

# fotoShout Web Portal Event Setup Quick Guide

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USER GUIDE #07



## Event Setup Quick Guide

The fotoshout web portal is divided into two sections. One is “Preferences & Setup,” the other “Events.” Below is a quick guide for setting up an event through the fotoShout Web Portal. For complete details see the detailed step by step setup guide.

### Preferences & Setup

- A) Login to fotoShout at [www.fotoshout.com](http://www.fotoshout.com)
  - 1) Click on “Preferences & Setup”
  - 2) **“Publish Configuration”** tab *no modification needed unless your account has changed*
  - 3) **“Email Server Configuration”** tab *no modification needed unless your password or account has changed*
  - 4) Click **“Event Options”** tab
    - a. Click on **“New Event Option”** Name your event, select the options to be placed on the iPad, click create.
  - 5) Click on the **“Event Clients”** tab; name your event, (*optional*) Place the client or sponsors event logo URL in dialog box.
  - 6) Click on **“Email template”** tab
    - a. Click **“New Email Template”** button.
    - b. Fill in dialog boxes.
    - c. When finished click on **“Create.”**

### Events

- C) Create New Event
  - 1) Confirm **“Events”** tab at top of page is selected
  - 2) Click **“Create New Event”** Button, fill in dialog boxes;
    - a. Name, description, date of event, location, folder, options, email template, sponsors, and channel group
    - b. Click **Create**
    - c. In a big rush, only the four boxes marked with the orange asterisk **“\*”** must be filled out to setup an event. **Name, Date, Folder, Option.** The rest can be completed later.

### D) To View Events

- 1) Within the **“Event Type”** dialog box (*left side of screen*) select one of the following
  - a. All
  - b. Open
  - c. Completed
- 2) Double click on event you wish to view

### E) To Edit an Event

- 1) Select “Events” tab, roll mouse over the event you wish to edit
- 2) Click on edit icon (pencil), edit event
- 3) Click Update

### F) View Published Images

- 1) Select “Events” tab
- 2) Double Click on the image of the event you wish to view
- 3) Select History in the “Photo Type” dialog Box - Published images will be displayed