



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

- 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 account has changed*

B)

- 1) Click "**Event Options**" tab, Click on "**New Event Option.**" Name your event, select the options to be placed on the iPad, click create.
- 2) Click on the "**Event Clients**" tab, name your event, (optional) Place the client or sponsors event logo URL in dialog box.
- 3) Click on "**Email template**" tab, click "**New Email Template**" button. Fill in dialog boxes. 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, channel group.
 - b. Click **Create**

D) To View Events

- 1) To view events select "**Event Type**"
 - a. To display events; select **Open** or **History** (images that already have an e-mail, name & signature)

E) 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 - Published Images will be displayed.