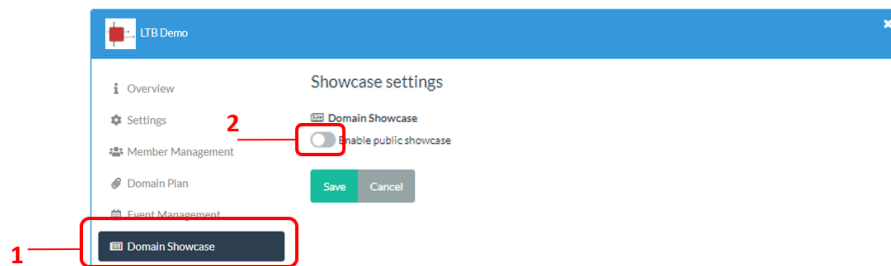
The showcase is the webpage to which you can publish your events' ePosters/Stacks.

An example of a showcase webpage is shown below. The user can open any of the ePoster/Stacks by clicking on their title bar.

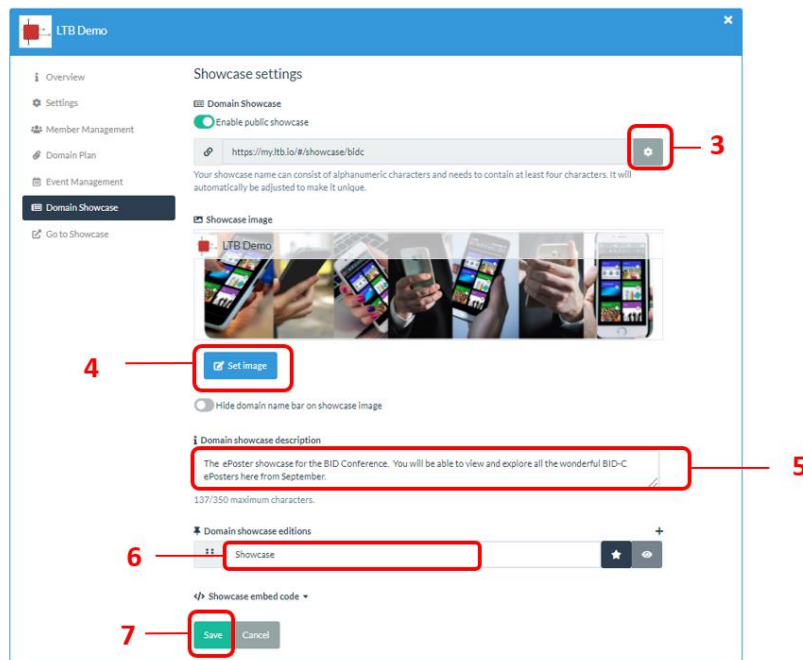


To create your showcase:

1. In your admin screen, click on **Domain Showcase**
2. Then click on the button to **Enable public showcase**



3. A unique web address will be created for your showcase, but you can edit the last part of this if you want by clicking on the **edit icon**. We suggest using a generic name that does not mention a year since this will allow you to keep the same showcase web address for each year's conference. It has to be a minimum of 4 characters.
4. A default image will be given to your showcase (this is the image that appears at the top of the showcase page. You can change this by clicking on the **set image** button from where you can upload your own image or search for one in the copyright free library. The ideal dimensions for this are 1200 wide and 280 high (or anything that has those proportions, since the website is responsive and will adjust actual size to the device it is viewed on).
5. You can also add a **description** for your showcase. This text will appear under the image at the top of your showcase page.



6. You should give this edition of your showcase a name. We recommend using the conference year here (e.g. 2019) as this is how (in future years) you will be able to separate out the ePosters from the different years.
7. Remember to **save** when you have finished making your changes. Your showcase is now set-up.

Adding other members of your admin team to your domain

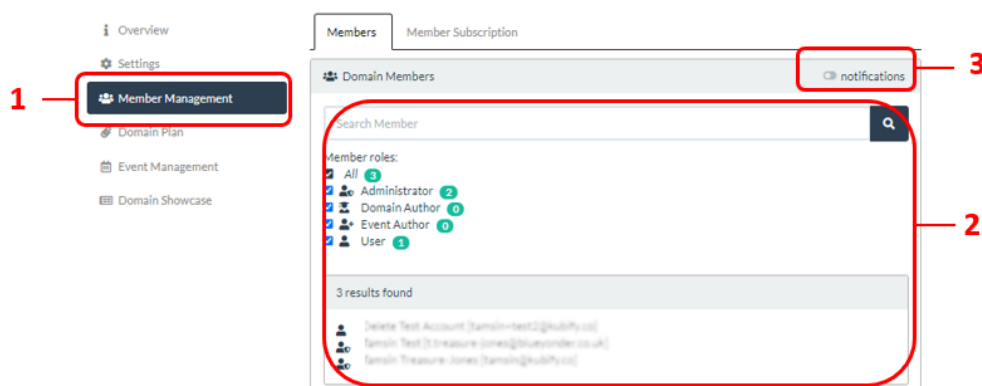
The Member Management area provides you with a view of all the members of your domain and a way to add members of your admin team to your domain.

It is **very important** to note that you do **not** use this area to add your event authors. **Event authors' (e.g. ePoster authors) invites are managed within the Event Management area.**

Reviewing the members of your domain

To review your domain members

1. Click on **Member Management**
2. Here you can view and **search** for the members in your domain
3. You can also turn on notifications to get email **notifications** if someone new joins your domain

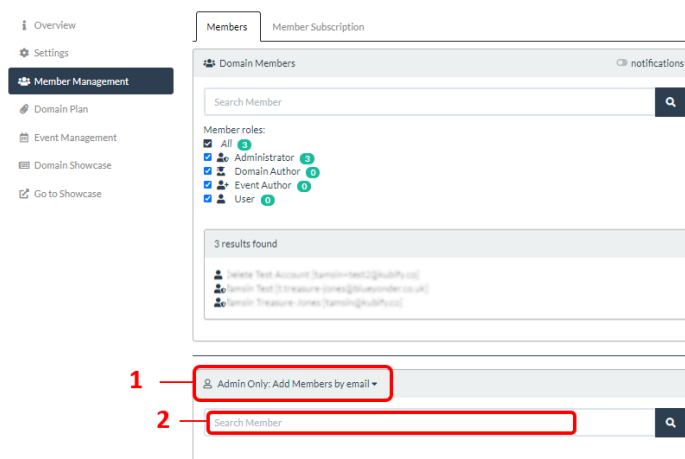


Adding someone who already has a Learning Toolbox account

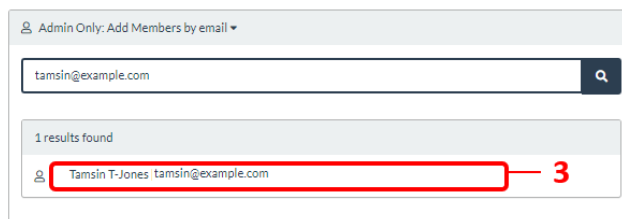
NOTE: You do **not** use this approach to add your event authors. **Event authors' (e.g. ePoster authors) invites are managed within the Event Management area & explained in Guide 1.**

You need to know the email address connected to this person's Learning Toolbox account

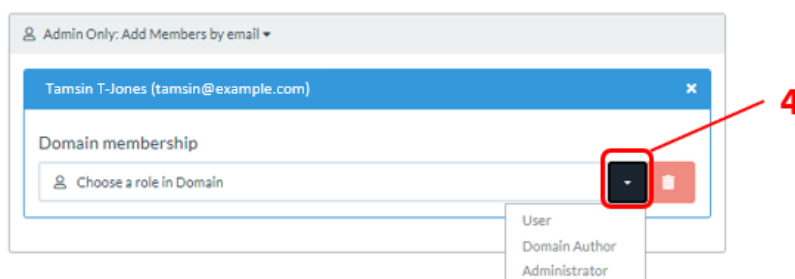
1. Click on the *Add Members by Email* option
2. In the **search box** that appears below type the person's email address



3. Click on the person's account in the **results list**



4. You can then use the **drop-down menu** to choose the **role** you want to give this person within your domain.

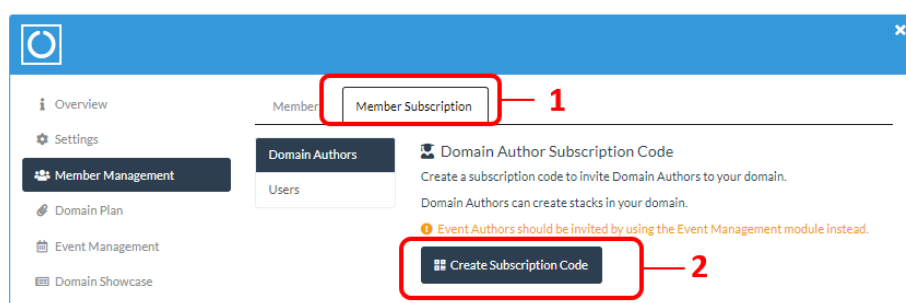


Adding someone who does not already have a Learning Toolbox account

*NOTE: You do **not** use this approach to add your event authors. Event authors' (e.g. ePoster authors) invites are managed within the Event Management area & explained in Guide 1.*

Use this approach to invite a member of your admin team to join the domain if they do not already have an account. You can also use this approach if the person has a Learning Toolbox account but you do not know the email address associated with their account.

1. Click on the **Member Subscription** tab
2. Click on the **Create Subscription Code** button.

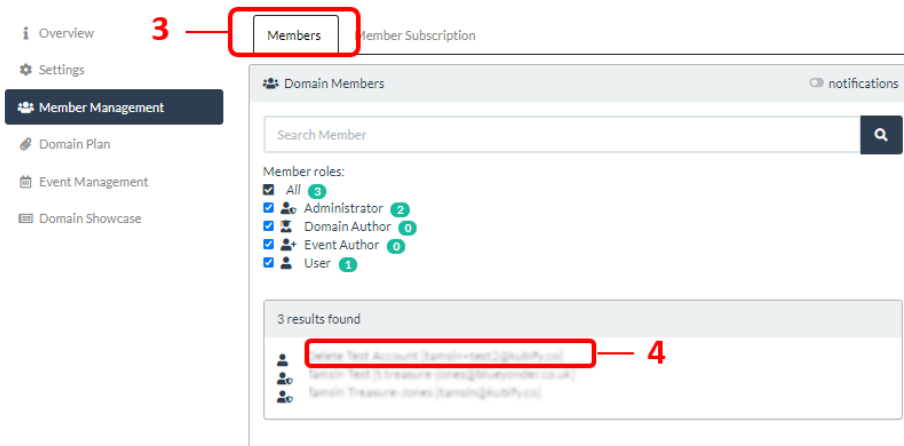


This will create a QR code and weblink which you can copy. You can send the weblink to your team members and ask them click on it and follow the instructions to sign-in. The account they create will be a *Domain Author* (able to create stacks that are not tied to an event) in your domain. Once they have created their account and signed in then you can upgrade the account to be an admin account if you want them to also have access to the

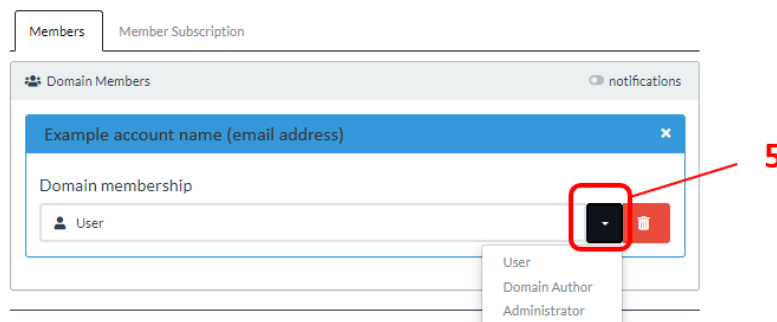
Admin interface.

To upgrade your team member's account to be an Administrator:

3. Return to the **Members** Tab
4. Find and click on your **team member's account** in the membership list



5. From here you can change their account role by choosing the role from the drop-down menu



The Member Management area also offers some options for subscribing Users to the domain. Accounts with the User role can only view stacks, they cannot create stacks or access the Admin interface. Users can be subscribed to a particular named group (Circle) in the domain.

The User and Circle Subscription options are not usually used by Events.

These options are being used by some educational institutions who want to invite (and manage) classes of students to their domain in Learning Toolbox.

If you want to find out more about this use of Learning Toolbox then please contact support@stack.services

Overview of the Domain Administration Area

The admin area that is key to the event administration is the **Event Management** button. How you use this to set up and manage an Event is explained in the next guides.

For completeness sake we include below a summary of what is covered in each of the other areas.

