

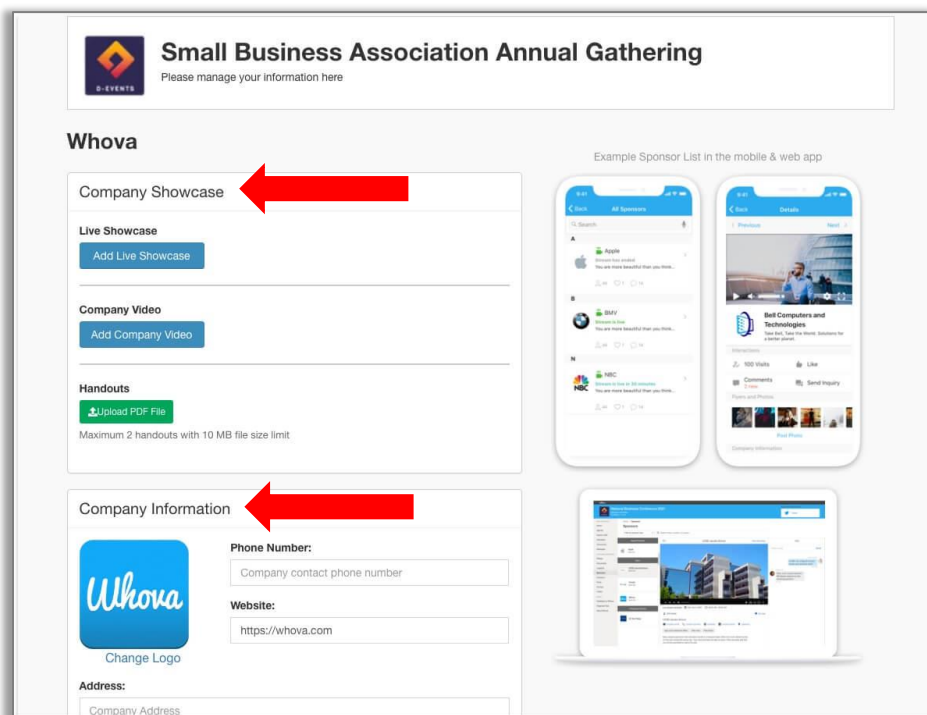


Building your Whova sponsor profile

Getting started

Follow the step-by-step directions below and/or you can [access a short video tutorial](#) from Whova with instructions.

- Sign into the Whova web portal and enter the Sponsors tab on the left-hand side of the page. To successfully log in, please sign-in with the email you used when you registered the event as a sponsor.
- Find your company in the list of sponsors and click **Edit Booth**.
- You will find two sections to populate: Company Showcase and Company Information.
- Once you've filled out all relevant information, agree to the Whova Terms of Service, and click Submit.
- You will then get a confirmation email from Whova, including a link you can use to continue to update your booth.



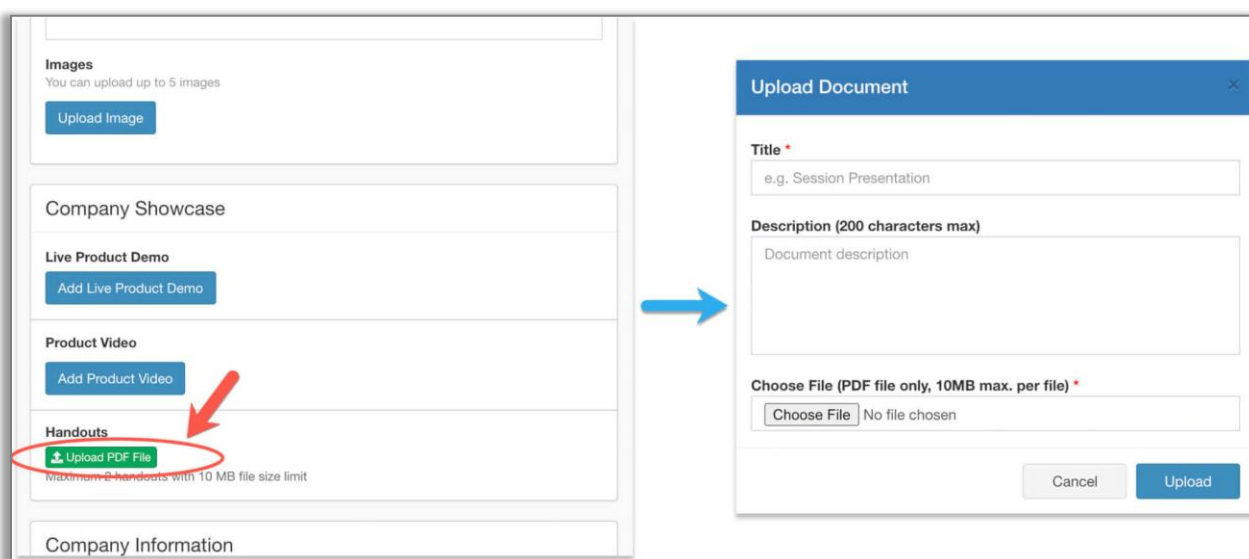
Add brochures & handouts

You can upload up to two company brochures and handouts. The attendees will be able to download them from your company profile page.

On desktop

Prerequisites: Follow the previous steps to access the setup form on your browser.

1. Click “**Upload PDF file.**” You may upload at most two PDF files, each with a max size of 10MB.
2. Add a title for the handout, and select a PDF file from your local computer
3. Click “**Upload**” and save the form



Upload a company video

You can upload a pre-recorded video to showcase your company to the attendees. It plays automatically once the attendees click into your profile page.

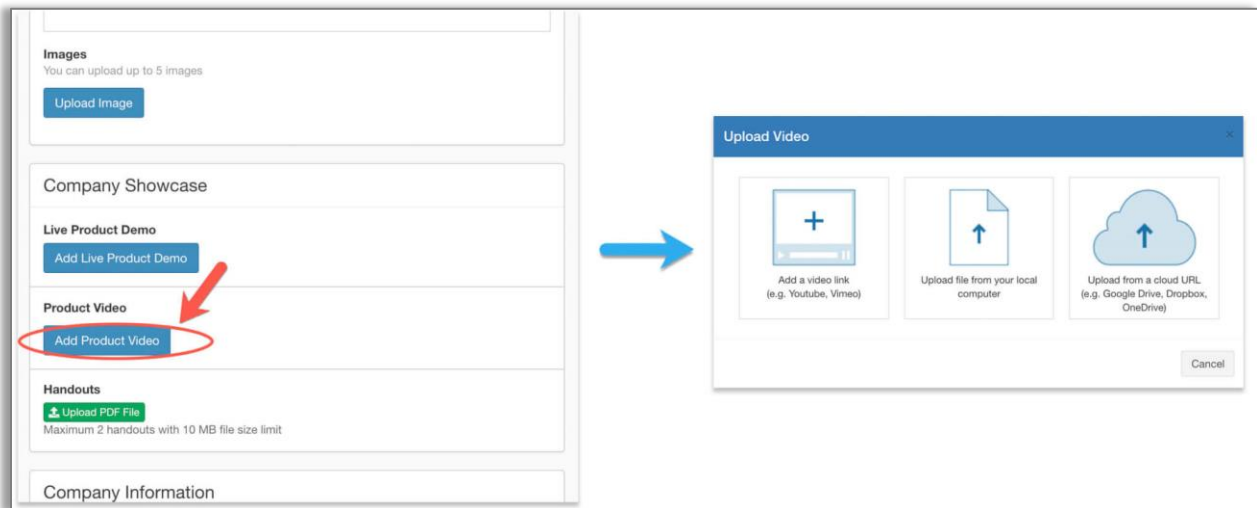
On desktop

Prerequisites: Follow the previous step to access the setup form on your browser.

1. Click **Add Company Video**, and select an option to upload your video, either by copying a link from 3rd party video storage source, or by uploading a video from your local computer. If

you don't see the option to upload a local file, please contact the event organizer to enable this option.

2. If you choose to copy a link from other video storage sites, we recommend you use Youtube, Vimeo, Dailymotion, our own video hosting feature, Wistia, Zoom recorded Video, or Slidelive
3. Upload the file or copy-paste the video link.
4. Click **Save**.



Set up a live showcase

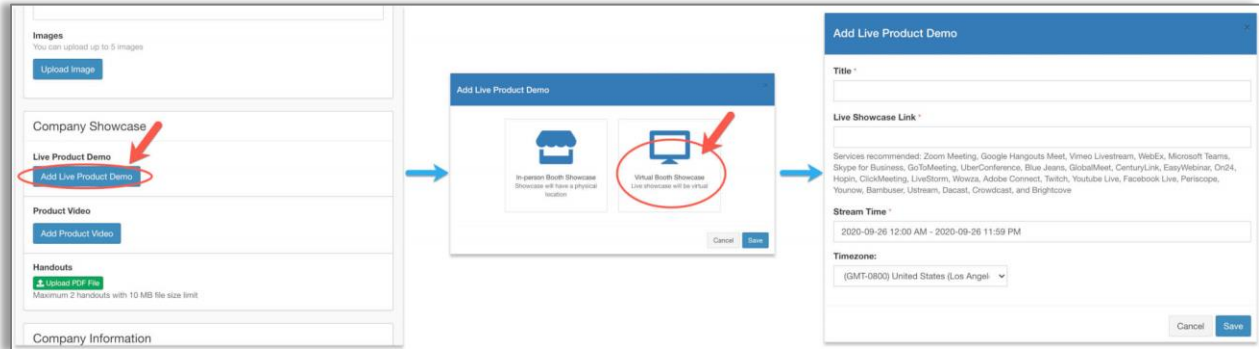
You can set up a live session to showcase your company to the attendees.

On desktop

Prerequisites: Follow the previous step to access the setup form on your browser.

1. Create a livestream from the service of your choice, and get the livestream link. To utilize the embedded streaming, we suggest you use the following services: Zoom meeting/webinar, Vimeo, Youtube live, Dailymotion, Slidelive.
2. Click **Add Live Showcase** next to Live Showcase.
3. Paste the link under Live Showcase Link.
4. From there, you can choose the date and time that the livestream will begin.
5. Click Save.

- When you begin the livestream, start the meeting through Zoom rather than the Whova app. The link in the booth is for the attendees.

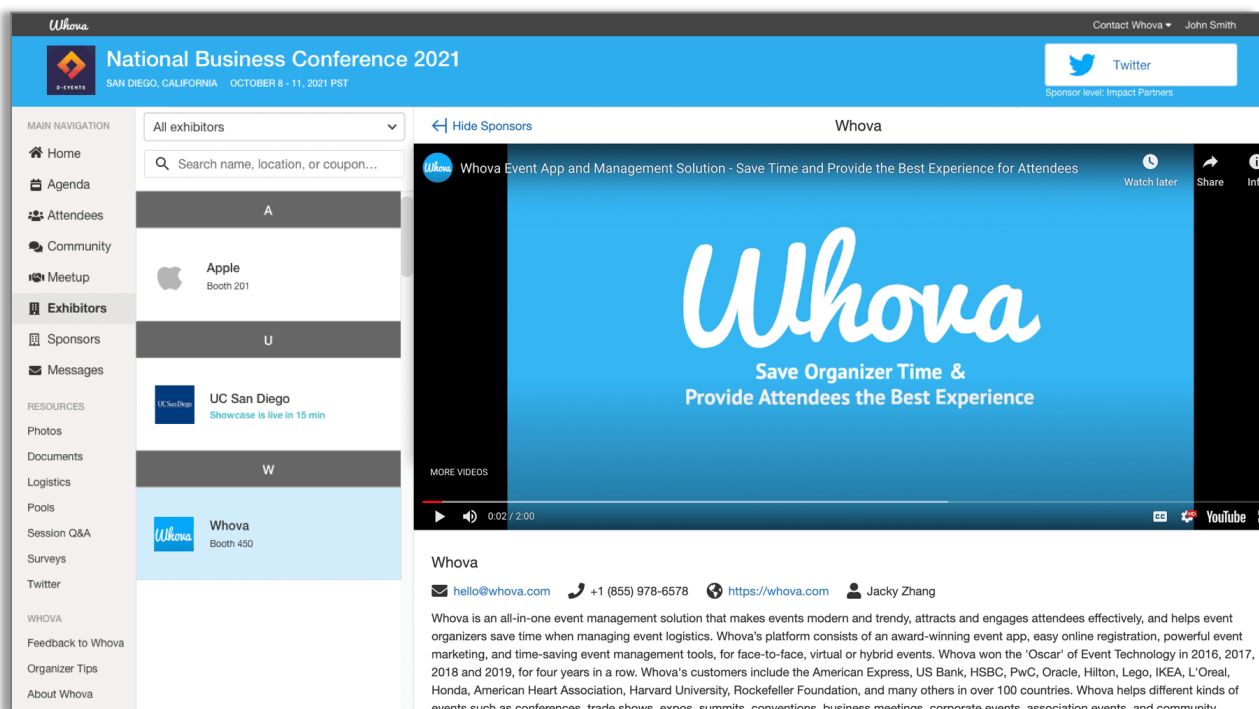


Interacting with Attendees

On web portal

First, sign in to the web portal with the email that you used to register for the event as a sponsor.

- Tap “**Community**” at the left-hand side menu to access and create discussion topics
- Tap “**Community**” at the left-hand side menu, then tap “**Meetups**” topic to access and create virtual meetups



On mobile app

1. Sign-in to the mobile app with the email you used to register the event as a sponsor.
 - Tap “Community” at the bottom of the app to access and create discussion topics
 - Tap “Community” at the bottom of the app, then tap “Meetups” topic to access and create virtual meetups
 - Tap “Attendees” at the bottom of the app and find your targets to start a 1-1 chat

