

# 1. 5 STEPS TO ENTER A SHOW

Step 1: https://vimeo.com/130450633 Step 2: https://vimeo.com/130450635 Step 3: https://vimeo.com/130450636 Step 4: https://vimeo.com/130450639 Step 5: https://vimeo.com/130450640

#### 2. MANAGING YOUR MARGO EVENT

https://vimeo.com/172460919

#### 3. HOW TO SET UP A FACEBOOK EVENT

- Video & Written steps included in Knowledge Base http://support.margo.me/knowledgebase/articles/518070-setting-up-and-posting-to-a-facebook-event
- Live Virtual Party demo <a href="https://vimeo.com/178618354">https://vimeo.com/178618354</a>

# 4. HOST & CONSULTANT TOOLS TO MANAGE GUESTS

- Creating a Guest List & Creating a Host portal included in Knowledge Base.

  Written steps and videos <a href="http://support.margo.me/knowledgebase/articles/407389-creating-a-guest-list">http://support.margo.me/knowledgebase/articles/407389-creating-a-guest-list</a>
- Managing Communication preferences
   http://support.margo.me/knowledgebase/articles/652027-rsvp-and-guest-preferences

### 5. CUSTOMIZING PRE SHOW CAMPAIGNS

• Video & Written steps included in Knowledge Base http://support.margo.me/knowledgebase/articles/331760-pre-show-campaigns-customizing-invitations-and-re

# 6. CUSTOMIZING POST SHOW CAMPAIGNS

- Video Only <a href="http://support.margo.me/knowledgebase/articles/332776-post-show-campaigns">http://support.margo.me/knowledgebase/articles/332776-post-show-campaigns</a>
- Written instructions on closing a show is found within same section

