Booth Rep Staff Guide

Welcome to NSC Southern Conference & Expo 2020 Live!
Log In

Step 1: Log into the environment with the below link. *(Available day of event.)*
https://onlinexperiences.com/Launch/Event.htm?ShowKey=98647

Step 2: Enter your Email Address and click ENTER
Enter Your Booth

Step 3: Enter Your Booth

- Select “EXPO” from the top navigation and select the floor your booth falls under alphabetically.

- Find and click on your booth from the expo hall.

- Click on the Booth Rep Tool Button in the top right of the screen.
Booth Rep Tool Overview

The Booth Rep Tool allows you to manage attendees, participate in the group chat as well as initiate private chats all from one interface.

1. Queues Tab/Booth Chat Tab
2. Rep Chat
3. Attendee Information Area
Visitors

1. List of current booth visitors
2. List of private chat requests that have not been accepted
3. List of my active Private chats
4. List of Recent Private chats
5. List of Booth Staff (Parenthesis show number of staff online)
The Rep Chat is a private chat for BOOTH STAFF ONLY. Attendees will not see anything entered in the Rep Chat.
Booth Group Chat

Booth Chat

The Booth Chat Tab allows you to participate in your booth’s Group Chat.

1. You still have access to your STAFF Booth Rep Chat

2. Update your font face, color and size by clicking on the A under the message area

3. Type any group chat messages and click send
Private Chats

Starting a Private Chat

You can start a private chat one of 2 ways.

1. Click on the chat button next to the user's name

2. Click on the user, and then click the chat button to initiate a private chat
Thank you for Participating!

**Technical Support:** INXPOeventsupport@west.com and "Help" tab within platform