

# Event Info Site App

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The **Event Info Site App** is a way to create a basic information site that can add live data for Agendas, Accommodation, Speakers, Exhibitors, Sponsors and more. You can also add custom content pages to your site, and create a URL/QR code to include in mailouts or advertising.

**Note:** The Event Info Site App will create a public site for anyone to see – no sign-in is required, so only include information you want to share with the public.

## Setting up the Event Info Site App

### Details

#### *Details*

- **App Name**
- **Alias** – set the unique portion of the URL here
- **Copy URL and Copy QR Code** – click on the desired button to copy the URL or QR Code to your clipboard
- **Brand** – select your desired Brand, set up in the [EventsAir Brand Editor](#)
- **App Live From & To Dates** – choose the date range that users can access this portal
- **App Pre-Open** – define the Heading and Message shown to users who attempt to access this portal before it is live
- **App Closed** – define the Heading and Message shown to users who attempt to access this portal after it has closed
- **Analytics View** – enter your Google Analytics account information here

#### *Settings Tab*

- **Website Title** – this will appear in the title bar of the user's web browser
- **Navigation**– the following modules can have pages in your Event Info Site:

- Agenda
- Speakers
- Exhibitors
- Sponsors
- Accommodation
- Content Pages – up to 5 content pages can be included
- **Hotels** – select which Hotels you want to be visible on your site
- **Sponsorship Packages** – select which Sponsorship Packages you want to be visible on your site
- **Exhibitor Stand Types** – Select which exhibitors will be displayed on the site
- **Agenda – Display Unused Tracks on Each Day** – check this box to display tracks even if nothing is scheduled
- **Sponsors – Display Logos Only** – check this box if you only wish to see Sponsor logos displayed
- **Accommodation – Show Terms & Conditions** – check this box to display the terms and conditions for each hotel

## ***Localization***

All global Localization settings for Language are configured in **Application Setup, Language**. Open the App Store tab, and select the App you are working with. Note that changes made in Application Setup will affect all events. However, you can still make unique local changes for each portal in each event, here in the Portal Setup.

- **Override App Default Language** – tick to enable this feature
- **Base Language** – choose the language for this Portal
- **Search** – to speed up finding a text string in the list, you can filter the list with the Search field
- **Original** – the original text string
- **Language Override** – enter the text for the Language you want. This will default to the setting from **Language Setup** for this app, but you can also change it here if you need a special text string unique to this portal

## **Content**

### ***Navigation Text***

Enter or modify the text you want for each heading in the portal menu:

- Home Page
- Agenda
- Speakers
- Exhibitors
- Sponsors
- Accommodation
- Content Pages 1–10

You are also able to set a display order for all navigation buttons. The default is shown above, but you are able to reset the order by changing the numbers in the order field below each navigation item.

## ***Home Page***

Enter the Home Page Heading and content that attendees will see on the home page.

## ***Agenda***

The following items can be configured:

- **Agenda Heading Text**
- **Agenda Introduction**
- **Number of Tracks Per Row**
- **Include Keywords**
- **Include Presentation Document** – checking this option will list presentation documents for each session that attendees can click on to view or download
- **Presentation Documents** – select which presentation documents you wish to display
- **Include Biography** – check this option to include the Presenter Biography
- **Display Session Roles** – check this option to display Session Roles for each item
- **Display Session and Function Sponsors** – check this option to display session and function sponsors in the agenda
- **Include Social Media**

## ***Speakers***

The following items can be configured:

- **Speakers Heading Text**
- **Speakers Introduction**
- **Add Search** – check this option to add a search field for the Speakers Page
- **Speakers Displayed Per Page** – enter the number of speakers you want displayed on a single page
- **Include Presentation Document** – checking this option will list presentation documents for each session that attendees can click on to view or download
- **Presentation Documents** – Select which presentation documents you wish to display. (Please note, this does not allow you to show ‘Supporting Documents’.)
- **Include Biography** – check this option to include the Presenter Biography
- **Include Social Media**
- **Show Authors and Affiliations** – check this option to include Authors and Affiliations in the Speaker page
- **Show Presentation Type** – displays presentations type for speakers session

## ***Exhibitors***

The following items can be configured:

- Exhibitors Heading Text
- Exhibitors Introduction
- Add Search – check this option to add a search field for the Exhibitors Page
- Exhibitors Displayed Per Page – enter the number of Exhibitors you want displayed on a single page
- Include Social Media

## ***Sponsors***

The following items can be configured:

- Sponsors Heading Text
- Sponsors Introduction
- Include Social Media

## ***Accommodation***

The following items can be configured:

- Accommodation Heading Text
- Accommodation Introduction

## ***Content Pages***

You can add up to 10 custom pages, for whatever additional information you wish to provide. Additionally, you can choose to create up to 10 sub pages for each content page.

## ***SEO (Search Engine Optimization)***

You can enter Meta Descriptions and Meta Keywords here if you want to make this site easier to find with various search engines.

## ***Footer***

The Footer option lets you create a text or graphical footer for your Event Info Site.

## ***Date Format***

You can select if you would like to use 24hr time format for your portal.

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