Exhibitor – Create a Home Slideshow

This guide will show you how to create a slideshow for your exhibitor stand home page. Your choice of Home Template will determine how your slideshow is displayed on the page.

Exhibitor Login link

Use your username and password to login at: http://www.thebusinessexpo.net/stand

Preparation

First you need to decide which images to upload – select clear images that reflect and communicate your business brand *(for example product images, business location, logo, promo shots etc)*. You can upload jpg, gif or png images.

Please Note: Images with text are not suitable due to the small viewing size.

The **Home Slideshow function** lets you upload images of any size. However, you may still need to resize or crop images to make them look their best. Check out Picnik for a simple online image resize solution: www.picnik.com
Please refer to our separate guide on using external resources.

Step by step process

Create a Home Slideshow

1. Click the Home Slideshows tab and select **Add new slideshow**
2. Give your slideshow a **Title**
3. Enter a **description** – this will include your slideshow in the expo search function
4. Tick **Active** to show the slideshow on your home page.
5. Click Choose file and select the first image to upload from your computer
6. Enter image **Title** (also used in the search function) and **Display Order** = 1

7. Click the '**Add another image'** link to add your next image
8. Repeat steps **5 & 6** (changing the display order to a higher number 2, 3, 4 etc) until you have added all the images you want to include in your slideshow.
9. When you are done – click the **Submit** button to upload images and save your slideshow.

You can now view your stand home page to make sure your slideshow looks the way you intended.

Tip: Right-click the **Home** link at the top of your admin page and select: "open in new tab or window" – this allows you to keep your admin page open while you check changes on your live stand.

Final touches

Id	Title	Display Order	Actions
2070	Text slideshow and blog	1	
2071	Text video slideshow and blog	2	
2072	Text and slideshow top with video and blog bottom	3	
2073	Text top with blog and slideshow selector and scrolling slides below	4	
2074	text with video and blog	5	

Slideshow images uploaded - with icon links to view, edit or delete in the Actions column..

If you need to change or remove an image in your slideshow – simply go back to your admin page, click the Home Slideshow tab and select List Slideshows. Click the slideshow you want to open. At the bottom of the page you will see all images listed (as shown above).

View any image in the slideshow:

1. Click the **view** icon in the actions column to view any image (will open in a new tab).

Upload a different image:

1. Click the **edit** icon in the actions column – next to the image you want to change.
2. Upload a different image (or change the display order)
3. Save your changes by clicking **Submit**
4. Save the changes to your slideshow by clicking **Submit** on the Slideshow page.

Delete an image from your slideshow:

1. Click the delete icon in the actions column next to the image you want to delete.
2. A pop-up alert will ask you to confirm (to avoid accidental file deletion).
3. Save the changes to your slideshow by clicking Submit on the slideshow page.

Note: Your Home Template may include space for multiple slideshows on your home page. To add another slideshow, simply repeat the steps in this guide.