

Event Admin Support Guides

Preparing to set up your next event

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Contents

THE FOCUS OF THIS GUIDE	1
FINISHING THE PREVIOUS EVENT	2
CREATE A NEW SHOWCASE EDITION FOR YOUR NEW EVENT	3
MAKING THE NEW SHOWCASE EDITION VISIBLE AND MAKING IT THE DEFAULT VIEW	4
SEE HOW THE SHOWCASE EDITIONS APPEAR ON THE SHOWCASE WEBPAGE	5
READY TO CREATE YOUR NEXT EVENT AND INVITE YOUR AUTHORS	6
ACCESSING ALL THE EVENT ADMIN SUPPORT GUIDES	7

This guide provides advice on preparing to set up your next event in Learning Toolbox.

The focus of this guide

This guide covers the fifth of the key stages involved in setting up and managing an ePoster event in Learning Toolbox:

1. Setting up an event and inviting authors
2. Monitoring and supporting your authors
3. Printing mini-posters and publishing ePosters
4. Onsite requirements and preparations
5. Preparing to set up your next event

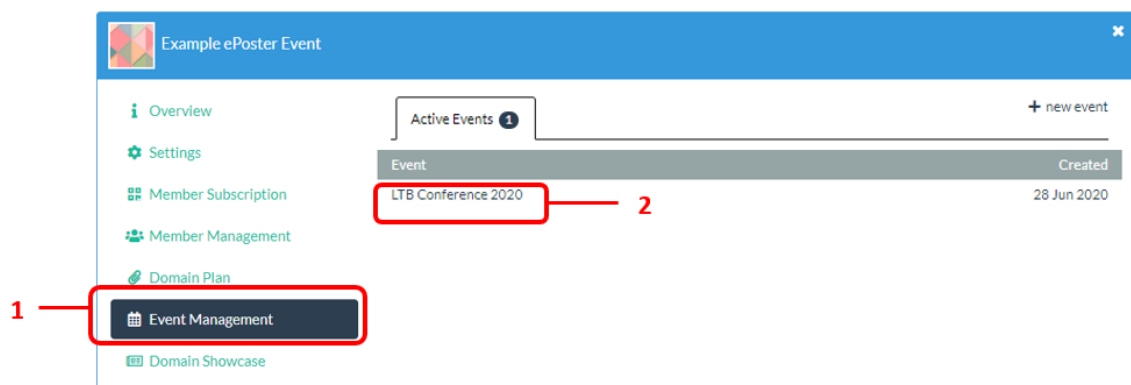
It assumes that you have already set-up and managed one event in your Learning Toolbox domain. It shows you the key steps to follow so that you are ready to set up and manage your next event.

Finishing the previous event

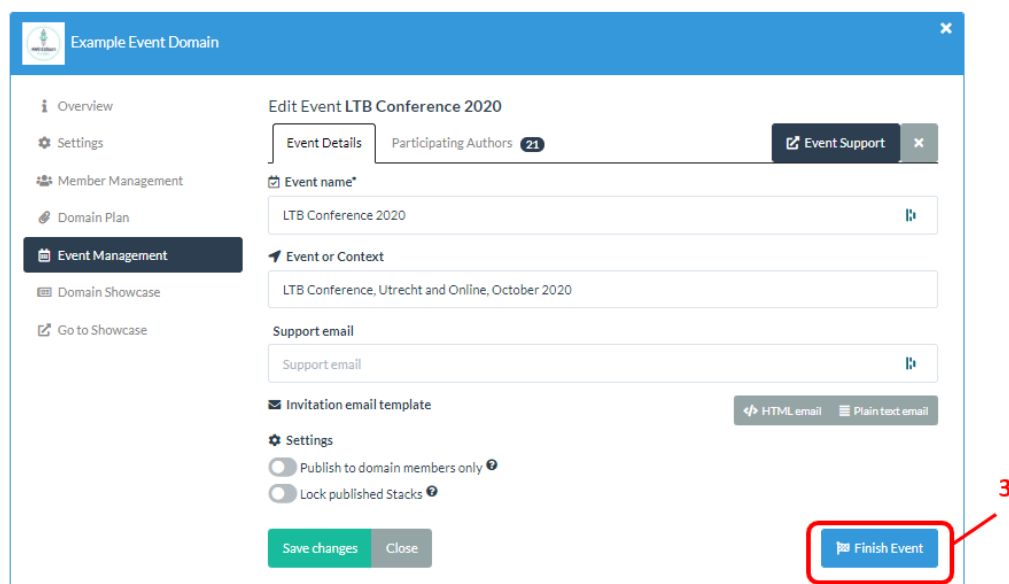
You first need to finish your previous event. This will “archive” the ePosters/stacks made for your previous event. This will mean that the authors can no longer edit them, but they will still be viewable. Doing this will free up space in your domain so that new ePosters/stacks can be created for your next event.

Go to your domain admin screen (click on the cogwheel next to your domain name).

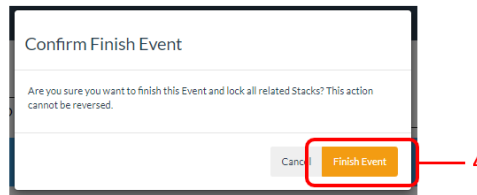
1. Click on the **Event Management** link
2. Then click on **name of your previous event**



3. Then click on **Finish Event**



4. You will be asked to **confirm** this, click on **Finish Event** to confirm the action.

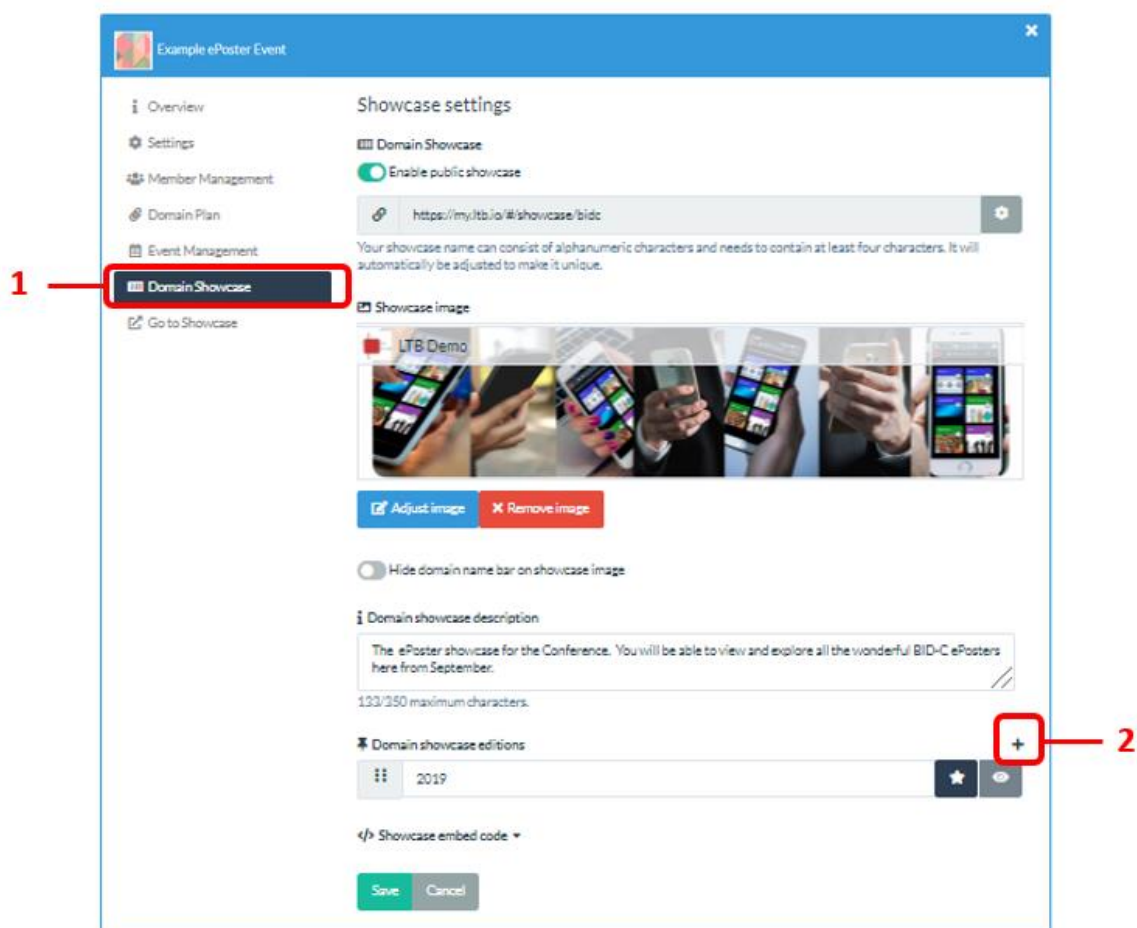


This event is now finished. You will see that it no longer appears in your Active Events list, but instead appears in your Previous Events list.

Create a new showcase edition for your new event

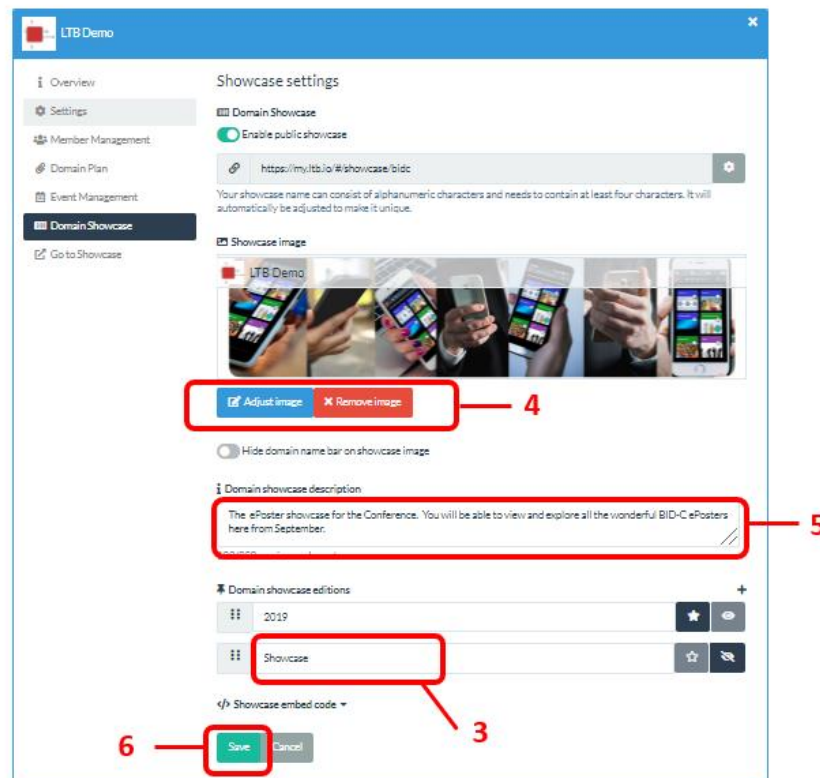
You are now going to create a new showcase edition for this event, so that the ePosters can be published to this edition.

1. Click on the **Domain Showcase** button in the Admin screen
2. Then click on **+** sign above the list of showcase editions



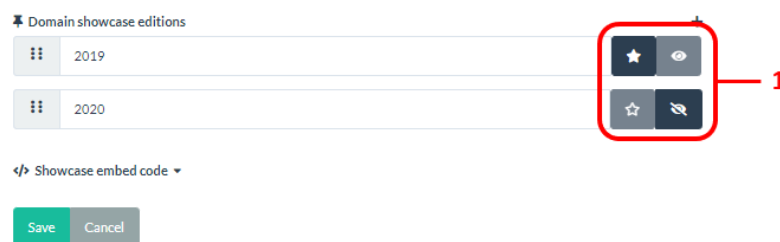
This will add a new showcase edition to your list. The default name it is given is "Showcase".

3. You can change **the name** of this showcase edition, by just editing the name in this box.
4. If you want to then you can also change the **showcase image**...
5. ... and the **description**, so that they are suitable for this year's event.
6. Remember to **Save** after you have made any changes.



Making the new showcase edition visible and making it the default view

1. Next to each of the showcase editions there are two buttons. These control whether that showcase edition is viewable (the eye button) and whether it is the default view (the star button).



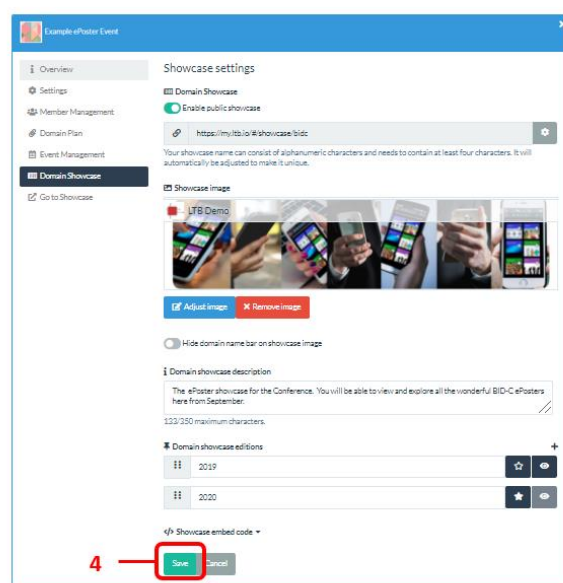
2. To make the new **showcase edition viewable** by everyone, then click on its eye button so that the eye appears open.



3. To make the new **showcase edition the default view** on the showcase webpage, then click on its star button so that it appears highlighted. *Please note you cannot make a showcase edition the default view unless it is also marked as viewable.*



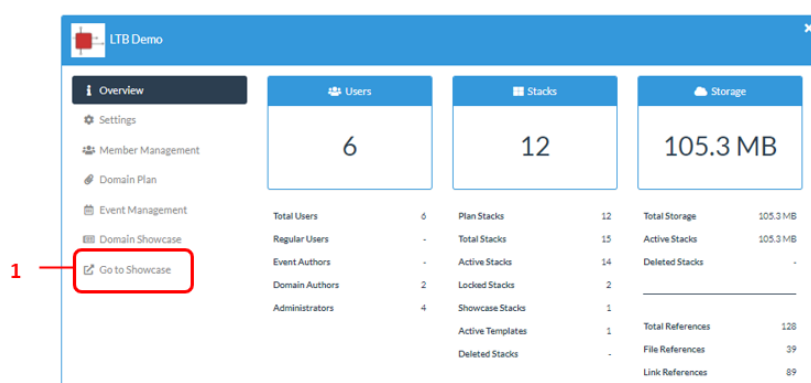
4. Remember to **Save** once you have made these changes.



You do not need to make the showcase edition viewable and the default view immediately. As the administrator you will already be able to publish ePosters/stacks to the new showcase edition even before it is viewable. So, you can come back and make these changes to the showcase edition settings later if you would prefer. Some organisers keep the previous edition as the default view whilst the new ePosters/stacks are being created and only make the new edition viewable and turn it into the default view once they have published the new ePosters/stacks.

See how the showcase editions appear on the showcase webpage

1. Click on **Go to Showcase** to open your showcase webpage in your browser



2. The showcase webpage will open showing whichever showcase edition you had marked as the default view. If any ePosters have already been published to this showcase edition then you will see them here. You can change which edition you are viewing by clicking on the **edition dropdown menu** that appears to the far left of the search bar.



3. If you want to be absolutely sure that you are seeing the showcase as your viewers will see it (not as an administrator), then you should sign out first by clicking on your name in the showcase menu bar.
4. When you are ready you can return to the admin screen by clicking on the settings cog in the showcase menu bar. You need to be signed in as an administrator to see this, so if you had signed out then you will need to sign back in first.

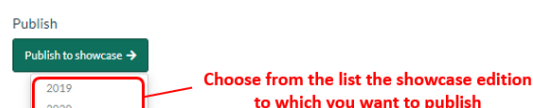
Ready to create your next event and invite your authors

Everything is now set up so that you can create your next event and invite your new set of authors.

You can now return to *Guide 1* (from the Event Admin Support Guides) and follow the steps set out there to set up a new event, edit the invite, add your authors and send out their invites.

You can then follow the steps in *Guide 2* (from the Event Admin Support Guides) to monitor their progress and in *Guide 3* (from the Event Admin Support Guides) to publish their ePosters/stacks.

The only difference is that when you publish an ePoster/stack this time you will be shown a dropdown list of the showcase editions available. You just need to choose from the list the showcase edition to which you want to publish this ePoster/stack.



We hope you enjoy continuing to use Learning Toolbox for your events.

Accessing all the Event Admin Support Guides

This guide is one in the set of event admin support guides.

These guides take you through all the steps involved in creating an event, inviting your authors and publishing the ePosters:

1. Setting up an event and inviting authors
2. Monitoring and supporting your authors
3. Printing mini-posters and publishing ePosters
4. Onsite preparations and requirements
5. Preparing to set up your next event

The guides are all accessible on the Event Admin Support Page. The direct link to the Event Admin Support Page is: <https://support.ltb.io/event-support/>

You can also get to the page from within Event area of the Admin Screen as shown below:

