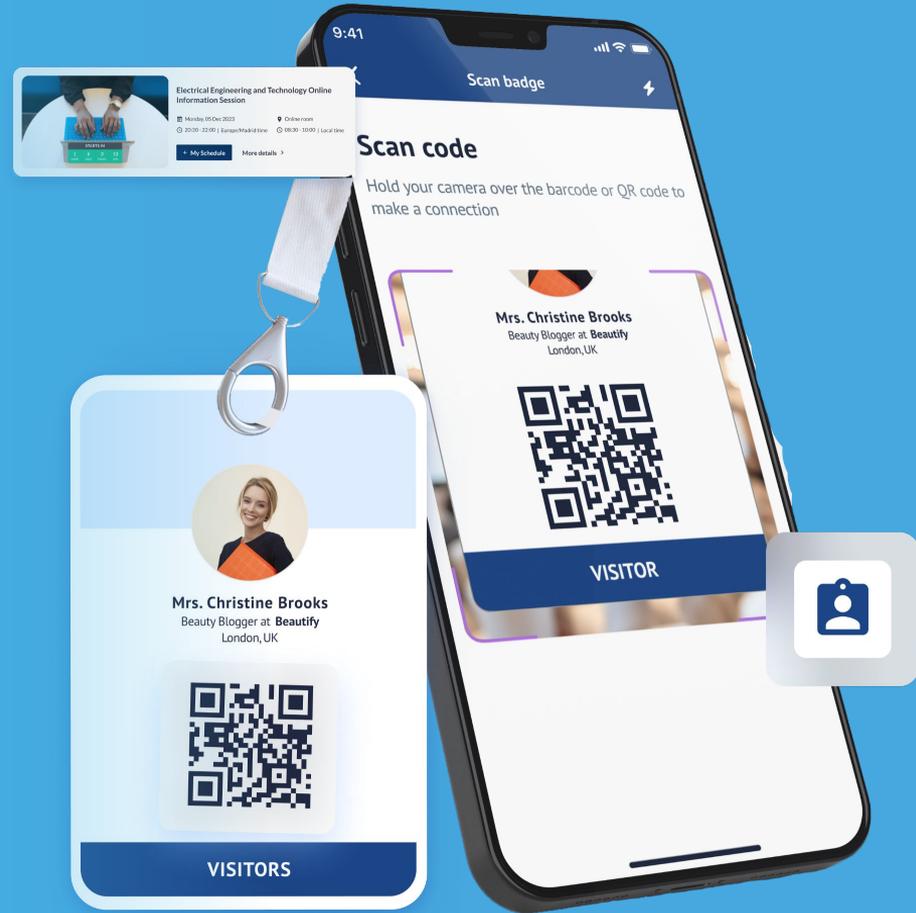


Badge design & onsite check-in

BADGE DESIGN & ONSITE CHECK-IN

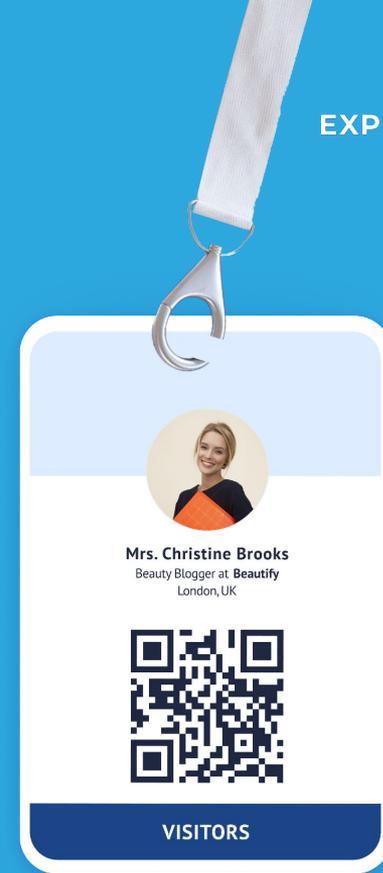




- ExpoPlatform provides you with an easy way to **design and create your branded badges** in a print and digital formats.
- This feature comes with 2 dedicated onsite modules:
 - **Check-in app**, which enables the organiser to scan the visitors as they enter the exhibition zone or conference rooms
 - **Kiosk mode**, which enables visitors self registration onsite from a tablet or computer
- Organisers benefit from an **all-integrated end to end solution** to manage badging and check in onsite.
- This guide illustrates the process step by step.

INTRODUCTION

1. ExpoPlatform provides you with an easy way to design and create your branded badges in a print and digital formats.
2. This feature comes with 2 dedicated onsite modules:
 - Check-in app, which enables the organiser to scan the visitors as they enter the exhibition zone or conference rooms
 - Kiosk mode, which enables visitors self registration onsite from a tablet or computer
3. Organisers benefit from an all-integrated end to end solution to manage badging and check in onsite.
4. This guide illustrates the process step by step



- 1. Print Badge Creation**
- 2. Digital Badge**
- 3. Sending your Badges**
- 4. Using the Checkin app (onsite)**
- 5. Using Kiosk mode (onsite)**

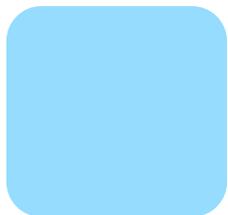
TABLE OF CONTENT

1. Print Badge Creation
2. Digital Badge
3. Sending your Badges
4. Using the Checkin app (onsite)
5. Using Kiosk mode (onsite)



PRINT BADGE CREATION

1. Print Badge creation



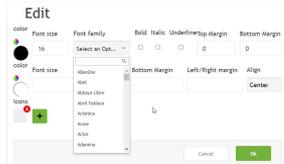
1. Designing your badges

Go to **Registration settings / Badges**. You can edit a badge for each participant category:

1. Choose the Participant category

2. Tick the info that needs to appear on the badge

3. By clicking on the pencil icon, you can edit the font type, size, color and add margins



3. Select the Colored footer of the badge

4. The Barcode can be internal (EP) or your external barcode. Supported external formats are: **ITF, CODE128, EAN-13**

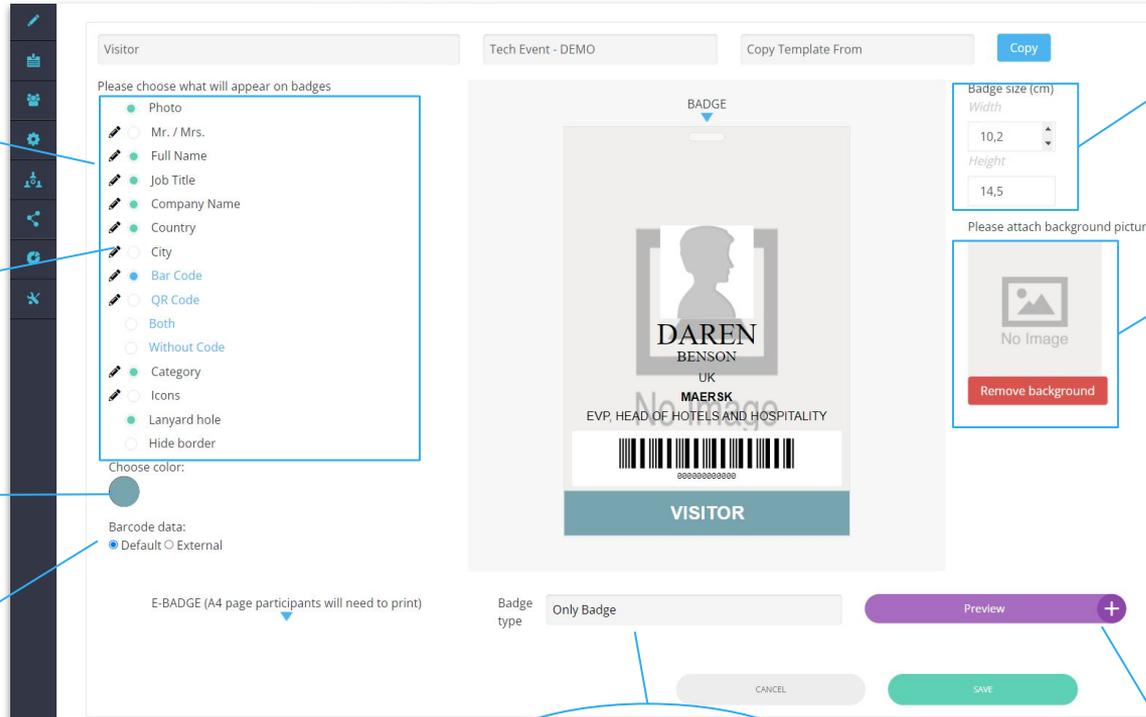
5. Select your badge layout

6. The badge size can be adjusted from here, when you select "Only badge" and "Butterfly"

7. Upload your background image. For a vertical badge like A4, an image ratio of 1.42 is required.

Recommended sizes that fit are: **600x422, 1000x704**.

8. At any time, click preview to see the actual result and print



Visitor | Tech Event - DEMO | Copy Template From | Copy

Please choose what will appear on badges

- Photo
- Mr. / Mrs.
- Full Name
- Job Title
- Company Name
- Country
- City
- Bar Code
- QR Code
- Both
- Without Code
- Category
- Icons
- Lanyard hole
- Hide border

Choose color:

Barcode data:
 Default External

E-BADGE (A4 page participants will need to print)

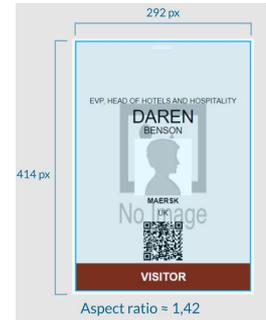
Badge type: Only Badge

Badge size (cm)
Width: 10,2
Height: 14,5

Please attach background picture
No Image
Remove background

Preview

CANCEL SAVE



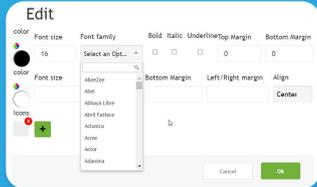
DESIGNING YOUR BADGES

Go to **Registration settings / Badges**. You can edit a badge for each participant category:

- Choose the Participant category

- Tick the info that needs to appear on the badge

- By clicking on the pencil icon, you can edit the font type, size, color and add margins



- Select the Colored footer of the badge

The badge size can be adjusted from here, when you select "Only badge" and "Butterfly"

- Upload your background image.
- For a vertical badge like A4, an image ratio of 1.42 is required.
- Recommended sizes that fit are: 600x422, 1000x704.

- At any time, click preview to see the actual result and print

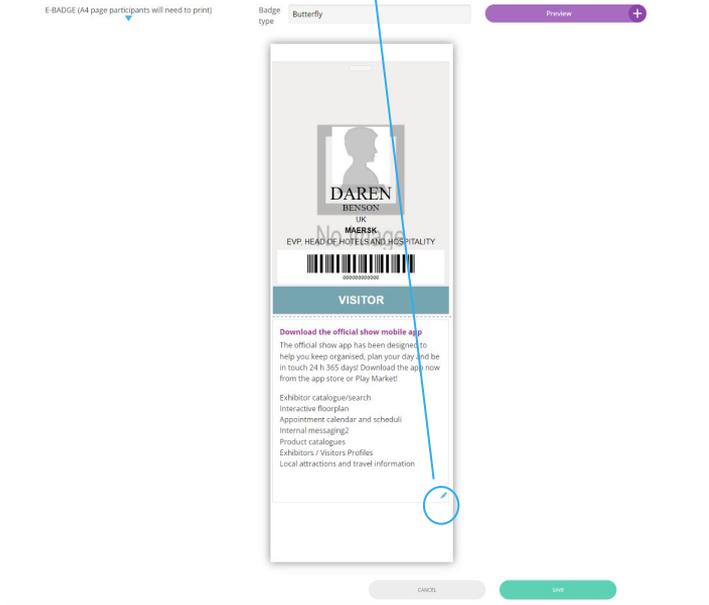
- Select your badge layout

- The Barcode can be internal (EP) or your external barcode. Supported external formats are: **ITF, CODE128, EAN-13**

2. Best practice to edit the text

You will be able to edit the other sides of the badge by scrolling down on the page.

1. Click on the pencil icon  to open the Editor menu:

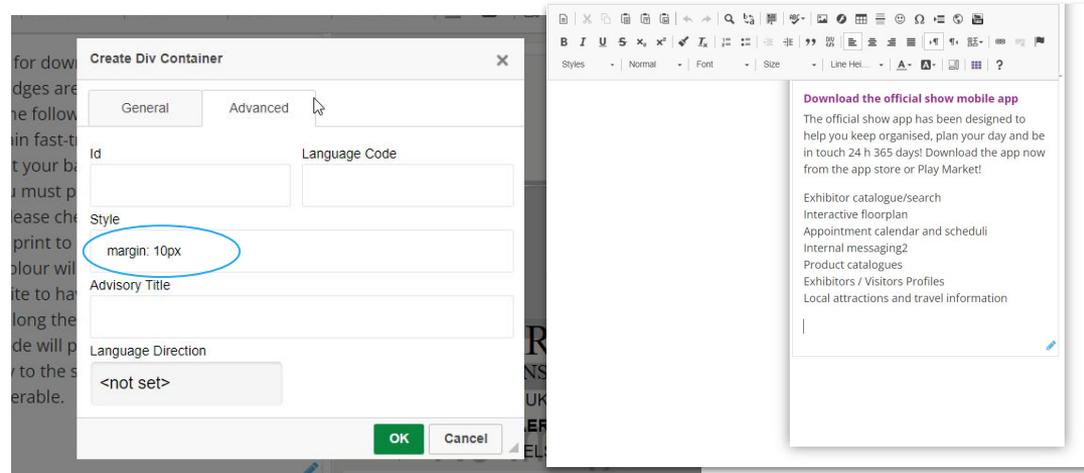


2. Before adding any text or images, use the “Div” button to set a container that includes margins.



3. In the DIV menu, click on “Advanced” and use the “margin: __px” formula in the Style field to set your margins.

We recommend using “margin: 10 px”

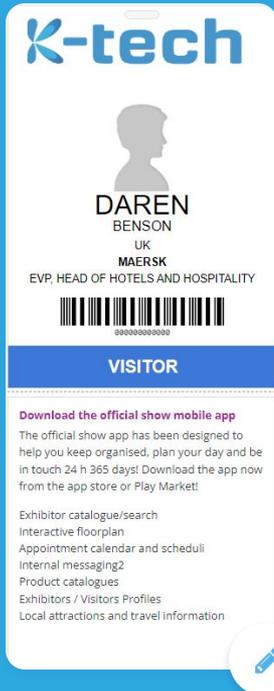


You can then add your opening hours, sponsor logos and any other relevant info.

BEST PRACTICE TO EDIT THE TEXT

You will be able to edit the other sides of the badge by scrolling down on the page.

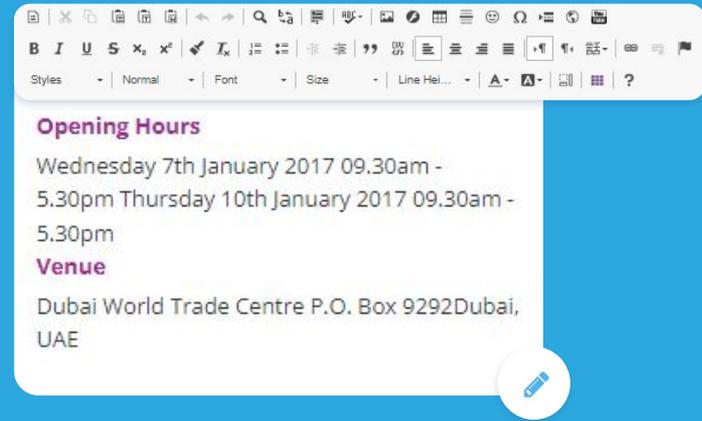
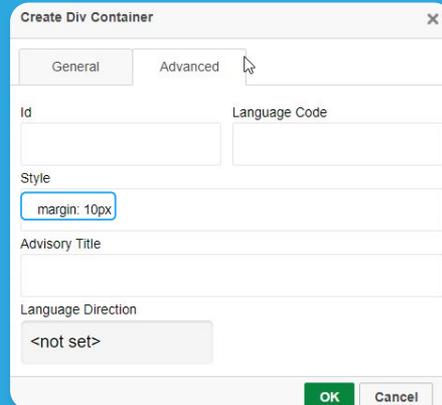
1. Click on the pencil icon to open the Editor menu:



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3. In the DIV menu, click on “Advanced” and use the “margin: __px” formula in the Style field to set your margins. We recommend using “margin: 10 px”



3. Saving time creating your badges



Visitor Tech Event - DEMO Copy Template From **Copy**

Please choose what will appear on badges

- Photo
- Mr. / Mrs.
- Full Name
- Job Title
- Company Name
- Country
- City
- Bar Code
- QR Code
- Both
- Without Code
- Category
- Icons
- Lanyard hole
- Hide border

Choose color:

Barcode data: Default External

E-BADGE (A4 page participants will need to print)

BADGE

Badge size (cm)
Width: 10,2
Height: 14,5

Please attach background picture

Badge type: Only Badge Preview +

CANCEL SAVE

After completing your first badge, **save time by copying this template** for the next badges that you are creating.

SAVING TIME CREATING YOUR BADGES

After completing your first badge, **save time by copying this template** for the next badges that you are creating.

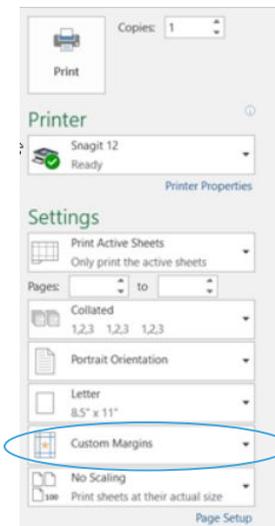
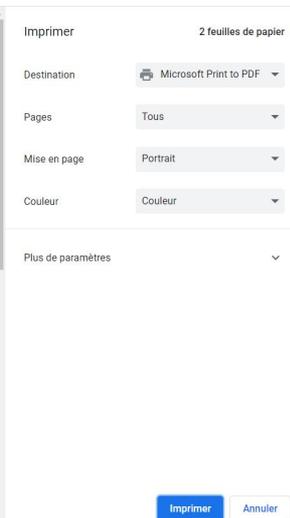
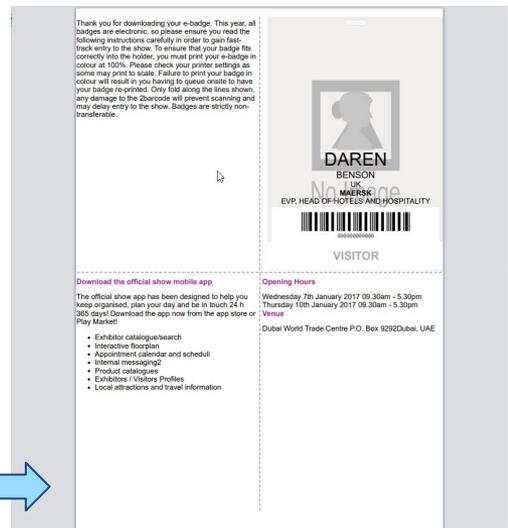
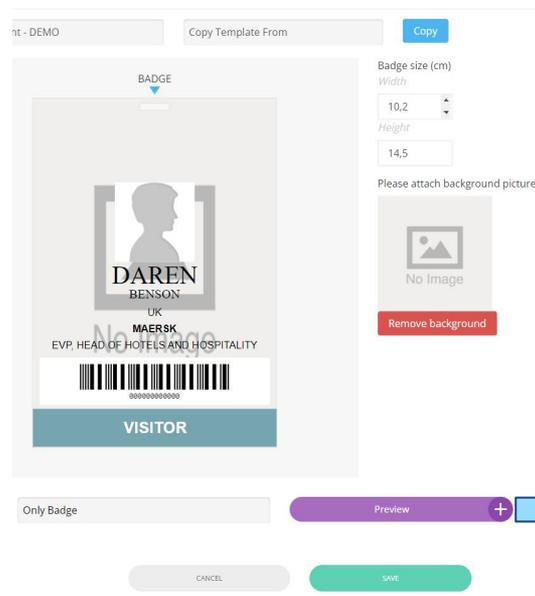
The screenshot displays the ExpoPlatform badge creation interface. At the top, there are two tabs: "Badges for printing" and "Digital Badges". Below the tabs, there are two dropdown menus: "Visitor" and "Technology Exhibition". A blue box highlights the "Visitor" dropdown, with a blue arrow pointing from the text "save time by copying this template" to it. To the right of the "Visitor" dropdown is a "Copy" button. On the left side, there is a list of options to choose what will appear on badges, including Photo, Mr. / Mrs., Full Name, Job Title, Company Name, Country, City, Bar Code, QR Code, Both, Without Code, Category, Icons, Lanyard hole, and Hide border. Below this list is a "Choose color:" section with a red circle and a "Barcode data:" section with "Default" and "External" options. In the center, a preview of a badge is shown. The badge has the "K-tech" logo at the top, a silhouette of a person, the name "DAREN BENSON UK MAERSK", the title "EVP, HEAD OF HOTELS AND HOSPITALITY", a barcode, and the word "VISITOR" in a red box at the bottom. To the right of the badge preview, there is a "Badge size (cm)" section with input fields for "Width" (10,2) and "Height" (14,5). Below this is a "Please attach background picture" section with a "K-tech" logo and a "Remove background" button. At the bottom left, there is a note: "E-BADGE (A4 page participants will need to print)". At the bottom center, there is a "Badge type" dropdown menu with options: "Butterfly", "Only Badge", "Butterfly", "Butterfly (2 Sided)", "A4: 1 Sided Badge", and "A4: 2 Sided Badge". At the bottom right, there is a "Preview" button with a plus sign.

4. Testing your badge for printing

Click on **Preview** and print your badge to validate the result.

Printer Settings: Some printers default settings may vary, so it is important to check these settings and run a test ideally on the printer that will be used onsite.

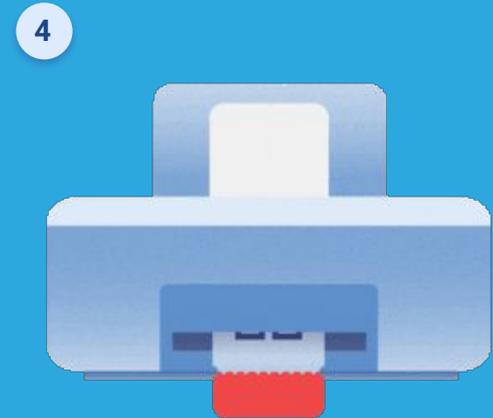
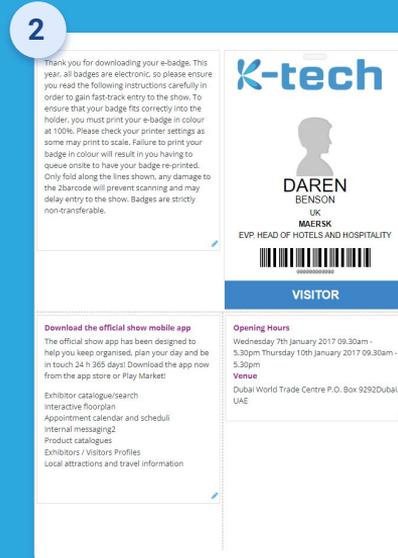
Depending on the result, if your margins need to be adjusted, please click “**Margins**” on the page layout tab, then select “**Custom Margins**” and type the desired amount.



TESTING YOUR BADGE FOR PRINTING

Click on **Preview** and print your badge to validate the result.

Printer Settings: Some printers default settings may vary, so it is important to check these settings and run a test ideally on the printer that will be used onsite. Depending on the result, if your margins need to be adjusted, please click “Margins” on the page layout tab, then select “**Custom Margins**” and type the desired amount.



1. **How do I include my logo on the front of the badge?**

Please include it within the Background image

2. **How do I include Sponsor logos?**

Please include them within the Background image (front) or on the other sides of the badge via the editor.

3. **How do I adjust my margins so that the text doesn't reach the borders?**

In the editor, please use the "DIV" tool to create a container for your text and images, and in "Styles" set the margin to 10 pixels.

4. **How do I make sure that the result is a faithful representation of the design?**

Please use the preview and print your badge on the printer that will be used onsite. The margins can be adjusted by using "custom margins" in your print settings.

PRINT BADGE FAQ

1. How do I include my logo on the front of the badge?

Please include it within the Background image

2. How do I include Sponsor logos?

Please include them within the Background image (front) or on the other sides of the badge via the editor.

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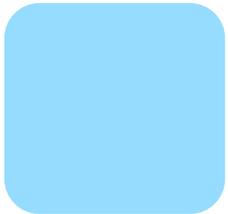
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Please use the preview and print your badge on the printer that will be used onsite. The margins can be adjusted by using “custom margins” in your print settings.



DIGITAL BADGE

2. Digital Badge



1. Designing the digital badge

A digital version of the badge is available for the organiser to present within an email campaign and within the mobile app.

This design is simpler than the print badge, with only 1 side.

To design it, go to Registration settings > Badges > Digital Badges and select the category from the drop-down and then click on the radio button fields that should appear on the badge (Image 1).

You may attach the background image of dimension: 378 X 658 px (Image 2). Once designed, the digital badge would look something as the Image 3 when we go to the event application. The visitors and exhibitors can scan the badges to capture the leads.

Visitor

Please choose what will appear on badges

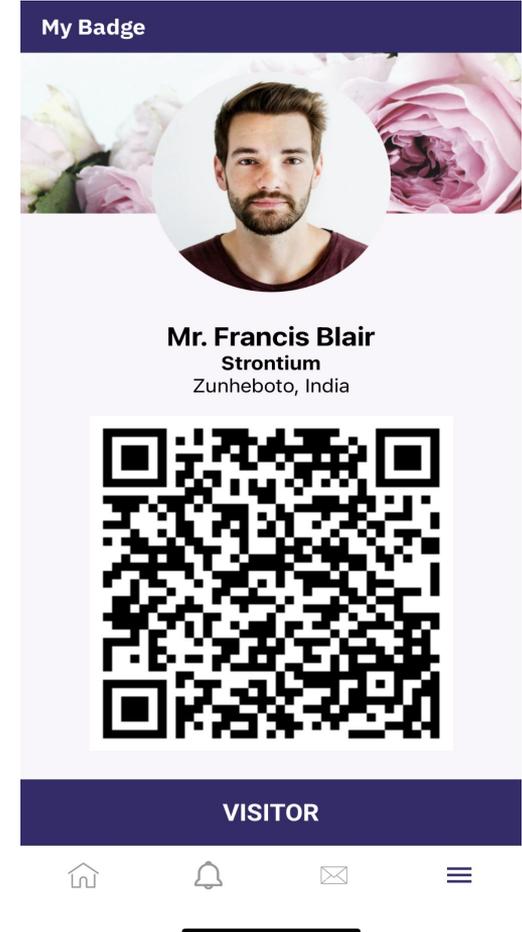
- Photo
- Mr. / Mrs.
- Full Name
- Job Title
- Company Name
- Country
- City
- Bar Code
- QR Code
- Both
- Without Code
- Category

Choose color:

QR data:

Default External

Please attach background picture



DESIGNING THE DIGITAL BADGE

A digital version of the badge is available for the organiser to present within an email campaign and within the mobile app.

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Please choose what will appear on badges

- Photo
- Mr. / Mrs.
- Full Name
- Job Title
- Company Name
- Country
- City
- Bar Code
- QR Code
- Both
- Without Code
- Category

Choose color:

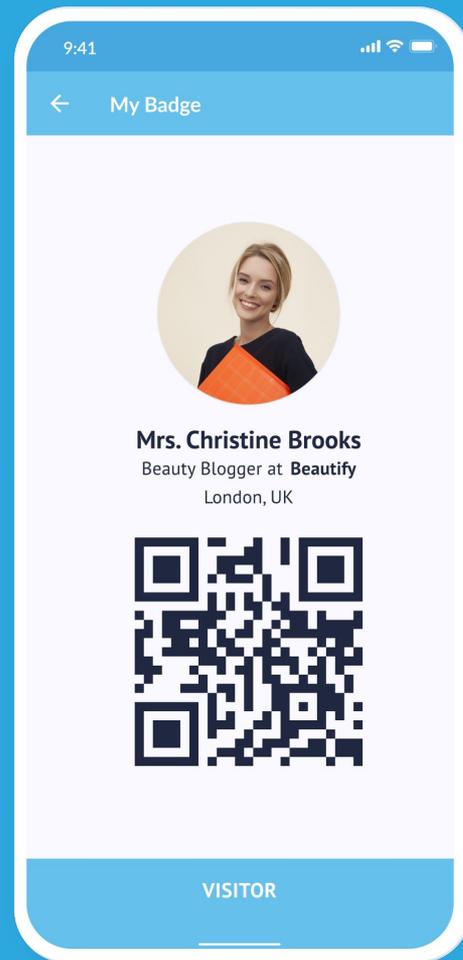
Default External

QR data:

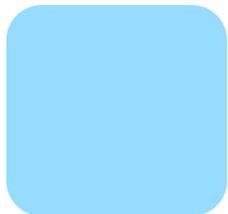
Default External

Please attach background picture





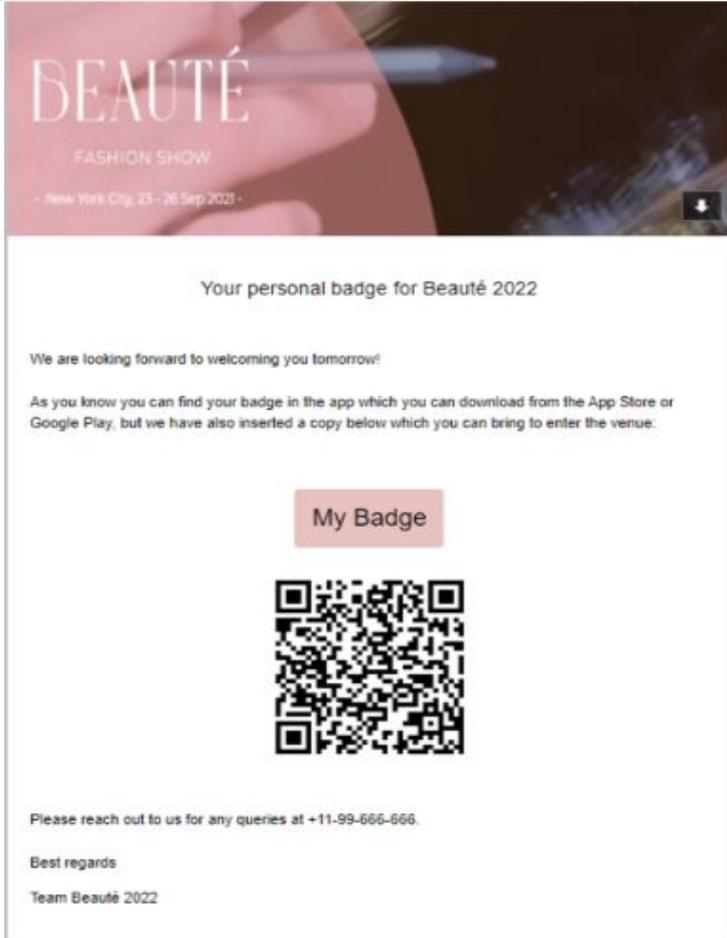
3. Sending your badges





SENDING YOUR BADGES

Managing Badge Campaigns



Campaign name:

VIP Badge Campaign

Date:

2022-06-22

+ Add date

Time:

10:00

Template:

Test

Send to

Choose categories...

Sending List

Additional settings

Without Additional Settings

Triggers

+ Add trigger

We have an option to send the badges with the help of marketing campaign on the platform.

You can include the QR itself or the link to print the Badge.

The first step is to create an email under Marketing>Email Sender>Email Templates> Add New Template. Then create the campaign, click on Marketing>Campaigns>New Campaign and enter the details.

Note- You must include one or both the variables for the QR code and barcode.

For QR code- {BADGE_QR_CODE}

For Barcode- {BADGE_BARCODE}

For Printing a Badge- {PRINT_BADGE_LINK}

MANAGING BADGE CAMPAIGNS

We have an option to send the badges with the help of marketing campaign on the platform.

You can include the QR itself or the link to print the Badge.

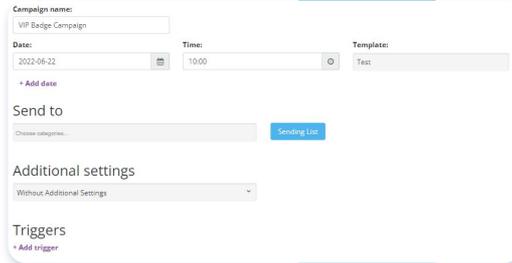
The first step is to create an email under **Marketing>Email Sender>Email Templates> Add New Template**. Then create the campaign, click on **Marketing>Campaigns>New Campaign** and enter the details.

Note - You must include one or both the variables for the QR code and barcode.

For QR code- {BADGE_QR_CODE}

For Barcode- {BADGE_BARCODE}

For Printing a Badge- {PRINT_BADGE_LINK}



The screenshot shows a form for creating a campaign. The 'Campaign name' field contains 'VIP Badge Campaign'. The 'Date' is set to '2022-06-22' and 'Time' is '10:00'. The 'Template' is 'Text'. There is a '+ Add date' link. The 'Send to' section has a 'Choose categories...' dropdown and a 'Sending List' button. The 'Additional settings' section has a 'Without Additional Settings' dropdown. The 'Triggers' section has a '+ Add trigger' link.



Your personal badge for K-tech 2022

We are looking forward to welcoming you tomorrow!

As you know you can find your badge in the app which you can download from the App Store or Google Play, but have also inserted a copy below which you can bring to enter the venue

My Badge

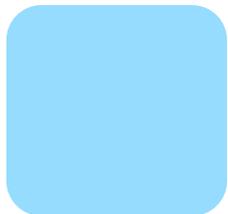


Please reach out to us for any queries at +11-99-666-666

Best regards

Team T-Tech 2022

4. Check-in app





CHECK-IN APP

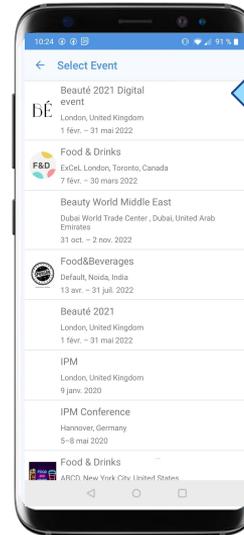
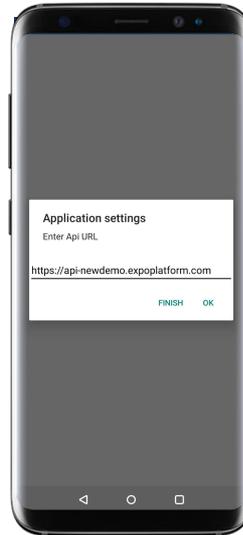
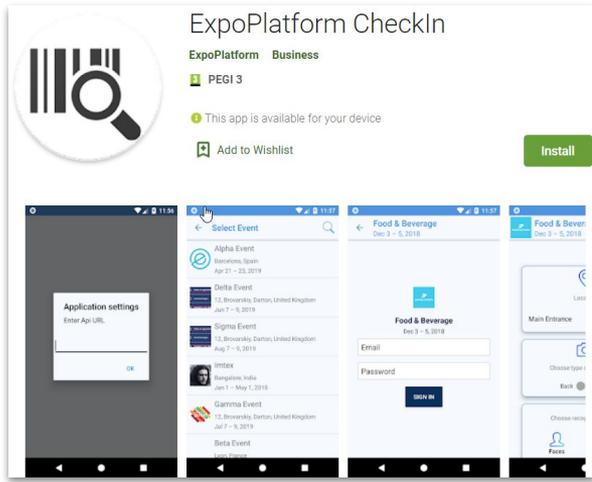
1. How to access your app?

1. Please download and install the **ExPoplatform CheckIn app** available on:

[Google Play store](#)
[App Store](#)

2. Once you open it, you will be asked to enter your **API url**. This url can be found in your browser, when you are connected to ExpoPlatform as an admin. Copy the url until .com:

<https://api-newdemo.expoplatform.com/admin/general/edit>



3. Select your Event from the list and log in by using your **Admin credentials**

HOW TO ACCESS YOUR APP?

1. Please download and install the **ExpoPlatform Check-In app** available on



App Store



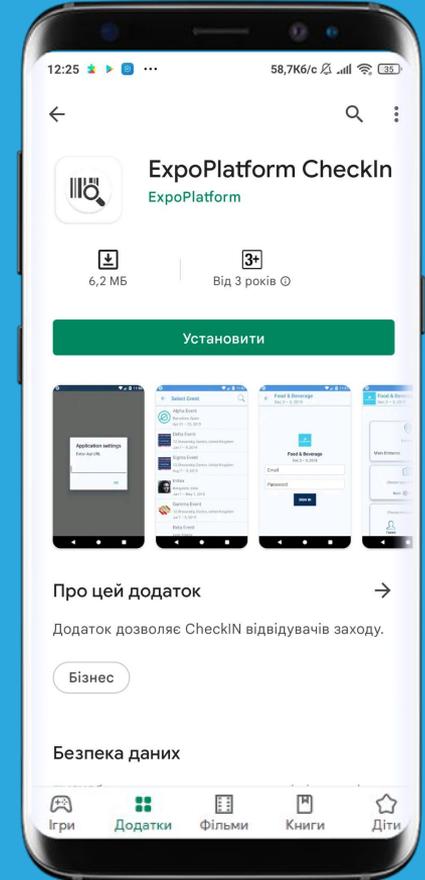
Google Play store

IMPORTANT NOTE:

Checkin App only supports EP barcodes



[App Store](#)



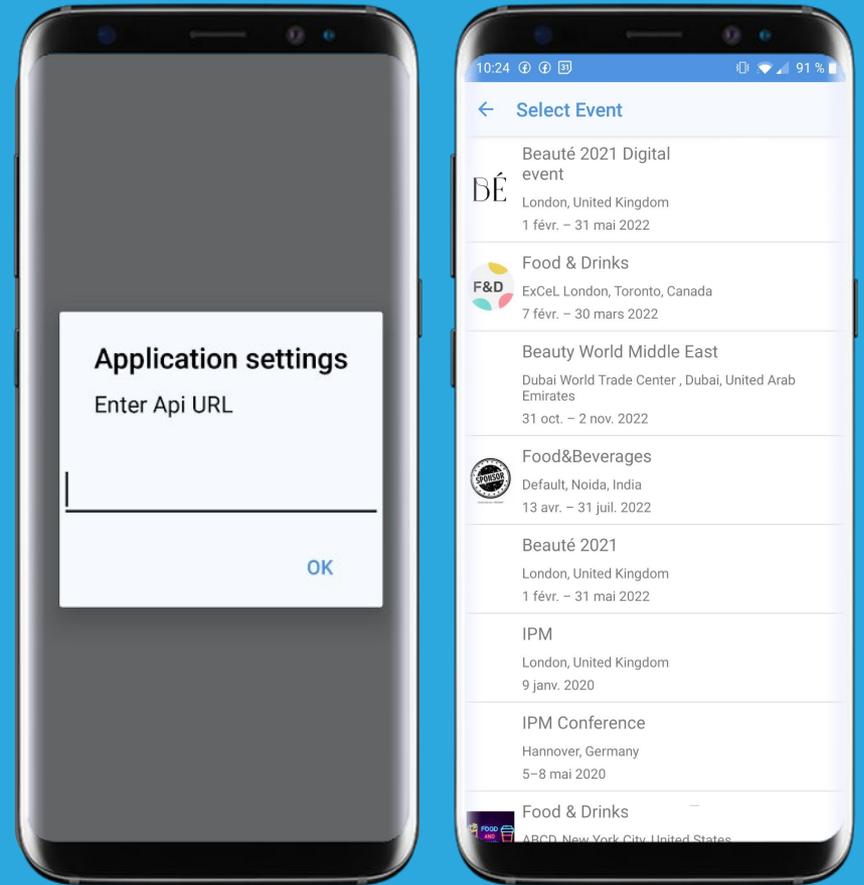
[Google Play store](#)

HOW TO ACCESS YOUR APP?

2. Once you open it, you will be asked to enter your API url. This url can be found in your browser, when you are connected to ExpoPlatform as an admin. Copy the url until.com:

<https://api-newdemo.expoplatform.com/admin/general/edit>

3. Select your Event from the list and log in by using your **Admin credentials**



2. How to scan?

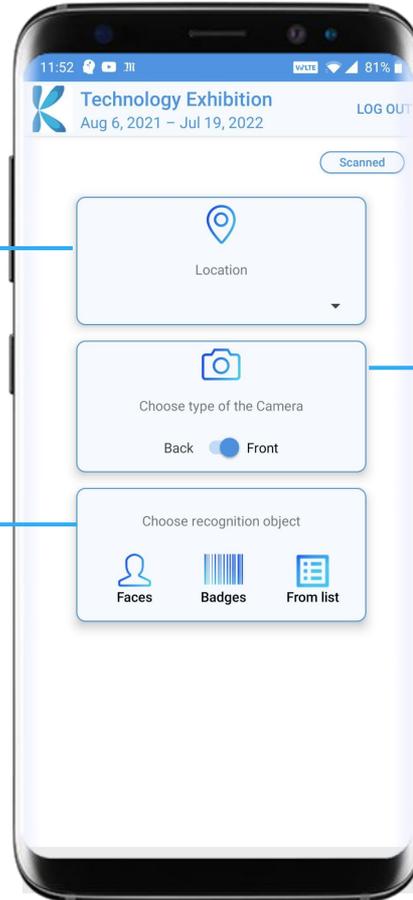
1. Select the location where you are scanning can from.

The locations which are entered in the floorplan module will show up in this drop down.

This location information will be listed in your scan report.

3. Choose the object to scan

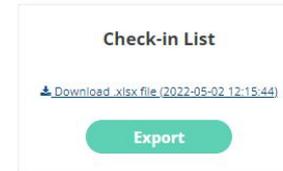
- **Faces:** available when integrating with a dedicated 3rd party. A PIN code is required.
- **Badges** (most common): You also get the option to manually enter the barcode.
- **From list:** you can search within the attendee list by name and email.



2. Choose which camera to use (back is recommended)

4. Download your scan report

From Data / Import/Export / Check-in List



The report includes: ID, name, Date & time, Status and Zone (location). Dedicated tabs are available for the dates of your Event.

HOW TO SCAN?

1. Select the location where you are scanning from.

The locations which are entered in the floorplan module will show up in this drop down. This location information will be listed in your scan report.

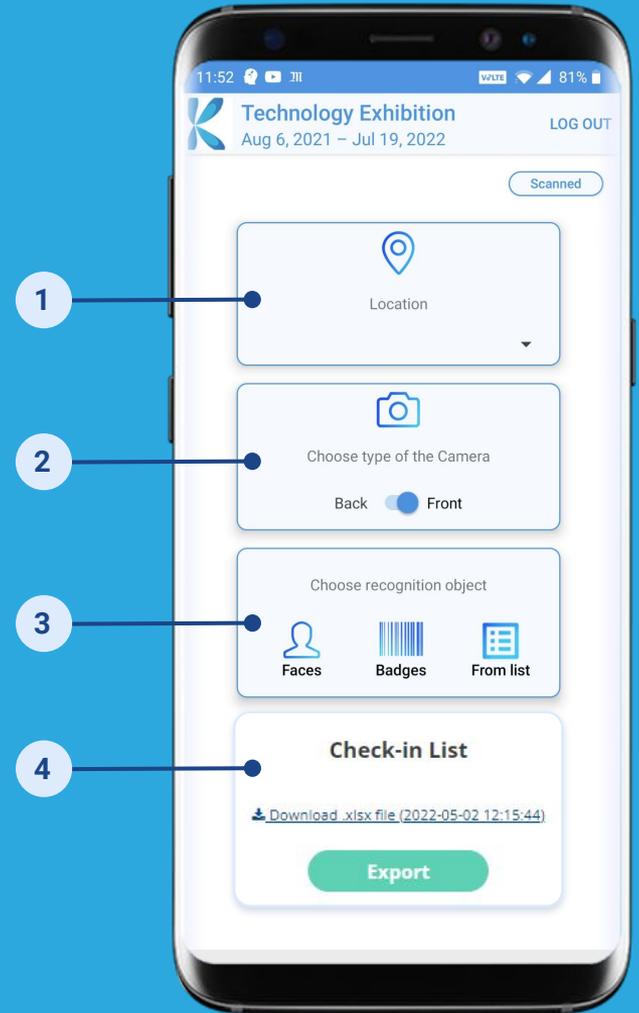
2. Choose which camera to use (back is recommended)

3. Choose the object to scan

- **Faces:** available when integrating with a dedicated 3rd party. A PIN code is required.
- **Badges** (most common): You also get the option to manually enter the barcode.
- **From list:** you can search within the attendee list by name and email.

4. Download your scan report From Data / Import/Export / Check-in List

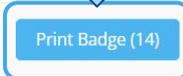
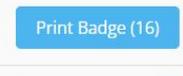
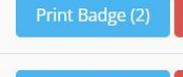
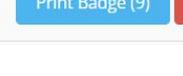
The report includes: ID, name, Date & time, Status and Zone (location).
Dedicated tabs are available for the dates of your Event.



3. How to test your badges?

Go to Management / Participants and use the “Print Badge” button.

You can use this to scan your registration tests first, and later, real participant badges.

Surname, Name	Company Name	Category	Status	Attendance	Reg. Date	Payment	
Arms Joe	Tudero	Visitors(IT), Moderator	Active	Not Attended	25.06.2019	0.00	 
Balmor Amelia	Feran Technology Inc.	Visitors(IT), Moderator	Active	Attended	25.06.2019	60.00	 
Blair Francis	ASUS	Visitors(IT)	Active	Not Attended	18.07.2019	60.00	 
Blair Francis	Strontium	Visitor	Active	Not Attended	25.05.2020	0.00	 



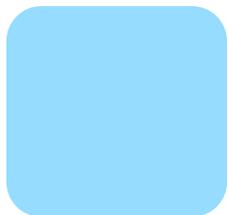
HOW TO TEST YOUR BADGES

Go to Management / Participants and use the “Print Badge” button.

You can use this to scan your registration tests first, and later, real participant badges.

Surname, Name	Company Name	Category	Status	Attendance	Reg. Date	Payment	
 Arms Joe	Tudero	Visitors(IT), Moderator	Active	Not Attended	25.06.2019	0.00	Print Badge (14) Remove
 Balmor Amelia	Feran Technology Inc.	Visitors(IT), Moderator	Active	Attended	25.06.2019	60.00	Print Badge (16) Remove
 Blair Francis	ASUS	Visitors(IT)	Active	Not Attended	18.07.2019	60.00	Print Badge (2) Remove
 Blair Francis	Strontium	Visitor	Active	Not Attended	25.05.2020	0.00	Print Badge (9) Remove

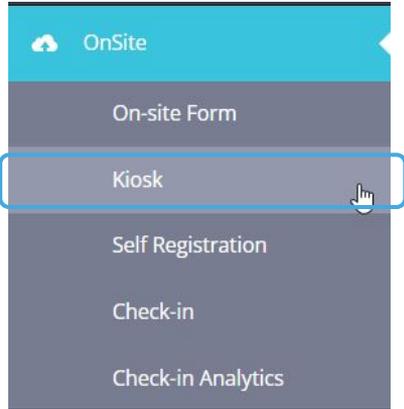
5. Kiosk mode





KIOSK MODE

1. What is Kiosk Mode?



Kiosk Mode allows your registered attendees to print out their badges onsite.

You can also use it for self-registration of attendees onsite.

The setup consists in the 4 steps below.

Prior to setting up the “Kiosk Builder”, it is recommended to achieve “Settings”, “Registration Pipeline” and “Confirmation Page” first:



WHAT IS KIOSK MODE?

Kiosk Mode allows your registered attendees to print out their badges onsite. You can also use it for self-registration of attendees onsite. The setup consists in the 4 steps below. Prior to setting up the “**Kiosk Builder**”, it is recommended to achieve “**Settings**”, “**Registration Pipeline**” and “**Confirmation Page**” first:

The image shows a screenshot of the k-tech Management System interface. The top navigation bar includes 'k-tech Management System', 'Events', 'Apps', 'Accounts', and 'Tags'. The main content area is titled 'Kiosk mode' and features a toggle switch set to 'on'. Below the toggle, there is a section for 'Select one of the page elements' with a dropdown menu. The dropdown menu is open, showing options: 'OnSite', 'On-site Form', 'Kiosk' (highlighted), 'Self Registration', 'Check-in', and 'Check-in Analytics'. The main content area also displays a preview of a registration page with the k-tech logo, 'TECHNOLOGY EXHIBITION 5 AUG - 18 JUL 2022', and a button that says 'I'VE ALREADY REGISTERED'. The top right of the interface shows 'Next scheduled maintenance window: Friday 6 May 07:00-09:00 GMT' and user information 'SuperAdmin Log out'.

2. Settings

This tab contains the list of possible Check-in methods that you may activate according to your needs:

- **Facial recognition**
- **Barcode/QR code**
- **By name or email**
- **By registration code**

You can also set a **timer** to revert to the first screen after a period of inactivity to get the screen refreshed for the next user.

Finally , you may also enable the possibility for visitors to **print out their badges without confirmation** from your side:



Check-in methods:

Facial recognition:



By name or email:



Revert to the first screen after:

 Seconds

Barcode/QR code



By registration code



Print badge without confirmation



SAVE

SETTINGS

This tab contains the list of possible Check-in methods that you may activate according to your needs:

- Facial recognition
- Barcode/QR code
- By name or email
- By registration code

Finally, you may also enable the possibility for visitors to **print out their badges without confirmation** from your side:

Kiosk builder Registration Pipeline **Settings** Confirmation Page

Check-in methods:

Facial recognition:

By name or email: on

Revert to the first screen after:
 Seconds

Barcode/QR code: on

By registration code:

Print badge without confirmation: on

[SAVE](#)

3. Registration Pipeline

If you are using the Kiosk Mode to register people onsite, the registration pipeline has a large collection of predefined fields to offer to build up your form.

All fields can be renamed in the editor.

Please note that First name, Last name, and email fields should always be used since they will appear on the badge.

- You can add any question from your registration, by drag and drop (eg. activities and areas of interest).
- You can also add additional steps if needed by clicking on the “+” icon.

REGISTRATION PIPELINE

If you are using the Kiosk Mode to register people onsite, the registration pipeline has a large collection of predefined fields to offer to build up your form. All fields can be renamed in the editor. Please note that First name, Last name, and email fields should always be used since they will appear on the badge.

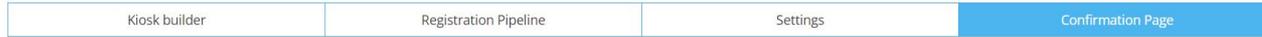
You can add any question from your registration, by drag and drop (eg. activities and areas of interest).

You can also add additional steps if needed by clicking on the “+” icon.

The screenshot displays the 'Registration Pipeline' editor interface. At the top, there are four tabs: 'Kiosk builder', 'Registration Pipeline' (which is active), 'Settings', and 'Confirmation Page'. Below the tabs, there are two main sections. The left section contains a list of 'Form Layouts' and 'Predefined fields'. The 'Form Layouts' section includes 'Grid (1 col)', 'Grid (2 col)', 'Grid (3 col)', and 'Information Frame'. The 'Predefined fields' section includes 'Register with:', 'Photo', 'Mr. / Mrs.', and 'Country'. The right section shows a preview of a 'Grid (1 col)' layout with three input fields labeled 'Email', 'First Name', and 'Last Name'. A '+' icon is visible next to the 'Accompanying persons' tab, indicating the ability to add new steps. A 'Help' button is located in the bottom right corner.

4. Confirmation page

On this tab you can set your custom Thank you message to display at the end of the registration pipeline. Variables like first name and last name are available if you would like to personalize your message.



Page Name

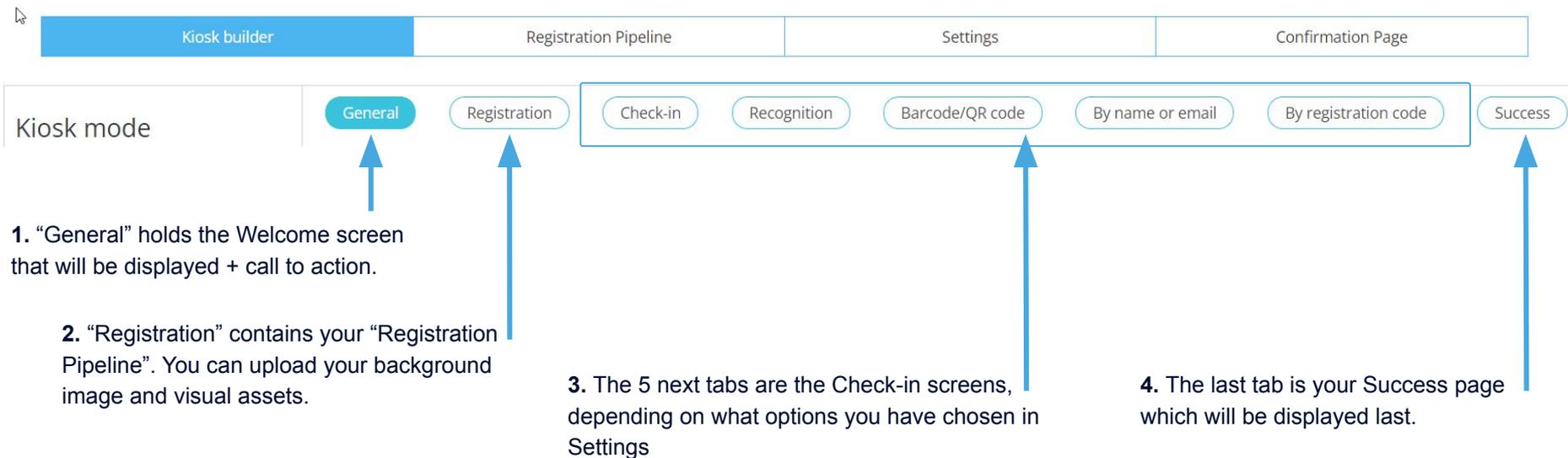
Visitor Registration

Variables: {BARCODE} {QR_CODE} {FIRST_NAME} {LAST_NAME} {COMPANY_NAME} {JOB_TITLE} {COUNTRY}

A rich text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, list creation, and other editing functions. Below the toolbar is a text area containing the following text: "Dear {FIRST_NAME} {LAST_NAME},
Thank you for registering to our event !". At the bottom left of the editor, the word "body" is visible, indicating the current text area.

5. Kiosk builder

The Kiosk Builder allows you to build the look and feel of your Kiosk, step by step:

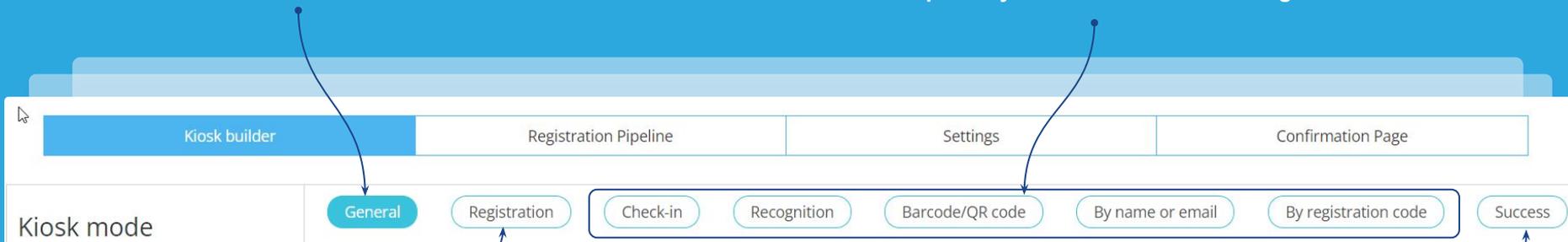


KIOSK BUILDER

The Kiosk Builder allows you to build the look and feel of your Kiosk, step by step:

1. "General" holds the Welcome screen that will be displayed + call to action.

3. The 5 next tabs are the Check-in screens, depending on what options you have chosen in Settings



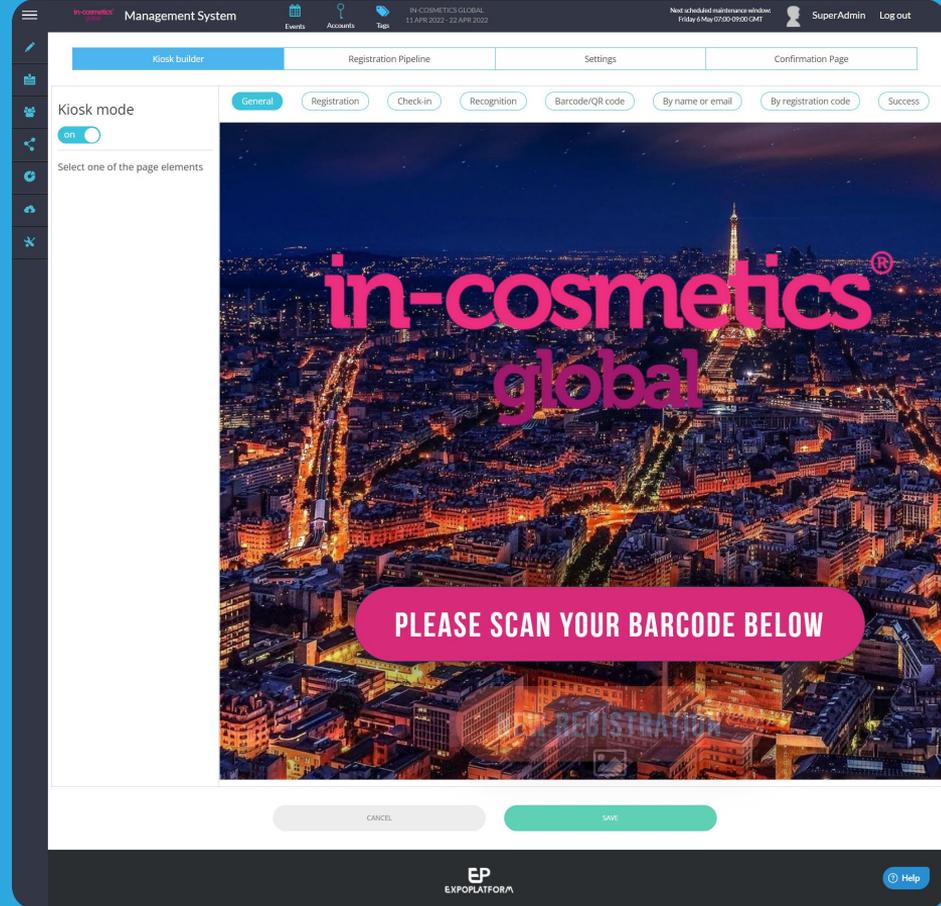
2. "Registration" contains your "Registration Pipeline". You can upload your background image and visual assets.

4. The last tab is your Success page which will be displayed last.

4.1. Kiosk page example: "General"

The screenshot shows the 'in-cosmetics Management System' interface. At the top, there are navigation tabs for 'Kiosk builder', 'Registration Pipeline', 'Settings', and 'Confirmation Page'. Below these are buttons for 'General', 'Registration', 'Check-in', 'Recognition', 'Barcode/QR code', 'By name or email', 'By registration code', and 'Success'. On the left, there is a 'Kiosk mode' section with a toggle switch set to 'on' and the text 'Select one of the page elements'. The main preview area shows a kiosk page with a Paris night view background, the 'in-cosmetics global' logo, and a pink button that says 'PLEASE SCAN YOUR BARCODE BELOW'. At the bottom of the preview area, there are 'CANCEL' and 'SAVE' buttons. The footer of the interface includes the 'EP EXPOPLATFORM' logo and a 'Help' button.

KIOSK PAGE EXAMPLE: “GENERAL”



4.2. Kiosk page example: “Registration”

The screenshot displays the 'Management System' interface for 'In-cosmetics'. The top navigation bar includes 'Events', 'Accounts', and 'Tags' sections, with the current event being 'IN-COSMETICS GLOBAL' from '11 APR 2022 - 22 APR 2022'. The user is logged in as 'SuperAdmin'.

The main configuration area is titled 'Kiosk builder' and shows a 'Registration Pipeline' with four stages: 'Kiosk builder', 'Registration Pipeline', 'Settings', and 'Confirmation Page'. The 'Registration' stage is currently selected.

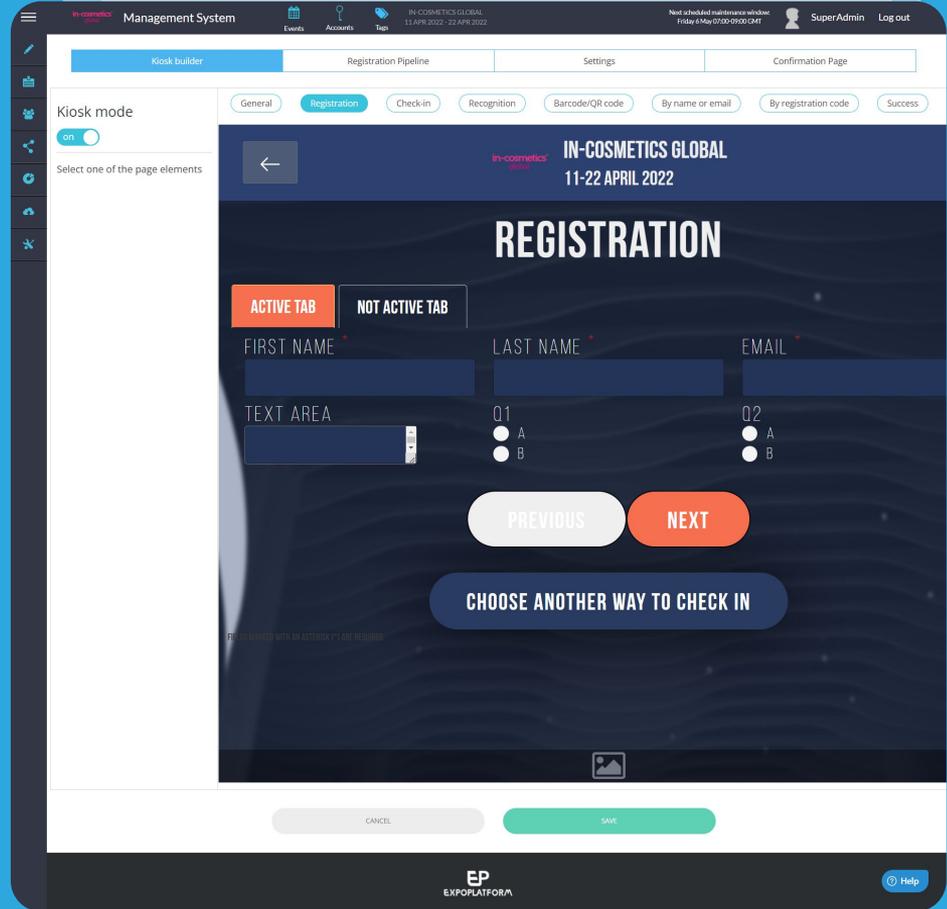
Below the pipeline, there are several filter buttons: 'General', 'Registration' (active), 'Check-in', 'Recognition', 'Barcode/QR code', 'By name or email', 'By registration code', and 'Success'. A 'Kiosk mode' toggle is set to 'on'.

The central preview area shows a registration form for 'IN-COSMETICS GLOBAL' on '11-22 APRIL 2022'. The form has two tabs: 'ACTIVE TAB' (selected) and 'NOT ACTIVE TAB'. The form fields include:

- FIRST NAME *
- LAST NAME *
- EMAIL *
- TEXT AREA
- Q1 with radio buttons for A and B
- Q2 with radio buttons for A and B

Navigation buttons 'PREVIOUS' and 'NEXT' are located below the form. A large button at the bottom says 'CHOOSE ANOTHER WAY TO CHECK IN'. At the very bottom of the interface, there are 'CANCEL' and 'SAVE' buttons.

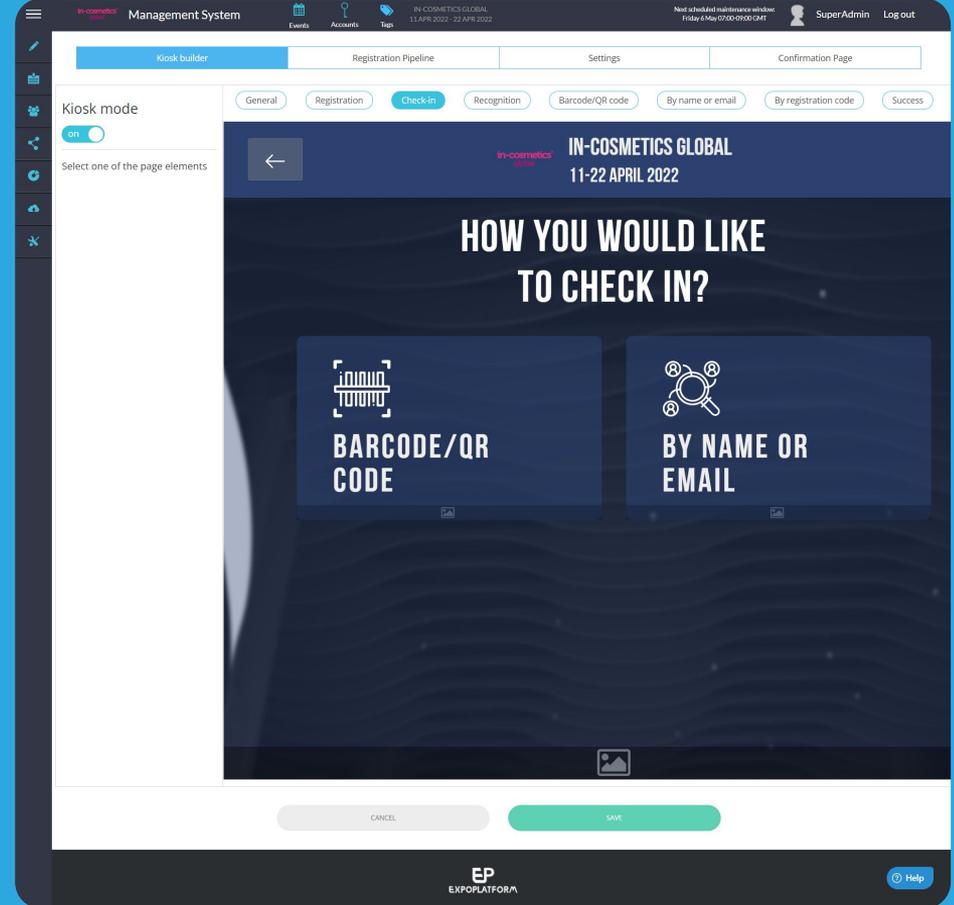
KIOSK PAGE EXAMPLE: “REGISTRATION”



4.3. Kiosk page example: “Check-in”

The screenshot displays the EP ExpoPlatform Management System interface. At the top, the header includes the logo, 'Management System', and navigation tabs for 'Events', 'Accounts', and 'Tags'. The main content area is titled 'Kiosk builder' and contains a 'Registration Pipeline' section with tabs for 'General', 'Registration', 'Check-in', 'Recognition', 'Barcode/QR code', 'By name or email', 'By registration code', and 'Success'. The 'Check-in' tab is active, showing a preview of a kiosk page. The kiosk page has a dark blue background with the text 'IN-COSMETICS GLOBAL 11-22 APRIL 2022' at the top. Below this, the main heading reads 'HOW YOU WOULD LIKE TO CHECK IN?'. There are two large buttons: 'BARCODE/QR CODE' on the left and 'BY NAME OR EMAIL' on the right. At the bottom of the kiosk page, there are 'CANCEL' and 'SAVE' buttons. The bottom of the management system interface features the EP logo and a 'Help' button.

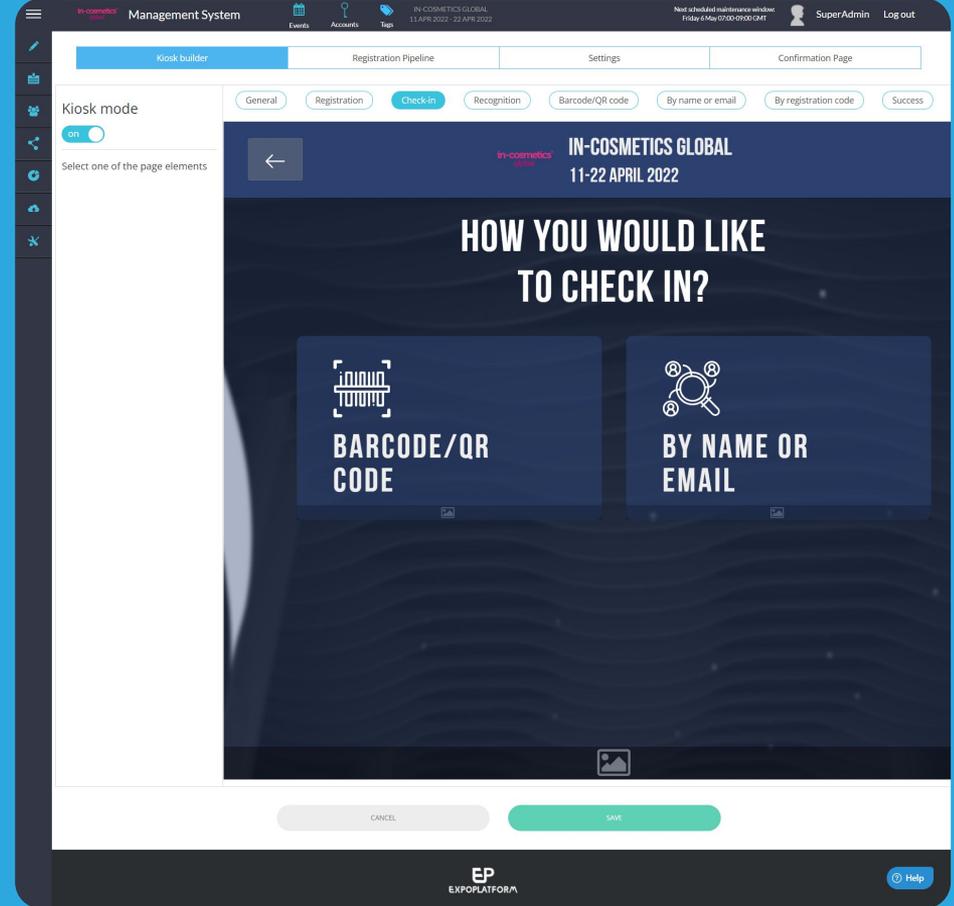
KIOSK PAGE EXAMPLE: “CHECK-IN”



4.4. Kiosk page example: “Recognition”

The screenshot displays the EP ExpoPlatform Management System interface. At the top, the header includes the logo, 'Management System', and navigation links for 'Events', 'Accounts', and 'Tags'. The main content area is titled 'Kiosk builder' and shows a 'Registration Pipeline' with tabs for 'General', 'Registration', 'Check-in', 'Recognition', 'Barcode/QR code', 'By name or email', 'By registration code', and 'Success'. The 'Recognition' tab is active, showing a preview of a kiosk page. The kiosk page has a dark blue background with the text 'IN-COSMETICS GLOBAL 11-22 APRIL 2022' and the main heading 'HOW YOU WOULD LIKE TO CHECK IN?'. Below this heading are two large buttons: 'BARCODE/QR CODE' and 'BY NAME OR EMAIL'. The interface also includes a 'Kiosk mode' toggle set to 'on' and a 'Select one of the page elements' dropdown. At the bottom, there are 'CANCEL' and 'SAVE' buttons, and a 'Help' link in the footer.

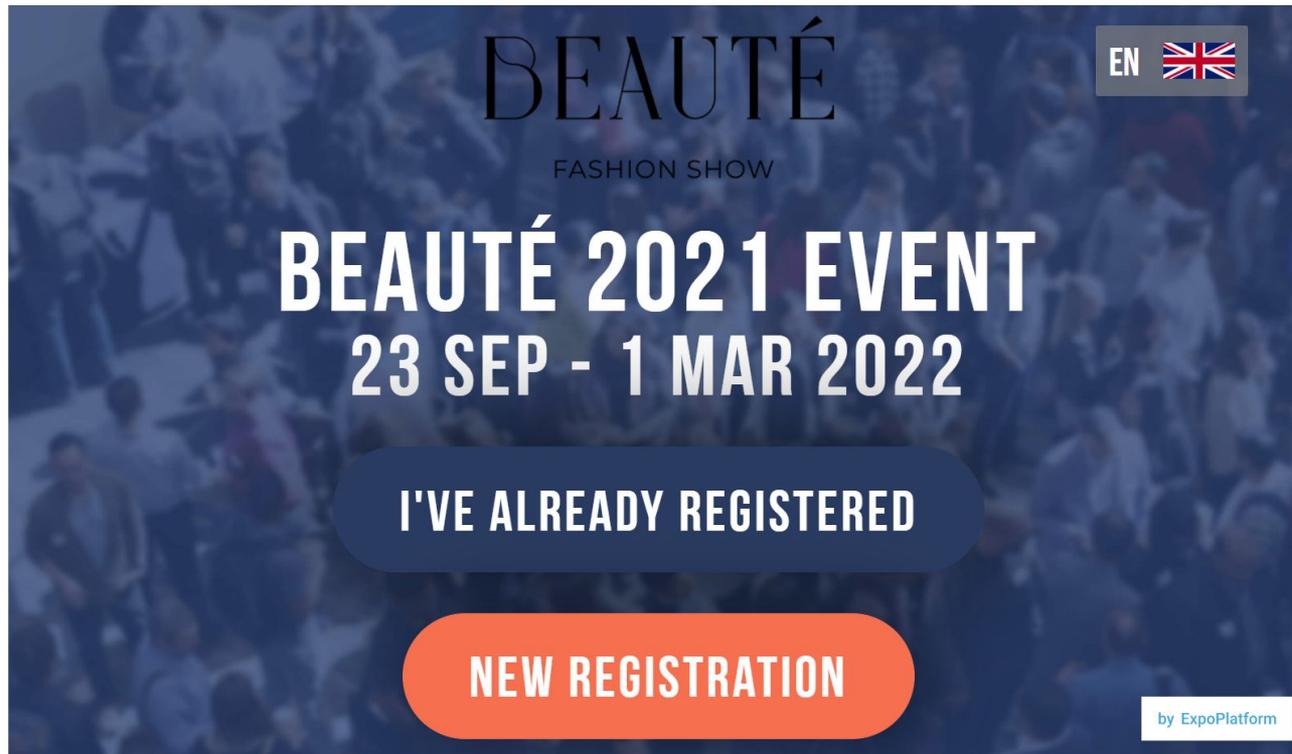
KIOSK PAGE EXAMPLE: “RECOGNITION”



5. Testing your Kiosk

You can generate the url of your Kiosk by taking the url of your event and adding **/onsite/index** at the end.

Example : <https://beaute-clone-1636708420-newdemo.expoplatform.com/onsite/index>



TESTING YOUR KIOSK

You can generate the url of your Kiosk by taking the url of your event and adding **/onsite/index** at the end.

Example :

<https://beaute-clone-1636708420-newdemo.expoplatform.com/onsite/index>



Thank you!