Admin Guides

Printing mini-posters and publishing ePosters

Version 3.0

May 2021

Contents

This guide provides advice on checking and printing the mini-posters and publishing the ePosters for your event.

The focus of this guide

This guide covers the third 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

You should start this stage when you are ready to start checking and printing the mini-posters for your event and publishing the ePosters.

**Checking your author's mini-posters are ready for printing**

1. Your authors are able to indicate on their ePoster that it is ready to print and ready to publish. They see this view when they first open their stack and are the summary view (see image below). When they click on **ready for printing** and **ready to publish** options then it does <u>not</u> send you a notification, but it does change the stage that they appear in your author workflow view.

The authors must mark their ePoster as ready for printing before they can mark it as ready to publish. At the moment this is true even if the conference is not using the mini-posters.
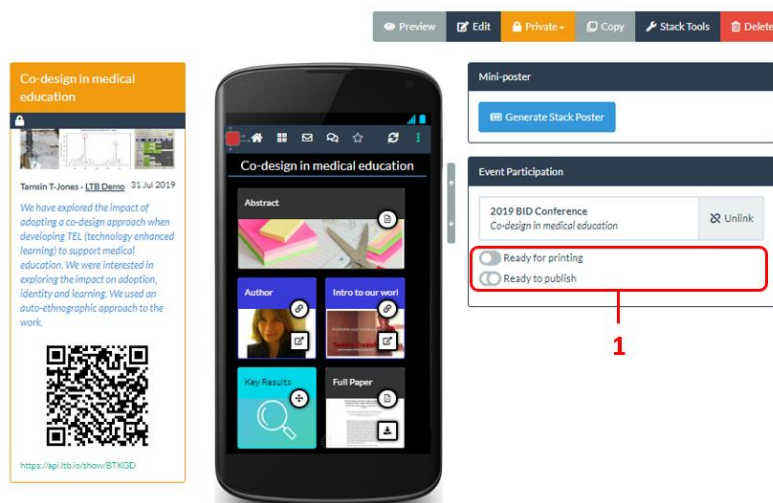

To see which ePosters' mini-posters are marked as ready for printing you should:

2. Go to the **Event Management**, choose your **Event**,
3. Open the **Participating Authors** tab
4. Then click on **stage 5** to select this stage. The list below will then contain all the records where the author has marked the ePoster as ready to print.
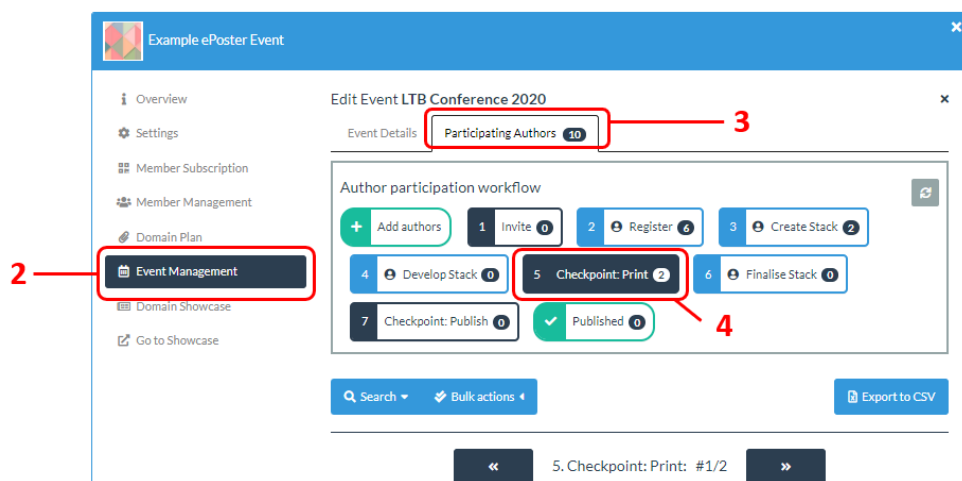
5. If you click on an author/ePoster in this list then you be able to do a very quick check by looking at the **summary box** for the ePoster. If this includes a description and an image then that means they have at least filled out 2 of the key parts of the mini-poster form. *Please note that if they do not add an image then our software will automatically add an image to the mini-poster. The image that will be added is the image you choose as the banner for your Showcase website.*

6. If you want to check the full mini-poster, you can do this by clicking on the **Generate Poster** button. This will make the mini-poster as a PDF and save it to the Downloads folder on your computer.

7. If you are happy that the mini-poster is ready then click on the **Ready for printing** button. This will move this record to the next stage in the workflow.

8. If you do not think it is ready then you should click on the **Not ready to print** button, which will move it the record back one step in the workflow. *Please note that this does not notify the author.*
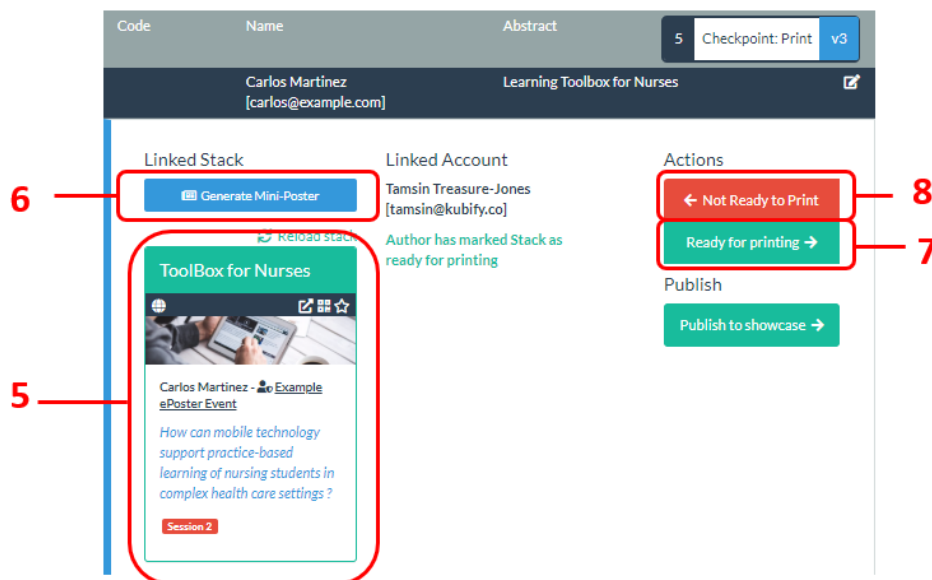
9. Authors might not remember to mark their ePoster as being ready to print. So it is also worth selecting **stage 4: Develop stack** and checking those records since it is likely some of these are actually ready.
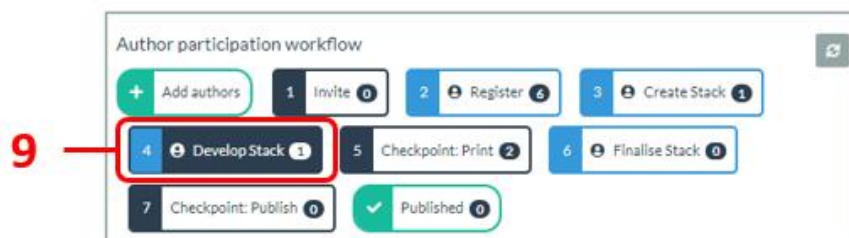
10. In stage 4 you can also check the mini-poster and confirm if it is **ready for printing**
11. If it is not ready then just **move to the next record** to check that one.
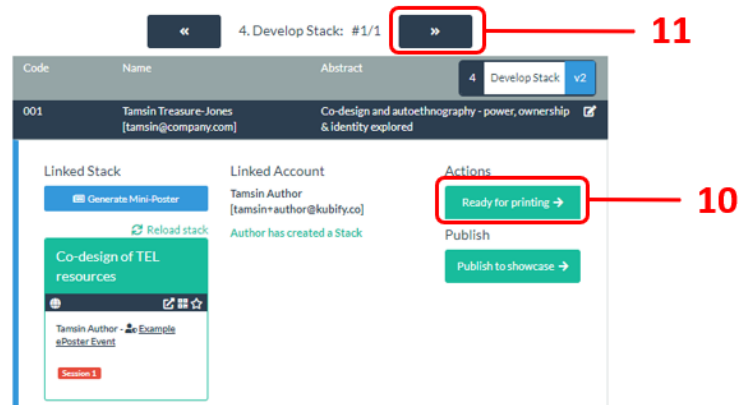
After you have finished reviewing the records in stages 4 and 5 then you should have a set of records left in stage 4 which are not yet ready to print.

You might now want to email theses authors to ask them to correct whatever is missing. You may find it useful to point them to the FAQ answers on the support page about mini-posters.

12. You can **export all the records** in the **selected stage** by clicking on **Export to CSV**. The CSV file will contain all the key information about the records including the author email addresses. So you can use this to get the **list of email addresses** of everyone in stage 4 so that you can contact them about their mini-poster not being ready.
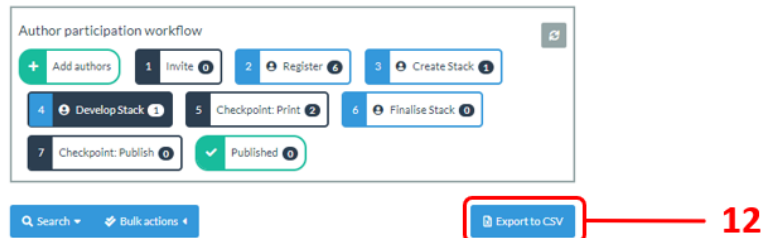
We usually set a deadline date for the printing and then we review everything in stages 5 and 4, print everything that we consider to be ready and email the authors left in stage 4 to let them know they still have some work to do.

Printing the mini-posters

You can either download the mini-posters one by one for printing (by clicking on the **Generate Poster** button) or you can email us at support@stack.services) to ask us to send you a PDF file of all the completed mini-posters.

The ability for you to create this compiled PDF file of all the completed mini-posters is

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something we are working on adding to the system, but it is not in the live version yet, which is why you will need to contact us if you want that one file at the moment.

The mini-posters are designed at A5 page size. So please check that your printer recognises that when it prints them. We recommend printing on thicker than average paper and making 2 copies of each mini-poster (one for the mini-poster wall and one for the presentation room).

Publishing the ePosters to the Showcase
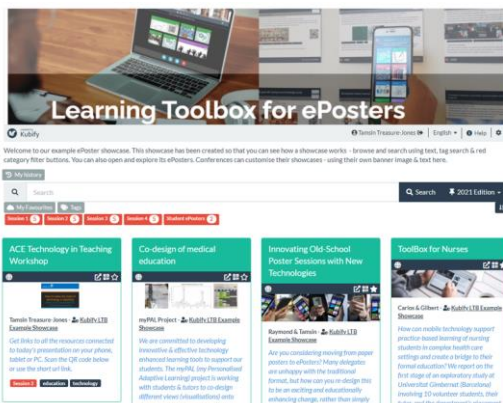
The showcase is the website on which all your ePosters can be browsed, searched, opened and explored.

The *Getting started – Setting up your domain* guide contains more information on the showcase.

Here is a link to our example showcase, which has two editions.

Do you have a showcase edition ready to which you will publish these ePosters?

If this is your first event then you should have already set up your domain showcase and created the edition to which you want to publish your ePosters as explained in the *Getting started – Setting up your domain* guide on the Event Admin Support Page. If you have not already done that then you should return to that guide and do it now.

If this is your second or subsequent event then you should have already followed the steps in *Guide 5 – Preparing to set-up your next event*, which will have included creating a new showcase edition for this new event (if you want to separate these ePosters from your previous events' ePosters). If you have not already done that then you should return to that guide now and do it.

## Publishing the ePosters to your chosen showcase edition

Your authors can mark their ePoster as ready to publish, but you have to confirm that it is ready to publish before it will appear on the showcase.

To see the ePosters your authors have marked as ready to publish you should:

1. Go to the **Event Management**, choose your **Event**
2. Open the **Participating Authors** tab

If your event is online only *and you are not using any mini-posters then you should follow the steps described below, but instead of selecting stage 7 then you can select **stage 5** and publish the ePosters direct from that earlier stage without needing to do the printing check first.*

3. Click on **Checkpoint: Publish** to select **stage 7**. The list shown will be the records that have been already approved for printing by you <u>and</u> marked as ready to publish by their authors.
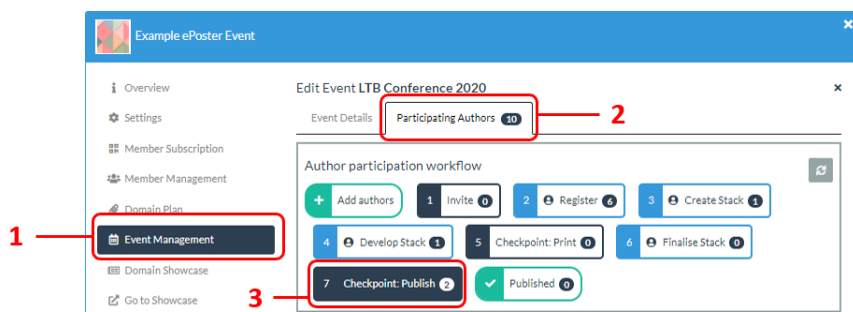
4. Looking at the record, you be able to **preview** the ePoster to check if it is ready by clicking on its **title bar**.
5. You can also open the ePoster in its **summary view** in a new tab, which gives you **access to the editor** if you need to make changes to the ePoster yourself.
6. If it is ready to publish then click on the **Publish to Showcase** button and **choose the edition** to which you want to publish the ePoster. Once you have chosen this then the ePoster is immediately published and visible on the Showcase webpage.
7. If you do not think the ePoster is ready then you should click on the **Not ready to publish** button, which will move it one step back in the workflow. *Please note that this does not notify the author, but you can email the editing author yourself to ask them to correct whatever is missing.*
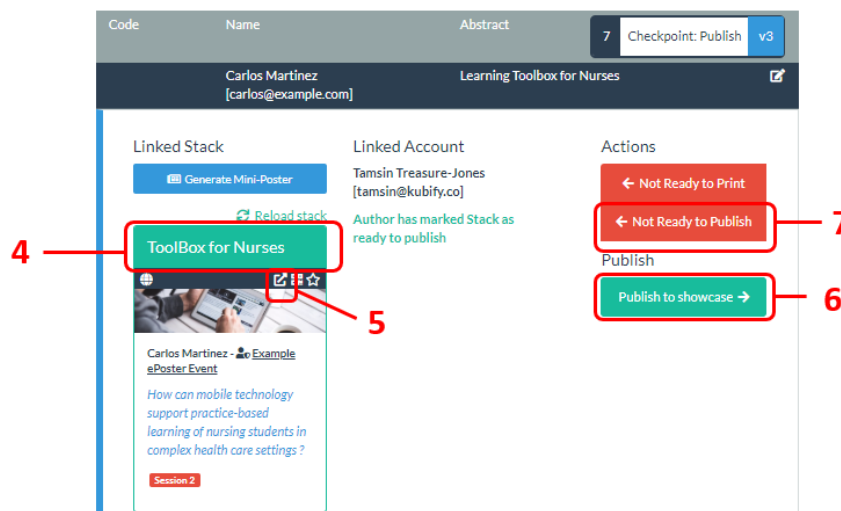
Of course, authors might not remember to mark their ePoster as being ready to publish. So it is also worth reviewing the ePosters that are in earlier stages since it is likely some of these are actually ready. You can publish ePosters to the showcase from stage 4 onwards.

Once you have finished doing your checks on publishing in all the relevant stages then you should have a set of ePosters published to the showcase and their records moved to the Publish stage.

The remaining records will be left in an earlier stage (4 or 6) because you have not judged the ePoster to be ready.

Again you can use the Export to CSV button to export the records from these earlier stages. The CSV file will contain all the key information about the records including the author email addresses. So you can use these exports to get the **list of email addresses** of everyone in stages 4 and 6 so that you can contact them about their ePoster not being ready.

Bulk publishing (optional)

There is a **Bulk actions** option that allows you to **publish all** ePosters from a stage, but this option does not then involve you checking that each ePoster is complete.
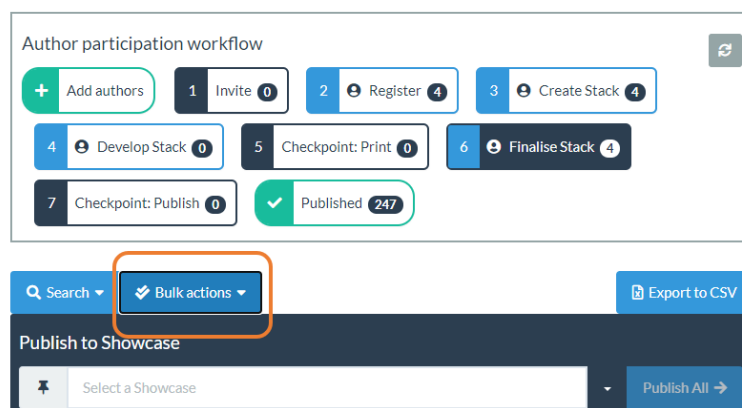
So, we only recommend using that option if you are happy to entirely pass on the responsibility for checking to the authors themselves – so that if they have marked it as ready then you can assume they are happy with it.

Checking that your showcase edition is visible and is the default view

Now that you have published all your ePosters to your showcase edition, then you should make sure that your chosen showcase edition is both visible and is the default view.

This ensures that when people go to your showcase website address, they will see this showcase edition and its ePosters. They will still be able to move to other visible showcase editions by picking the edition they want from the drop-down menu that appears at the end of the search box.

To check your showcase edition:

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1. Go to the **Domain Showcase** admin area
2. Look at the **two icons** next to your chosen showcase edition. They should be showing as default and visible. You can change the setting by clicking on the icon. *However, if you only have one edition then it will be showing as default and visible and it will not be possible to change these settings.*
3. You can also check how your showcase is looking by clicking on the **Go to Showcase** button. *Please note that since you are signed-in as an administrator then you will be able to see hidden showcase editions when you view the showcase. If you want to check what your viewers will see then open your showcase webpage in an incognito browser window (so that you are not signed-in to Learning Toolbox).*
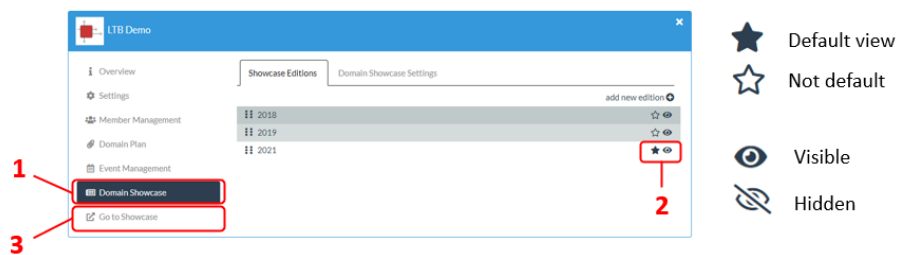
Congratulations, you have now published your ePosters to the showcase.

The focus of the next guide

This next guide covers the fourth key stage 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

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: