

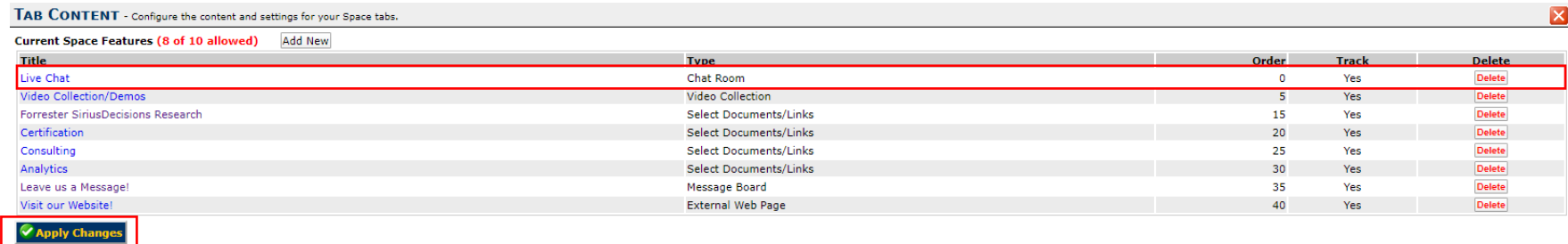
# How to Make a Booth On-Demand Ready

After an event concludes its live portion, *some* booth owners like to update their booth content to better suit the on-demand experience. Here are a few ways you can make your booth on-demand ready for future attendees!

1. **IMPORTANT** for the following steps: If included with exhibit package, download your [Space Tab Visitors](#) report from the Data Portal
  - a. Deleting a tab in Space Builder will **DELETE** click-through data for that tab
2. Optionally remove live group chats or convert them to message boards
  - a. Note: if you delete a chat, your **chat** transcript will be lost
3. Optionally remove tabs that link to 1-on-1 meetings or demos that were only applicable for live day(s)
4. Optionally remove any prize or giveaway opportunities that were only applicable for live days
5. Optionally remove all other content that was live-day specific

## How to Remove a Chat Room (or any tab in general) –

1. Navigate to your booth in Space Builder.
2. Tab Content > navigate to your “Chat Room” type tab



The screenshot shows the 'TAB CONTENT' interface with the following table:

Title	Type	Order	Track	Delete
Live Chat	Chat Room	0	Yes	Delete
Video Collection/Demos	Video Collection	5	Yes	Delete
Forrester SiriusDecisions Research	Select Documents/Links	15	Yes	Delete
Certification	Select Documents/Links	20	Yes	Delete
Consulting	Select Documents/Links	25	Yes	Delete
Analytics	Select Documents/Links	30	Yes	Delete
Leave us a Message!	Message Board	35	Yes	Delete
Visit our Website!	External Web Page	40	Yes	Delete

Below the table is an 'Apply Changes' button.

3. Click “Delete” on the right.
  - a. **Note: you will not lose your group chat transcript when you delete a tab, but you will lose click-through data**
4. Click “Apply Changes”

## Message Boards –

Message boards allow for thread-able posts, almost like a Facebook wall! You can upload attachments to your post, like other’s posts, and respond directly to others in a comment style layout.

### How to Add a Message Board

1. Navigate to your booth in Space Builder.
2. Tab Content > Add New

**TAB CONTENT** - Configure the content and settings for your Space tabs. ✕

Current Space Features (8 of 10 allowed) Add New

Title	Type	Order	Track	Delete
Live Chat	Chat Room	0	Yes	<a href="#">Delete</a>
Video Collection/Demos	Video Collection	5	Yes	<a href="#">Delete</a>
Forrester SiriusDecisions Research	Select Documents/Links	15	Yes	<a href="#">Delete</a>
Certification	Select Documents/Links	20	Yes	<a href="#">Delete</a>
Consulting	Select Documents/Links	25	Yes	<a href="#">Delete</a>
Analytics	Select Documents/Links	30	Yes	<a href="#">Delete</a>
Leave us a Message!	Message Board	35	Yes	<a href="#">Delete</a>
Visit our Website!	External Web Page	40	Yes	<a href="#">Delete</a>

✔ Apply Changes

3. Give your tab a title and display order. Ensure “Track Visits” is selected.
4. Type > Message Board

**TAB CONTENT**

**Settings**

Title:

Display Order:

Track Visits:

**Content**

Type:

URL:

Launch:

Enter:

Save Changes

- External Web Page
- Blog Space
- Chat Room
- External Web Page
- HTML Content
- Message Board**
- Select Documents/Links
- Survey
- Video Collection

5. Select Board > Add New

**Content**

Type:

Select Board:

Save Changes

- (No Selection)
- (Add New)**
- Forrester Message Board
- Forrester Hub Message Board

6. Title your Message Board > Save Changes

**Content**

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Type: Message Board ▼

Select Board: (Add New) ▼

New Message Board Title: Leave us a Message!

New Message Board Theme: Social ▼

Save Changes Cancel

## Other Important Notes –

Before you make any changes to your booth, we strongly encourage those with Standard+, Enhanced, Premium or Ultimate exhibit packages to export your booth's data from the Data Portal.

- If you delete a document, you will delete any data associated with that document.
- If you delete a tab, you will delete any data associated with that document.
- If you delete a video from the video collection, you will delete any data associated with that video.