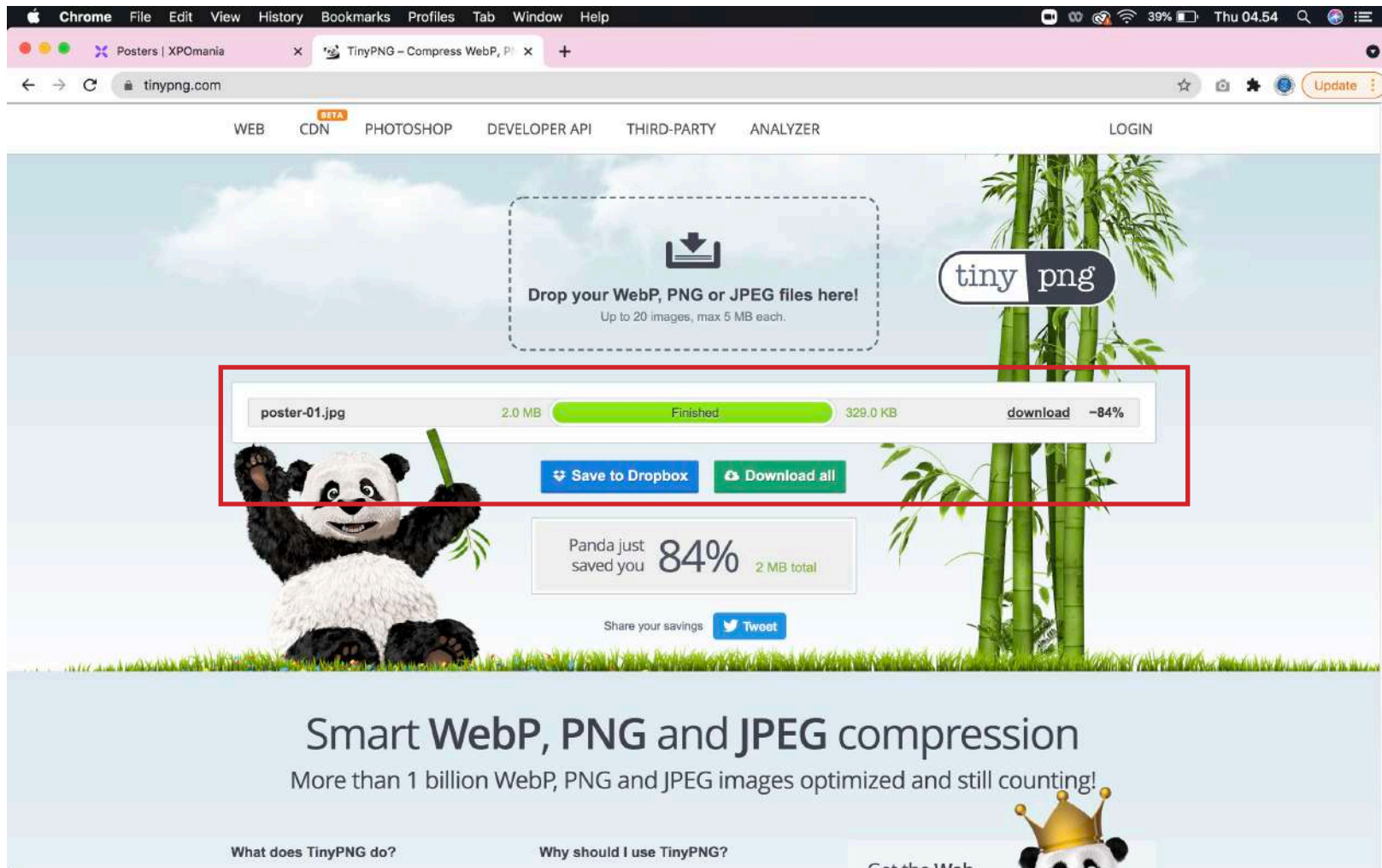


[ Panduan Exhibitor ]

# CARA UPLOAD POSTER & VIDEO

01

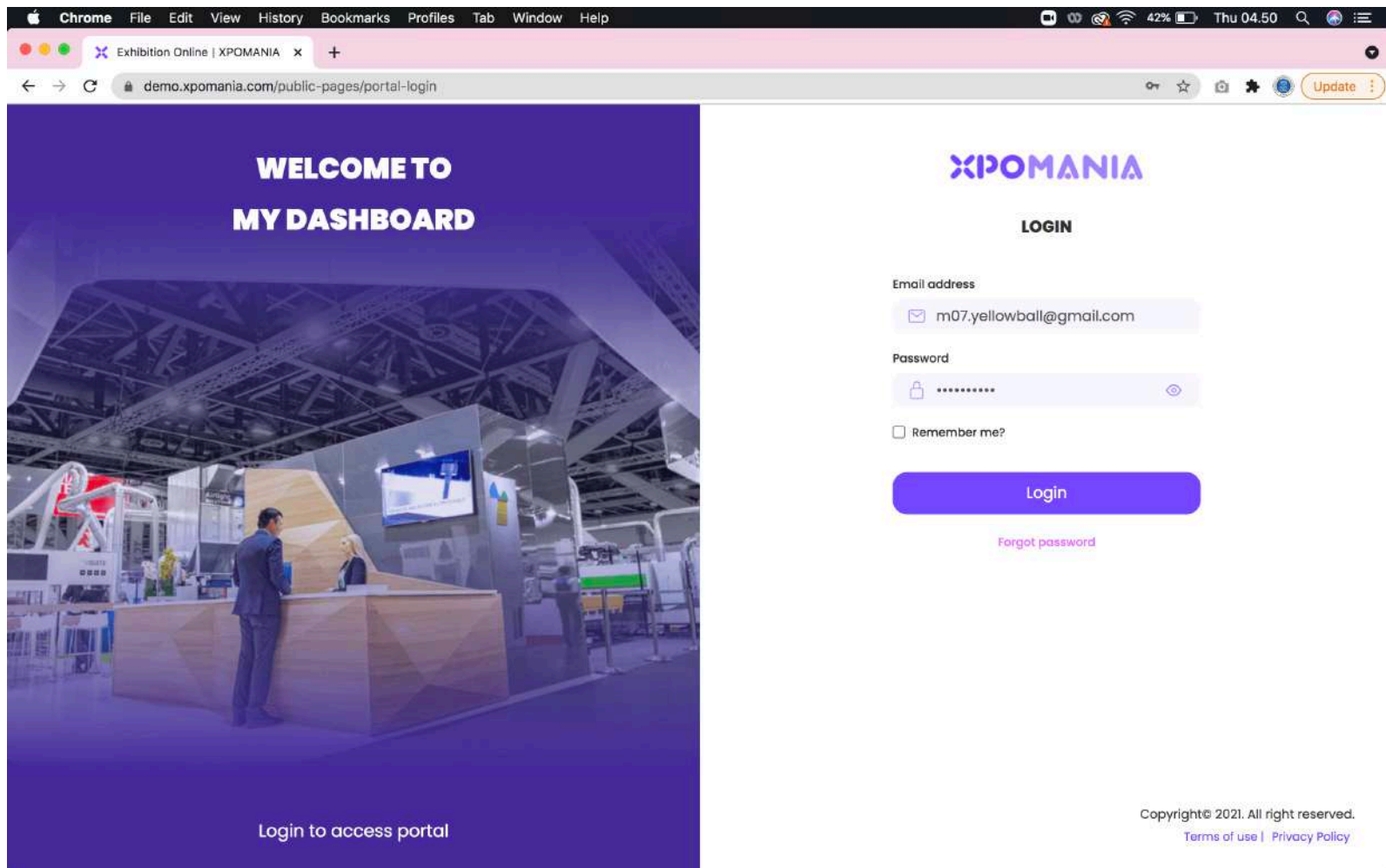
Persiapkan file poster dan video Anda terlebih dahulu. Sangat disarankan untuk compress file poster Anda agar ukuran file menjadi lebih ringan menggunakan tools online berikut ini: <https://tinypng.com/>



Compress Poster

02

Silahkan login melalui Portal / Dashboard XPOMANIA menggunakan email dan password yang terkirim ke email yang telah terdaftar.



Login Portal

03

Setelah berhasil login, silahkan pilih menu “Posters” lalu klik tombol “Add Poster”. Bagian ini berfungsi untuk mengisi **Poster Wall** pada booth Anda agar tidak tampak kosong/hitam.

The screenshot shows a web browser window displaying the XPOmania portal. The browser's address bar shows the URL `demo.xpomania.com/portal/posters-videos?type=poster`. The page header includes the XPOMANIA logo, a 'VISIT WEBSITE' button, a language selector set to 'English', and the user's name 'Anna Nikola' with the role 'Exhibitor'. The main content area is titled 'Posters' and features a sidebar navigation menu on the left. The sidebar menu has several categories: 'Navigation' (containing 'Dashboard'), 'BOOTH' (containing 'Posters' and 'Videos'), 'USER DATA', 'WEBINAR', and 'MEETING'. The 'Posters' menu item is highlighted with a red box. In the main content area, there is a table with columns 'Sequence', 'Status', 'Title', and 'Actions'. The table is currently empty, displaying 'No records found'. A '+ Add Poster' button is located in the top right corner of the table area and is also highlighted with a red box.

Add Poster

04

Silahkan upload file poster yang telah dicompress dengan klik tombol “Choose” dan isikan judul poster sesuai konten poster. Jika sudah selesai, silahkan klik tombol “Save”

The screenshot shows a web browser window displaying the 'Posters > Create Poster' page on the XPOmania website. The page has a dark blue sidebar with navigation options: Dashboard, BOOTH, Posters, Videos, USER DATA, WEBINAR, and MEETING. The main content area is white and contains the following fields:

- Title \***: A text input field containing 'Nikola Poster 1'.
- Image Upload \***: A section with a note '\*Files <10mb, in png or jpg format'. It shows a file upload progress bar with '1 file was chosen' and a blue 'Choose' button highlighted with a red box. Below the progress bar, a file named 'poster-01 (1).jpg' (329 KB) is listed with a thumbnail and a red 'x' icon for removal.
- Description**: A large text area with the placeholder text 'Write your description here'.
- Sequence**: A text input field containing the number '1'.

At the bottom of the form, there are two buttons: a blue 'Back' button and a blue 'Save' button with a floppy disk icon, which is highlighted with a red box.

Upload Poster

05

Ulangi langkah yang sama untuk upload poster ke-2. Anda akan melihat status kedua poster Anda masih berstatus “Draft”. Event Organiser akan mengubah status poster Anda menjadi “Approved” jika dinilai memenuhi standard dan aturan yang diberlakukan oleh EO.

The screenshot shows a web browser window displaying the XPOmania portal. The page title is "Posters" and the user is logged in as "Anna Nikola Exhibitor". The main content area features a table of posters. The table has four columns: "Sequence", "Status", "Title", and "Actions". Two posters are listed, both with a status of "Draft". The "Draft" buttons in the "Status" column are highlighted with a red box. Below the table, there is a pagination control showing "Showing 1 to 2 of 2 entries".

Sequence	Status	Title	Actions
1	Draft	Nikola Poster 1	Hotspots
2	Draft	Nikola Poster 2	Hotspots







Poster Status



06

Jangan lupa untuk mengisi “Hotspot” poster Anda dengan file poster yang sama. Dengan cara klik “Hotspots” lalu upload poster Anda dengan cara yang sama seperti sebelumnya. Di dalam “Hotspot” anda boleh upload lebih dari 1 poster/image (maksimal 3 poster/image).

The screenshot shows the XPOmania web application interface. The page title is "Posters". The navigation sidebar on the left includes "Dashboard", "BOOTH", "Posters", "Videos", "USER DATA", "WEBINAR", and "MEETING". The main content area displays a table of posters with the following data:

Sequence	Status	Title	Actions
1	Draft	Nikola Poster 1	Hotspots   
2	Draft	Nikola Poster 2	Hotspots   




Below the table, it says "Show 25 entries Showing 1 to 2 of 2 entries". The "Hotspots" link in the Actions column for both posters is highlighted with a red box.

Poster Hotspot

07

Berikut tampilan hotspots poster yang telah terisi. Bagian ini berfungsi untuk menampilkan poster dalam bentuk halaman pop up pada website pada saat Poster Wall pada booth di klik oleh pengunjung booth.

The screenshot displays the XPOmania website's management interface for hotspots. The browser's address bar shows the URL: `demo.xpomania.com/portal/video-popup?videoid=9941&language=en-US`. The page title is "Hotspots". A navigation sidebar on the left includes "Dashboard", "BOOTH", "Posters", "Videos", "USER DATA", "WEBINAR", and "MEETING". The main content area features a table with the following data:

Sequence	Status	Type	Title	Is Lock	Like Count	Actions
1	Draft	Hotspot Image	Nikola Poster 1	No	0	  

Below the table, it says "Showing 1 to 1 of 1 entries". A red box highlights the "+ Add Hotspot" button in the top right corner of the table area.

Add Hotspot



08

Anda akan melihat status “Approved” pada kedua poster Anda jika EO telah meng-ACC poster yang telah Anda submit.

The screenshot shows a web browser window displaying the XPOmania portal. The page title is "Posters | XPOmania" and the URL is "demo.xpomania.com/portal/posters-videos". The user is logged in as "Anna Nikola Exhibitor". The main content area is titled "Posters" and contains a table with the following data:

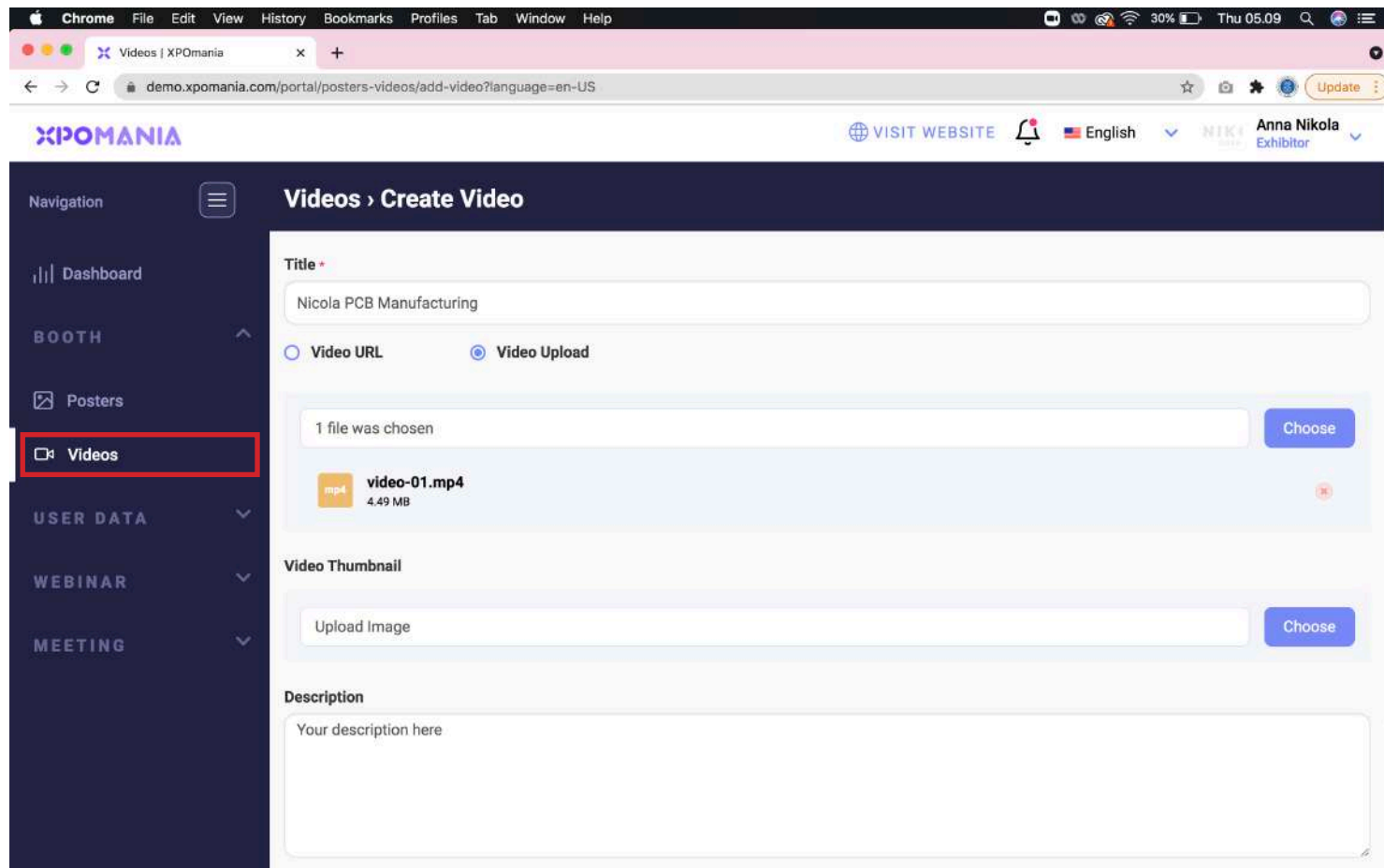
Sequence	Status	Exhibitor	Title	Actions
1	Approved	S04 Nikola Singapore Pte Ltd	Nikola Poster 1	Hotspots
2	Approved	S04 Nikola Singapore Pte Ltd	Nikola Poster 2	Hotspots

Below the table, it says "Show 25 entries Showing 1 to 2 of 2 entries". The "Approved" status for both rows is highlighted with a red box.

Status Approved

09

Untuk upload file Video, silahkan pilih menu “Videos” pada menu kiri. Pastikan file video Anda tidak lebih dari 5MB. Anda dapat memotong video Anda dengan durasi 10 detik. Karena bagian ini hanya berfungsi untuk mengisi display **Video Wall** pada booth Anda. **Jadi tidak perlu upload durasi video yang panjang.** PERHATIAN: YouTube URL tidak disarankan untuk mengisi bagian ini. Durasi video versi yang lebih panjang dapat diupload pada bagian “Hotspot” dan dapat menggunakan YouTube URL.



The screenshot shows a web browser window with the URL `demo.xpomania.com/portal/posters-videos/add-video?language=en-US`. The page title is "Videos > Create Video". On the left sidebar, the "Videos" menu item is highlighted with a red box. The main content area contains a form with the following fields:

- Title**: Nicola PCB Manufacturing
- Video URL** (radio button) and **Video Upload** (radio button, selected)
- File Selection**: "1 file was chosen" with a "Choose" button. Below it, a file named "video-01.mp4" (4.49 MB) is listed.
- Video Thumbnail**: "Upload Image" with a "Choose" button.
- Description**: "Your description here" with a text area.

Upload Video

10

Sama seperti poster, jangan lupa untuk mengisi “Hotspots” video dengan cara yang sama. Anda akan melihat status “Approved” jika video telah di ACC oleh EO.

The screenshot shows a web browser window displaying the XPOmania portal. The page title is "Videos". On the left is a dark navigation sidebar with options: Dashboard, BOOTH, Posters, Videos, USER DATA, WEBINAR, and MEETING. The main content area features a table with the following data:

Sequence	Status	Title	Actions
1	Approved	Nikola PCB Manufacturing	Hotspots

Below the table, there is a pagination control: "Show 25 entries Showing 1 to 1 of 1 entries". In the top right corner of the main content area, there are buttons for "Filter" and "+ Add Video". The "Approved" status and the "Hotspots" action link are highlighted with red boxes in the original image.

Status Approved

11

Durasi video versi yang lebih panjang dapat diupload pada bagian “Hotspot” dan dapat menggunakan YouTube URL. Anda boleh memasukkan lebih dari 1 YouTube URL di dalam hotspot (maksimal 3 YouTube URL) jika diperlukan.

The screenshot shows a web browser window displaying the 'Hotspots > Edit Hotspot' page on the XPOmania website. The page is in English and is for an exhibitor named Anna Nikola. The form contains the following fields and options:

- Title \***: Nikola PCB Manufacturing
- Video URL** (selected): <https://youtu.be/4MI2CflADQE> (highlighted with a red box)
- Video Upload** (unselected)
- Video Thumbnail**: Upload Image (with a 'Choose' button)
- Description**: Your description here
- CTA** (checked)
- CTA Label**: See more
- CTA Link \***: <https://nikola.com/>

Hotspot Video

12

Anda juga dapat memanfaatkan CTA button menggunakan external URL link seperti online shop Anda: Grab Food, Tokopedia, Shopee, Blibli, dll.

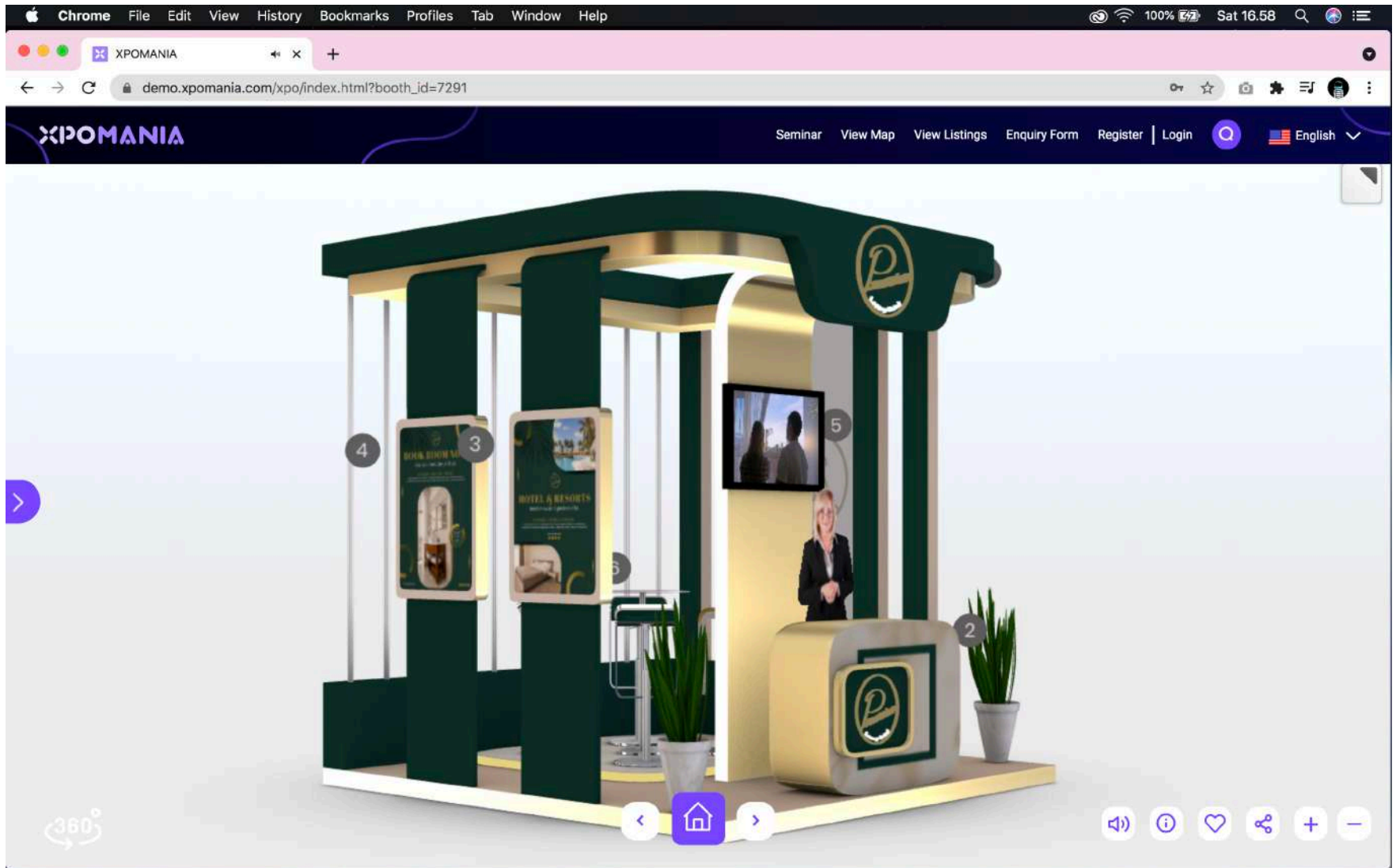
The screenshot shows a web browser window with the URL `demo.xpomania.com/portal/video-popup/edit?id=9951&language=en-US`. The page title is "Hotspots > Edit Hotspot". The form contains the following fields:

- Title \***: Nikola PCB Manufacturing
- Video URL** (selected): `https://youtu.be/4MI2CfiADQE`
- Video Upload** (unselected)
- Video Thumbnail**: Upload Image (with a "Choose" button)
- Description**: Your description here
- CTA** (checked)
- CTA Label**: See more
- CTA Link \***: `https://nikola.com/`

CTA button & URL link

13

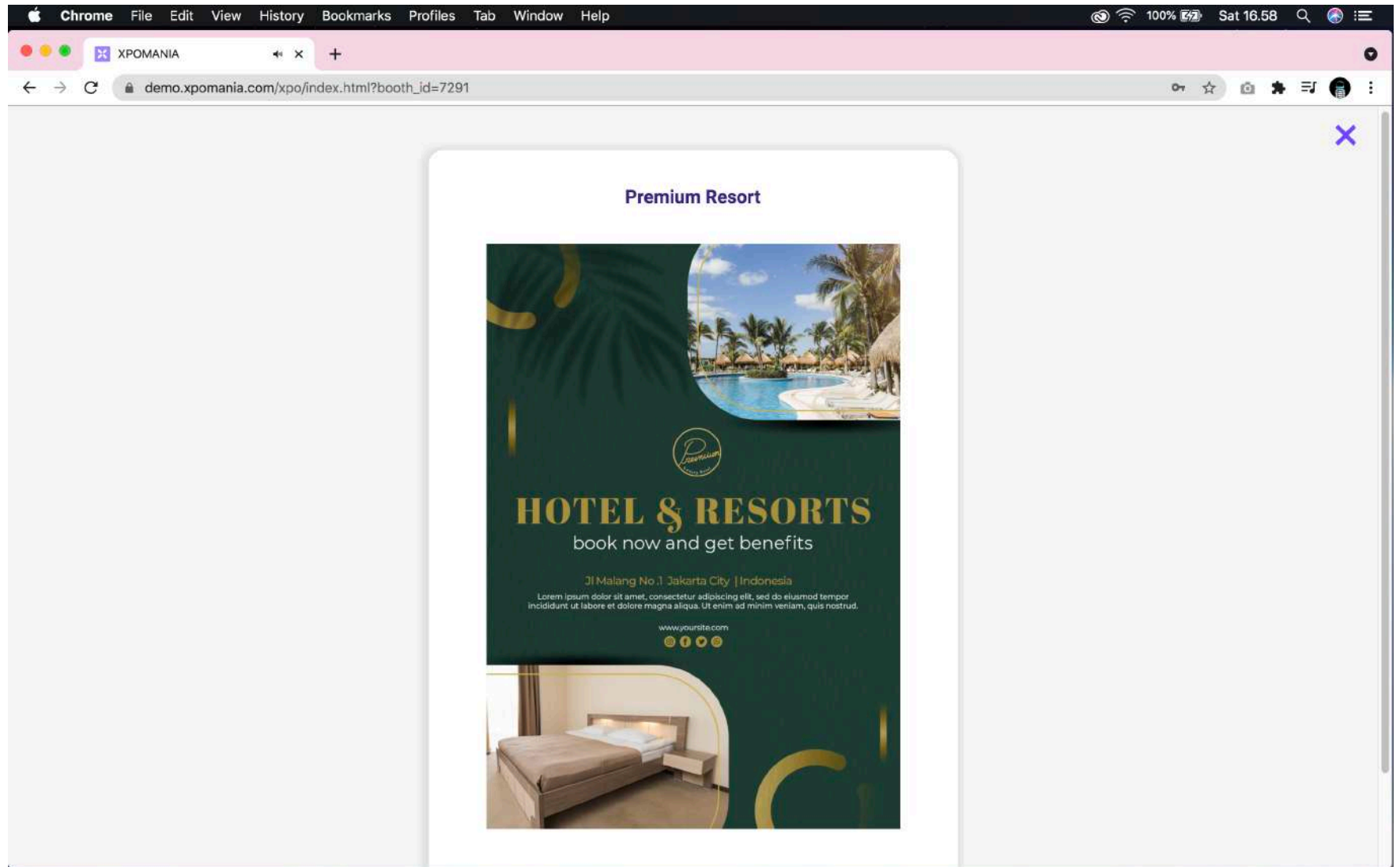
Jika poster dan video telah berhasil terisi dengan baik, maka tampilan booth Anda otomatis akan terisi dengan baik juga.



Tampilan Booth - Display Video Wall dan Poster Wall

14

Jika poster dan video hotspot telah berhasil terisi dengan baik, maka tampilan poster dan video hotspot pada booth Anda otomatis akan terisi dengan baik juga.



Display Video Hotspot dan Poster Hotspot