

Learning Toolbox Event Administration Overview

Version 2.0

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Guides and Support for LTB ePoster Event Administrators

We have written a structured set of guides to help you to set-up your domain, create an ePoster event and manage it within Learning Toolbox.

The first guide you should use is:

0. Getting started – setting up your domain (includes setting up your showcase)

Once you know which authors you have accepted to present ePosters at your conference, then you can follow the other guides for each 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 preparations and requirements
5. Setting up next year's event

If you have questions or need additional administrative help, not covered in these guides then you can contact us at support@stack.services

Guides for your Authors – Support Page

The licence cost for Learning Toolbox provides your authors with access to the general author help guides (videos, demos and answers to frequently asked questions). Your authors can access this by clicking on *Support* when they are signed into Learning Toolbox or going direct to this support page: <http://support.ltb.io/help/>

We do have additional support packages that would provide more tailored support to your authors (including running a webinar, providing an email helpdesk, an onsite helpdesk). If you would like more details about these additional support packages then contact us at info@kubify.co

Guides for your Delegates – Showcase Help Page

Your showcase will have a Help icon on it, which takes your delegates to the Showcase Help Page. This page gives them extra information about how to use the showcase and engage with the ePosters. This link takes you direct to the showcase help page:

<https://support.ltb.io/showcase/>