Preparing advanced content in your Stickyworld Room

Customer Success Guide for Organisers No.3

Stickyw:rld

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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Contents

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

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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.
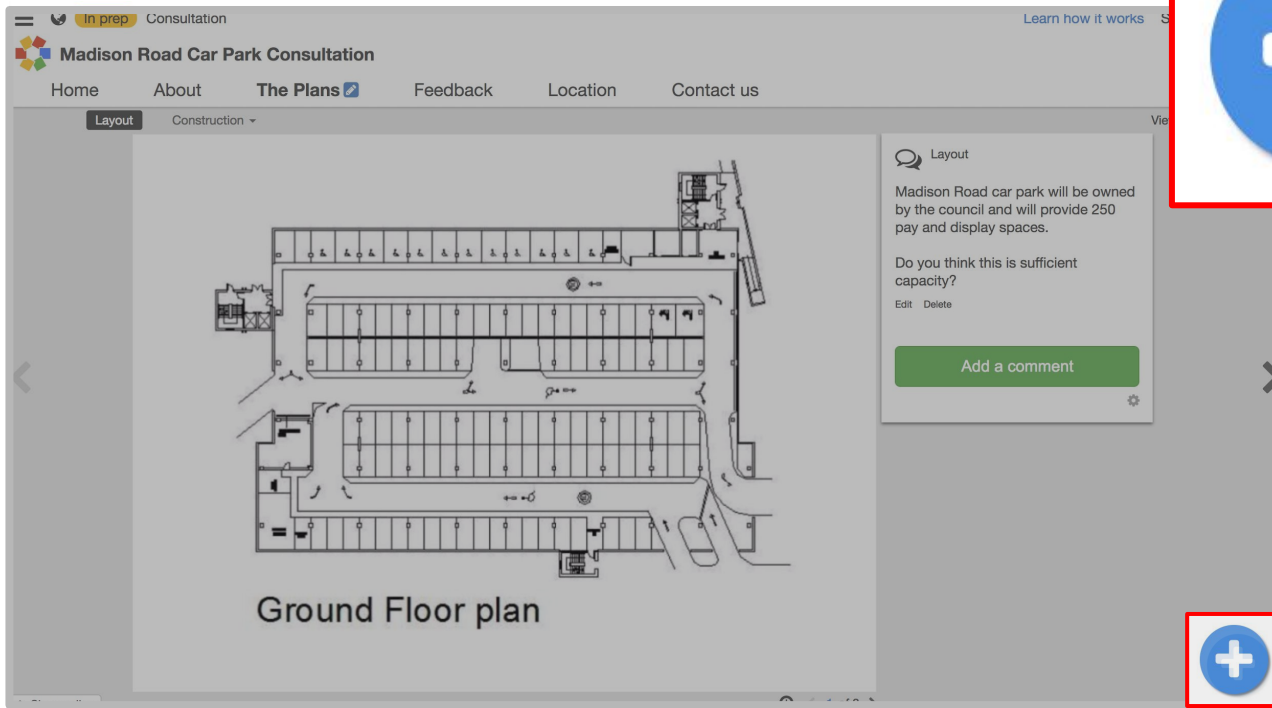
Step 1. Select Slide to link from

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.

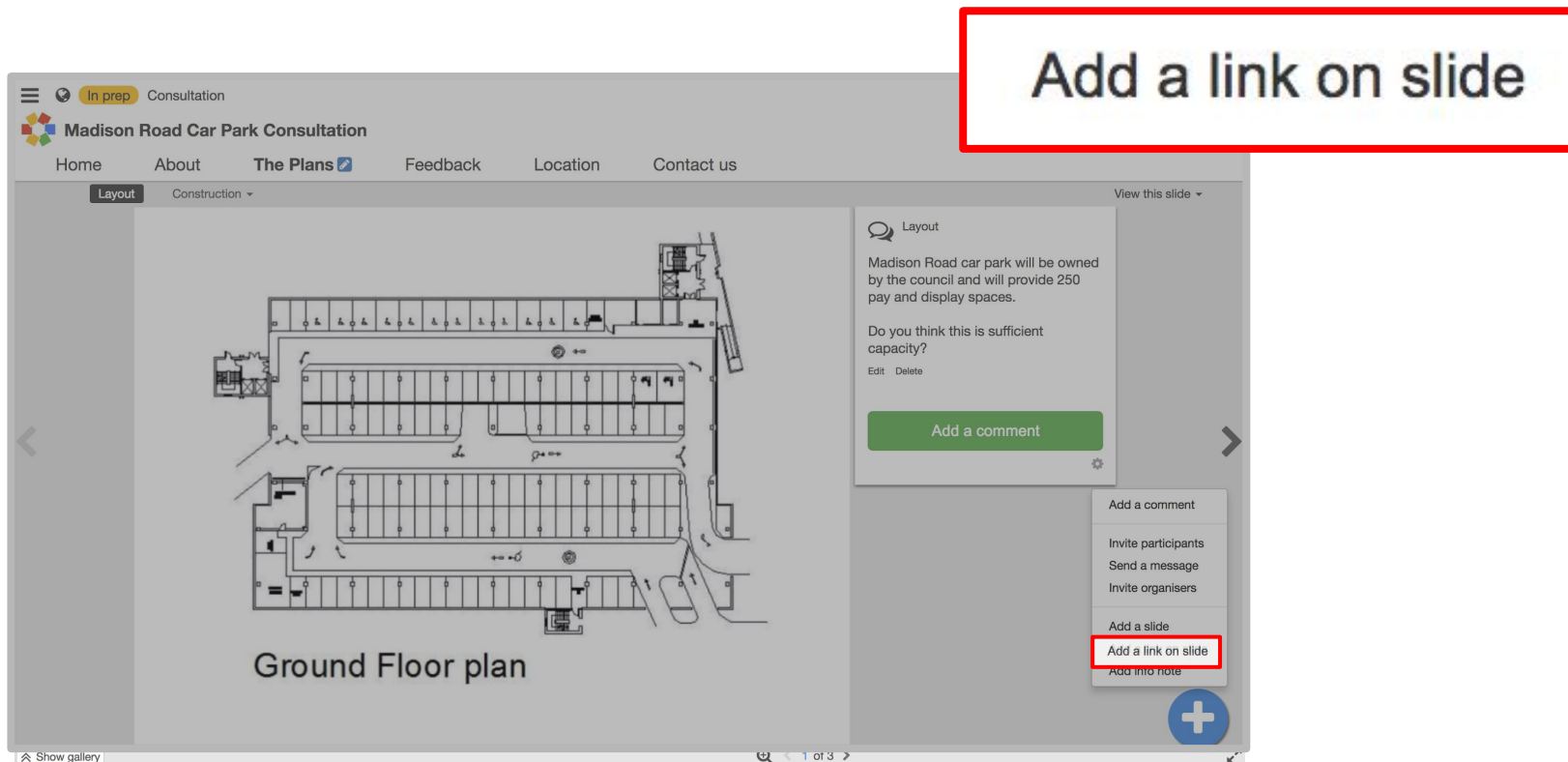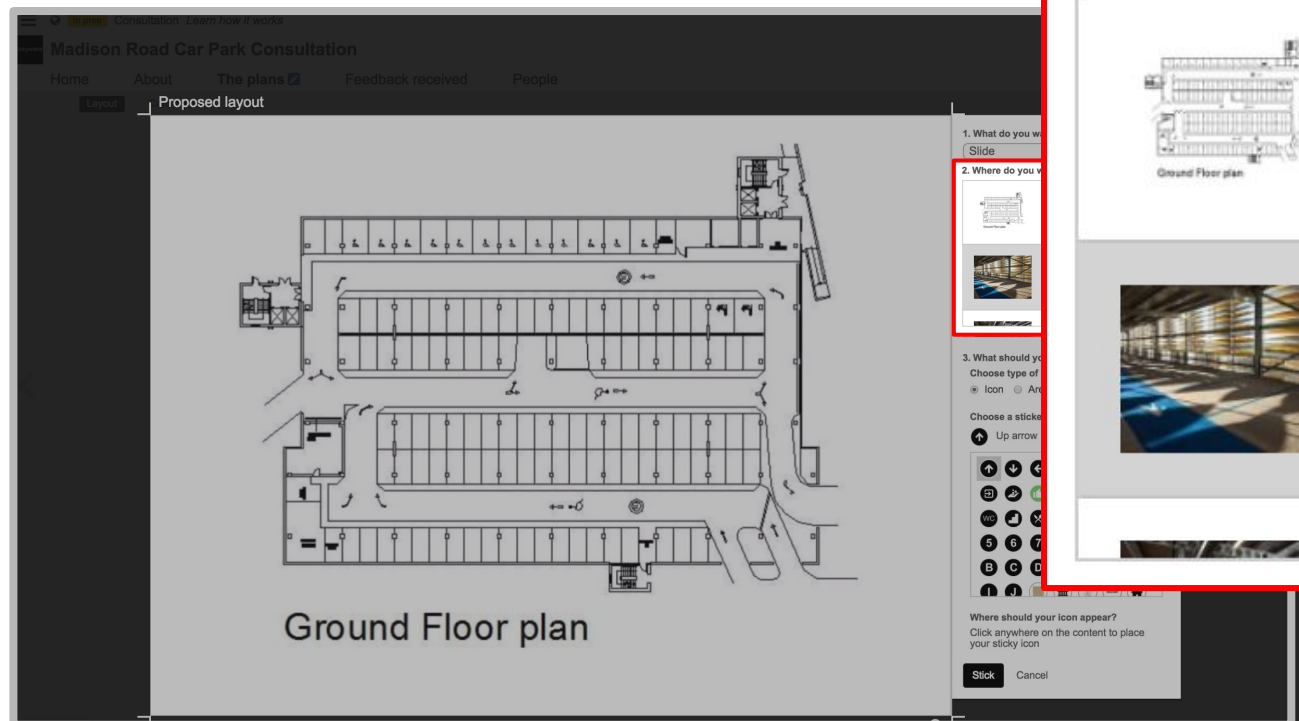Stickyworld

Step 2. Select Add a link on a 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.

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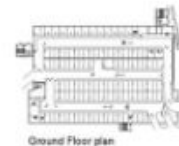
Step 3. Select where to link to

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.

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Step 4. Choose a sticker

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

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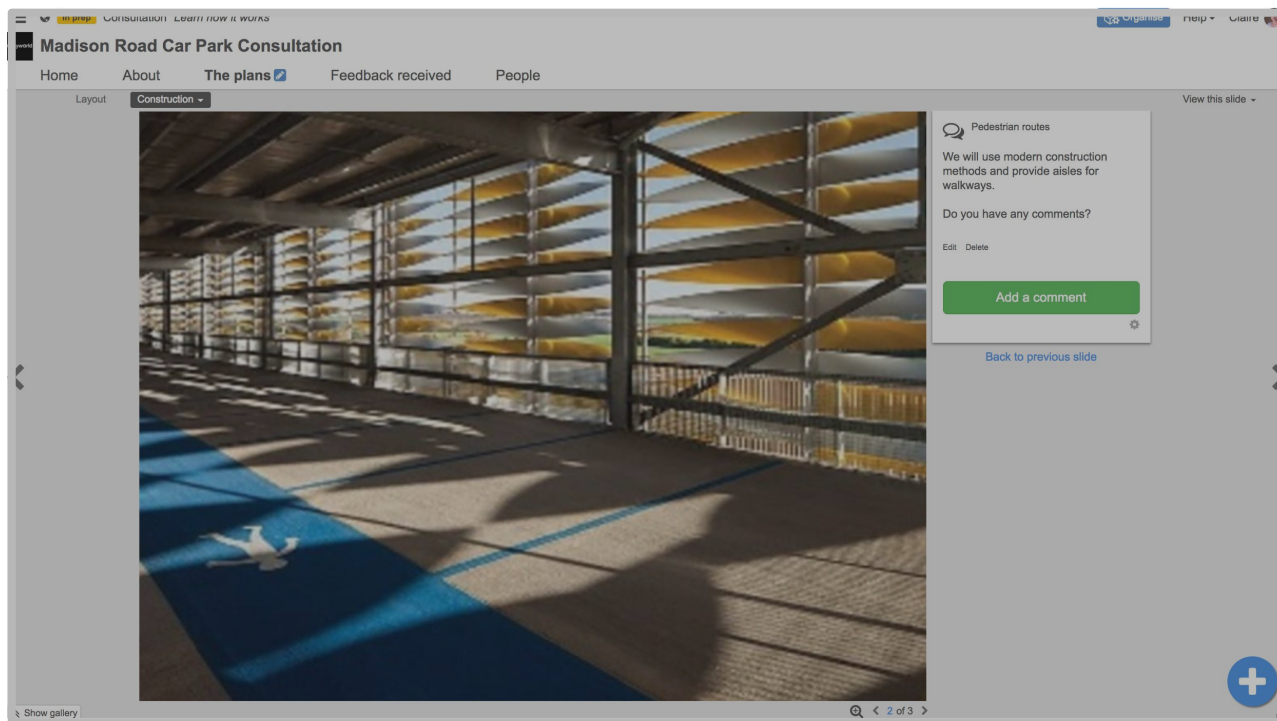
Step 5. Place your sticker

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.
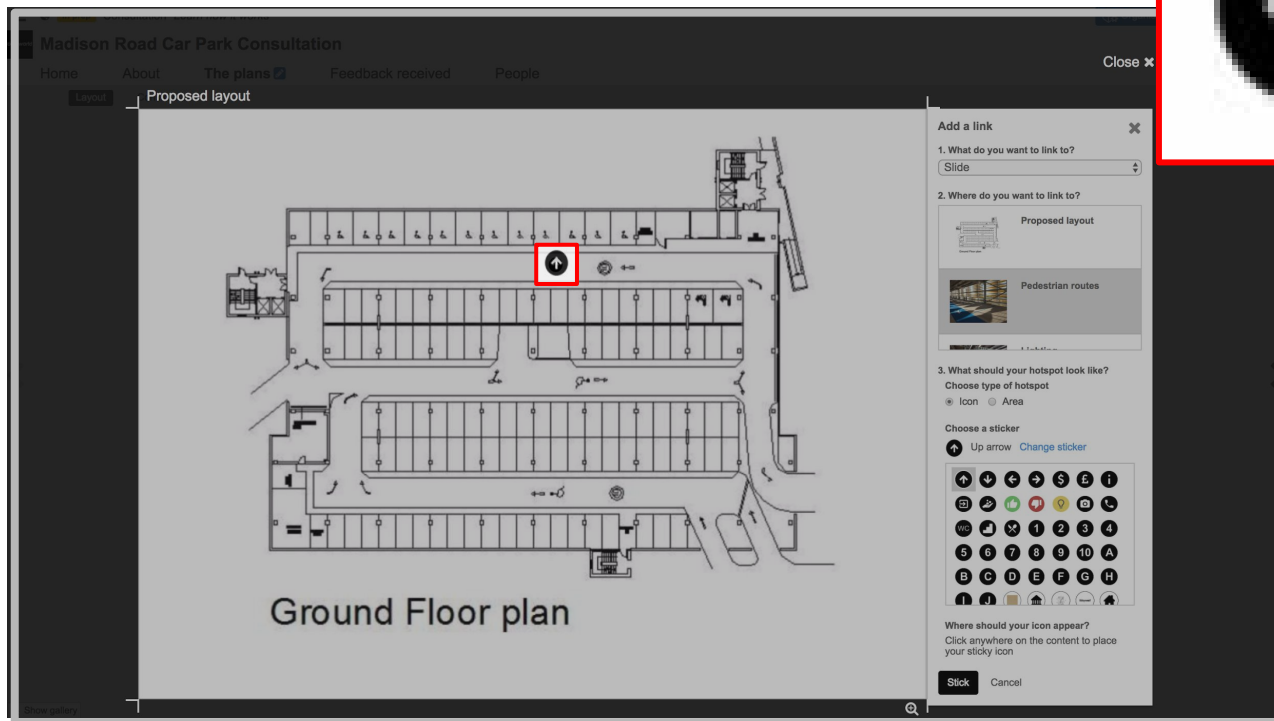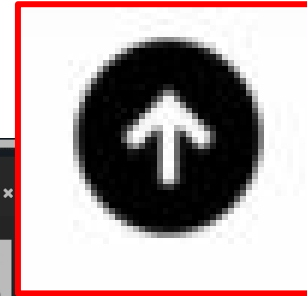
Step 6. Click the hotspot

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.'

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

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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.

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Step 1. Select the Slide to link from

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.

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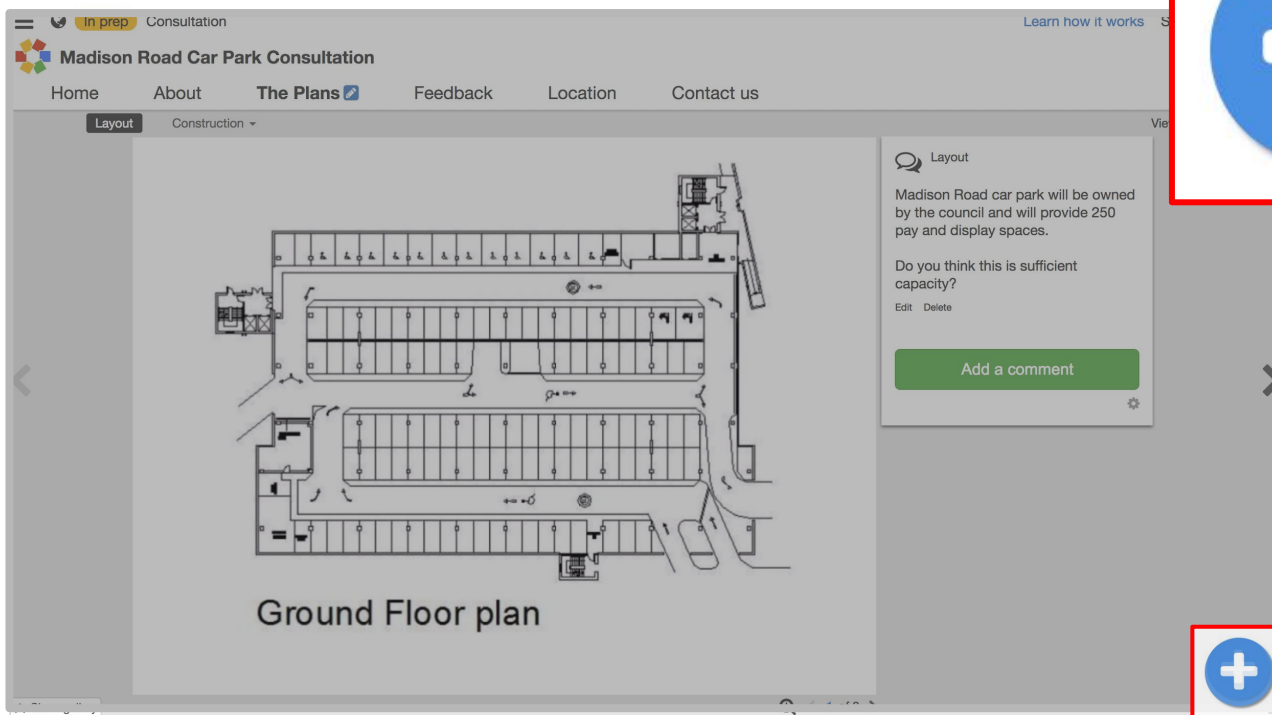
Step 2. Select Add a Info note

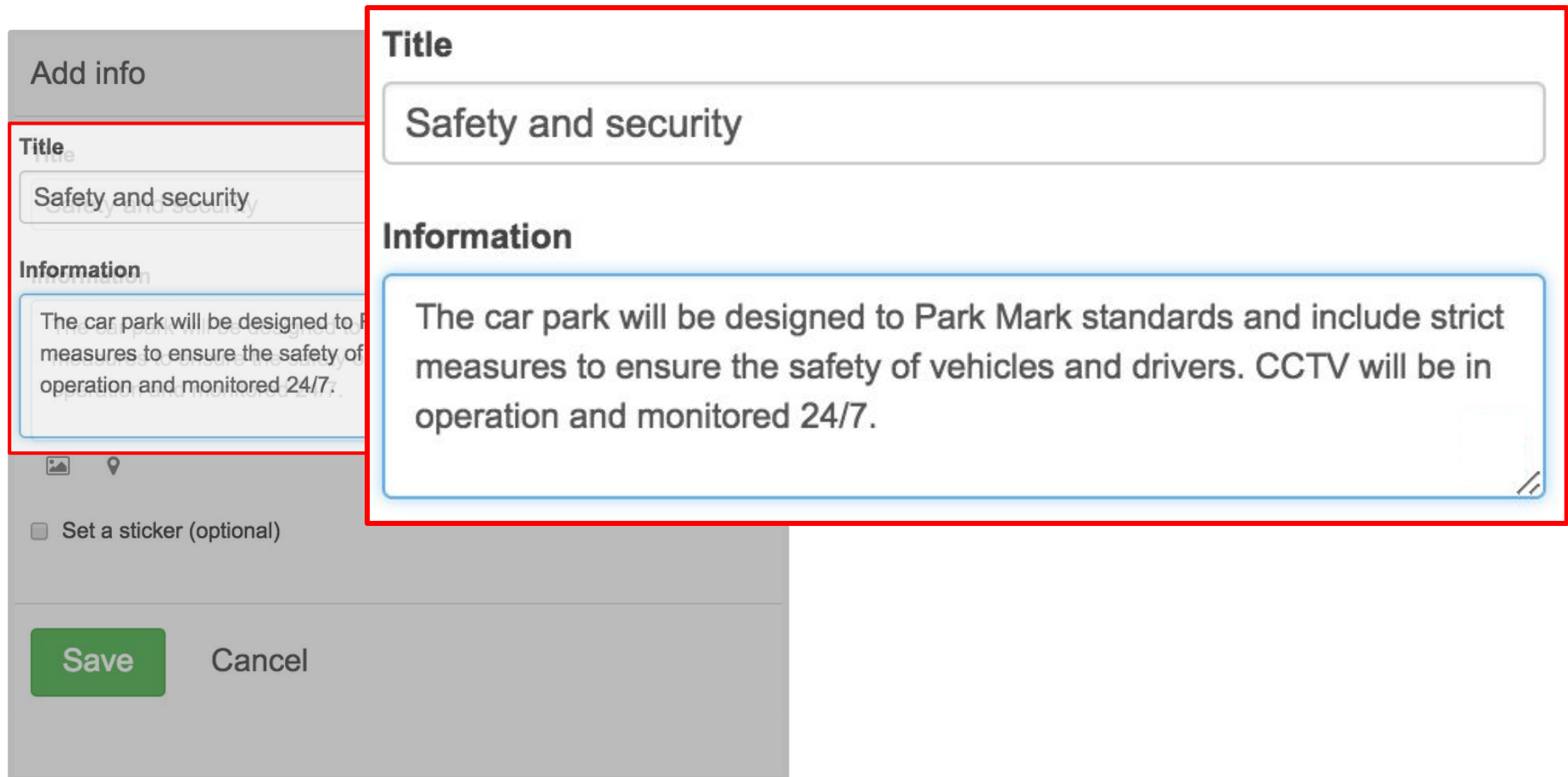In the menu, you will see Add a Info note. Click on this. You will now see data fields to add an Info note.

Step 3. Edit the Info note

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

Add info

Title

Safety and security

Information

The car park will be designed to P
measures to ensure the safety of
operation and monitored 24/7.

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☐ Set a sticker (optional)

Save Cancel

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.

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Step 4. Choose a sticker

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.

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

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Step 5. Select Add a link on a Slide

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.
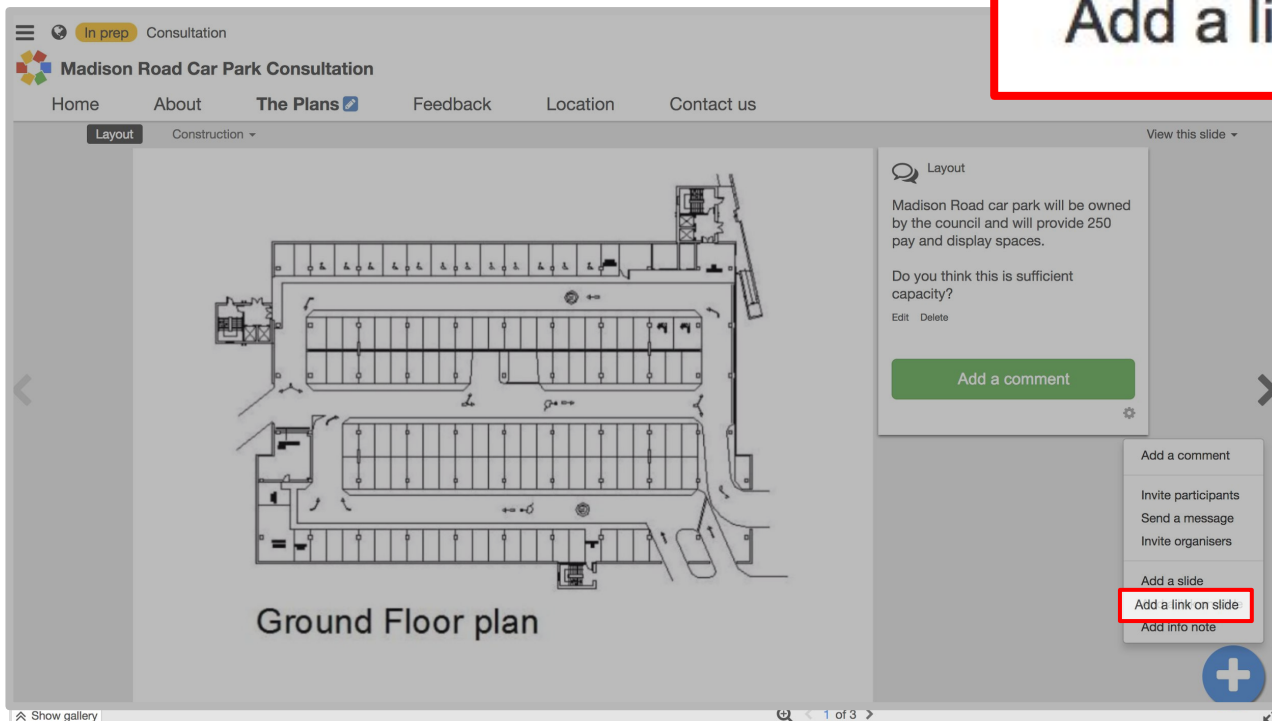

Help Tip:
When you are adding links to Info notes, it's important to remember you link from a slide to an Info note.

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Step 6. Select where to link to

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.
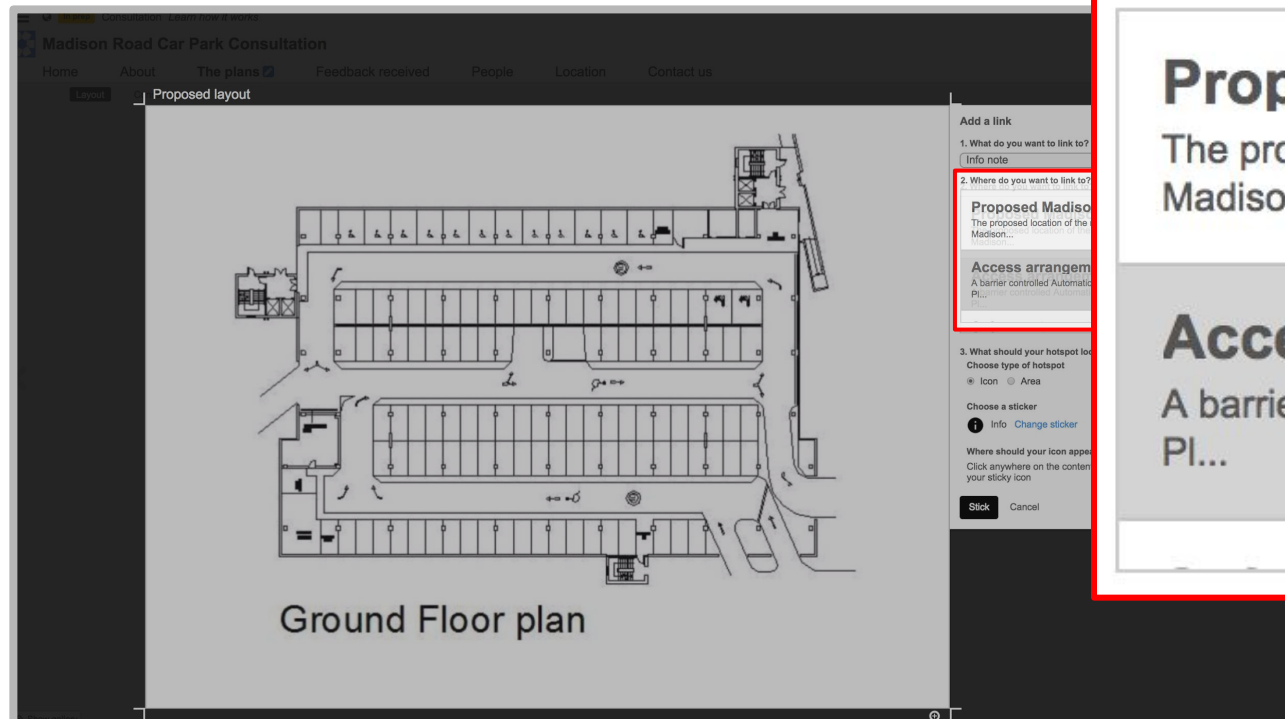

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Step 7. Place your sticker

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.
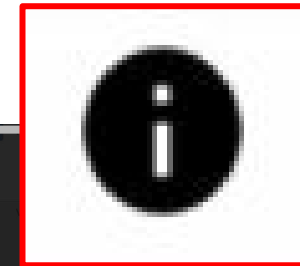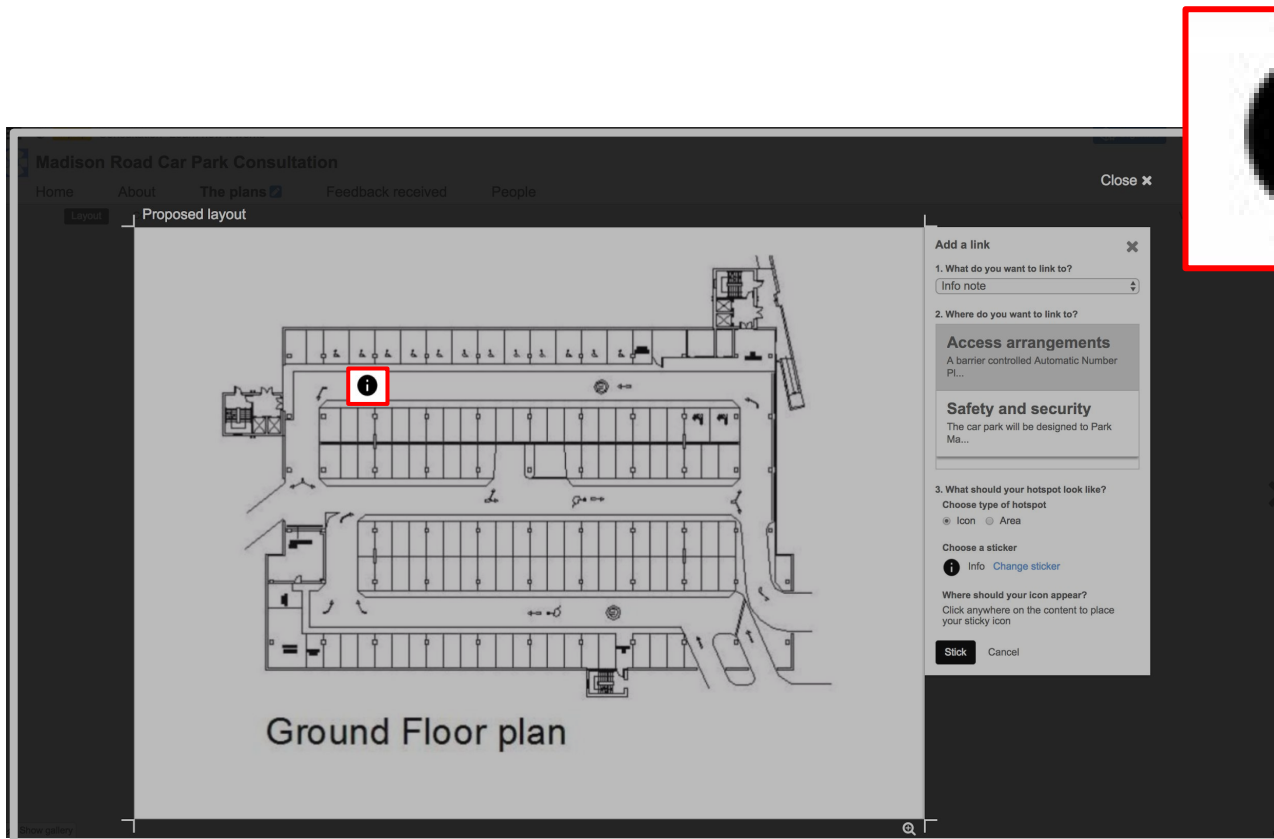
Step 8. Click the hotspot to reveal Info note

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.
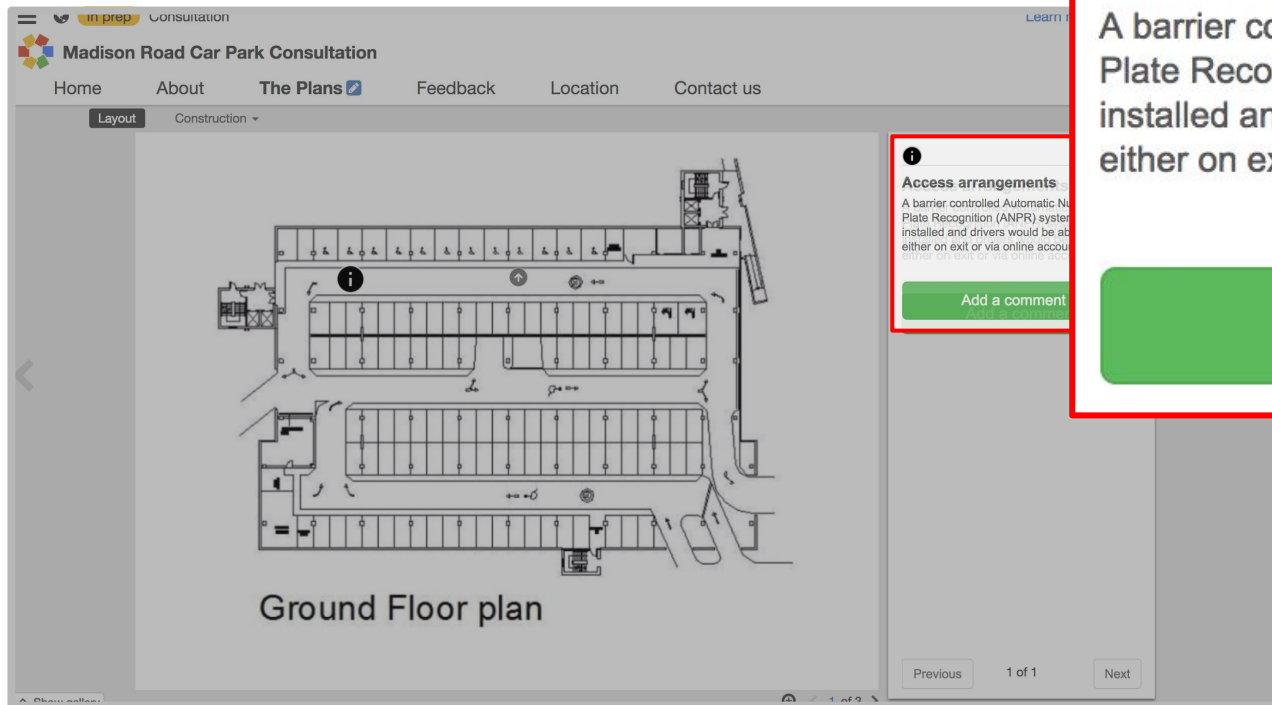
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You've created and linked to Info notes

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.'

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3.3 How-to: edit your location page.

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Introduction

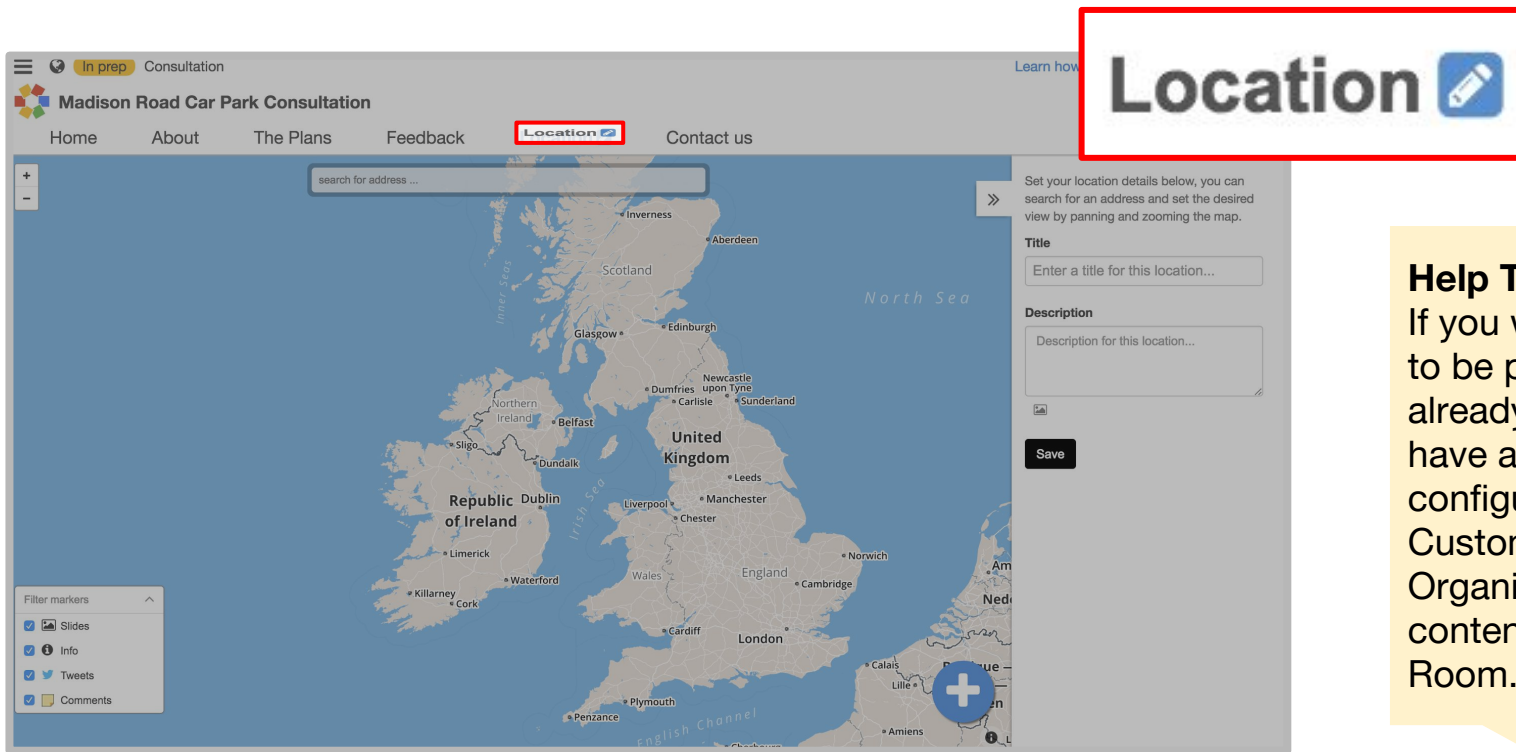**Customising your Location page allows you to set the location and context for your engagement.**

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

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.

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Step 2. Add the postcode

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

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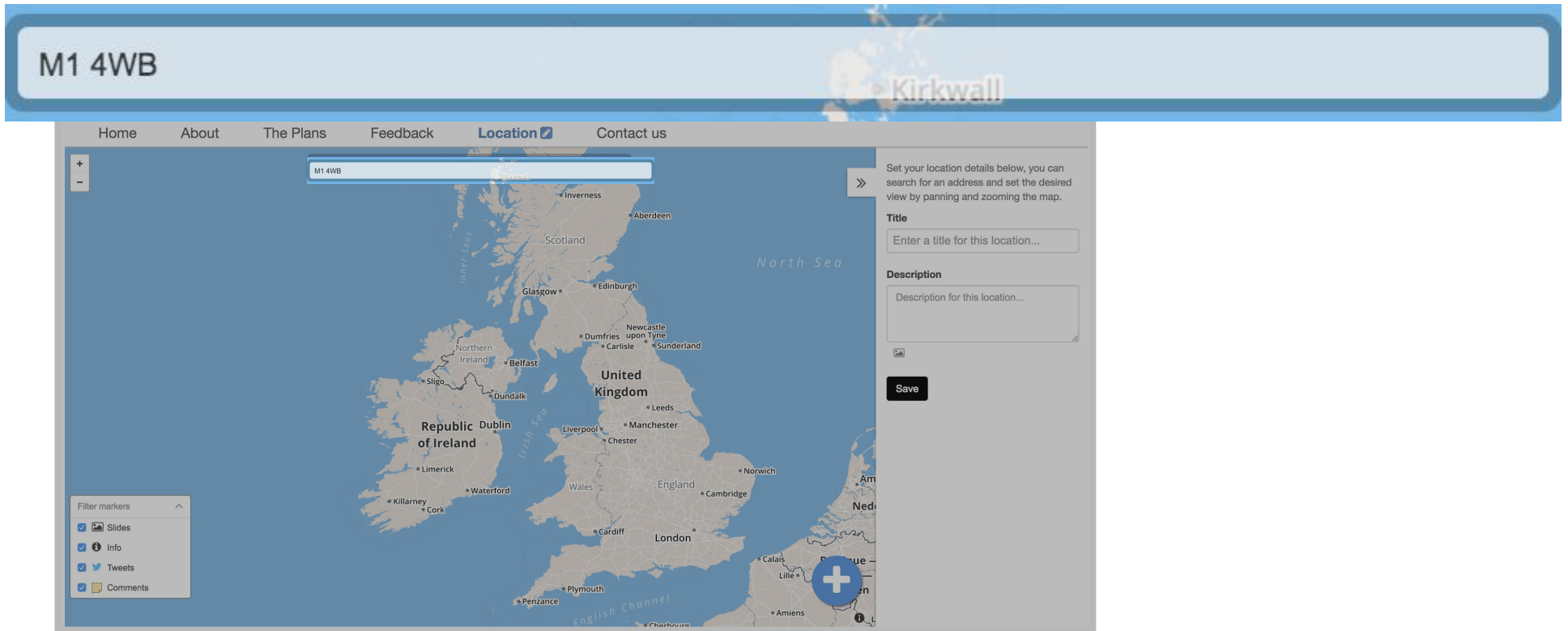
Step 3. Add location details

In the text boxes on the right, add the title of the location and a brief description.
Click Save.
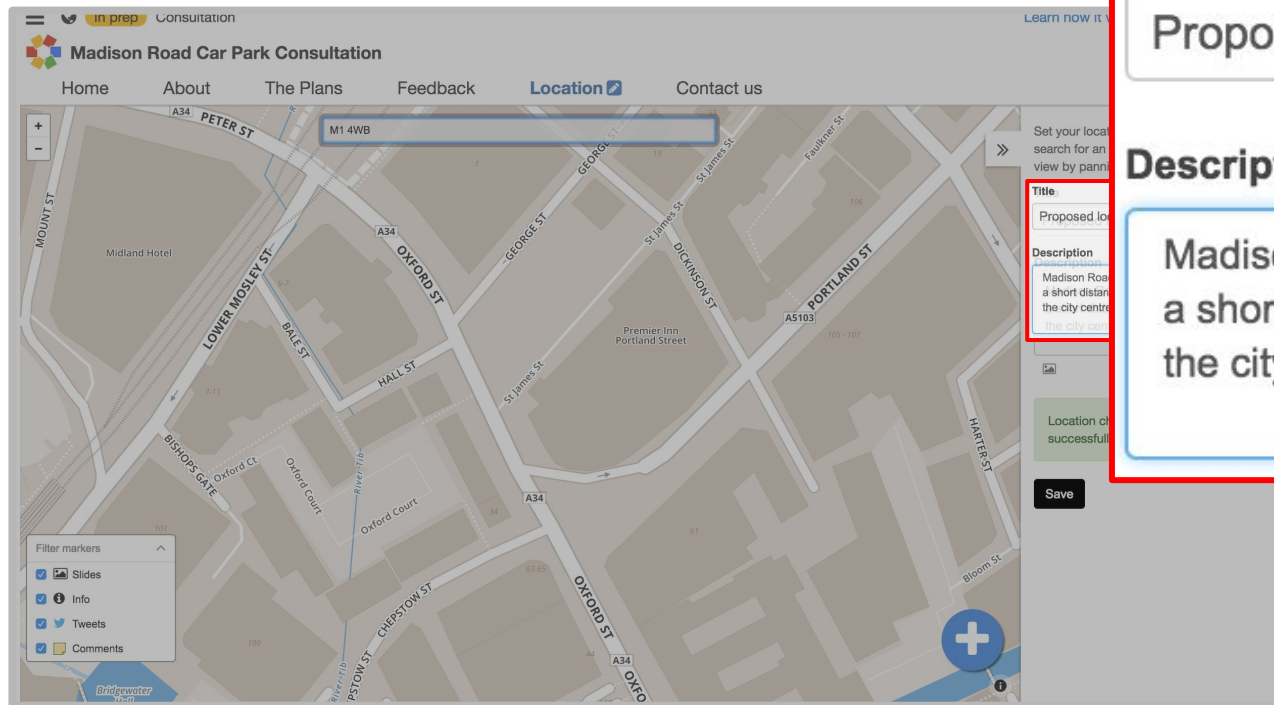
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Step 4. Use the zoom buttons

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

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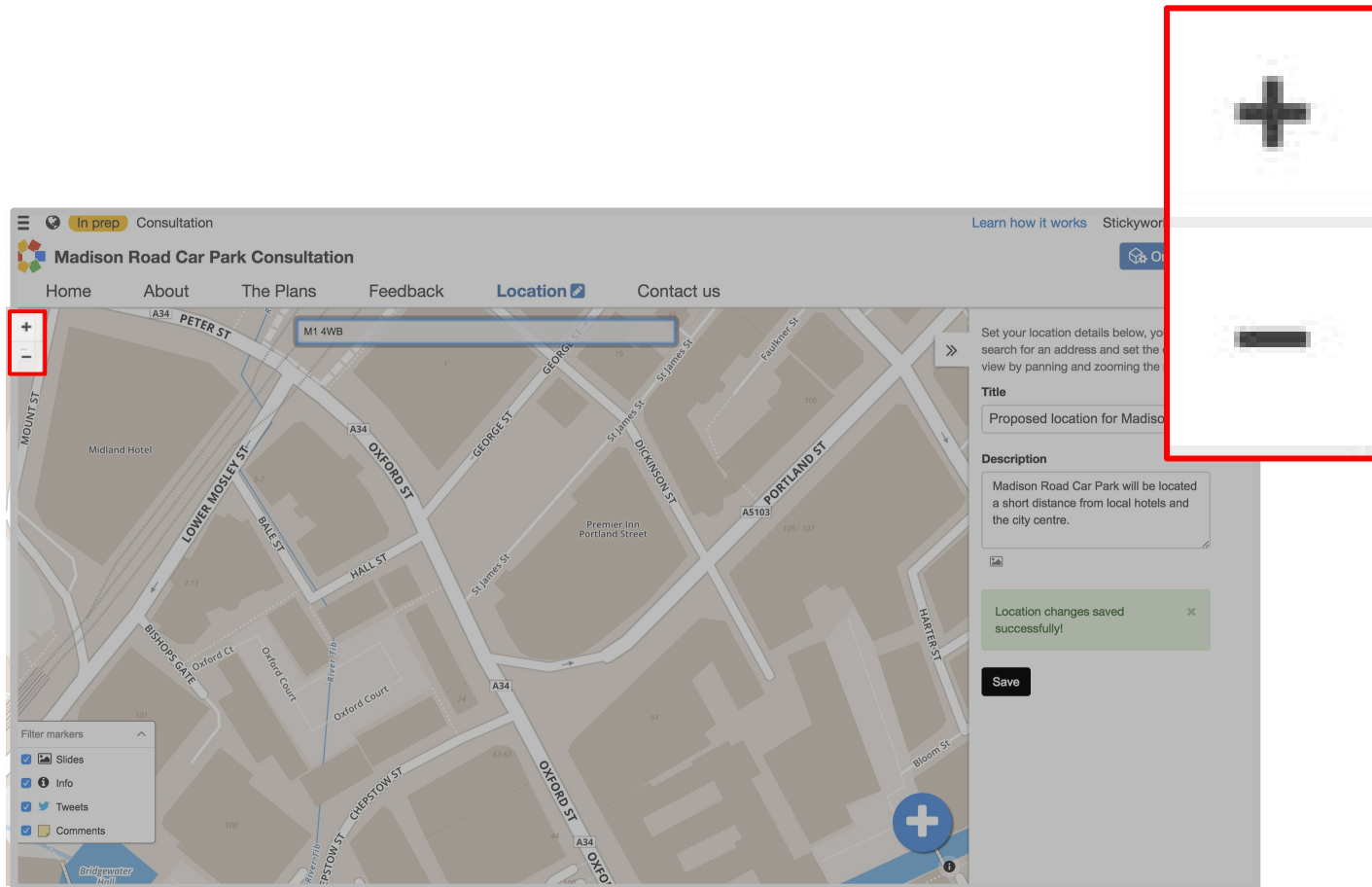
You've set your Location page

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'.

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

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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.

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Step 1. Select organizer action button

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

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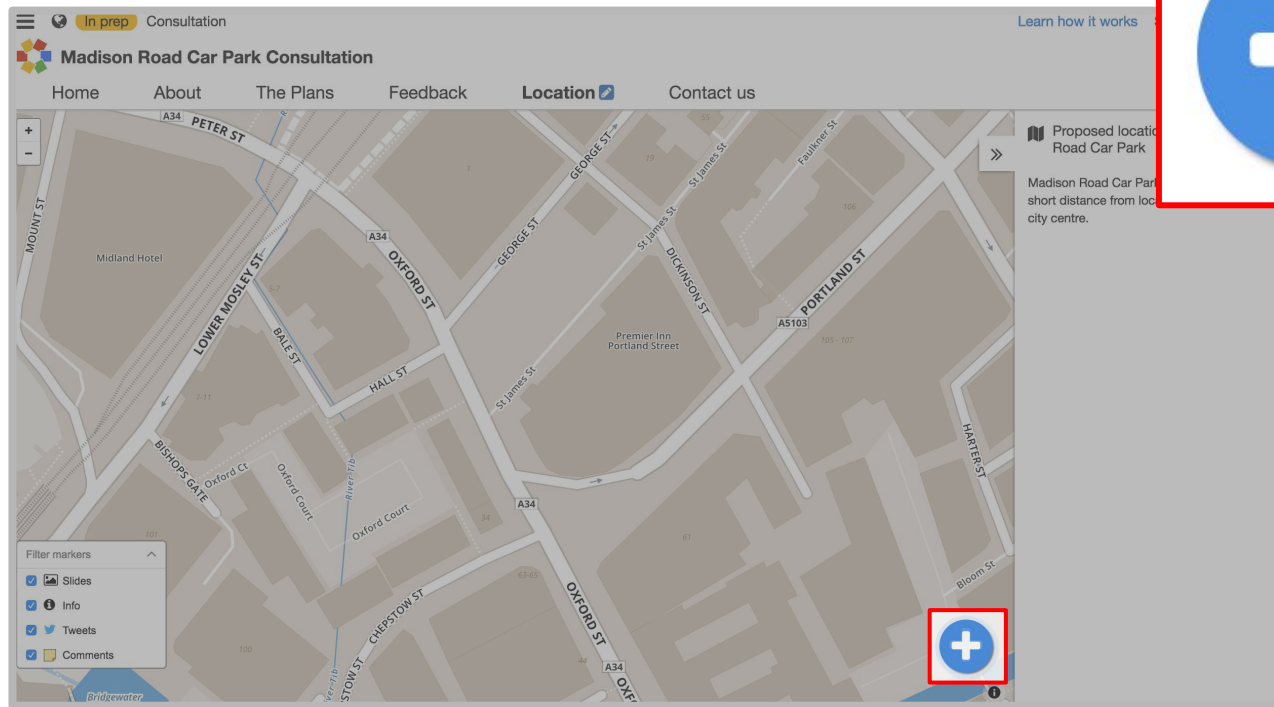
Step 2. Select Add Info note
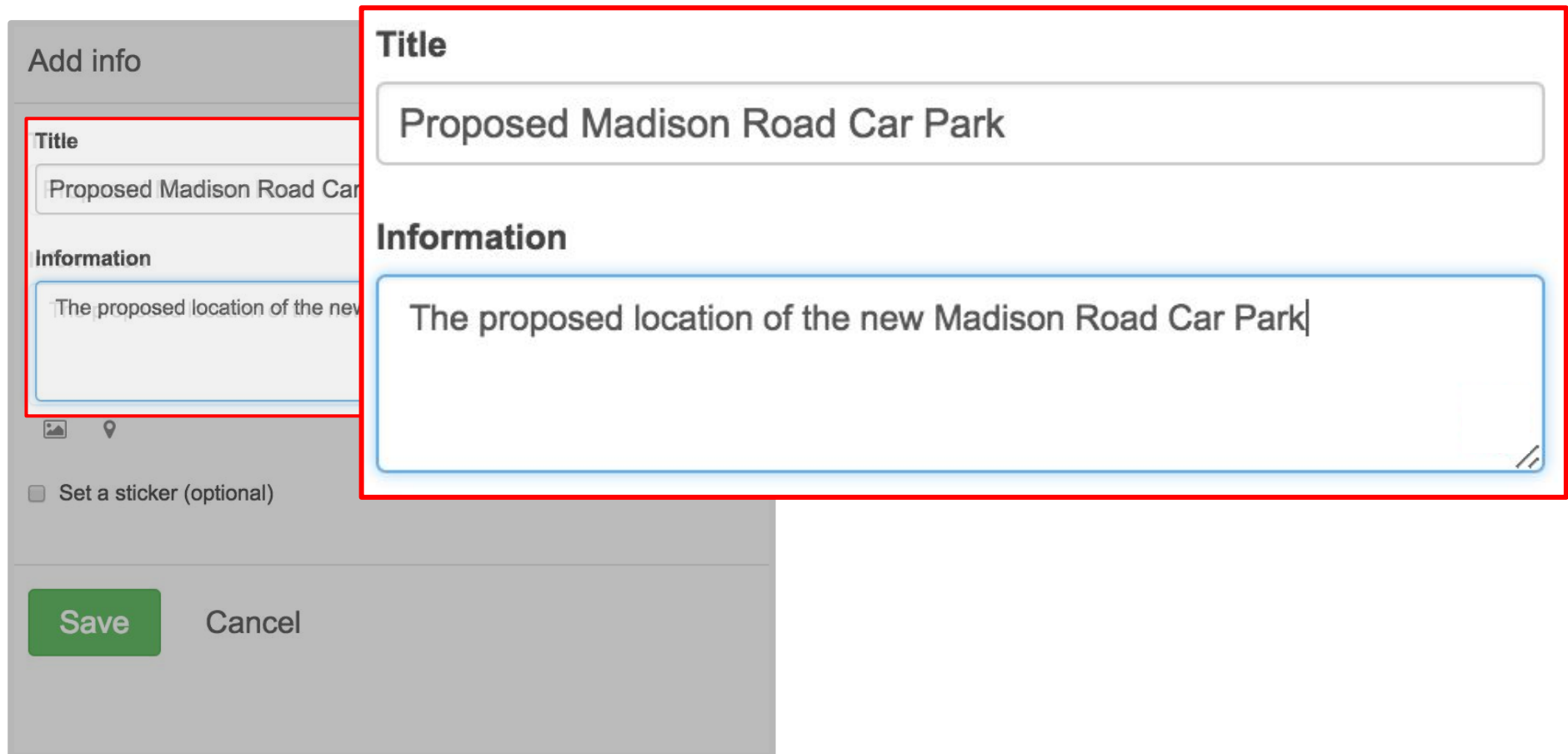
To pinpoint a specific location on your map you need to use the Info note feature. In the menu, you will see 'Add a Info note'. Click on this. You will now see data fields to add an Info note.

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Step 3. Edit the Info note

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

Add info

Title

Proposed Madison Road Car

Information

The proposed location of the new

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☐ Set a sticker (optional)

Save   Cancel

Title

Proposed Madison Road Car Park

Information

The proposed location of the new Madison Road Car Park|

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Step 4. Select Set a location icon

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

Add info

Title

Proposed Madison Road Car Park

Information

The proposed location of the new Madison Road Car Park

☐ Set a sticker (optional)

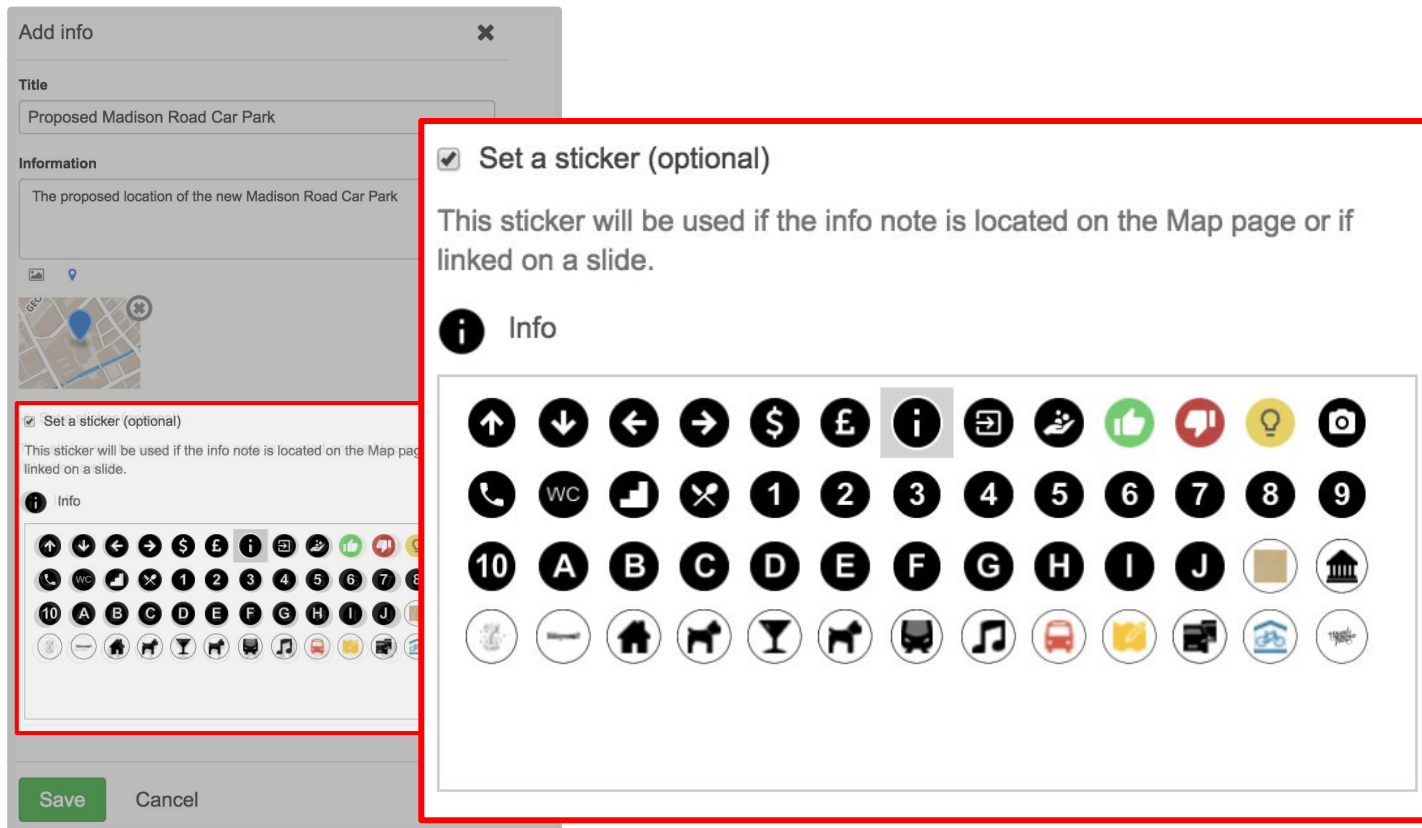Save   Cancel

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Step 5. Click on the specific location

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

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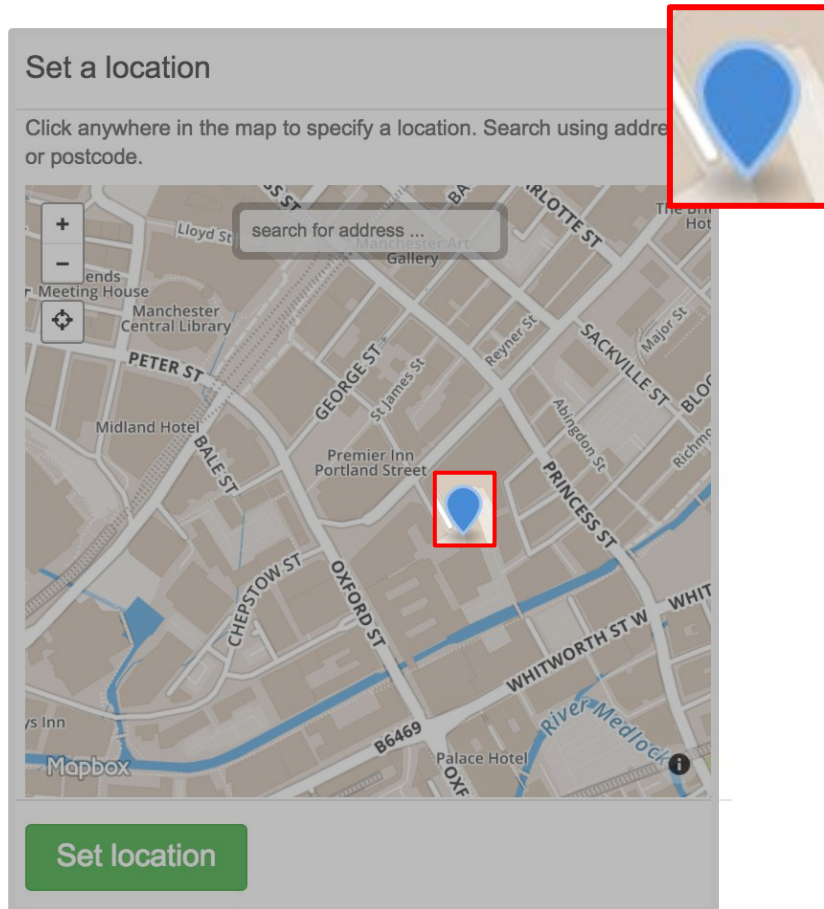
Step 6. Choose a sticker

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

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.

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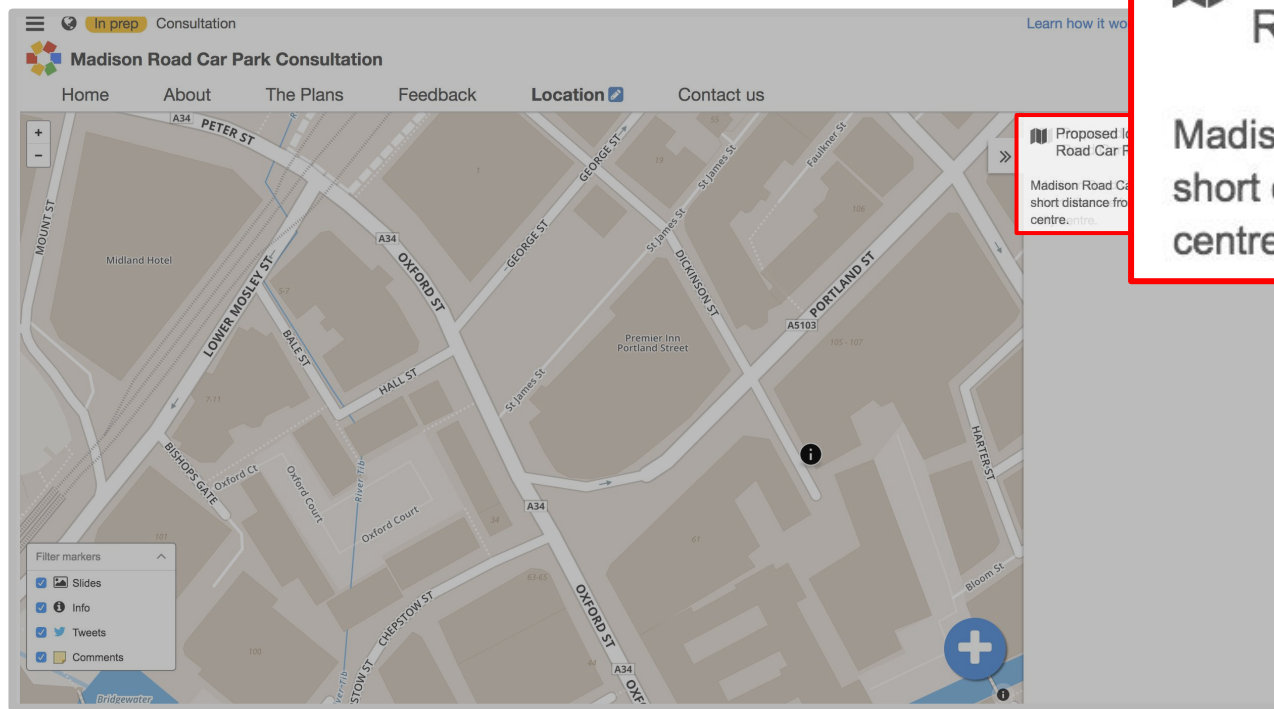
You've pinpointed a specific location

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'.

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3.5 How-to: add your contact details.

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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.

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Step 1. Select Contact us page

Click on the blue pencil next to Contact us.
The contact details form will appear.
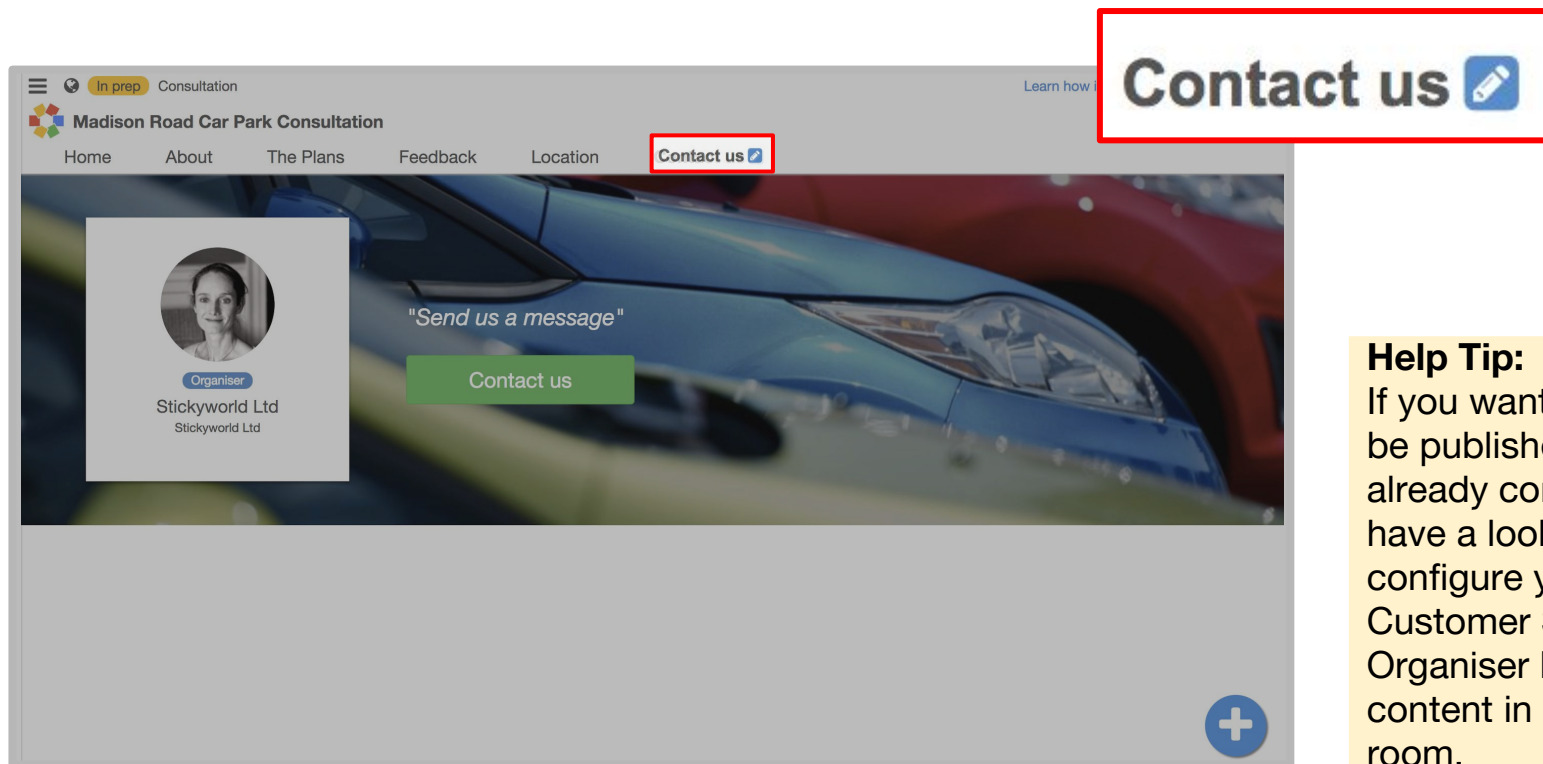
Help Tip:
If you want a Contact us page to be published and haven't already configured it to do so, have a look at "How to: configure your pages'' in Customer Success Guide Organiser No 2: Creating content in your Stickyworld room.

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Step 2. Add your message

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

Step 3. Embed a contact form

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.

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Step 4. Add contact information

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.
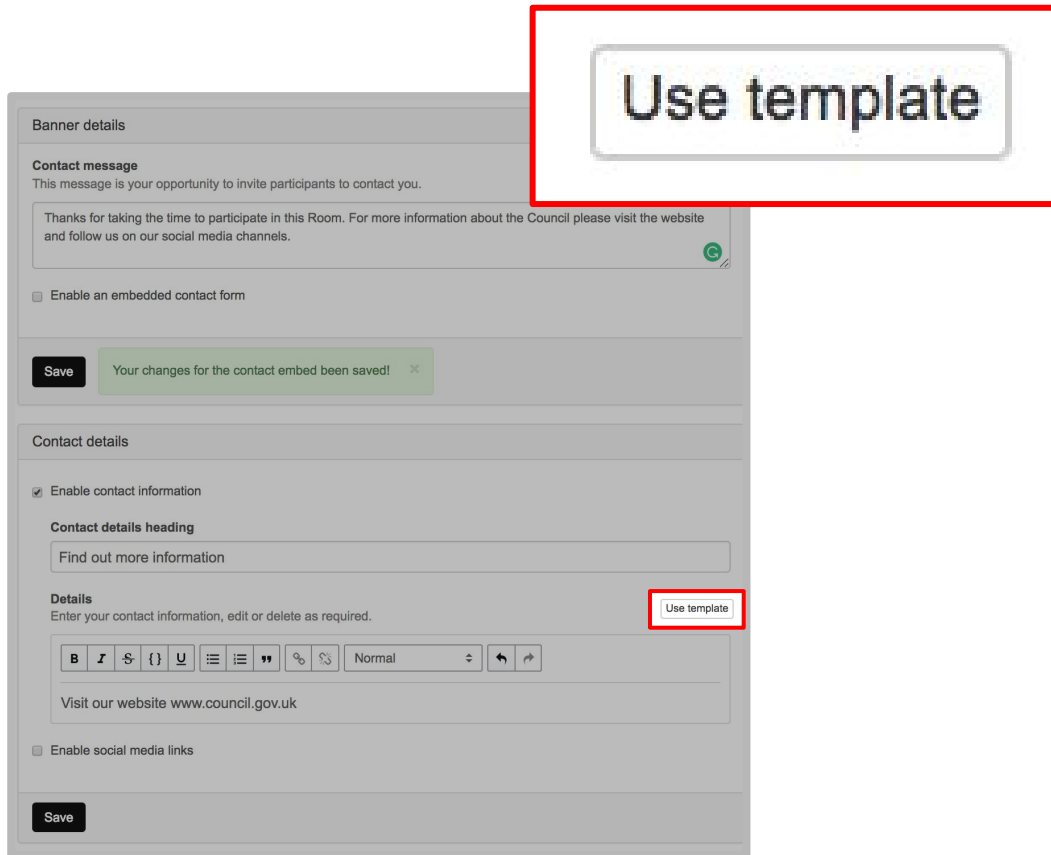

Help Tip:
If your organisation's contact details have already been added to your portal by the portal admin, when you tick Enable contact information, they will automatically appear.

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Step 5. Use a helpful template

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

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Step 6. Add social media

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.

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.

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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.
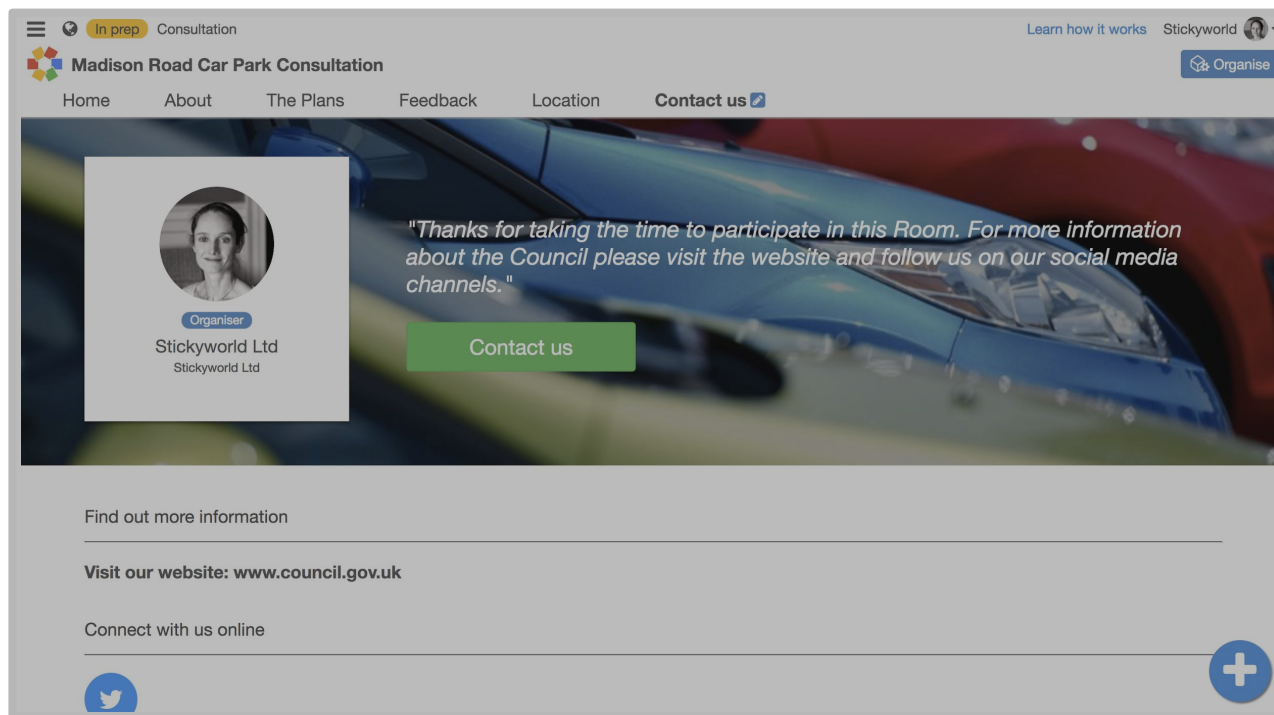
You've added your contact details

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'.

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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

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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

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Get in touch with your questions:

success@stickyworld.com

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