

# Creating content in your Stickyworld Room

Customer Success Guide for Organisers No.2

**Stickyworld**

# Welcome

This guide has been designed to help organizers configure your pages, edit and add content to your Stickyworld Rooms to engage visitors.

It's a short read and split into easy to digest "How to" chapters taking you through different aspects of creating content.

Each "How to" explains the simple steps to take and provides helpful tips.

If you have any feedback on how we can improve the guide please do let us know. You can contact us at anytime on [success@stickyworld.com](mailto:success@stickyworld.com)

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- 2.1 How-to: configure your pages.
- 2.2 How-to: edit your landing page.
- 2.3 How-to: create multimedia Slides.
- 2.4 How-to: create Categories and organise your media.

## 2.1 How-to: configure your pages.

# Introduction

**Editing the page templates enables you to customise the Room specifically for your activity.**

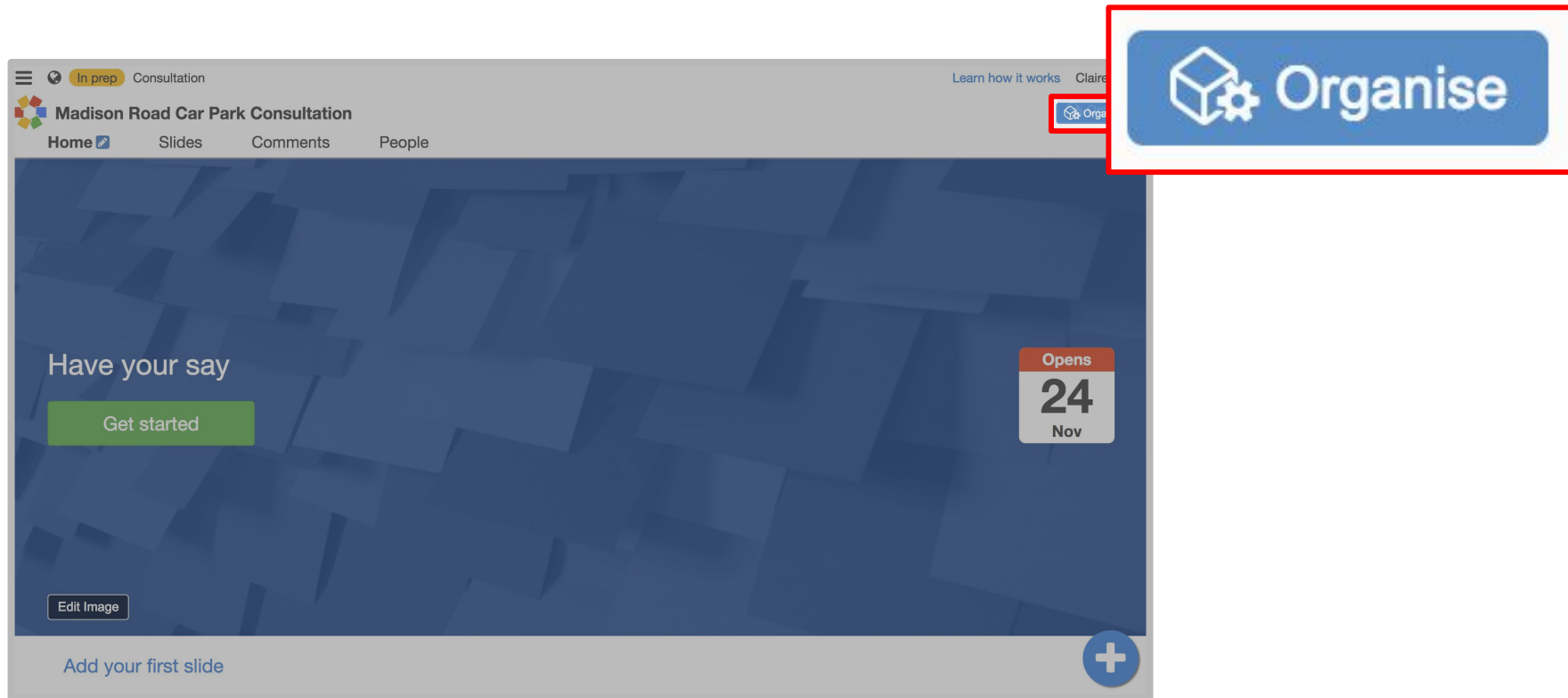
This How-to explains how to configure your Room's pages.

The yellow In Prep tag indicates you are currently in preparation. Only you and your invited co-organizers can see this Room.

# Step 1. Select Organise button

How to: configure your pages

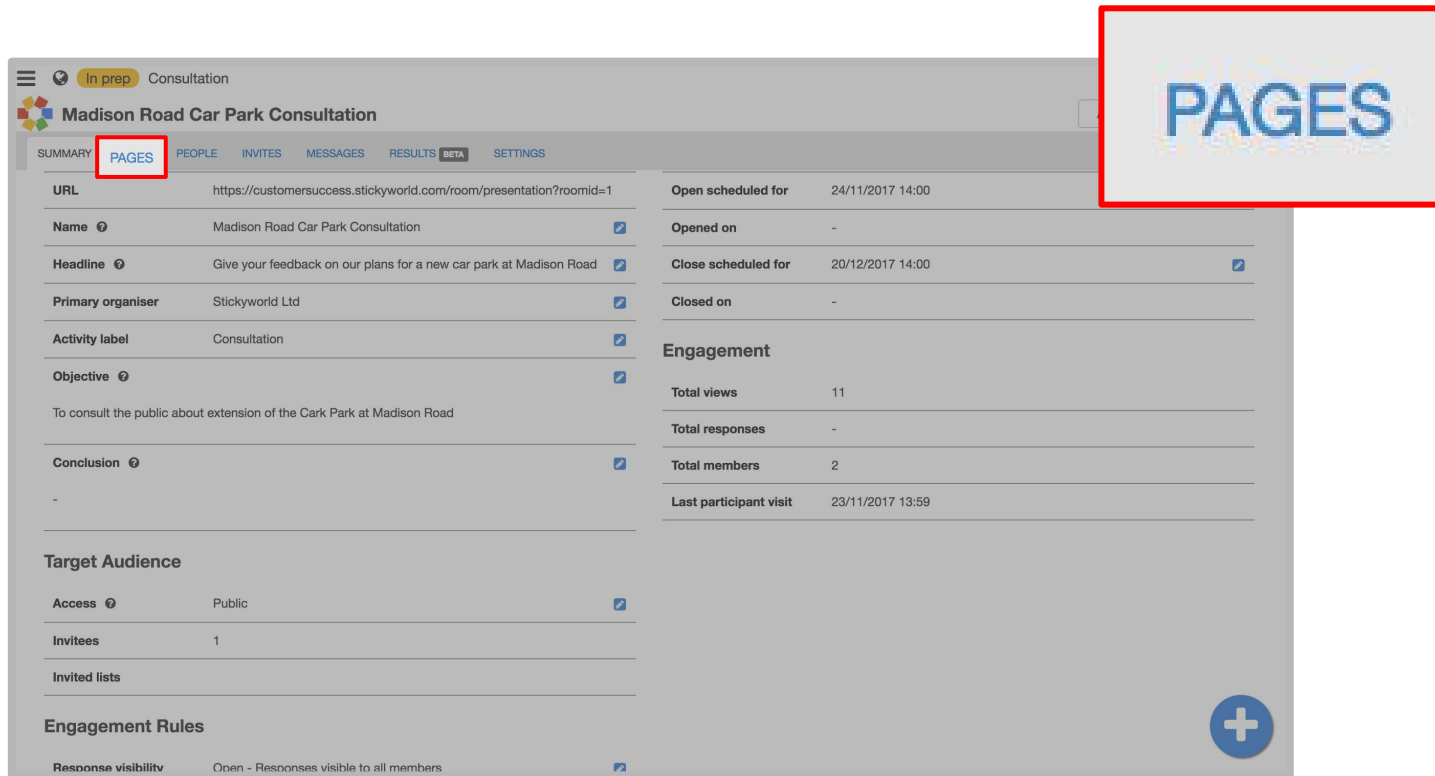
Click the blue Organise button in the header.  
This opens a second level menu.



# Step 2. Find Pages

How to: configure your pages

In the menu go to Pages. This opens up a Pages form you can edit.



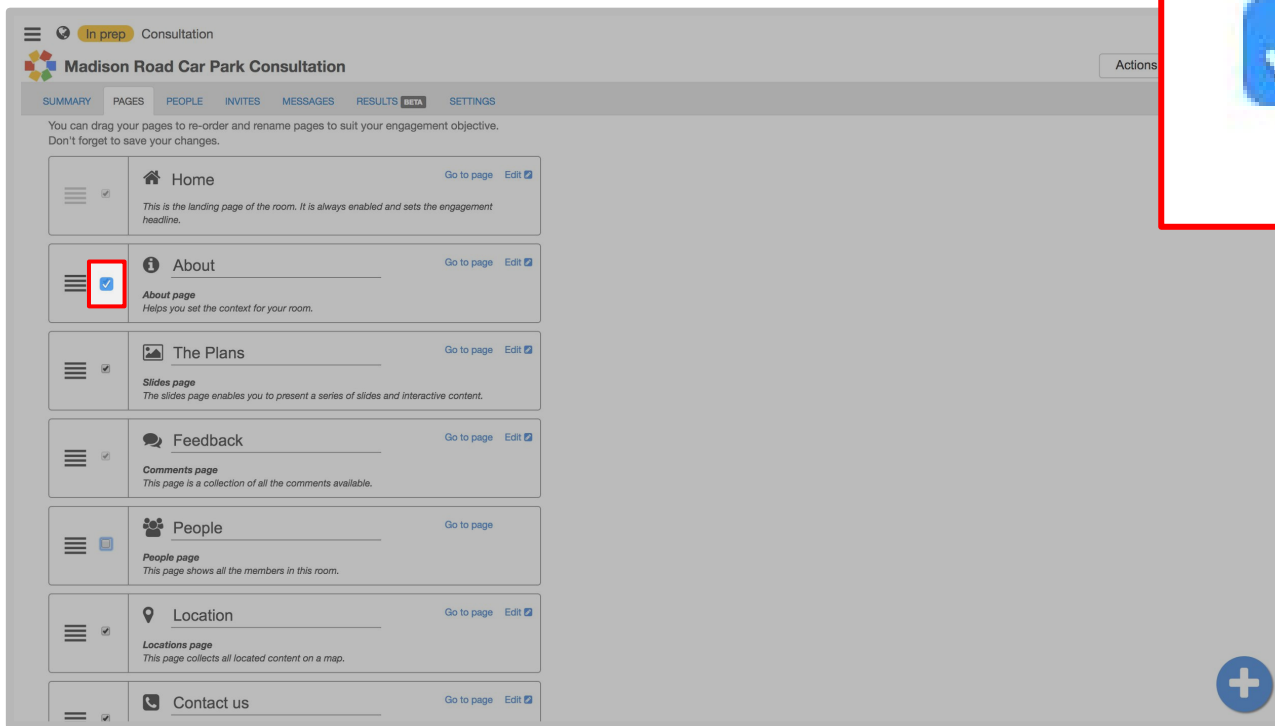
The screenshot shows the Stickyworld interface for a consultation titled "Madison Road Car Park Consultation". The "PAGES" tab is highlighted in the top navigation bar. A red box highlights the "PAGES" tab, and a larger red box with the word "PAGES" in blue text is overlaid on the right side of the page. The page content is divided into several sections:

- URL**: <https://customersuccess.stickyworld.com/room/presentation?roomid=1>
- Name**: Madison Road Car Park Consultation
- Headline**: Give your feedback on our plans for a new car park at Madison Road
- Primary organiser**: Stickyworld Ltd
- Activity label**: Consultation
- Objective**: To consult the public about extension of the Car Park at Madison Road
- Conclusion**: -
- Target Audience**:
  - Access**: Public
  - Invitees**: 1
  - Invited lists**
- Engagement Rules**:
  - Response visibility**: Open - Responses visible to all members
- Engagement**:
  - Open scheduled for**: 24/11/2017 14:00
  - Opened on**: -
  - Close scheduled for**: 20/12/2017 14:00
  - Closed on**: -
  - Total views**: 11
  - Total responses**: -
  - Total members**: 2
  - Last participant visit**: 23/11/2017 13:59

# Step 3. Select page templates

How to: configure your pages

Tick the page templates you want to appear in your online activity. Save this.





# Step 5. Rename pages

How to: configure your pages

Rename any of the pages by typing above the line.  
Click 'Save' at the bottom of the page.

The screenshot shows the 'Madison Road Car Park Consultation' interface. The 'PAGES' tab is selected, displaying a list of pages. A red box highlights the 'The plans' and 'Feedback' pages, which are shown in a larger view on the right. The 'The plans' page is titled 'The plans' and is described as a 'Slides page'. The 'Feedback' page is titled 'Feedback' and is described as a 'Comments page'. Both pages have a 'Go to page' link and an 'Edit' button.

**Pages Configuration:**

- Home**: This is the landing page of the room. It is always enabled and sets the engagement headline.
- About**: About page. Helps you set the context for your room.
- The plans**: Slides page. The slides page enables you to present a series of slides and interactive content.
- Feedback**: Comments page. This page is a collection of all the comments available.
- People**: People page. This page shows all the members in this room.
- Location**: Locations page. This page collects all located content on a map.
- Contact us**

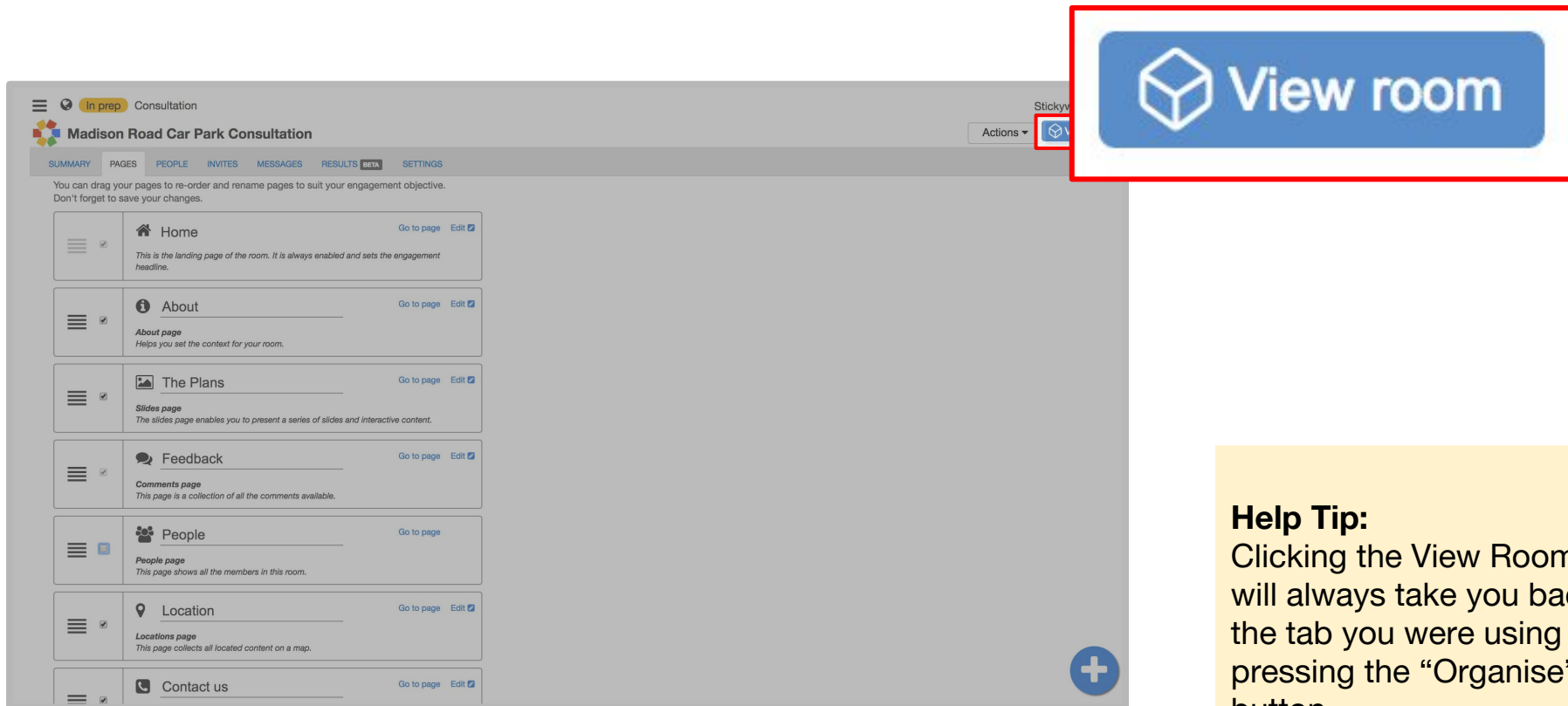
**Page Details:**

- The plans**: Slides page. The slides page enables you to present a series of slides and interactive content.
- Feedback**: Comments page. This page is a collection of all the comments available.

# Step 7. Select View Room button

How to: configure your pages

Click 'View Room' in the header to return to your landing page.



## Help Tip:

Clicking the View Room button will always take you back to the tab you were using before pressing the “Organise” button.

# You've configured your pages

You have now customized your pages and your new page arrangement will appear in your Room.

## What's next?

Next, have a look at 'How-to: edit your landing page.'

## 2.2 How-to: edit your landing page.

# Introduction

**Customising your landing page enables you to set the right context for your project.**

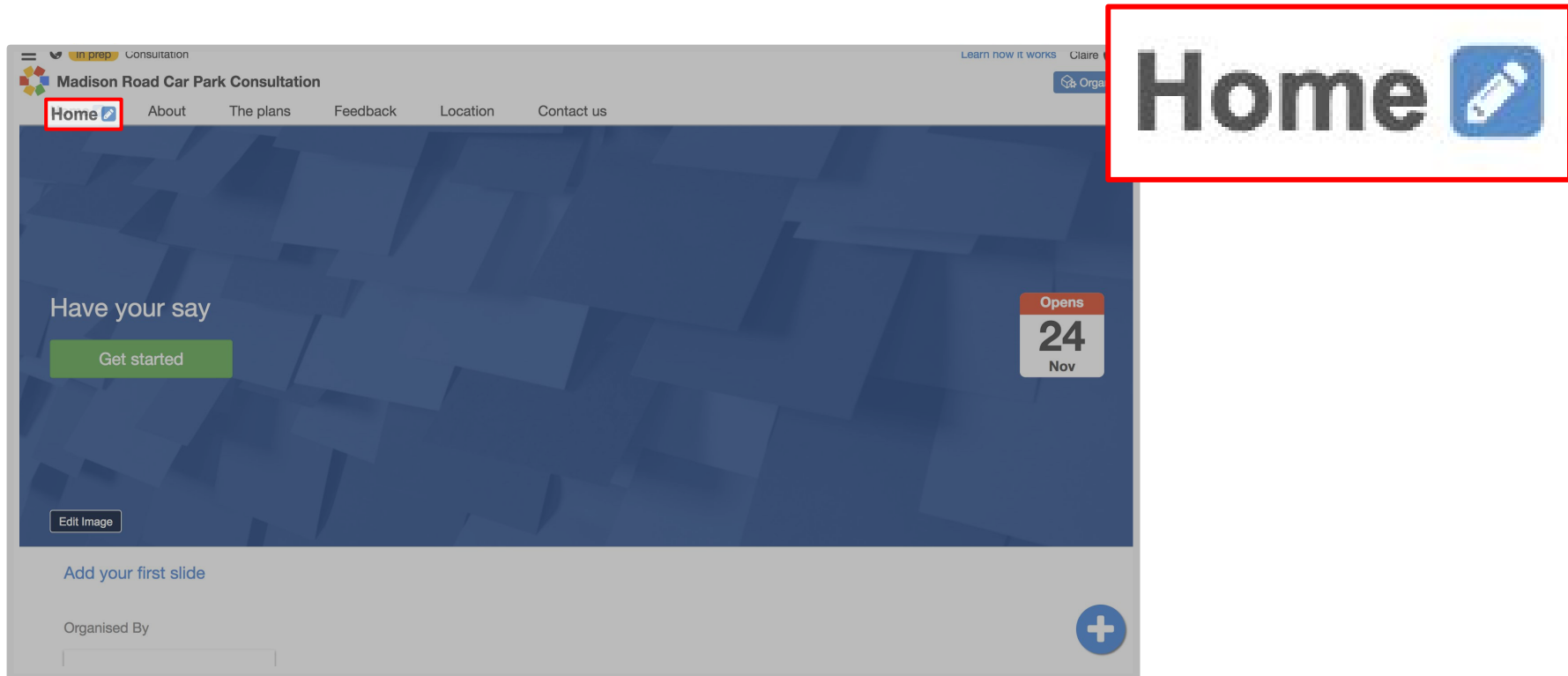
This How-to explains how to edit your landing page.

The yellow In Prep tag indicates you are currently in preparation. Only you and your invited co-organizers can see this Room.

# Step 1. Select Home button

How to: edit your landing page

To edit any of the pages on the main menu, click on them and a pencil will appear to the right. Click on the pencil next to 'Home'. An editable form will appear.



# Step 2. Add the headline

How to: edit your landing page

Edit the 'Engagement headline' using action-orientated words.  
Click Save.

The screenshot shows the Stickyworld interface for editing a landing page. The page title is 'Madison Road Car Park Consultation'. The 'Engagement headline' field is highlighted with a red box and contains the text 'Give your feedback on our plans for a new car park at Madison Road'. The 'Room name' field contains 'Madison Road Car Park Consultation'. The 'Landing page image' field is empty. A 'Save' button is at the bottom left. A red box highlights the 'Engagement headline' section, which includes the title 'Engagement headline' and the instruction 'Change the landing page title to engage your audience'. The number '53' is visible in the bottom right corner of the red box.

**Engagement headline**  
Change the landing page title to engage your audience

Give your feedback on our plans for a new car park at Madison Road

53

**Room appearance**

**Room name**  
Give a clear name that makes sense to you and your audience

Madison Road Car Park Consultation

**Engagement headline**  
Change the landing page title to engage your audience

Give your feedback on our plans for a new car park at Madison Road

**Landing page image**  
This image is used as the landing page, and as a preview image for the room on the public portal, in embed links and elsewhere across the system. To avoid pixelation, please upload a minimum of 1200px width.

Upload an image

Save

## Help Tip:


Use words such as 'learn about' or 'ask a question'. Keep it short and think about what you want your visitors to do, and the message when it's shared via email or social media.

# Step 3. Upload landing page image

How to: edit your landing page

Upload a landing page image making sure it expresses what your project is about, and click Save.

**Landing page image**  
This image is used as the landing page, and as a preview image for the room on the public portal, in embed links and elsewhere across the system. To avoid pixelation, please upload a minimum of 1200px width.



Upload an image

**Room appearance**


**Room name**  
Give a clear name that makes sense to you and your audience

Madison Road Car Park Consultation

**Engagement headline**  
Change the landing page title to engage your audience

Give your feedback on our plans for a new car park at Madison Road

**Landing page image**  
This image is used as the landing page, and as a preview image for the room on the public portal, in embed links and elsewhere across the system. To avoid pixelation, please upload a minimum of 1200px width.



Upload an image

Save

## Help Tip:

For landing pages, simple images work the best, as you will be adding text for the engagement headline on top.

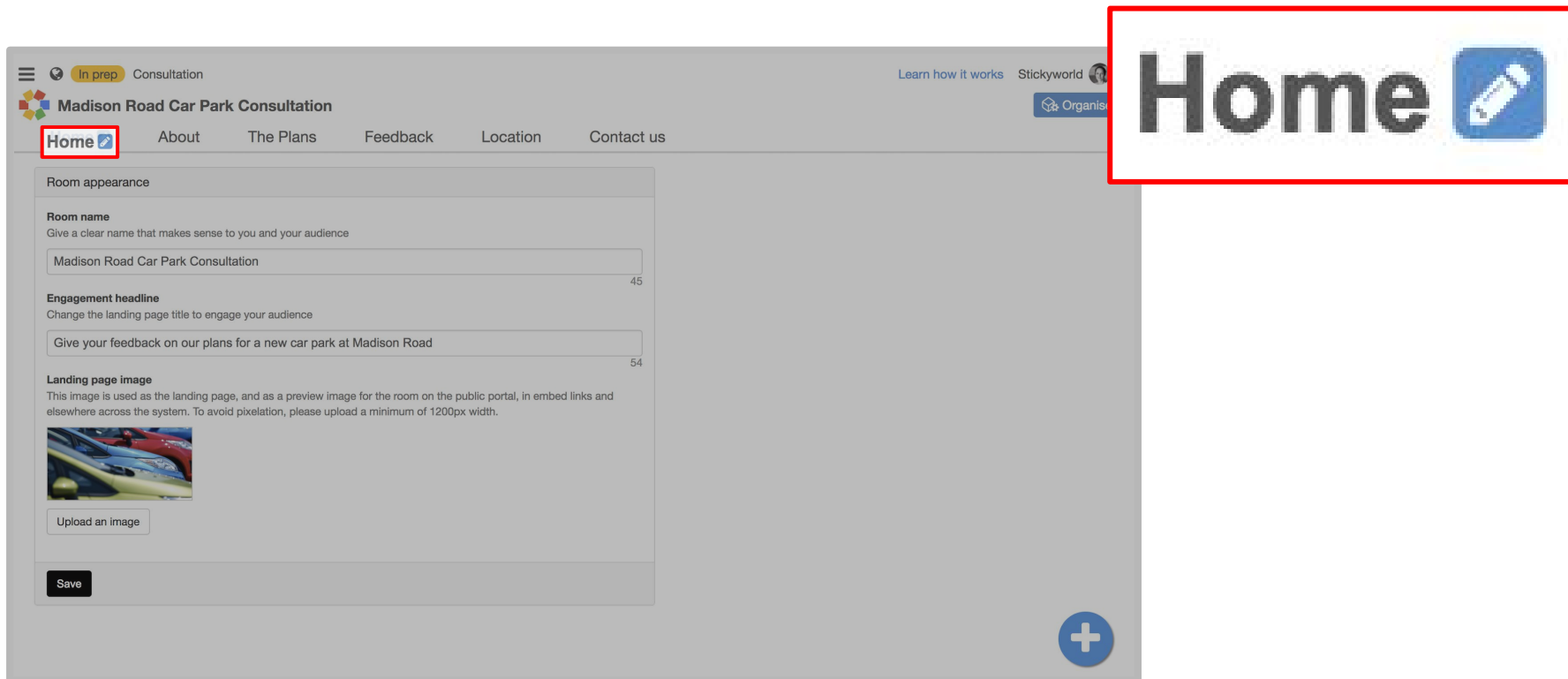
The image should be approx. 1200 x 600 pixels.



# Step 4. Select “Home” button

How to: edit your landing page

Click the pencil next to 'Home' again and your new landing page will appear. It might take a few minutes. If you don't like what you see, you can change it at any time.



# You've edited your landing page

You have now customized your landing page to suit your project.

## What's next?

Next, have a look at 'How-to: create multimedia Slides'

## 2.3 How-to: create multimedia Slides.

# Introduction

**Adding visual content to your Room helps you get your ideas across and your audience engaged with your project.**

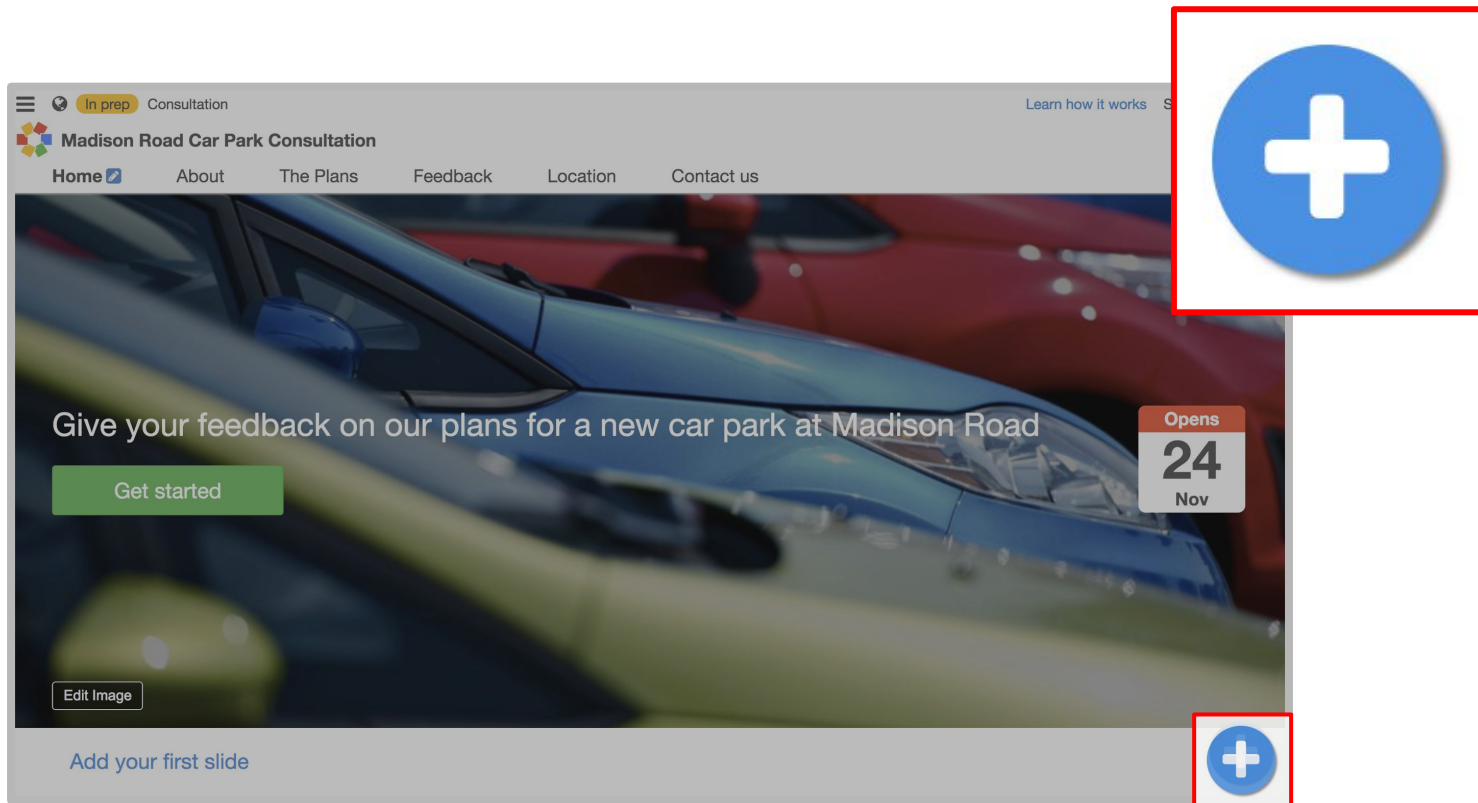
This How-to explains how to add multimedia content to your Room.

The yellow In Prep tag indicates you are currently in preparation. Only you and your invited co-organizers can see this Room.

# Step 1. Select organizer action button

How to: create  
multimedia slides

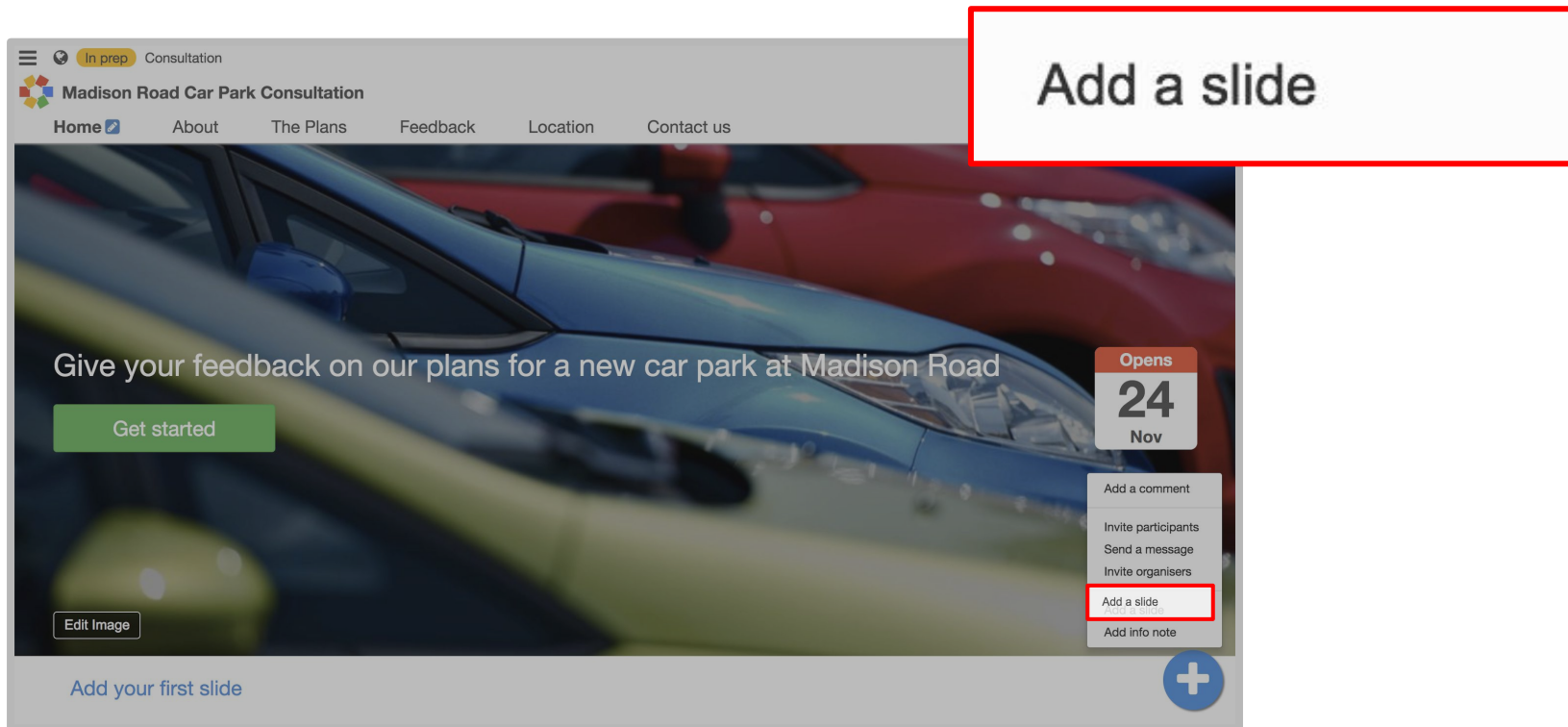
Click the organizer action button.  
A menu will appear.



## Step 2. Select “Add a Slide”

How to: create  
multimedia slides

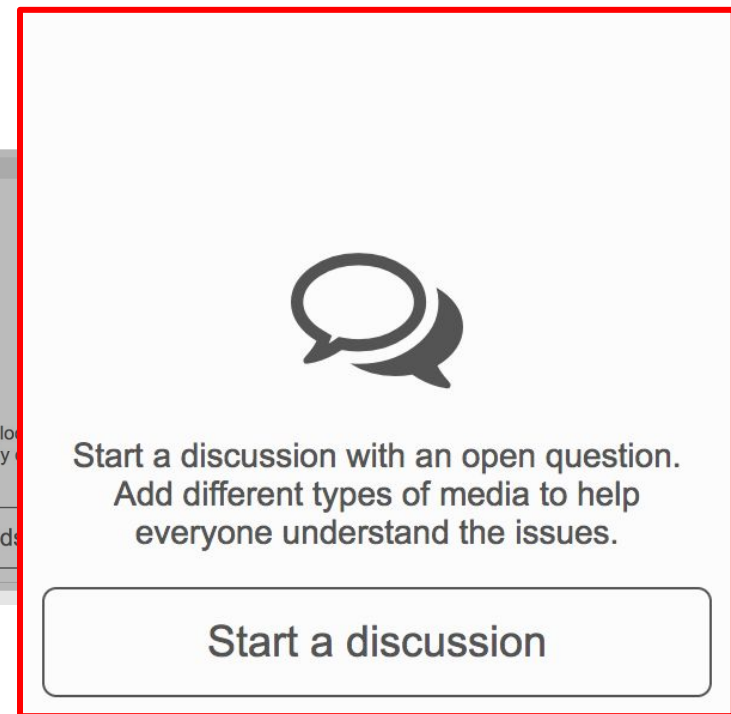
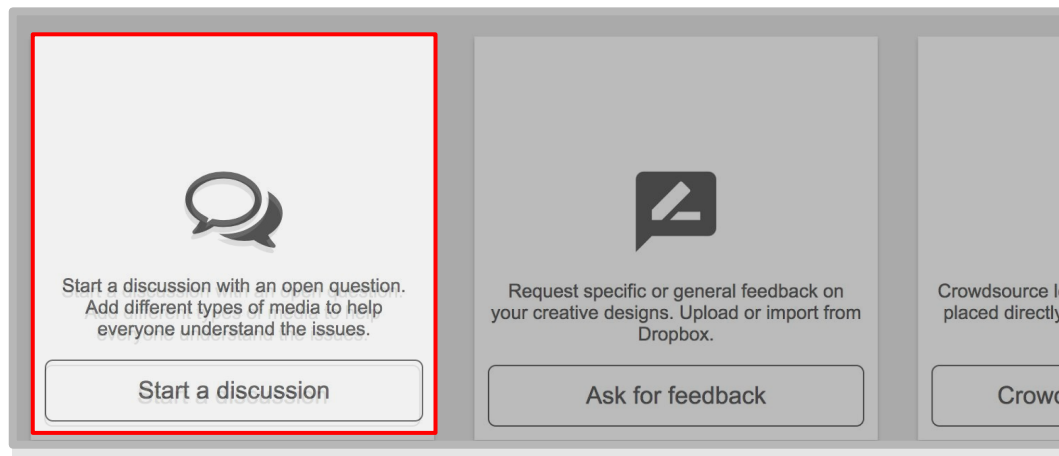
In the menu, you will see ‘Add a slide’. Click on this. You will see options to add a Slide and choose the type of engagement you want to associate with it.



## Step 3. Select engagement method

How to: create  
multimedia slides

Choose from: 'Start a discussion'; 'Ask for feedback'; 'Crowdsource locations'; 'Share information'. Your choice depends on your engagement objectives. Here I will choose 'Start a discussion'. Click on this and a form will appear.

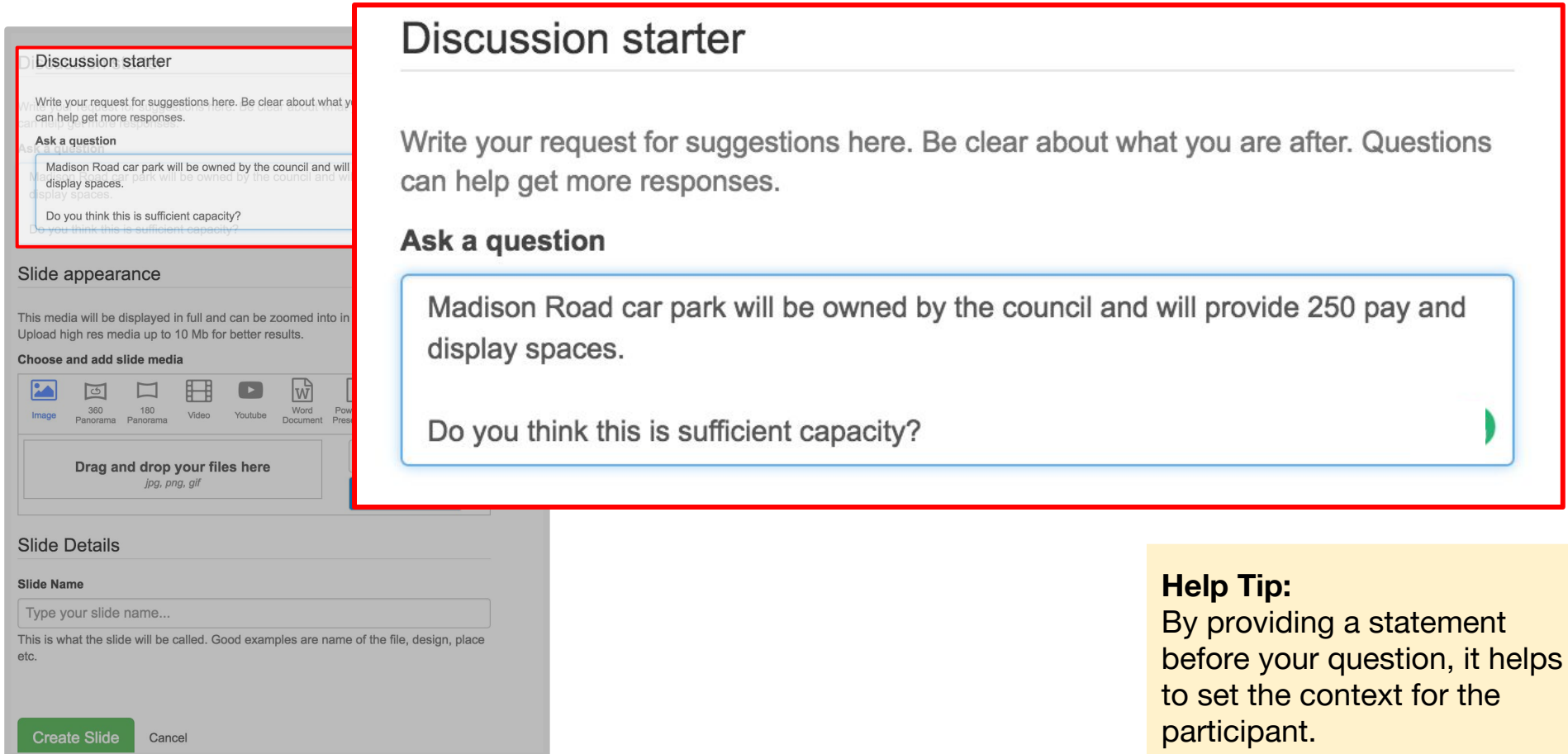




# Step 4. Add a question for your visitor

How to: create  
multimedia slides

Set the context with a statement and add one clear related question you want to ask your visitors to start a discussion.



**Discussion starter**

Write your request for suggestions here. Be clear about what you are after. Questions can help get more responses.

**Ask a question**

Madison Road car park will be owned by the council and will provide 250 pay and display spaces.

Do you think this is sufficient capacity?

**Slide appearance**

This media will be displayed in full and can be zoomed into in. Upload high res media up to 10 Mb for better results.

**Choose and add slide media**

Image 360 Panorama 180 Panorama Video Youtube Word Document Pow Pres

Drag and drop your files here  
jpg, png, gif

**Slide Details**

**Slide Name**

Type your slide name...

This is what the slide will be called. Good examples are name of the file, design, place etc.

Create Slide Cancel

**Help Tip:**  
By providing a statement before your question, it helps to set the context for the participant.



# Step 5. Choose type of media

How to: create  
multimedia slides

Click on the type of media you want to add - from maps, photos, images, images, videos, PDF, Powerpoints, or 360 panoramas.

## Help Tip:

You must choose your media type first before you try to upload it.

Discussion starter

Write your request for suggestions here. Be clear about what you are after. Questions can help get more responses.

**Ask a question**

Madison Road car park will be owned by the council and will provide 250 pay and display spaces.

Do you think this is sufficient capacity?

Slide appearance

This media will be displayed in full and can be zoomed in. Upload high res media up to 10 Mb for better results.

**Choose and add slide media**

Image 360 Panorama 180 Panorama Video Youtube Word Document

Drag and drop your files here  
*jpg, png, gif*

Slide Details

**Slide Name**

Type your slide name...

This is what the slide will be called. Good examples are n etc.

Create Slide Cancel

## Choose and add slide media

Image 360 Panorama 180 Panorama Video Youtube Word Document Powerpoint Presentation PDF Map

Drag and drop your files here  
*jpg, png, gif*

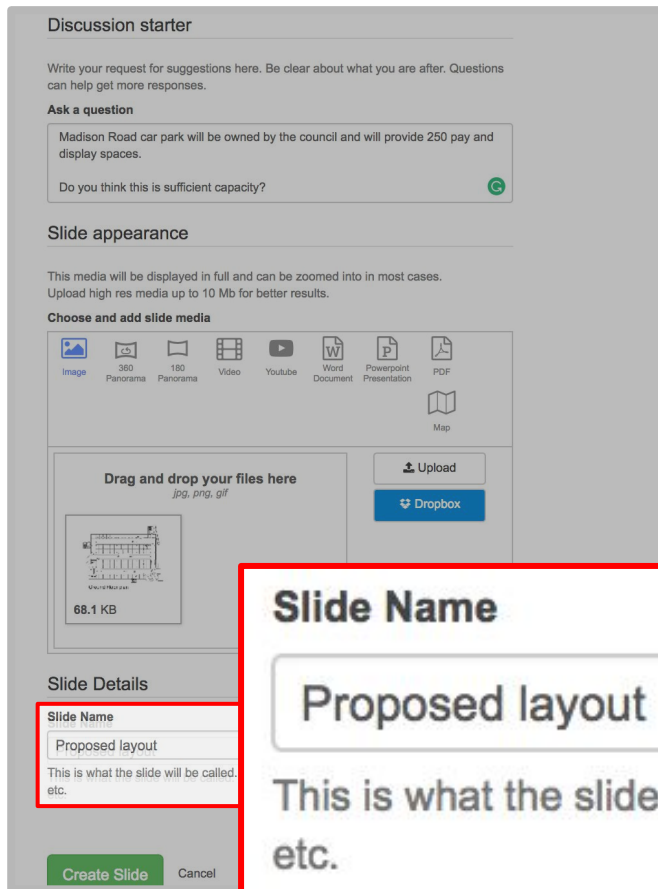
Upload

Dropbox

# Step 6. Upload your media

How to: create  
multimedia slides

Drag, drop or upload your file. Give your 'Slide' a title and click 'Create slide'. In a few seconds, it will appear in your Room.



Discussion starter

Write your request for suggestions here. Be clear about what you are after. Questions can help get more responses.

Ask a question

Madison Road car park will be owned by the council and will provide 250 pay and display spaces.

Do you think this is sufficient capacity?

Slide appearance

This media will be displayed in full and can be zoomed into in most cases. Upload high res media up to 10 Mb for better results.

Choose and add slide media

Image 360 Panorama 180 Panorama Video Youtube Word Document Powerpoint Presentation PDF Map

Drag and drop your files here  
jpg, png, gif

68.1 KB

Slide Details

Slide Name

Proposed layout

This is what the slide will be called, etc.

Create Slide Cancel

## Help Tip:

If you are adding images or Powerpoints, sizing them to 4:3 works best.  
For images, use high res media up to 10MB.

## Help Tip:

Keep the name of your Slide simple using a maximum of two words, e.g. Layout, Design, Plans, Proposal One.

## Help Tip:

You can repeat this process to add many Slides. You can also add Slides using different media in one Room.

## Slide Name

Proposed layout

This is what the slide will be called. Good examples are name of the file, design, place etc.

## You've added multimedia slides

Great. You have now added multimedia content about your project in your Room. Repeat the process above to add all your content.

## What's next?

Next, have a look at 'How-to: create Categories and organise your media.'

## 2.4 How-to: create Categories and organise your media.

# Introduction

**Categories appear in a sub menu on your Slides page and help you guide your visitor through your content.**

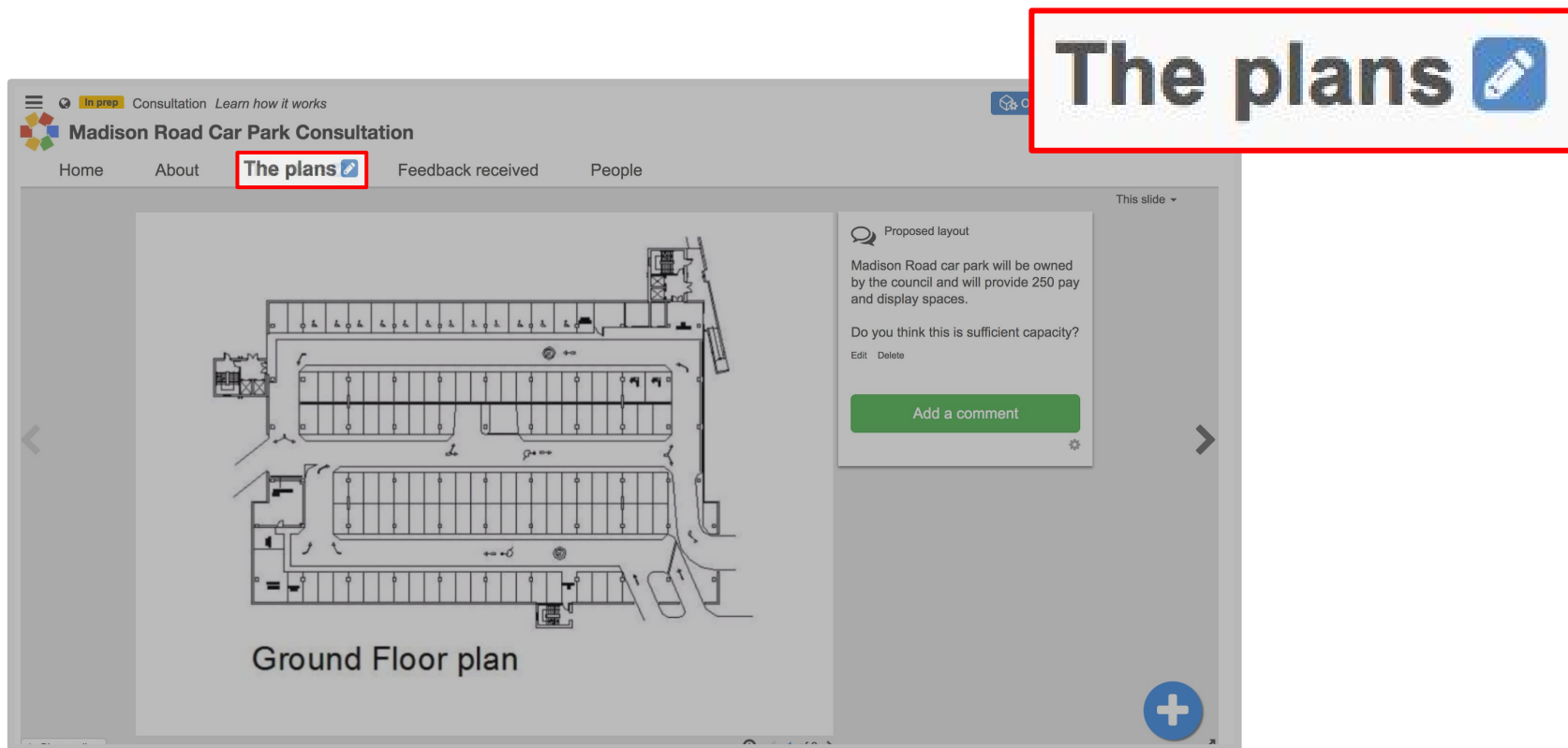
This How-to explains how to create Categories and organise the media in your Room.

The yellow In Prep tag indicates you are currently in preparation. Only you and your invited co-organizers can see this Room.

# Step 1. Select the Slides button

How to: create categories

In the top navigation, click on the blue pencil next to your Slides page. You may have renamed this page. Here it is called 'The plans'.



## Step 2. Select “Add a Slide Category”

How to: create categories

Click “Add a Slide Category”.  
A editable form will appear.



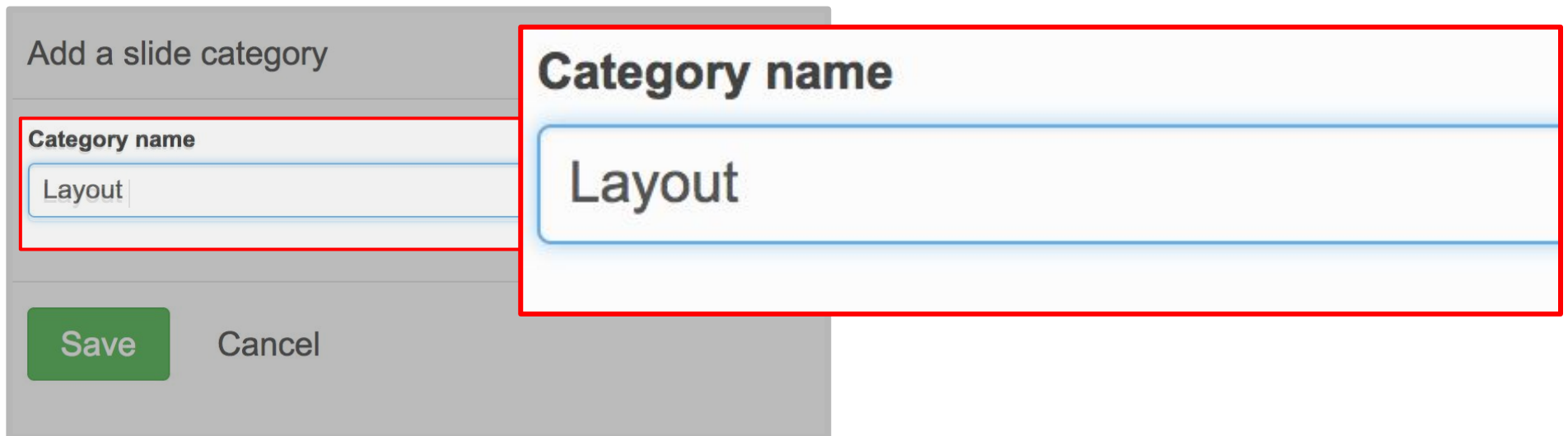
## Step 3. Name your Categories

How to: create  
categories

Add the name of your Category using one or two words.

Click 'Save'.

Repeat this process to add as many Categories as you need.



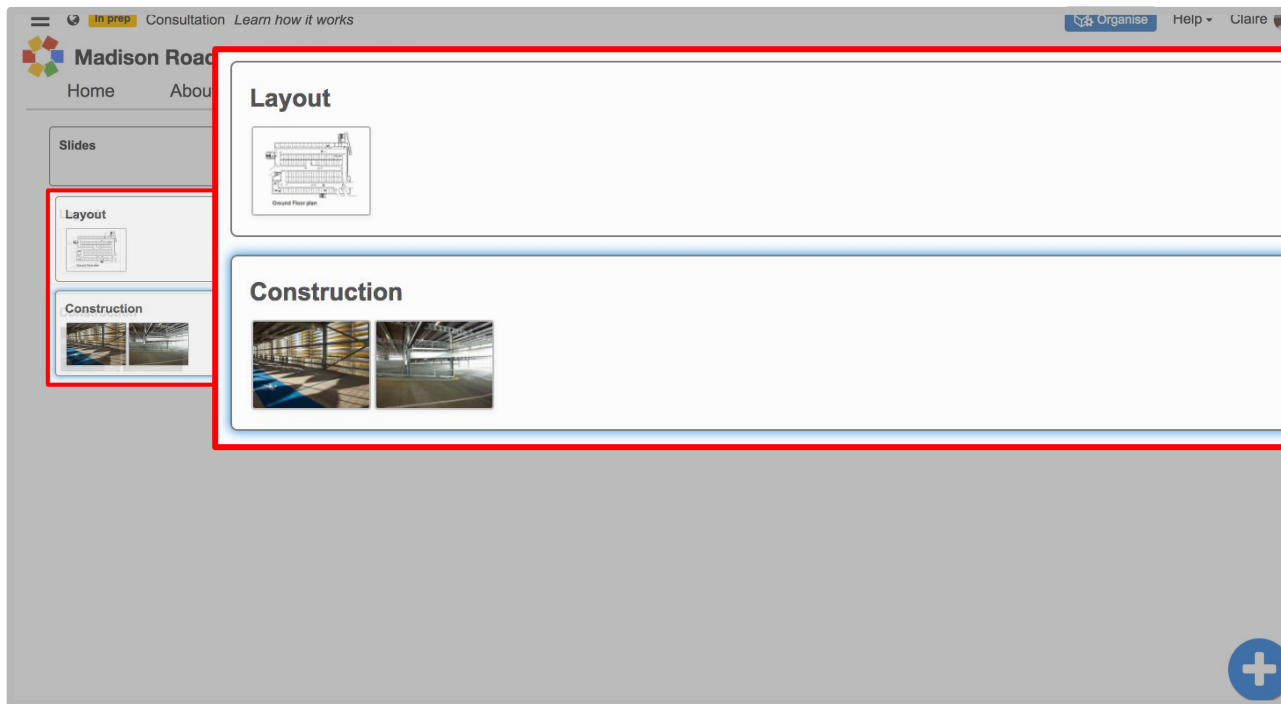
The image shows a screenshot of a web application interface for adding a slide category. A grey dialog box titled "Add a slide category" is displayed. Inside the dialog, there is a text input field labeled "Category name" which contains the word "Layout". Below the input field are two buttons: a green "Save" button and a grey "Cancel" button. A red rectangular box is drawn around the "Category name" input field and its label, highlighting the area where the user enters the category name.



# Step 4. Rearrange content

How to: create categories

To move your Slides into your Categories, hover over the Slide and drag it into the Category.  
Delete the old Slides Category using the red button on the right.

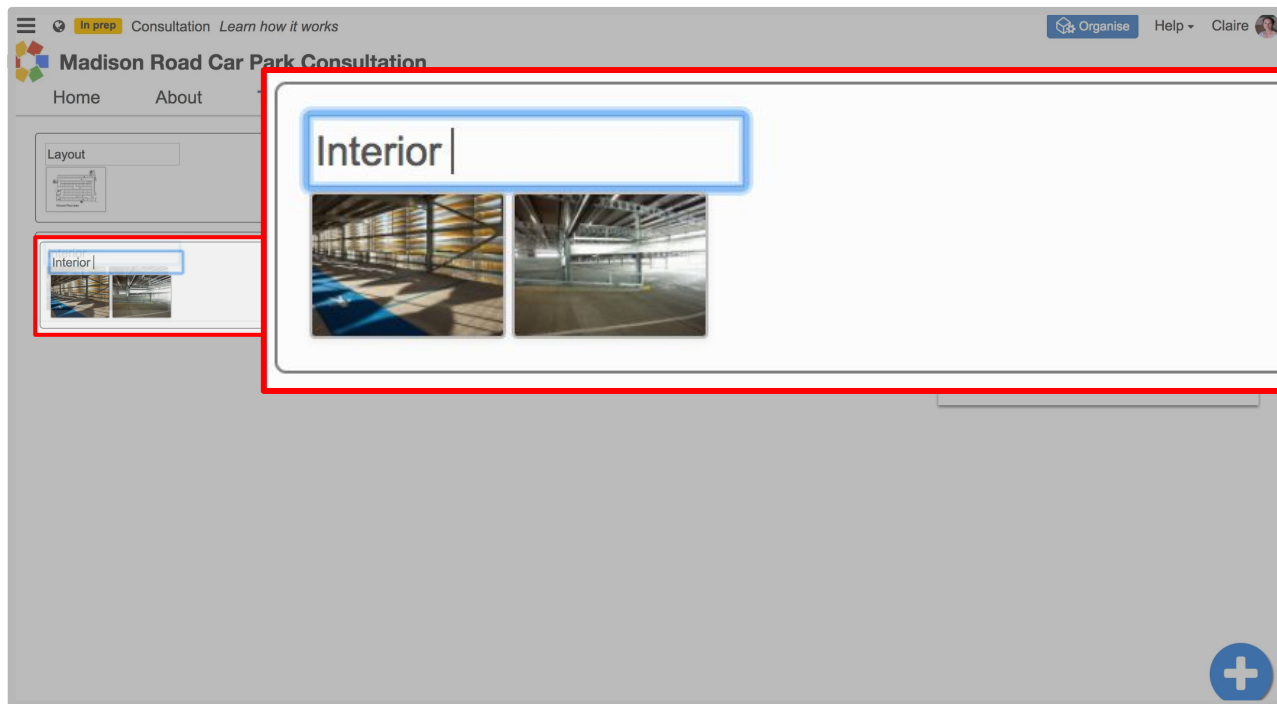


# Step 5. Rename Categories

How to: create categories

If you want to rename any of your Categories, click on the name and edit inside the box.

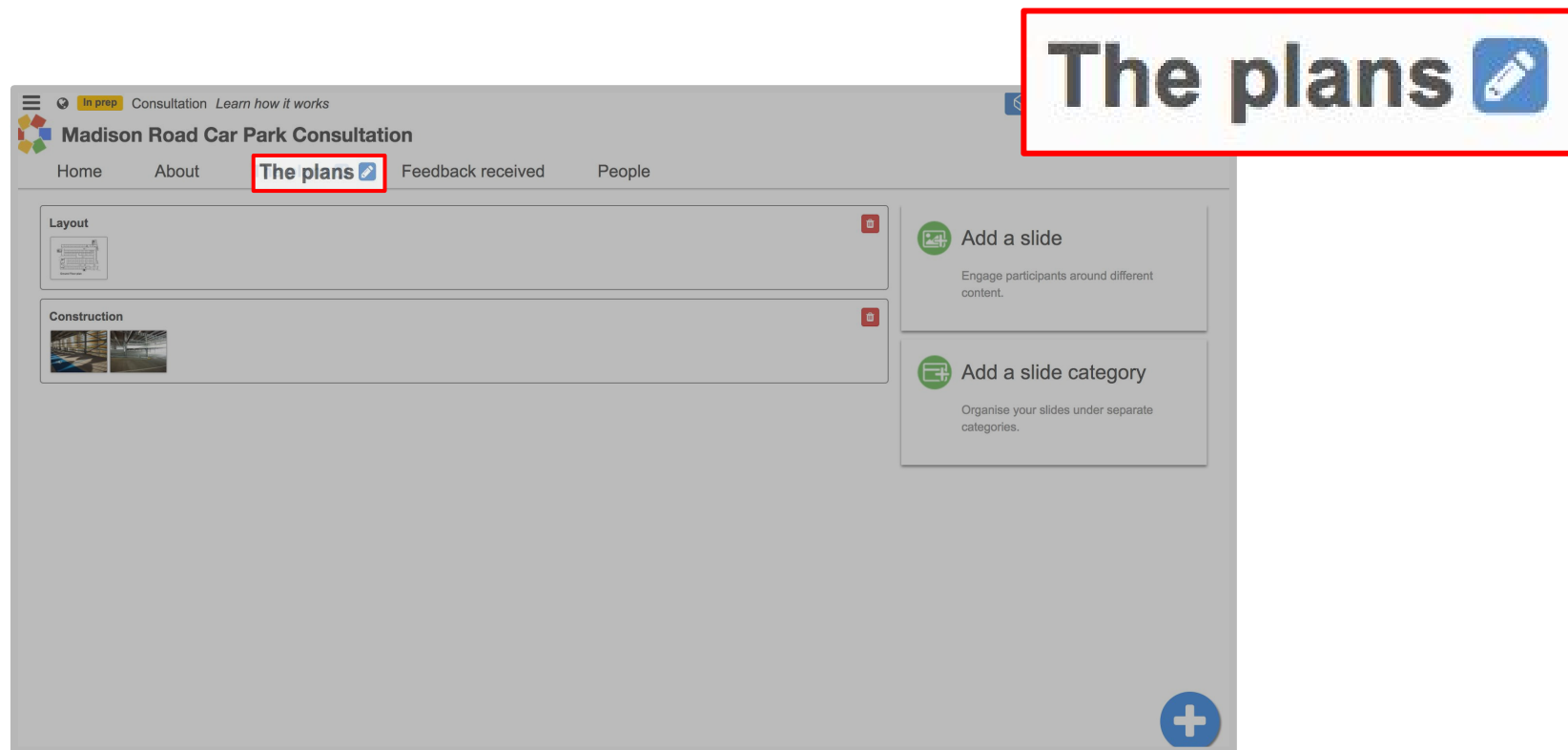
Click return to save your new name.



# Step 6. Select Slides button

How to: create categories

Click on the blue pencil next to your Slides page, here called The plans, and your Categories will now appear as a sub menu.



# You've added Categories to organise your media

Great. You have now created a sub menu or Categories in your Slides page to guide your visitor through your content.

## What's next?

Next, have a look at the Customer Success Guide 'Preparing advanced content in your Stickyworld Room'.

# Meet the Stickyworld team who can help you

You'll always find one of the team is available in the in-app support channel and able to help you.

Click the Help button which you will find under your profile, and then Contact Support.



Michael



Chris



Claire



Karsh

# Thanks for reading

We hope this guide on how to create content in your Stickyworld Room has been helpful.

If you have any feedback on how we can improve the guide please do let us know. You can contact us at anytime on [success@stickyworld.com](mailto:success@stickyworld.com)

Get in touch with your questions:

[success@stickyworld.com](mailto:success@stickyworld.com)

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