

Preparing advanced content in your Stickyworld Room

Customer Success Guide for Organisers No.3

Stickyworld

Welcome

This guide has been designed to help organizers prepare advanced content in your Stickyworld Rooms. This will help to make your activity more interactive and engaging for your visitor, if it suits your engagement objectives to do so.

The guide is split into easy to digest “How to” chapters which explain the steps to take and provide 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

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3.1 How-to: add a link to another Slide.

Introduction

A direct link from one Slide to another is useful if you want to guide how your visitor navigates your content.

This How-to explains how to add a link from one Slide to another.

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

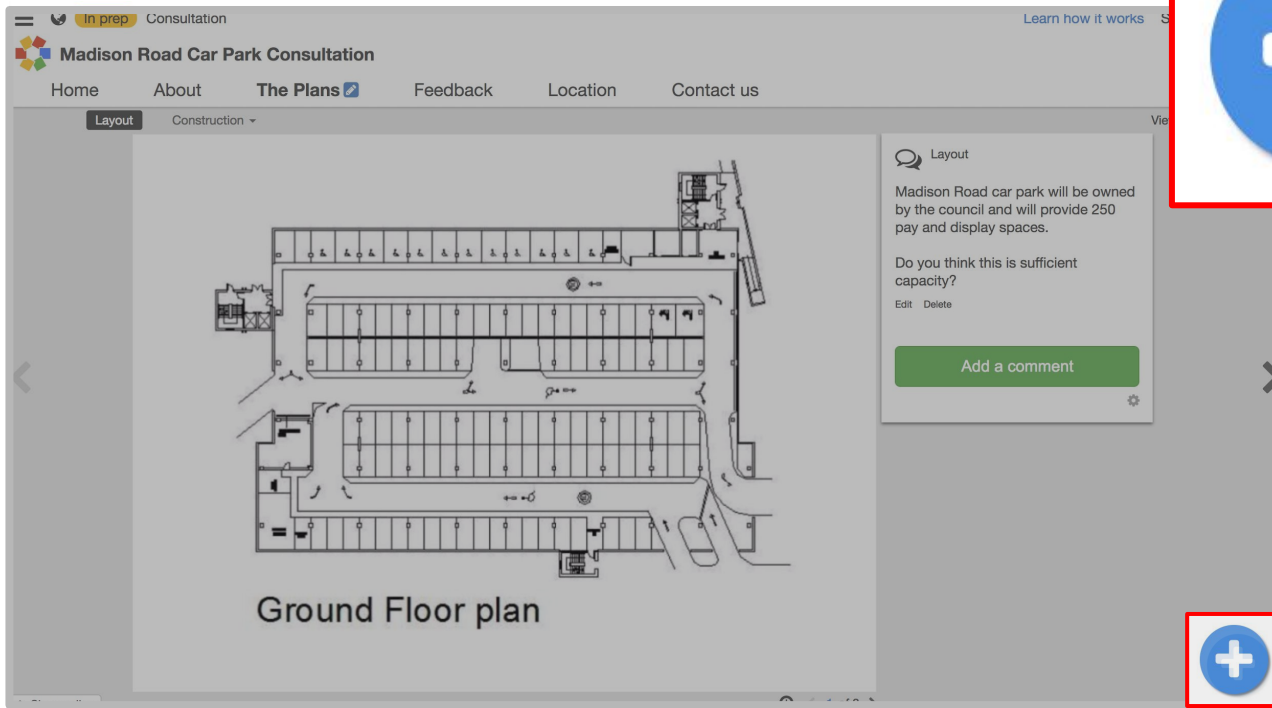
Step 1. Select Slide to link from

How to: add a link to another Slide

Go to the Slide you want to link from. In this case, it's 'Proposed layout'.

Click the organizer action button.

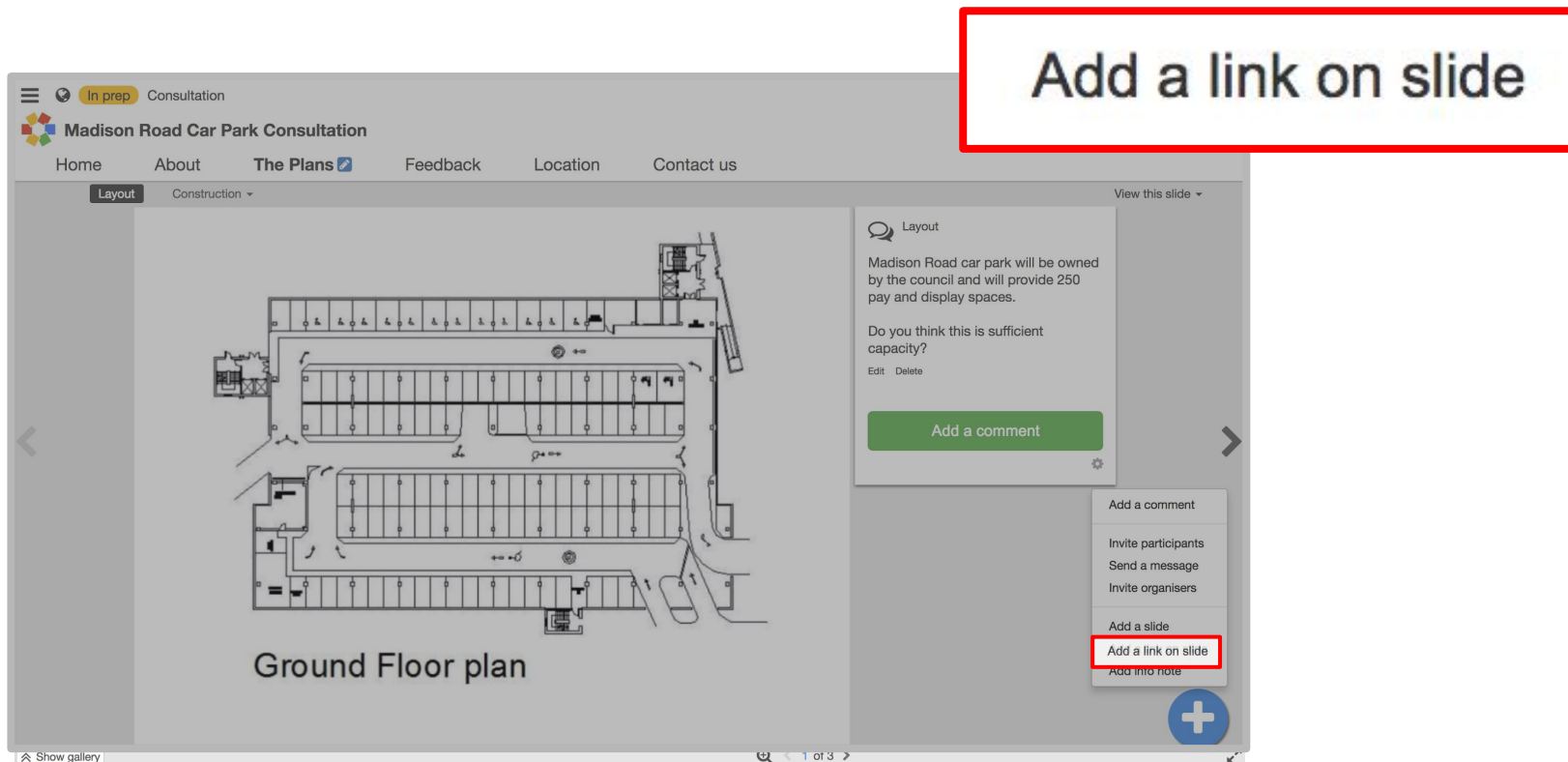
A menu will appear.



Step 2. Select Add a link on a Slide

How to: add a link to another Slide

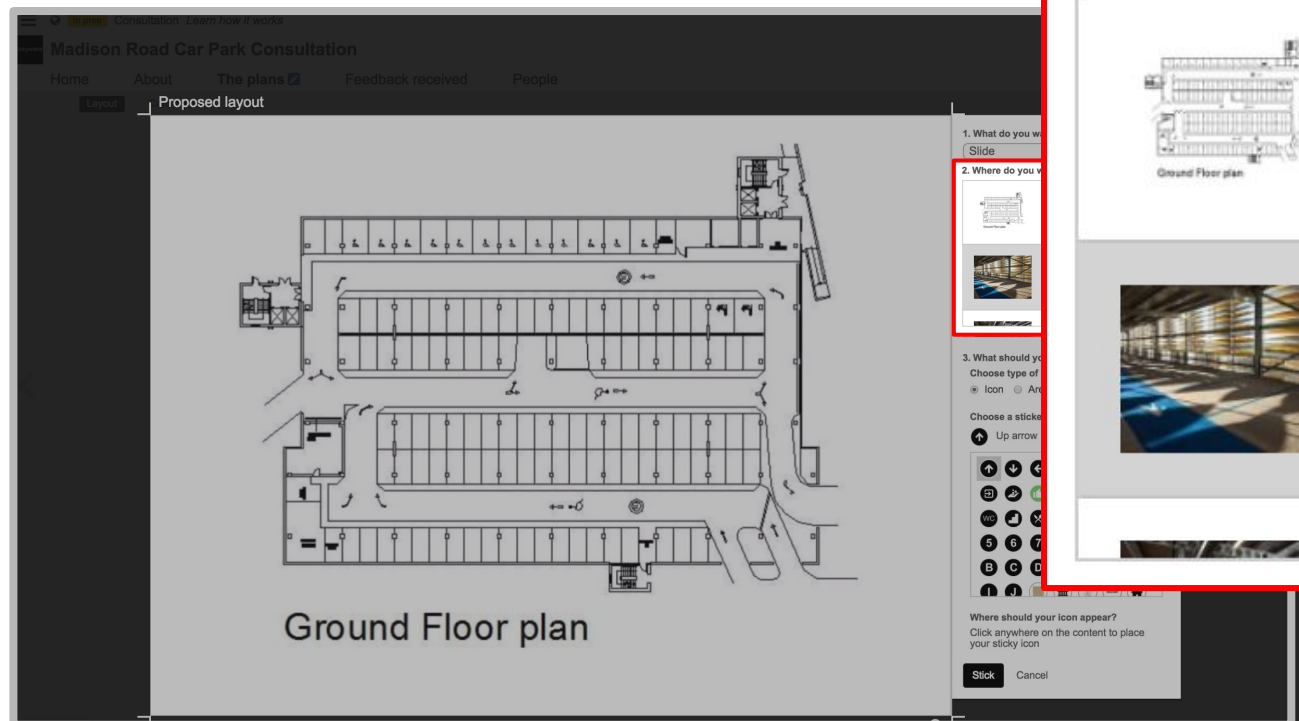
In the menu, you will see Add a link on a slide. Click on this. You will now see the options for adding a link.



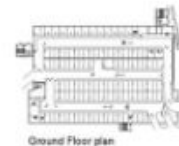
Step 3. Select where to link to

How to: add a link to another Slide

Chose what you want to link to. In this case you want to link to a Slide so choose Slide in the drop down menu. In Where do you want to link to scroll down until you see the particular slide you want to link to. Click on this.



2. Where do you want to link to?



Proposed layout

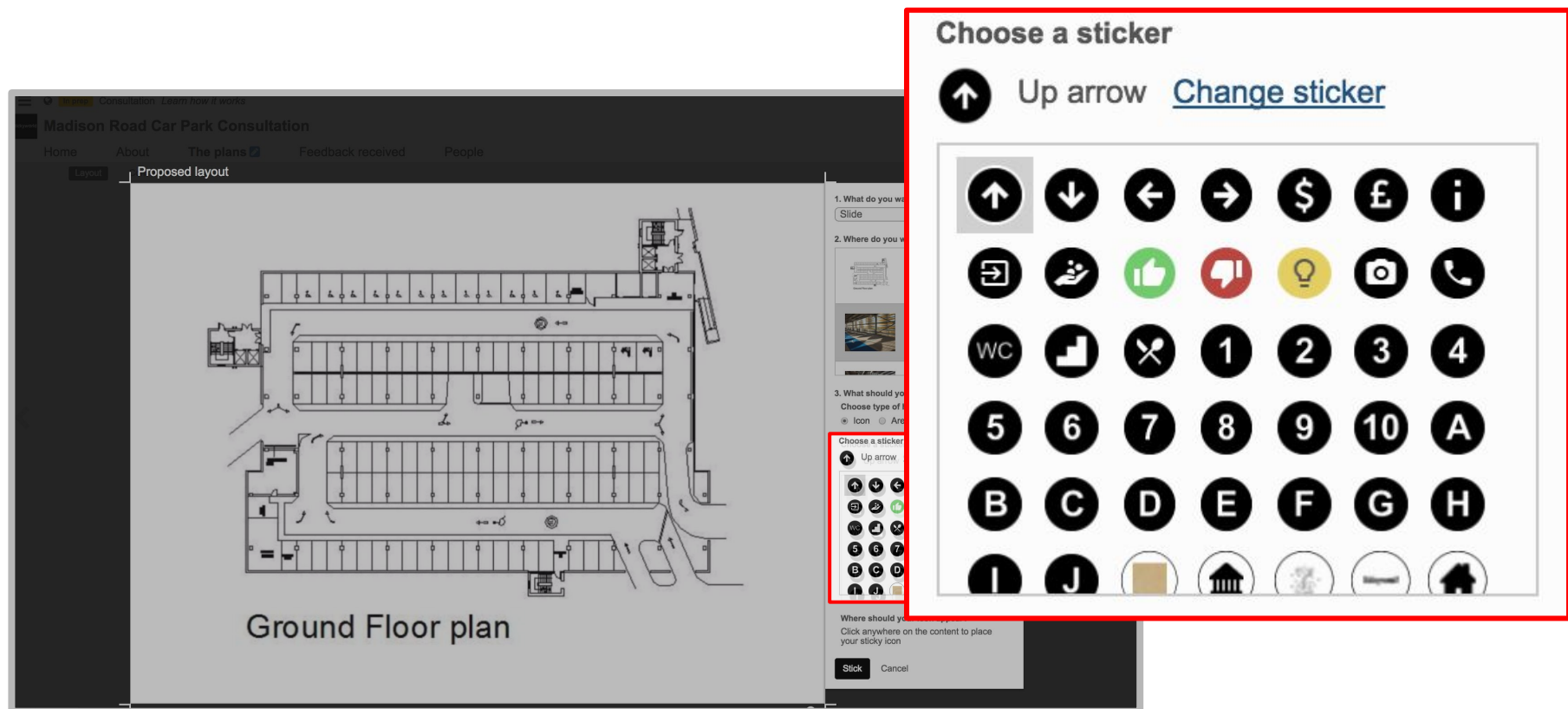


Pedestrian routes

Step 4. Choose a sticker

How to: add a link to another Slide

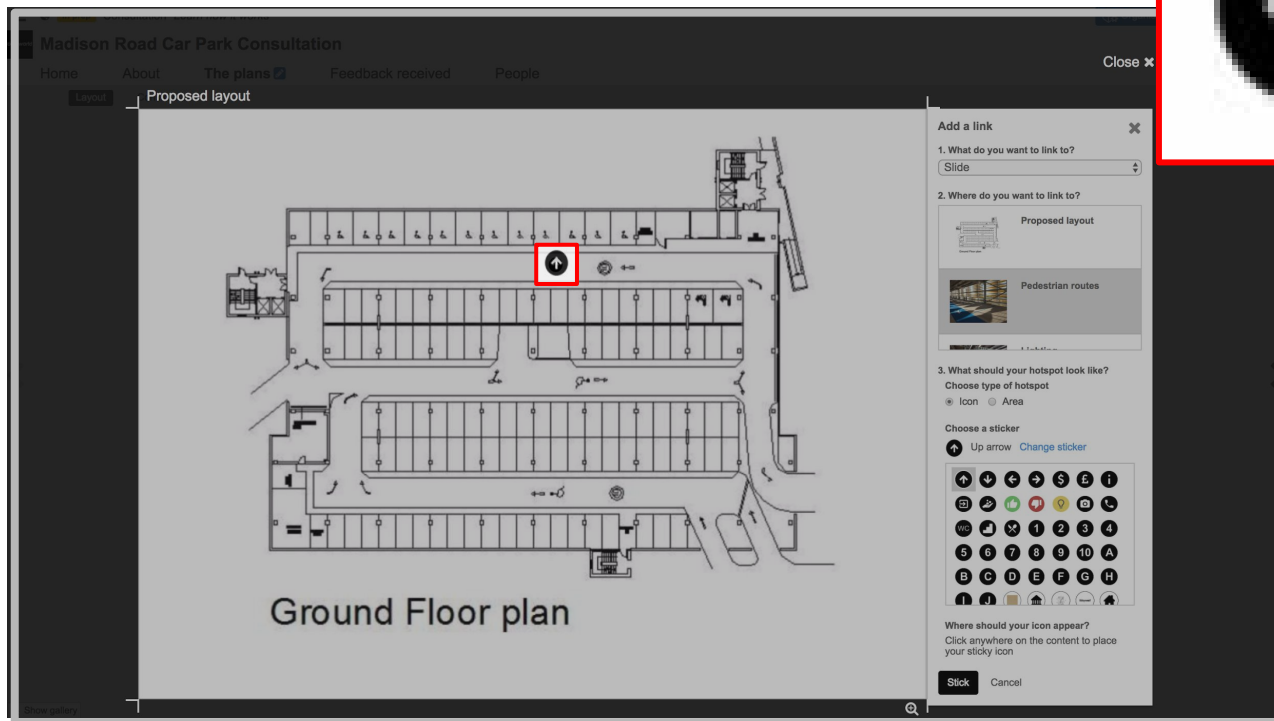
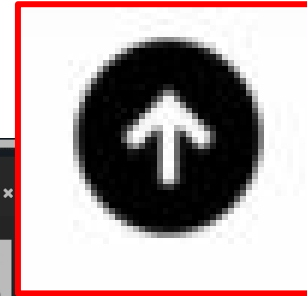
Choose a sticker from a range of options for your hotlink.



Step 5. Place your sticker

How to: add a link to another Slide

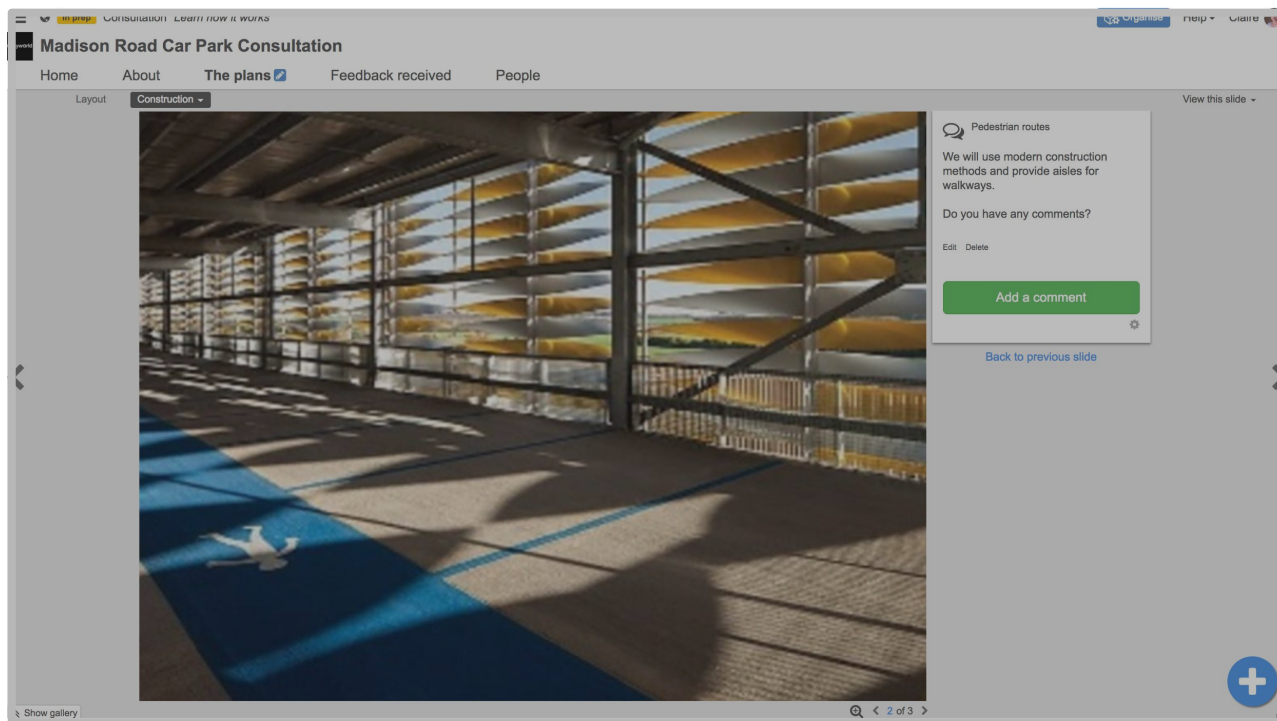
Place your sticker on the relevant spot on your original Slide. Press the black Stick button. The sticker acts as a hotspot so the visitor can easily move from the current Slide to linked Slide.



Step 6. Click the hotspot

How to: add a link to another Slide

Click the hotspot and you will be able to see the linked Slide.



You've added link to another Slide

You have now added links between your Slides making it easy for your visitor to navigate your content.

What's next?

Next, have a look at 'How-to: create and link to Info notes.'

3.2 How-to: create and link to Info notes.

Introduction

Info notes are a great way of providing context and giving additional information to your participants. They help make your content more interactive, enriching and engaging.

This How-to explains how to create and link to Info notes.

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

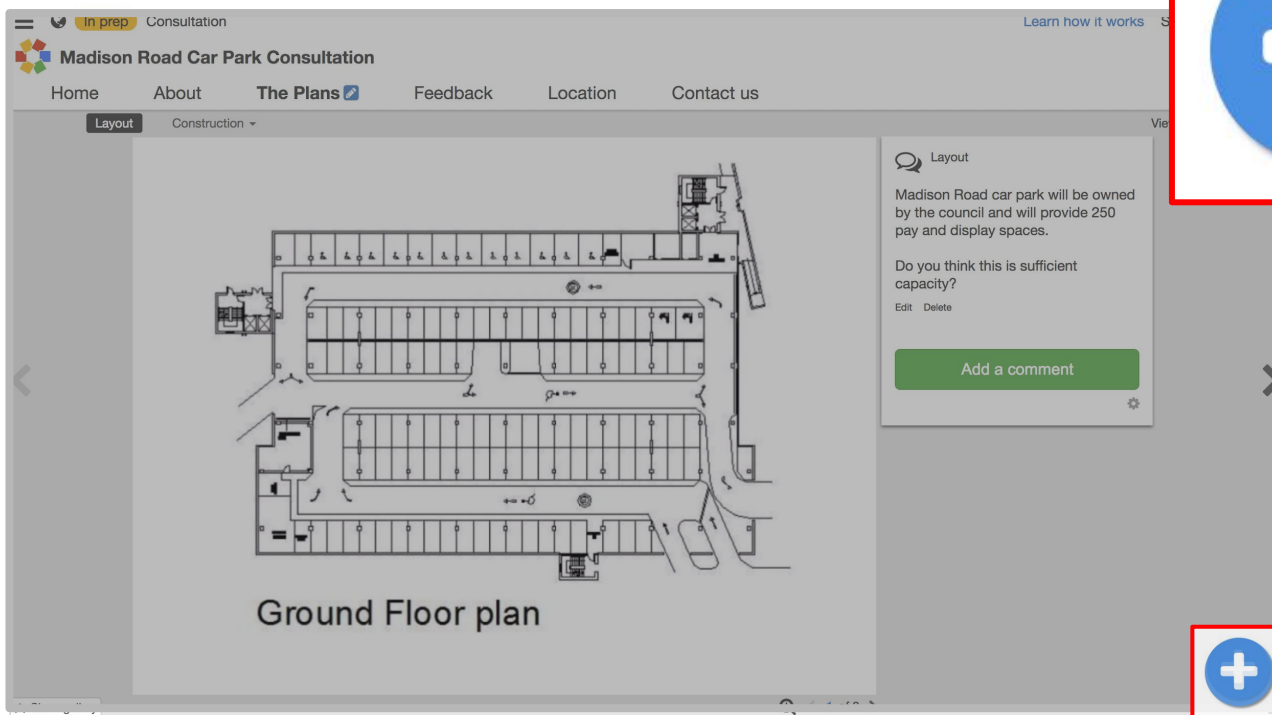
Step 1. Select the Slide to link from

How to: create and link to Info notes

Go to the Slide you want to link from. In this case, it's Proposed layout.

Click the organizer action button.

Once again, a menu will appear.

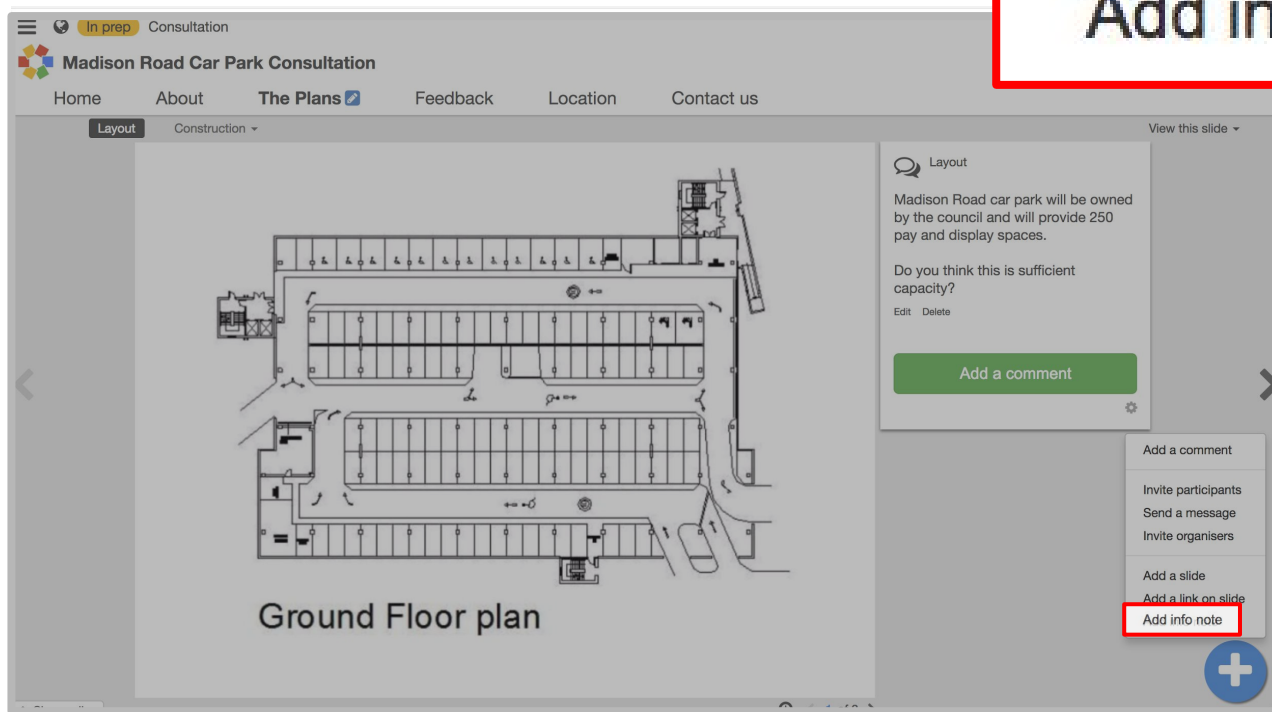


Step 2. Select Add a Info note

How to: create and link to Info notes

In the menu, you will see Add a Info note. Click on this. You will now see data fields to add an Info note.

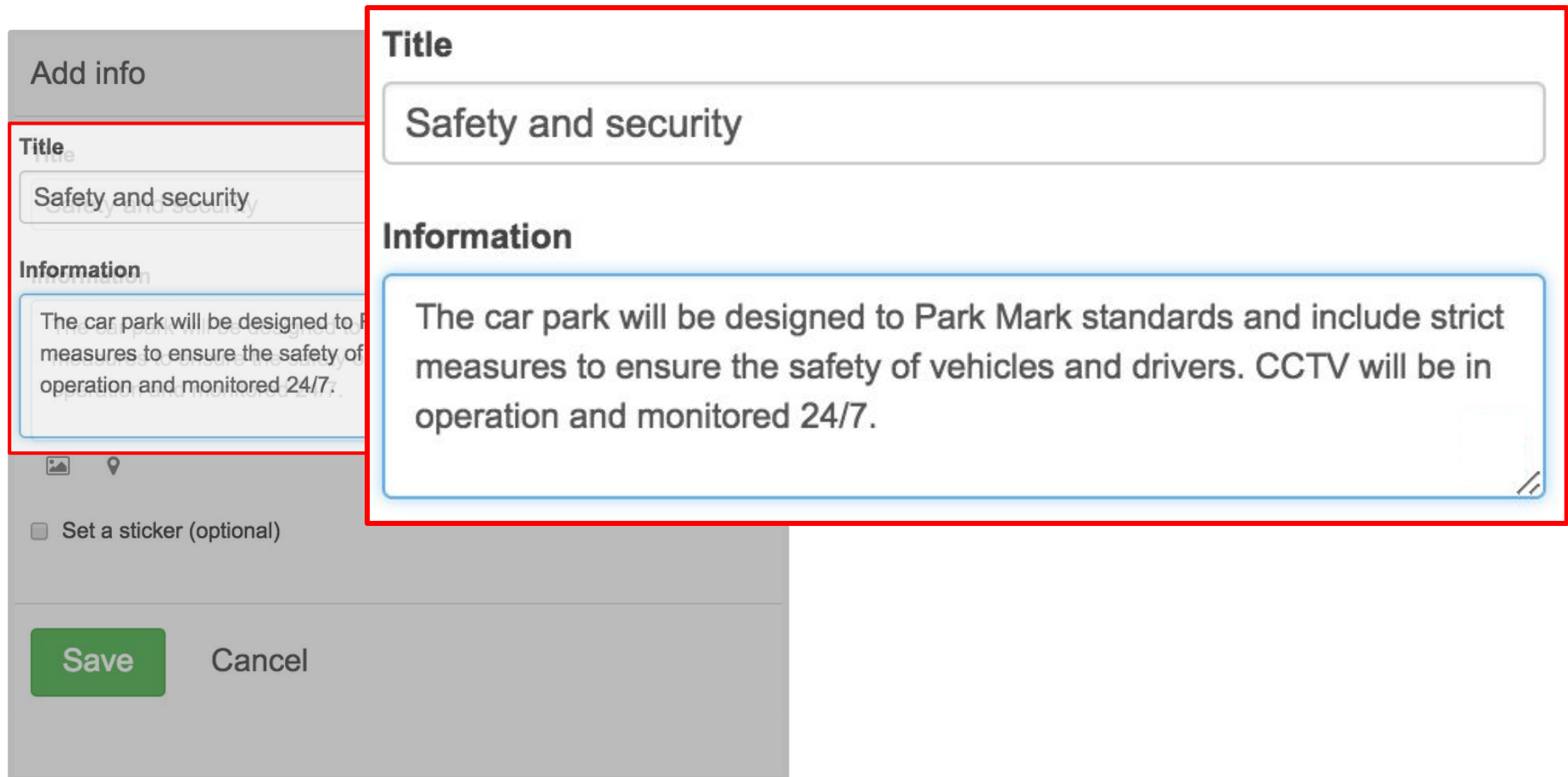
Add info note



Step 3. Edit the Info note

How to: create and link to Info notes

Add the title of the Info note and all the details.



The screenshot shows a 'Add info' dialog box. A red rectangular box highlights the 'Title' and 'Information' sections. The 'Title' section contains a text input field with the text 'Safety and security'. The 'Information' section contains a text area with the text 'The car park will be designed to Park Mark standards and include strict measures to ensure the safety of vehicles and drivers. CCTV will be in operation and monitored 24/7.' Below the 'Information' section, there is a checkbox labeled 'Set a sticker (optional)' which is currently unchecked. At the bottom of the dialog box, there are two buttons: 'Save' (a green button) and 'Cancel' (a grey button).

Add info

Title

Safety and security

Information

The car park will be designed to Park Mark standards and include strict measures to ensure the safety of vehicles and drivers. CCTV will be in operation and monitored 24/7.

☐ Set a sticker (optional)

Save Cancel

Step 4. Choose a sticker

How to: create and link to Info notes

Click Set a sticker to choose a sticker for the Info note. This sticker will be used if the Info note is located on a map, or if it is linked to on a Slide.

Click Save. Repeat this process to add more Info notes.

The screenshot shows the 'Add info' dialog box with the 'Set a sticker (optional)' section highlighted by a red border. The 'Info' sticker is selected from a grid of various icons. The 'Info' sticker is a black circle with a white 'i' inside. The 'Info' sticker is selected from a grid of various icons. The 'Info' sticker is selected from a grid of various icons.

Add info

Title
Safety and security

Information
The car park will be designed to Park Mark standards and include measures to ensure the safety of vehicles and drivers. CCTV will operation and monitored 24/7.

☒ Set a sticker (optional)
This sticker will be used if the info note is located on the Map page or if linked on a slide.

i Info

Grid of stickers including: arrows, currency symbols, numbers, letters, and various icons like a lightbulb, camera, and social media symbols.

Save **Cancel**

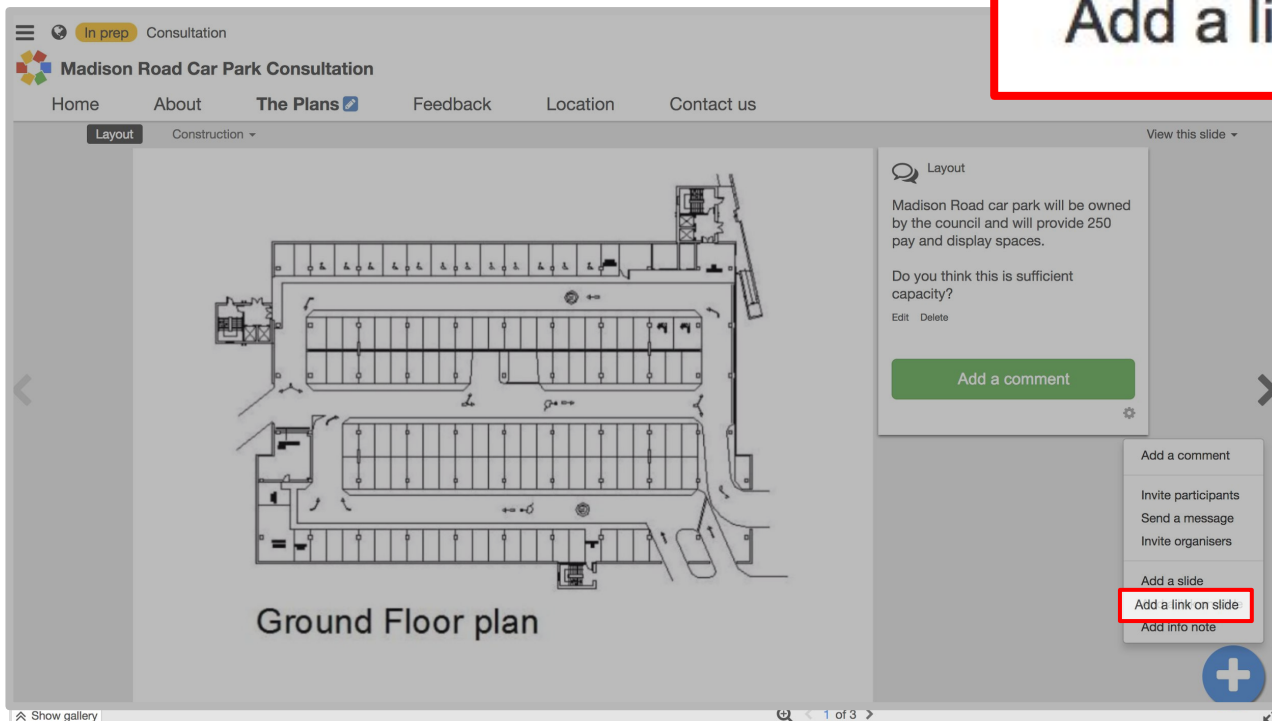
Help Tip:
You can add as many Info notes as you want to

Step 5. Select Add a link on a Slide

How to: create and link to Info notes

Now you have created the Info note, you need to make a link between a Slide and the Info note. You've already chosen the Slide you want to link from. Click on the organizer action button, and then Add a link on a Slide.

Add a link on slide



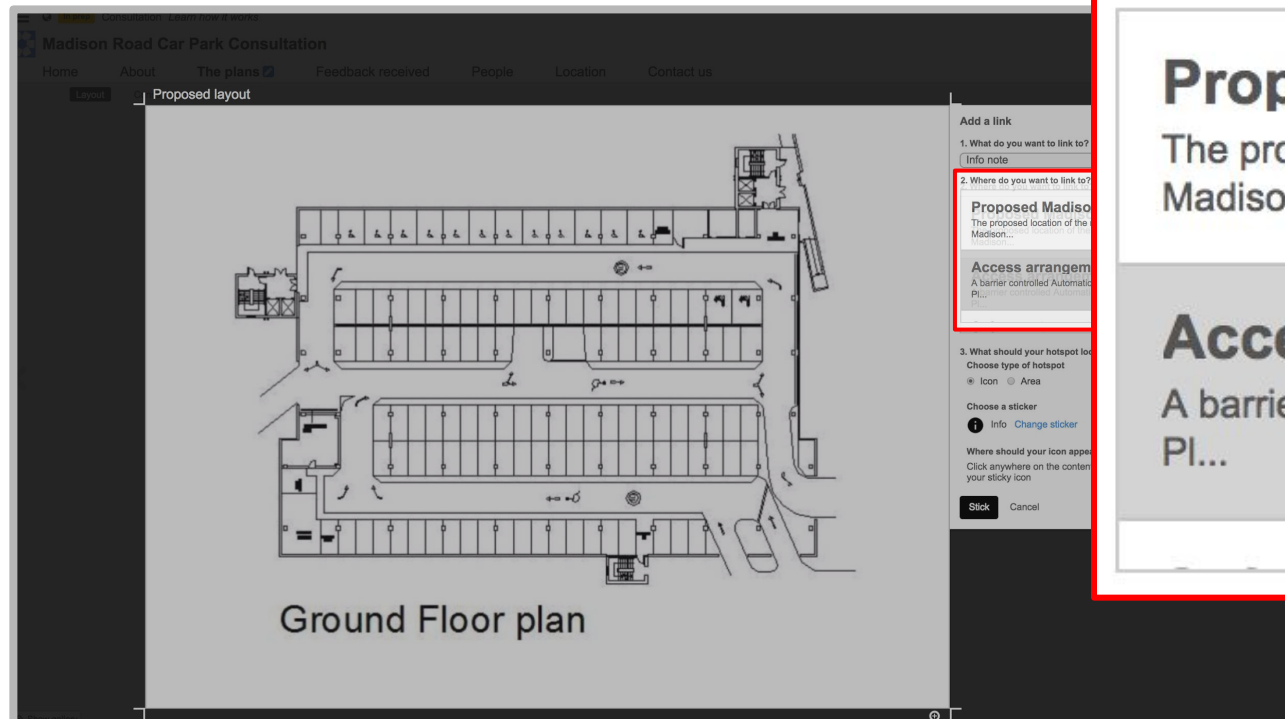
Help Tip:

When you are adding links to Info notes, it's important to remember you link from a slide to an Info note.

Step 6. Select where to link to

How to: create and link to Info notes

Chose what you want to link to. In this case you want to link to a Info note so choose Info note in the drop down menu. In Where do you want to link to scroll down until you see the particular Info note you want to link to. Click on this.



2. Where do you want to link to?

Proposed Madison R...

The proposed location of the new Madison...

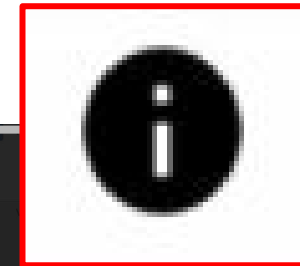
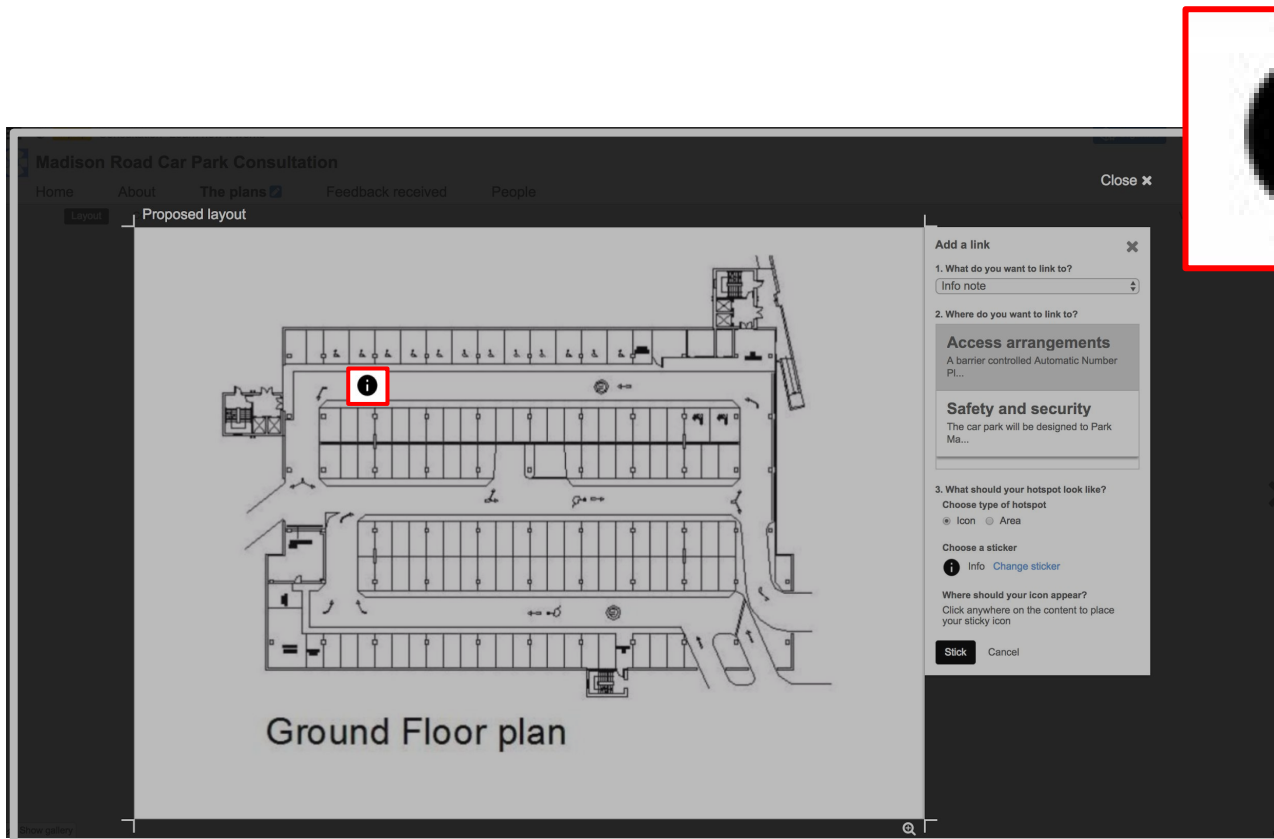
Access arrangements

A barrier controlled Automatic Number Pl...

Step 7. Place your sticker

How to: create and link to Info notes

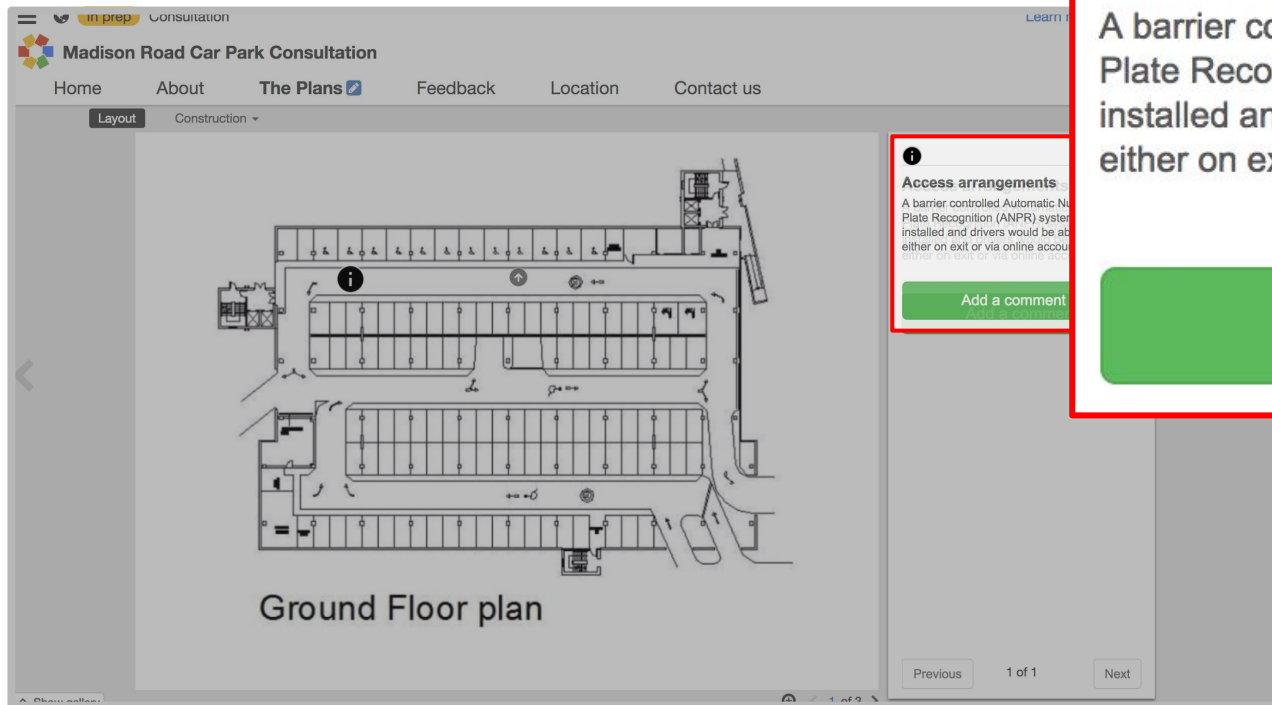
Place your sticker on the relevant spot on your original Slide. Press the black Stick button. The sticker acts as a hotspot so the visitor can click on it to see the additional information.





Step 8. Click the hotspot to reveal Info note

How to: create and link to Info notes

Click the hotspot and your Info note will be displayed.
The great thing about Info notes is that they can be reused to enrich other Slides as well.





Access arrangements

A barrier controlled Automatic Number Plate Recognition (ANPR) system would be installed and drivers would be able to pay either on exit or via online accounts.

[Add a comment](#)

Add a comment

You've created and linked to Info notes

Congratulations. You have now created Info notes and added links to them to enrich your content and make it more interactive.

What's next?

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

3.3 How-to: edit your location page.

Introduction

Customising your Location page allows you to set the location and context for your engagement.

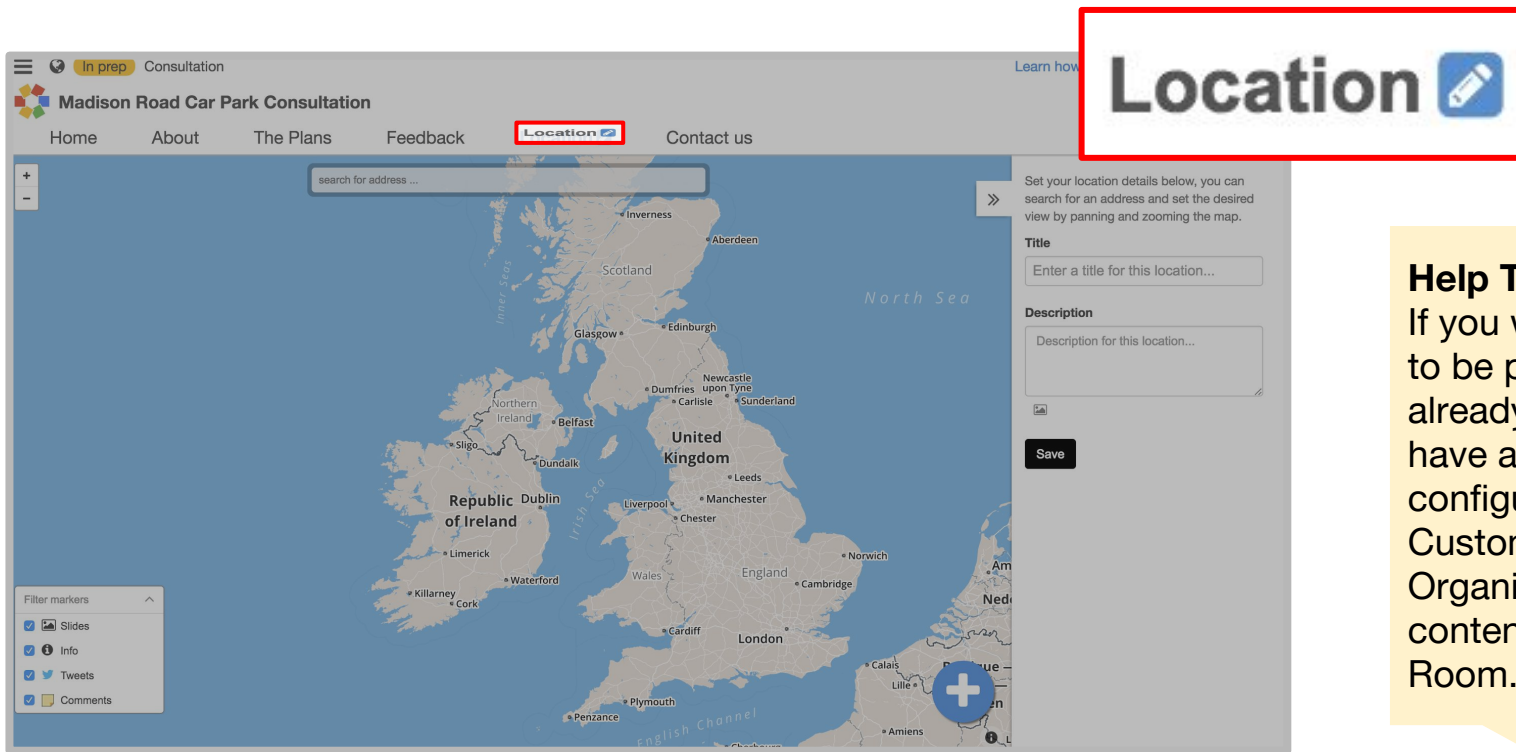
This How-to explains how to edit your Location page.

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 the Location page

How to: edit your location page

Click on the blue pencil next to 'Location'. A UK map will appear.



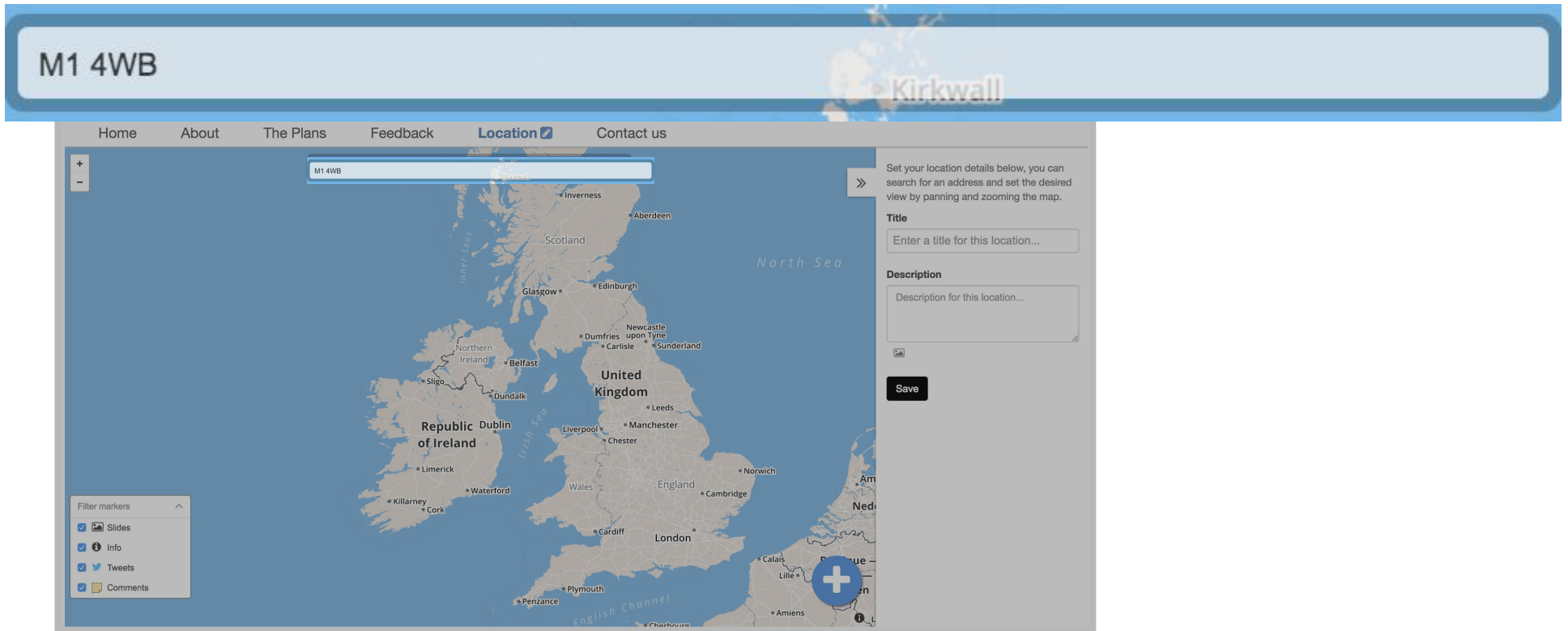
Help Tip:

If you want your Location page to be published and haven't already configured it to do so, have a look at "How to: configure your pages" in Customer Success Guide Organiser No 2: Creating content in your Stickyworld Room.

Step 2. Add the postcode

How to: edit your location page

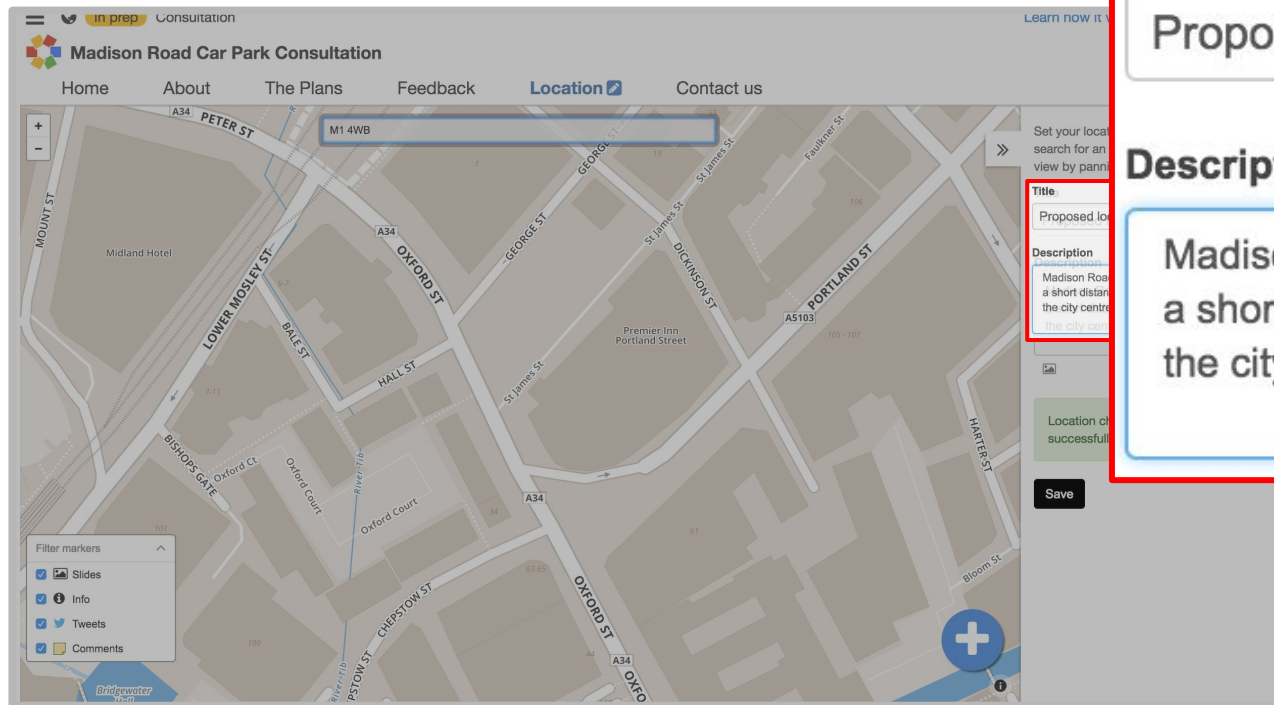
In the grey text box add the postcode for your location.
Press return and a localised map relating to this postcode will be displayed.



Step 3. Add location details

How to: edit your location page

In the text boxes on the right, add the title of the location and a brief description.
Click Save.



Title

Proposed location for Madison Road

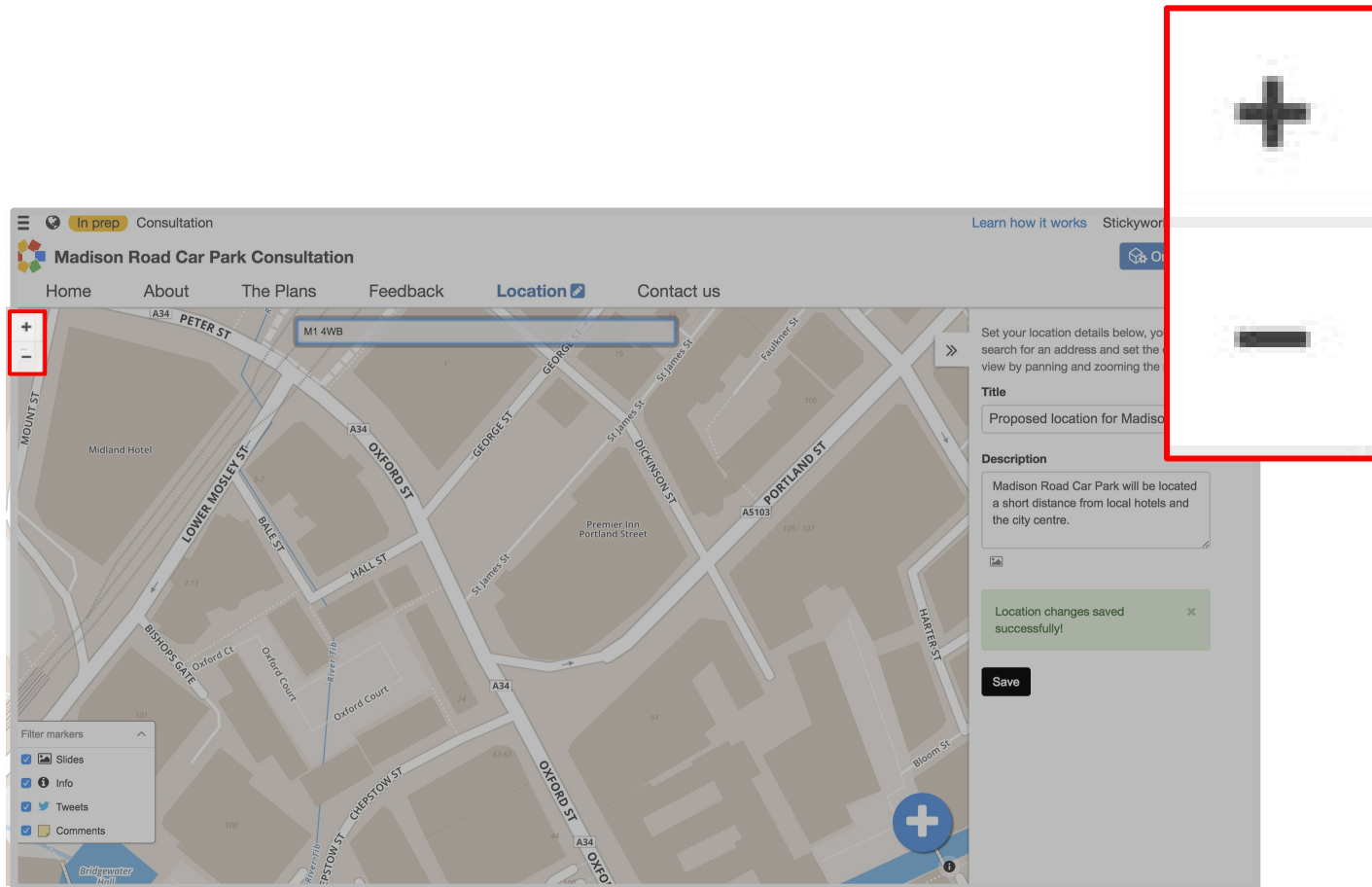
Description

Madison Road Car Park will be located a short distance from local hotels and the city centre. |

Step 4. Use the zoom buttons

How to: edit your location page

You can zoom in or out using the + - buttons on the left.



You've set your Location page

Now your visitors can see the map and location to give your engagement some context.

What's next?

Next, have a look at 'How-to: add a specific location on a map'.

3.4 How-to: add a specific location on a map.

Introduction

Adding a specific location on your localised map is helpful if you want your visitors to understand the location of a building or specific place.

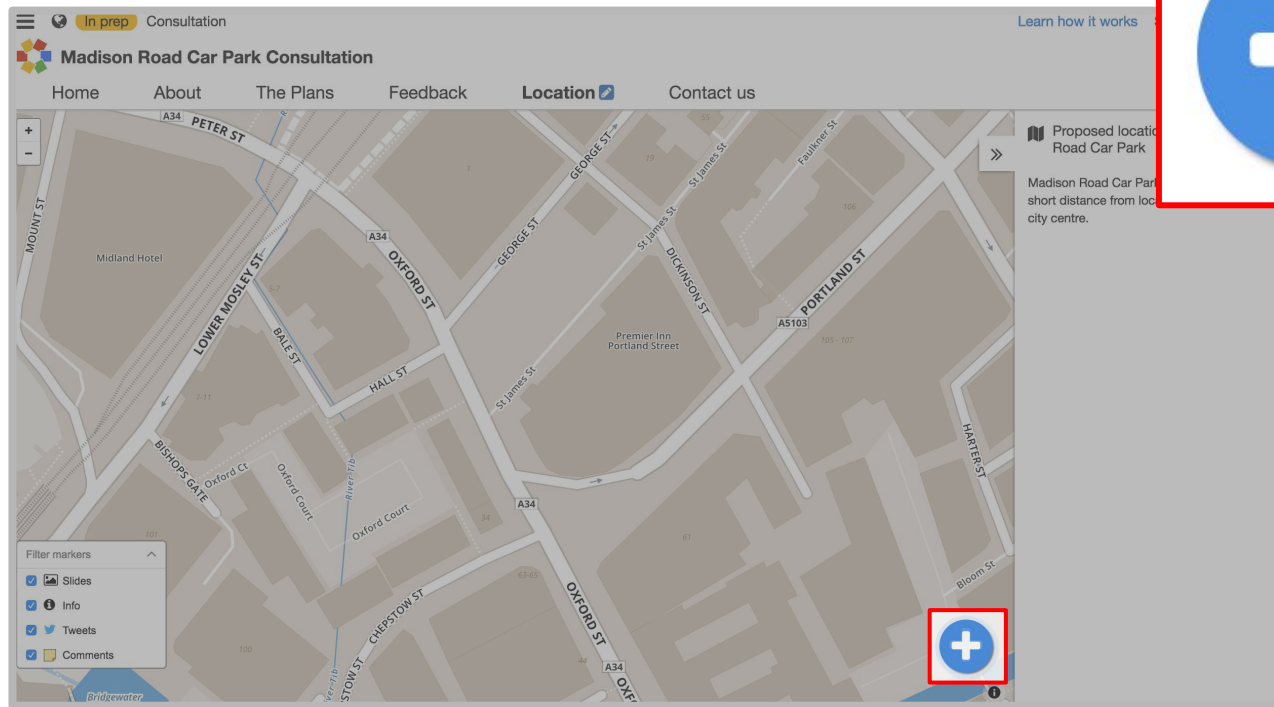
This How-to explains how to add a specific location on your map.

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: add a specific location on a map

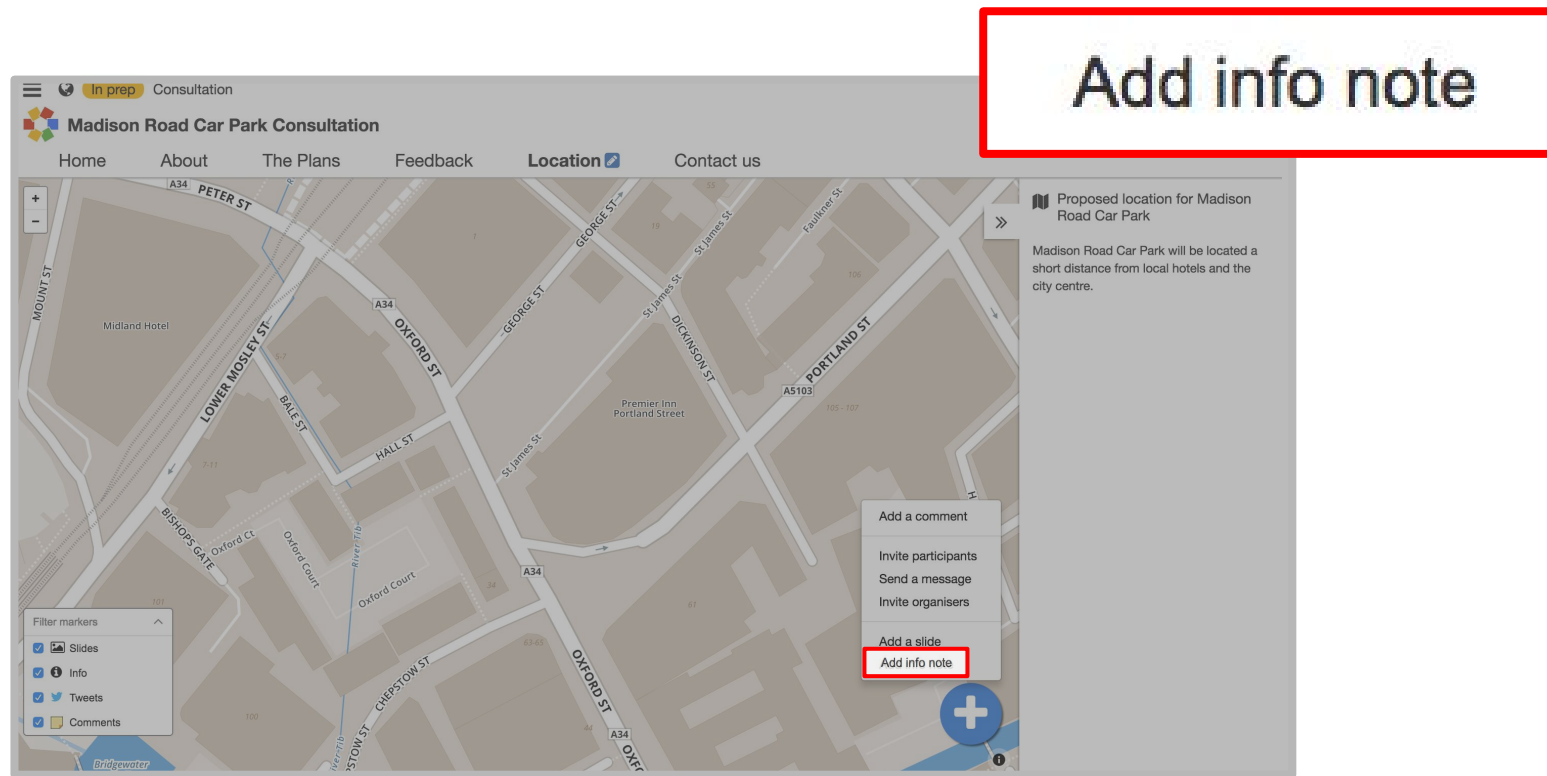
In your Location page, click the organizer action button. Once again, a menu will appear.



Step 2. Select Add Info note

How to: add a specific location on a map

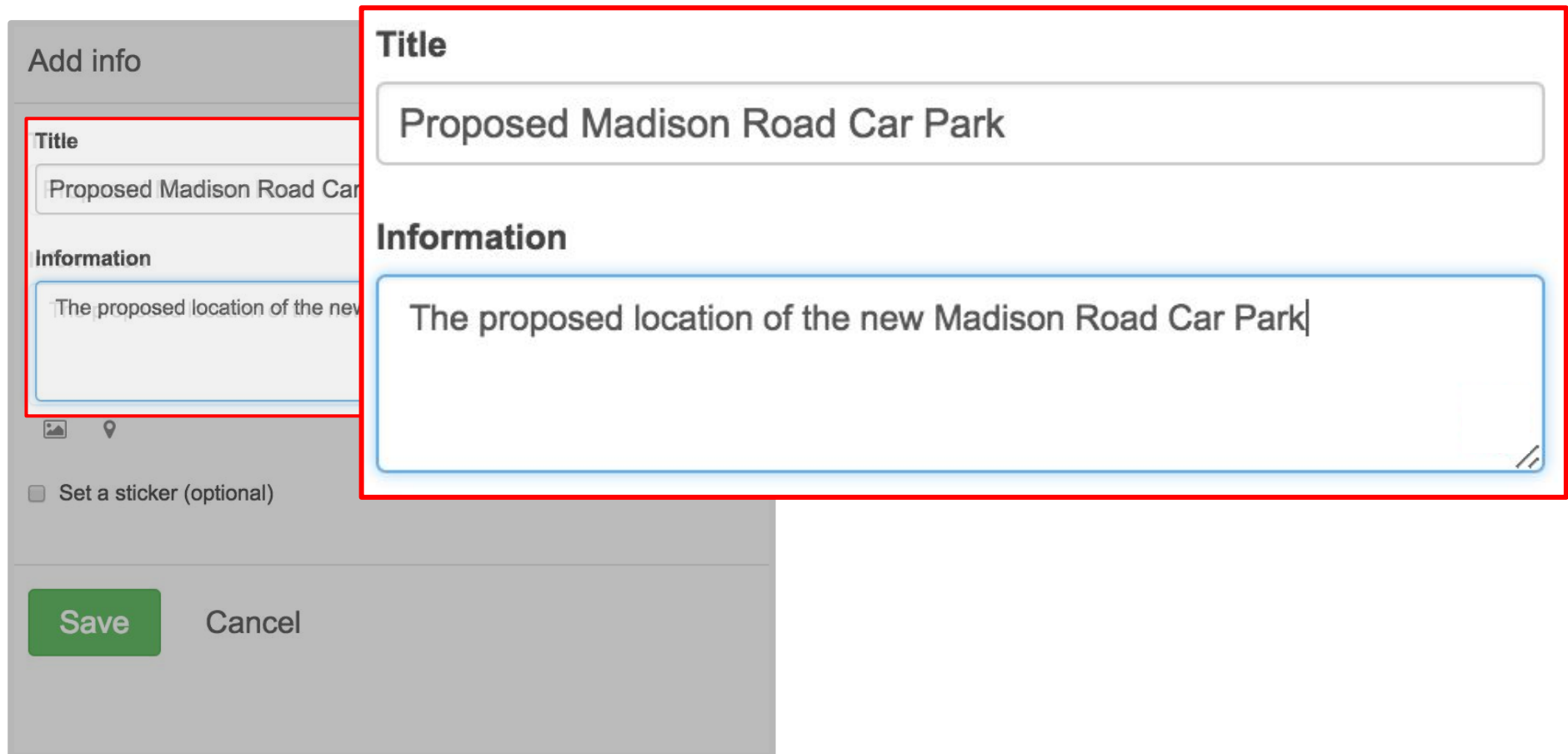
To pinpoint a specific location on your map you need to use the Info note feature. In the menu, you will see 'Add a Info note'. Click on this. You will now see data fields to add an Info note.



Step 3. Edit the Info note

How to: add a specific location on a map

Add the title of the Info note and all the details.



The image shows a screenshot of a mobile application interface for adding information. A red rectangular box highlights the 'Title' and 'Information' input fields. The 'Title' field contains the text 'Proposed Madison Road Car Park'. The 'Information' field contains the text 'The proposed location of the new Madison Road Car Park'. Below the input fields, there are icons for adding a photo and a location pin, and a checkbox labeled 'Set a sticker (optional)'. At the bottom of the dialog, there are two buttons: 'Save' (green) and 'Cancel' (grey).

Add info

Title

Proposed Madison Road Car Park

Information

The proposed location of the new Madison Road Car Park

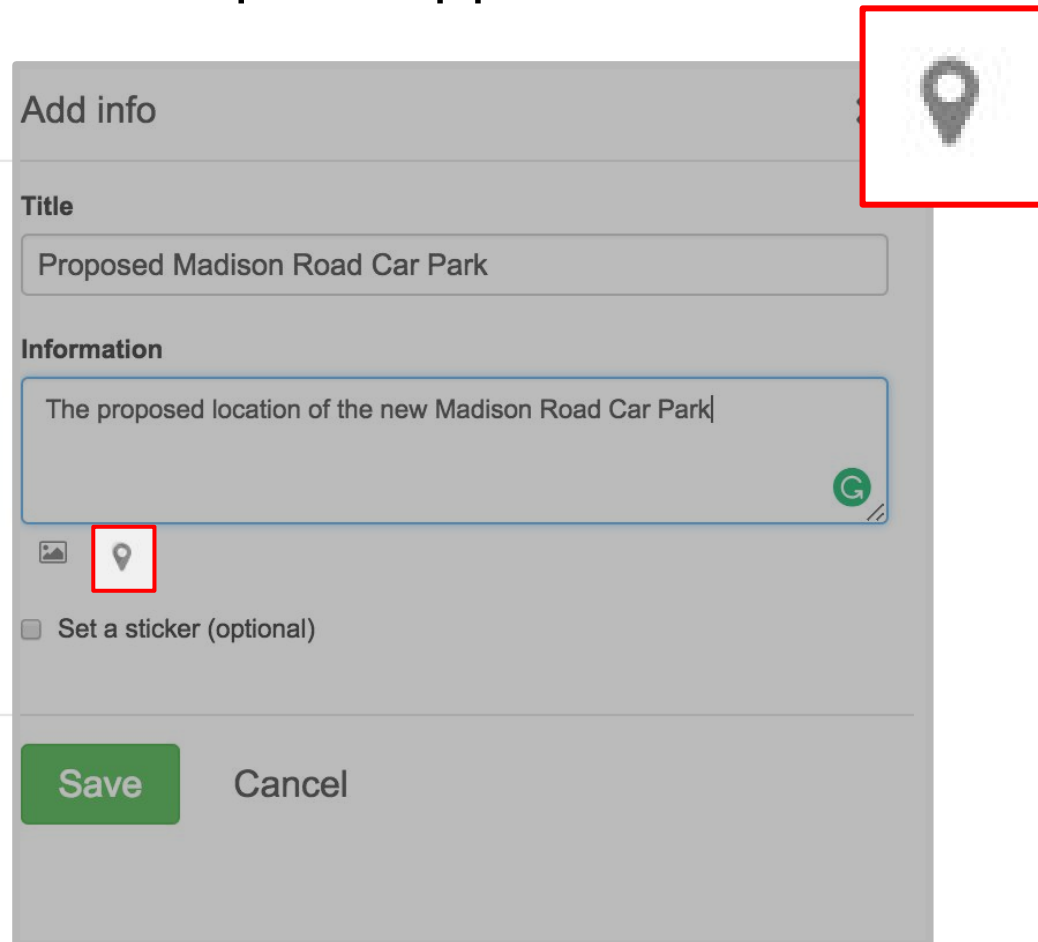
☐ Set a sticker (optional)

Save **Cancel**

Step 4. Select Set a location icon

How to: add a specific location on a map

Click on the small grey Set a location icon. Your map will appear.

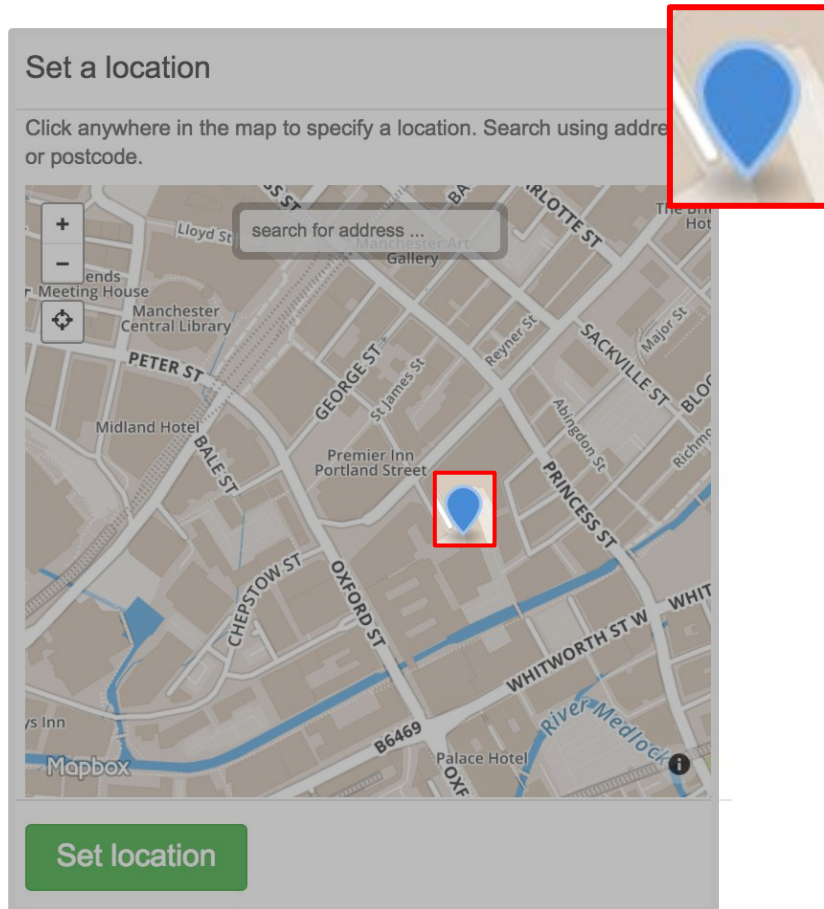


The screenshot shows the 'Add info' dialog box for a location. The 'Title' field contains 'Proposed Madison Road Car Park'. The 'Information' field contains 'The proposed location of the new Madison Road Car Park'. Below the information field, there is a small grey location pin icon, which is highlighted with a red box. To the right of this icon, there is a checkbox labeled 'Set a sticker (optional)'. At the bottom of the dialog, there are two buttons: 'Save' (green) and 'Cancel' (grey). A larger version of the location pin icon is also visible in the top right corner of the dialog, also highlighted with a red box.

Step 5. Click on the specific location

How to: add a specific location on a map

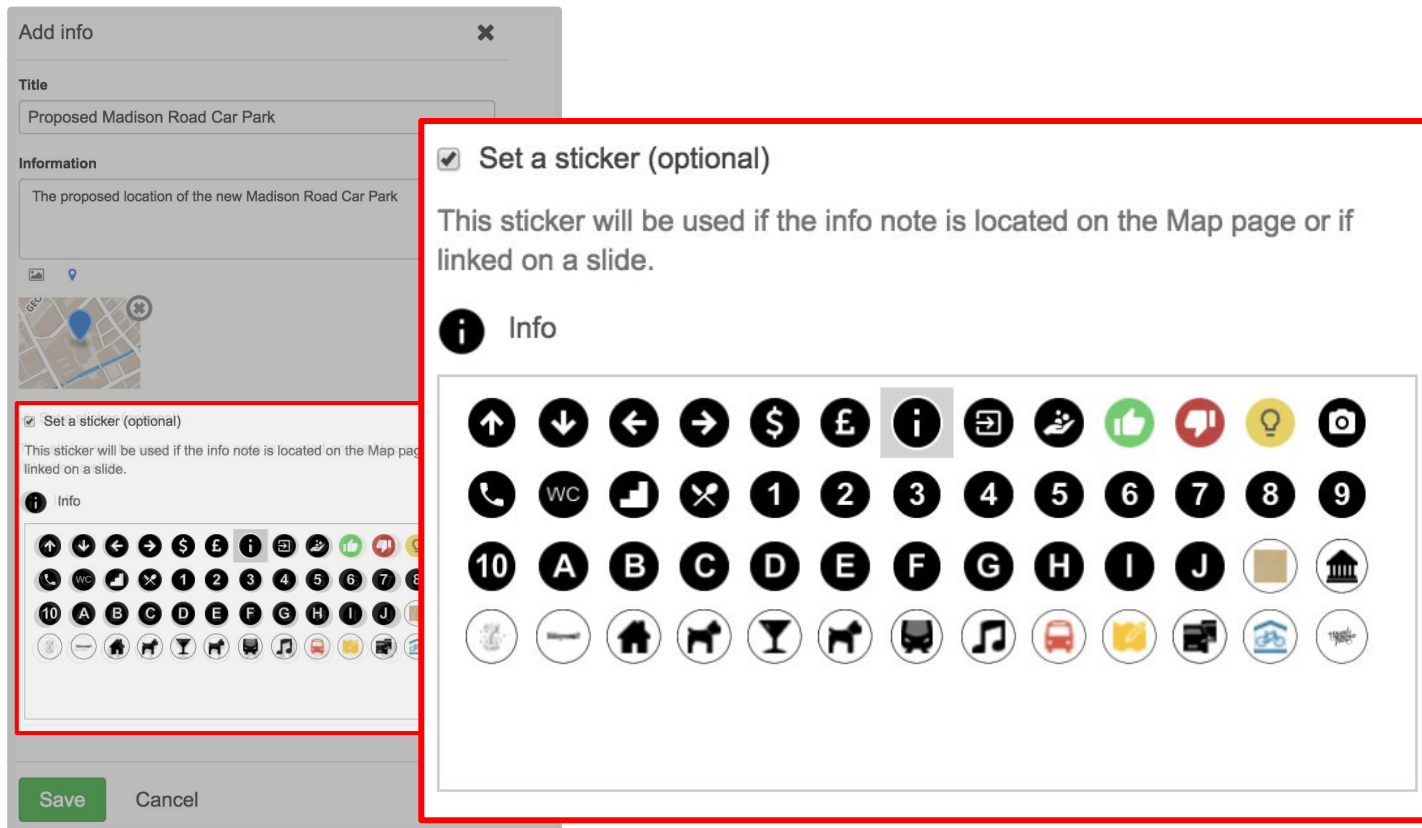
Click on the specific location on the map where you want to pinpoint your Info note. Press the green Set location button.



Step 6. Choose a sticker

How to: add a specific location on a map

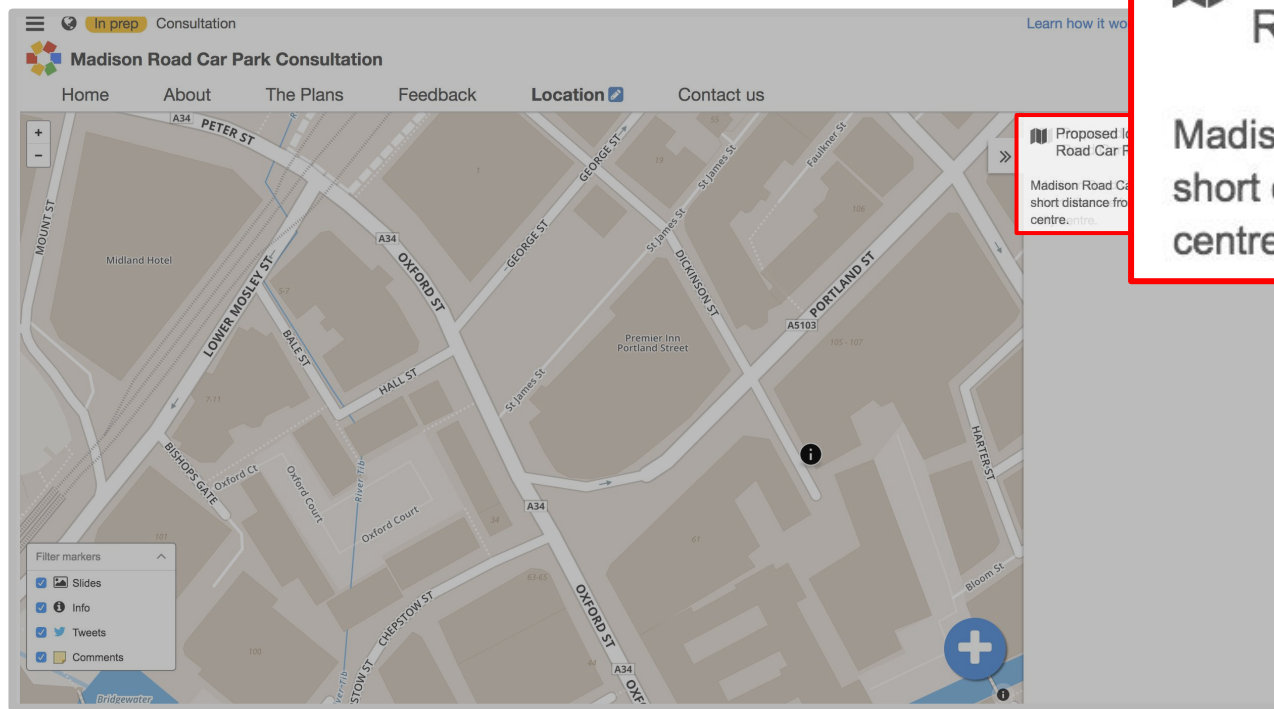
Click Set a sticker to choose what you want the hotspot, which links to your Info note, to look like.
Click Save.



Step 7. Click the hotspot to reveal Info note

How to: add a specific location on a map

Click on your Location page. You will now see your hotspot sticker. When you click on this your Info note about the specific location will be displayed.



You've pinpointed a specific location

You've now added a particular location on your local map which is helpful for your visitors if you want to highlight a specific building or place as context for your engagement.

What's next?

Next, have a look at 'How-to: add your contact details'.

3.5 How-to: add your contact details.

Introduction

Adding your contact information enables your visitors to follow up with you if they need to, and engage with you via your other communication channels.

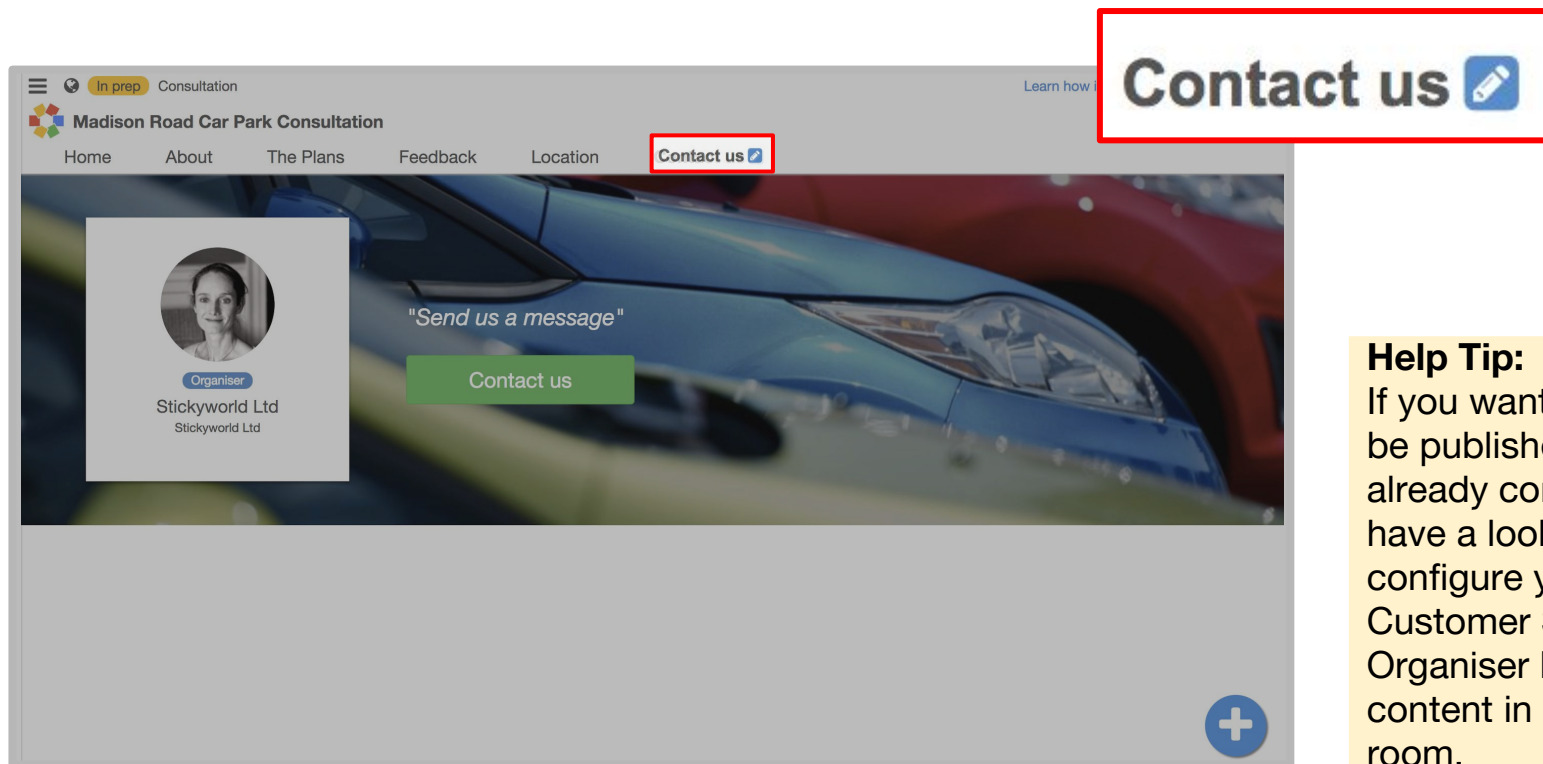
This How-to explains how to add your contact details.

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 Contact us page

How to: add your contact details

Click on the blue pencil next to Contact us.
The contact details form will appear.



Help Tip:

If you want a Contact us page to be published and haven't already configured it to do so, have a look at "How to: configure your pages" in Customer Success Guide Organiser No 2: Creating content in your Stickyworld room.

Step 2. Add your message

How to: add your contact details

Add a compelling message highlighting how your visitors can find out more and engage with you. Remember to click Save.

The image shows a screenshot of the Stickyworld interface. On the left, there is a sidebar with two sections: 'Banner details' and 'Contact details'. The 'Banner details' section is highlighted with a red box and contains a 'Contact message' field with a placeholder text: 'This message is your opportunity to invite participants to contact you.' Below this is a checkbox labeled 'Enable an embedded contact form' and a 'Save' button. The 'Contact details' section contains two checkboxes: 'Enable contact information' and 'Enable social media links', followed by another 'Save' button. On the right, a larger red-bordered box shows a preview of the 'Contact message' form. It has a title 'Contact message', a subtitle 'This message is your opportunity to invite participants to contact you.', and a text area containing the message: 'Thanks for taking the time to participate in this Room. For more information about the Council please visit the website and follow us on our social media channels.' A small edit icon is visible in the bottom right corner of the text area.

Banner details

Contact message
This message is your opportunity to invite participants to contact you.

Thanks for taking the time to participate in this Room. For more information about the Council please visit the website and follow us on our social media channels.

☐ Enable an embedded contact form

Save

Contact details

☐ Enable contact information

☐ Enable social media links

Save

Contact message
This message is your opportunity to invite participants to contact you.

Thanks for taking the time to participate in this Room. For more information about the Council please visit the website and follow us on our social media channels.

Step 3. Embed a contact form

How to: add your contact details

If you have a contact form you want to embed, click Enable an embedded form. Add a call to action and the link to the embed code for the form. Click Save.

The screenshot shows the 'Banner details' section of the Stickyworld interface. A red box highlights the 'Enable an embedded contact form' section, which includes the following fields:

- ☒ **Enable an embedded contact form**
- Embedded contact form call to action**
This is the text for the button that will show your custom contact embed form.
- Embed code**
The embed code for you external contact form (Google Forms, Wufoo etc.), enter the iframe embed code below, scripts are not allowed.

Below the highlighted section, there is a 'Save' button. At the bottom of the page, there is a 'Contact details' section with two checkboxes: 'Enable contact information' and 'Enable social media links', both of which are currently unchecked. A 'Save' button is also present at the bottom of this section.

Step 4. Add contact information

How to: add your contact details

Next click Enable contact information. Add a call to action heading such as 'Find out more information' or 'Get in touch with us' and, under Details, add your website address and other relevant contact information.

Banner details

Contact message
This message is your opportunity to invite participants to contact you.

Thanks for taking the time to participate in this Room. For more information and follow us on our social media channels.

☐ Enable an embedded contact form

Save Your changes for the contact embed been saved! ✕

Contact details

☒ Enable contact information

Contact details heading

Find out more information

Details Use template

Enter your contact information, edit or delete as required.

Rich Text Editor: B I S {} U List Bulleted Quote Link Image Normal Undo Redo

Visit our website www.council.gov.uk

☐ Enable social media links

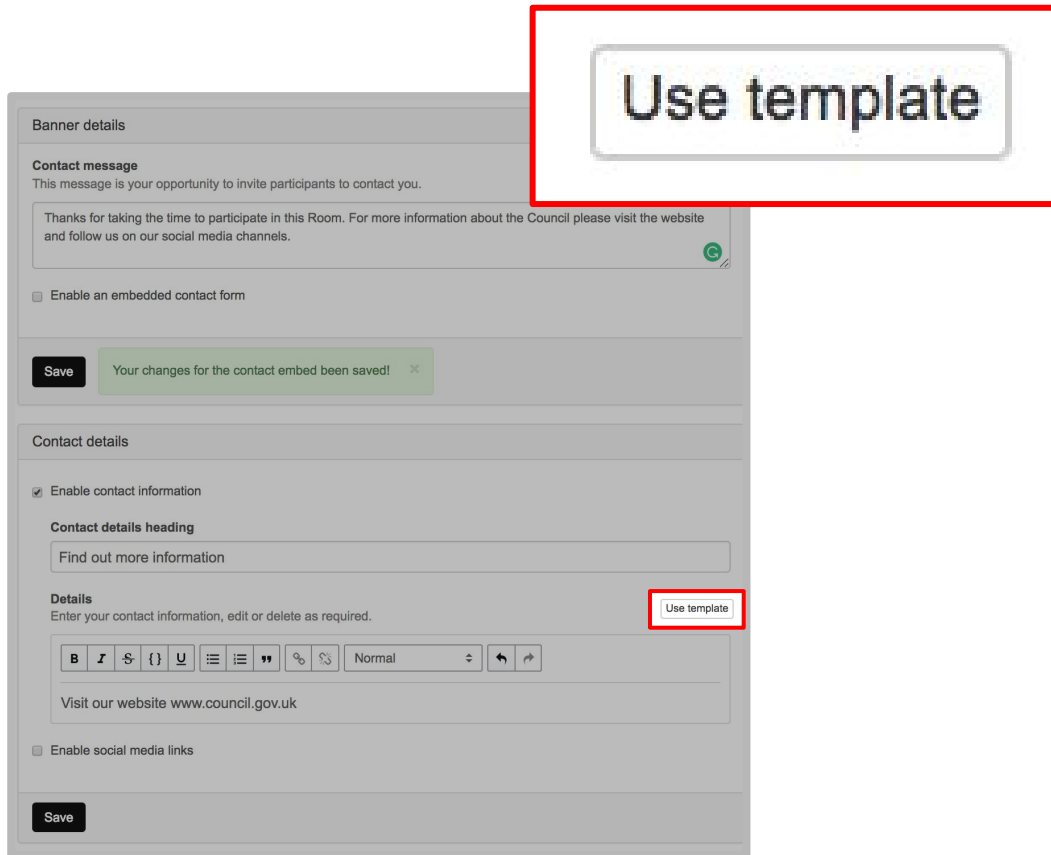
Save

Help Tip:
If your organisation's contact details have already been added to your portal by the portal admin, when you tick Enable contact information, they will automatically appear.

Step 5. Use a helpful template

How to: add your contact details

If you'd like to use a template for completing your contact details click the small white Use template button.



The screenshot shows a web form for adding contact details. A red box highlights a 'Use template' button in the top right corner of the form. The form is divided into two main sections: 'Banner details' and 'Contact details'.

Banner details

- Contact message**
This message is your opportunity to invite participants to contact you.
Text area containing: "Thanks for taking the time to participate in this Room. For more information about the Council please visit the website and follow us on our social media channels."
- ☐ Enable an embedded contact form
- Save** button
- Success message: "Your changes for the contact embed been saved!"

Contact details

- ☒ Enable contact information
- Contact details heading**
Text field containing: "Find out more information"
- Details**
Enter your contact information, edit or delete as required.
Use template button (highlighted with a red box)
- Rich text editor with buttons for Bold, Italic, Underline, Bulleted list, Numbered list, Quote, Link, and Unlink. The text "Normal" is selected.
- Text field containing: "Visit our website www.council.gov.uk"
- ☐ Enable social media links
- Save** button

Step 6. Add social media

How to: add your contact details

Next click Enable social media. Add a call to action such as 'Connect with us online' and the urls of your social media channels.

Click Save.

The screenshot shows a 'Contact details' form. A red rectangular box highlights the 'Enable social media links' section. This section includes a checked checkbox 'Enable social media links', a 'Social media heading' text input field containing 'Connect with us online', and three social media profile sections: 'Twitter profile' (with a URL input field), 'Facebook profile/page' (with a URL input field), and 'Google+ profile' (with a URL input field). The rest of the form, including the 'Contact details heading' and 'Details' sections, is visible but slightly faded. A 'Save' button is at the bottom left of the form.

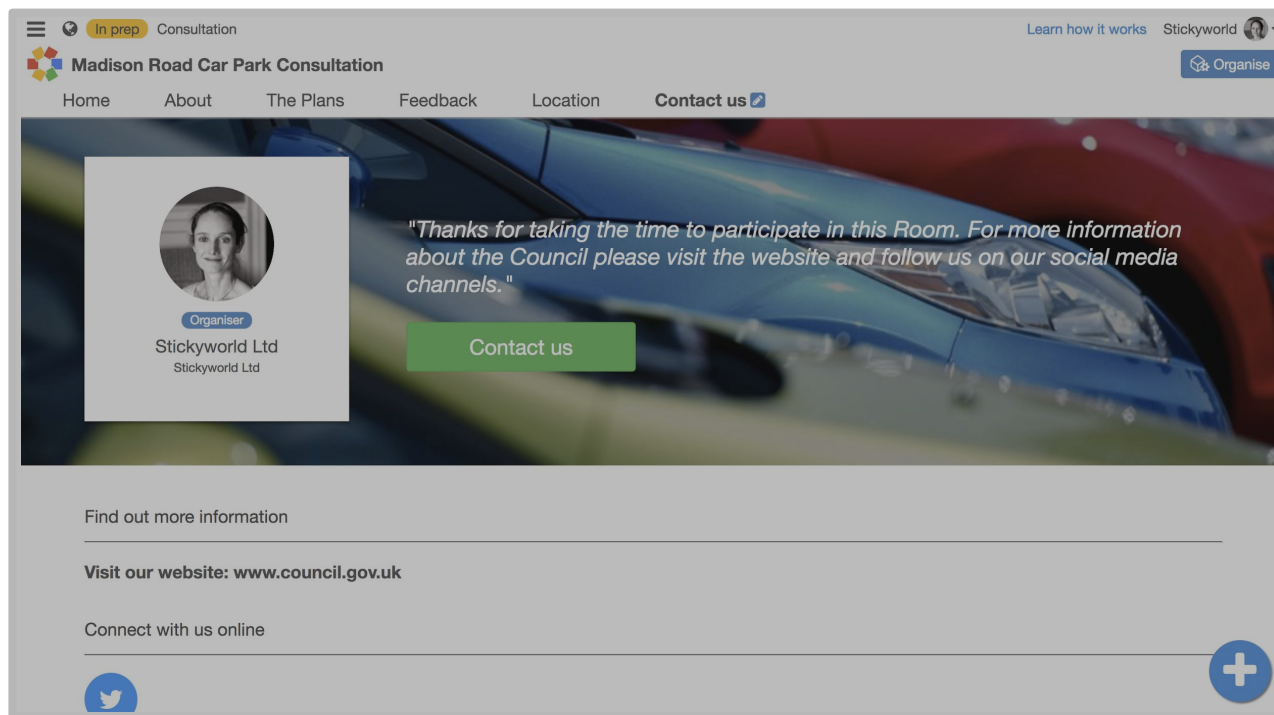
Help Tip:

If your organisation's social media details have already been added to your portal by the portal admin, when you tick Enable social media links, they will automatically appear.

Step 7. Click on Contact us page

How to: add your contact details

Click on your Contact us page. This will feature the same image as your landing page and will now provide your visitor with all the contact details you've added. The image of the main organiser will also be shown.



You've added your contact details

Great. You have now added all your contact details so your visitors can engage with you via other channels.

What's next?

Next, have a look at have a look at the Customer Success Guide 4: 'Publishing and promoting 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 prepare advanced 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

Get in touch with your questions:

success@stickyworld.com

Stickyworld