



**Technology Unites  
GLOBAL SUMMIT**

Shaping the Digital Future

# Sponsor Portal Instructional Guide

**Version: 1.1**

**Updated: January 7 2021**

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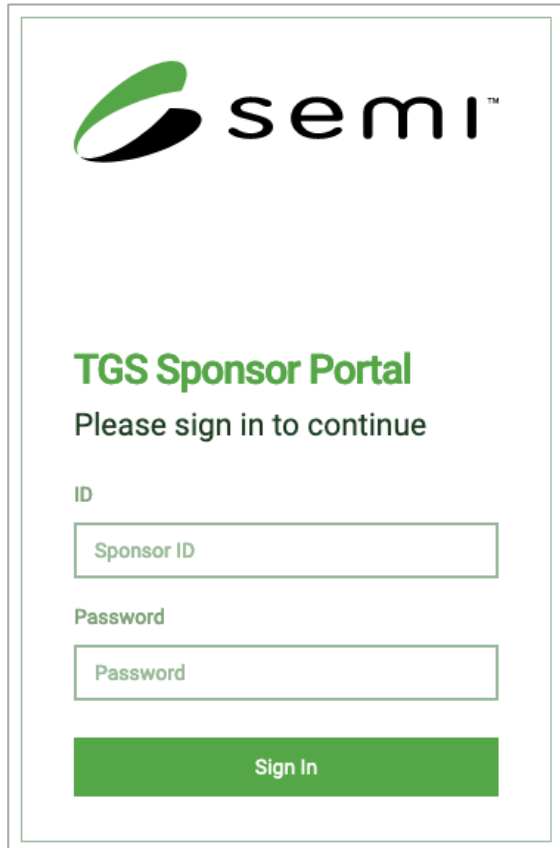
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# 1 - Logging In

To log in to your sponsor portal, visit <https://sponsor-tgs.angel.events/login>

Enter the ID and password that you were provided by the SEMI Europe team.

If you forget your details, please get in touch.

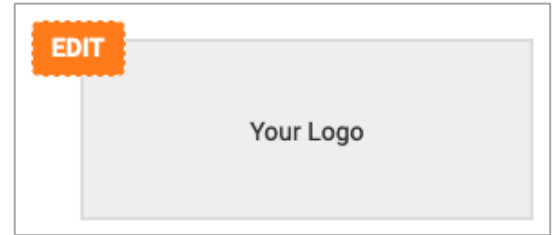


The screenshot shows the SEMI logo at the top left. Below it, the text "TGS Sponsor Portal" is displayed in green, followed by "Please sign in to continue". There are two input fields: one labeled "ID" with "Sponsor ID" as a placeholder, and another labeled "Password" with "Password" as a placeholder. A green "Sign In" button is located at the bottom of the form.

## 2.1 – Page Editor: Logo

Click the orange 'Edit' button alongside the logo to upload or change your company logo.

Your logo should be a PNG or JPEG and be no larger than 6MB.



## 2.2 – Page Editor: About Information

Click the orange 'Edit' button alongside your company name to edit your company information.

### **Company Name**

You should enter your company name as you want it to appear to attendees.

### **Company Description**

Here you should enter your company profile. There is a limit of 1000 characters, so try to be as descriptive as possible.

### **Web Address**

Enter the web URL that you want visitors to be directed to when they click on the 'Our Website' button.

**Widget Corp**

EDIT

*You do not currently have a company description added.*

*You do not currently have a website added.*

## 2.3 – Page Editor: Social Media

Click the orange 'Edit' button alongside 'Social Media' heading to add your social accounts.

We recommend adding as many accounts as possible to give them maximum exposure on your booth.

### Twitter URL

Enter your twitter page's URL here. *We highly recommend adding a twitter URL, since we will be able to dynamically display your twitter feed on your page!*

### LinkedIn URL

Enter your LinkedIn page or group URL here.

### Facebook URL

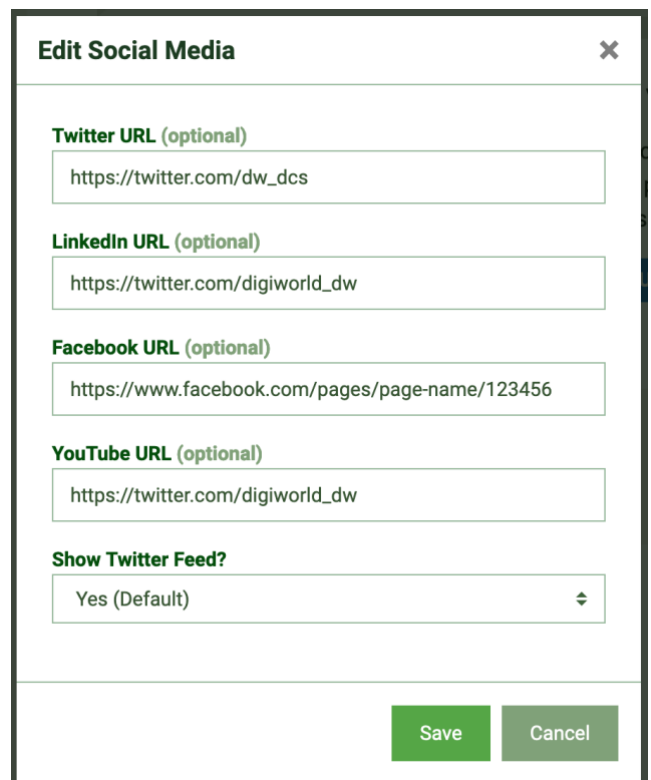
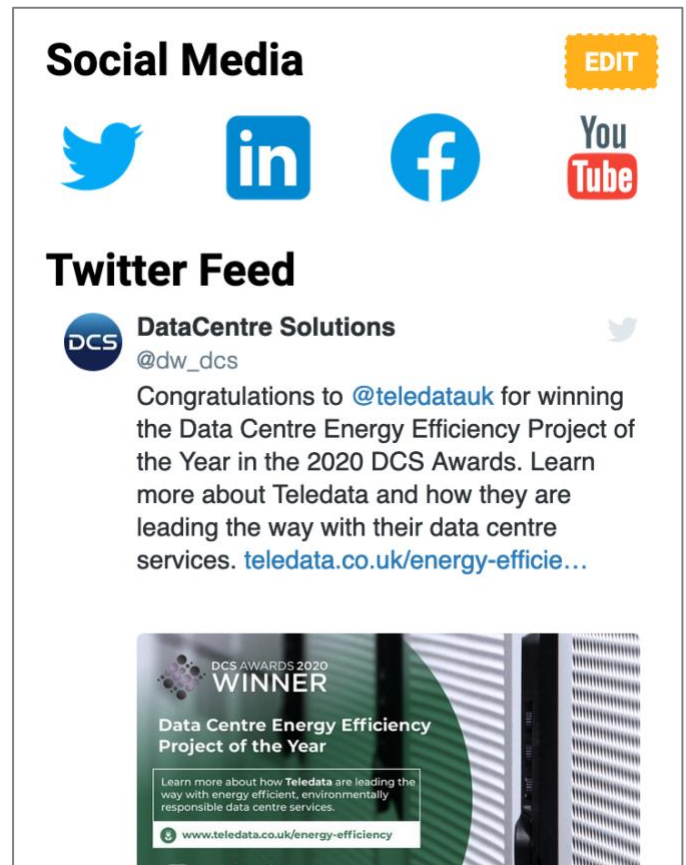
Enter your Facebook page, group or profile URL here.

### YouTube URL

Enter your YouTube channel URL here.

### Show Twitter Feed?

Here you can choose whether or not to display your twitter feed underneath the social buttons.



## 2.4 – Page Editor: Team Members

Click the orange 'Edit' button alongside 'Meet the Team' to edit your team members.

To edit your team members, click the orange 'Edit' button.

To add a team member, click the green 'Add Team Member' button.

To edit a team member, click the yellow pencil icon. The red trash icon will delete the team member.

Try to complete as much information as possible for each team member. The more information that is given, the more useful it will be for the visitors!

The headshot photo should be no larger than 3MB. Try to use a square photo if possible, otherwise it will be automatically resized.

The image shows two overlapping windows from a web application. The top window, titled 'Manage Team Members', displays a card for 'John Doe', a Web Developer. The card includes a headshot, name, job title, email (queue@example.com), and phone number (+44 (0) 2292999382). To the right of the card are a yellow pencil icon (edit) and a red trash icon (delete). Below the card are two buttons: a green 'Add Team Member' button and a grey 'Cancel' button. The bottom window, titled 'Edit Team Member', is a form for editing the member's details. It contains input fields for Name (John Doe), Job (Web Developer), Email (queue@example.com), and Phone (+44 (0) 2292999382). There is a 'Headshot Photo' section with a 'Browse...' button and the text 'No file selected.' and 'Maximum filesize is 3MB.'. Below that are fields for 'Twitter URL' (https://twitter.com/dw\_dcs) and 'LinkedIn URL' (https://linkedin.com/profile.link). At the bottom right of the form are 'Save' and 'Cancel' buttons.

### Meet the Team

EDIT



**John Doe**  
Web Developer  
[queue@example.com](mailto:queue@example.com)  
[+44 \(0\) 2292999382](tel:+4402292999382)



## 3 – Job Listings

At some sponsorship levels you are able to add job listings. To do this, click on the 'Job Listings' tab within the sponsor portal. These job listings will be available to view by attendees at the event.

### Adding a Job Listing

1. Click the 'New Job Listing' button.
2. Complete as much of the form as possible.  
Be sure to include a URL or contact details, so any applicants are able to get in touch with you.
3. Click on the 'Save' button to save the job listing.

### Editing a Job Listing

To edit a job listing, click on the 'Edit' button next to the listing you wish to make changes to.

### Removing a Job Listing

To remove a job listing, click on the 'Delete' button next to the listing you wish to remove.

The image shows a user interface for managing job listings. At the top right, there is a green button with a plus icon and the text 'New Job Listing'. Below this is a form titled 'Add Job Listing' with a close button (x) in the top right corner. The form contains the following fields:

- Position:** A text input field with the placeholder text 'Enter the position name or job title.'
- Location:** A text input field with the text 'London, UK' entered.
- Job Description:** A large text area for entering the job details.
- Web URL (Optional):** A text input field with the placeholder text 'Enter a URL to a LinkedIn jobs page, or ca...'

Below the form, there are two examples of job listings in a list. Each listing has a green menu icon (three horizontal lines) to its right. Clicking this icon opens a dropdown menu with two options: 'Edit' and 'Delete'.



## 4 – Digital Notifications

Depending on your sponsorship level, you may be able to submit a Digital Notification. These notifications will be displayed to all attendees at a time determined by the SEMI team.

To add a digital notification, click on the ‘Digital Notification’ tab, and then click on the ‘New Notification’ button.

### Title

Enter a title for your notification. This should be no longer than 48 characters.

### Content

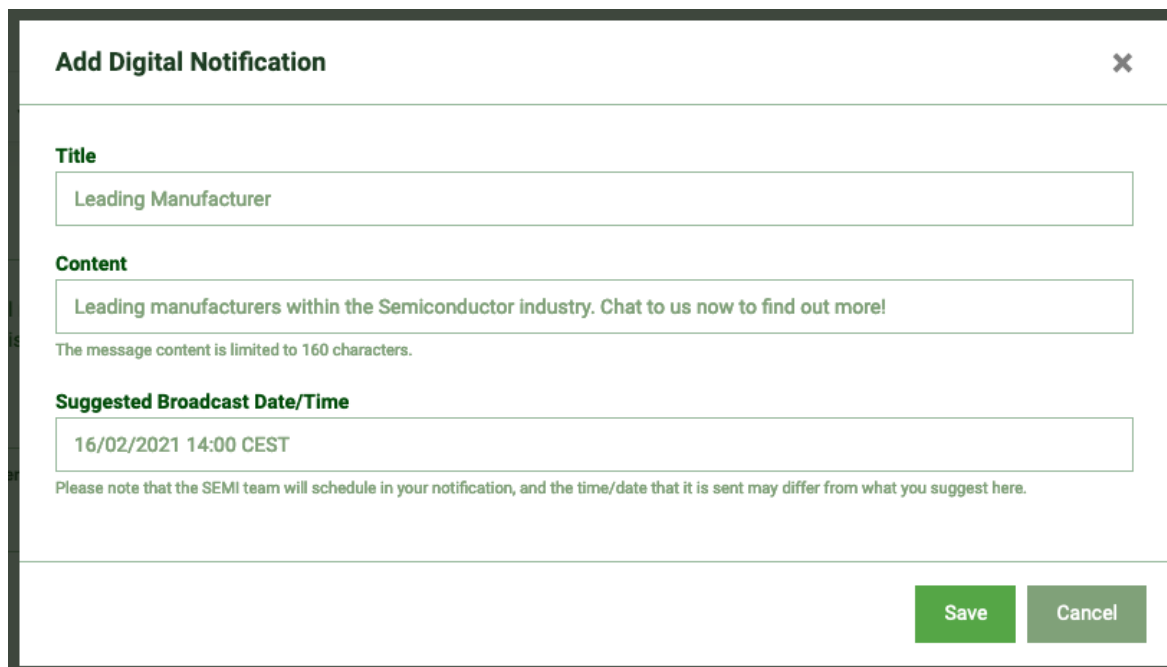
Enter the content for your notification here. This is limited to 160 characters.

### Suggested Broadcast Date/Time

Here you can specify a preferred time for the notification. Please note that the SEMI team have the final decision over when the notification will be sent, however you are able to submit a suggestion here.

Once ready, click the ‘Save’ button.

Similarly to Job Listings, you can edit or delete these notifications using the buttons to the right of the table.



**Add Digital Notification** ✕

**Title**  
Leading Manufacturer

**Content**  
Leading manufacturers within the Semiconductor industry. Chat to us now to find out more!  
The message content is limited to 160 characters.

**Suggested Broadcast Date/Time**  
16/02/2021 14:00 CEST  
Please note that the SEMI team will schedule in your notification, and the time/date that it is sent may differ from what you suggest here.

**Save** **Cancel**

## 5 – Digital Briefcase

Depending on your sponsorship level, you may be able to submit some PDF documents to place into the attendee’s digital briefcases. Attendees will be able to download these documents during and after the event.

To submit documents, click on the ‘New Item’ button.

Complete the short form, and then press the 'Save' button to save the document.

### **Name**

Enter the name of the document here.

### **Description**

Enter a short description of what the PDF contains.

### **PDF Upload**

Upload the PDF file here. It should be no larger than 20MB.

### Add Digital Briefcase Item ✕

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**Name**

**Description**

**PDF Upload**

 No file selected.

File type should be PDF only. Maximum filesize is 20MB.