CrowdComms - Kiosk Configuration

In this section, you can configure the Kiosk screen. You can have as many configurations as you want. So, for example, if you plan to have three kiosks at your event, you can configure them to match the colour of where the physical kiosks would be. You can also configure it based on the users who will be using it. So, if you placed a Kiosk as the press entrance, you could design a configuration which represents them.
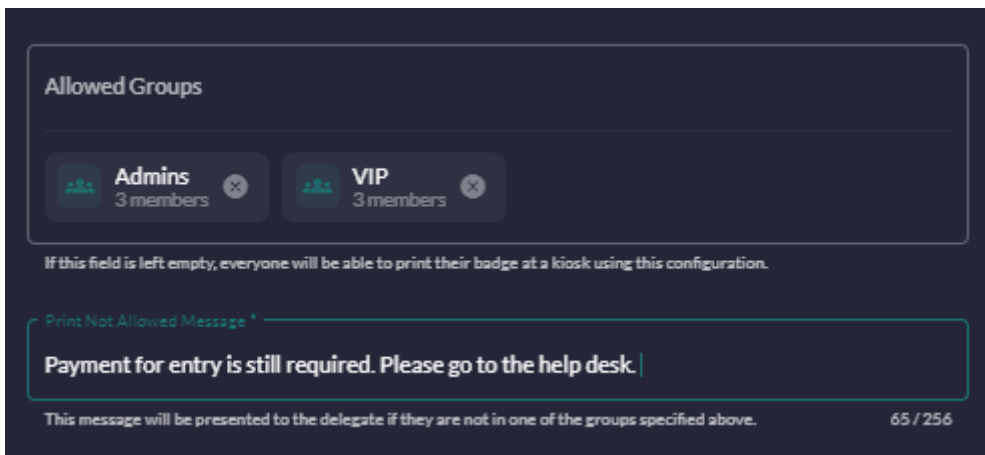
To start your configuration, navigate to Kiosks, then on the secondary menu, click on the 'Configurations'.

Then click on 'Create configuration'. On the pop-up, type the name label for the configuration, for example, 'Delegate'.

To edit the configuration, click on the Pencil icon. You are then able to edit the name, choose the type of background and add branding to name a few.

On the details page, which is the first tab you will see, you can edit these fields, and they are:

1. Name field – This field is only for internal use in order to differentiate between 1 configuration with another.
2. Name Search options – You can pick either to enable or disable the name search on the kiosk. If you enable it, users will be able to search for their name instead of using the QR code to search and print for their badge.
3. Printing mode options – You can choose to have the kiosk print the whole badge or only the users' information and the QR code.
4. Scan prompt - Here you can pick either to enable or disable the scan prompt on the kiosk. If this is enabled then the user can scan their QR code to print off the badge.
5. Allowed Groups - Here you can select the group(s) of users which are able to print off a badge at the kiosk. If this is left blank, then all users on the app will be able to print off a badge. When a group(s) are selected, another field will populate "Print not allowed message" and this must be filled in before you can save. This message will appear to users trying to print off a badge at the kiosk but are not in a group.

On the next tab, you will be able to add branding to the kiosk screen. You can add a background and choose between an image background or a video background.

The next tab allows you to add sponsor logos to your kiosk screen. You can choose how these sponsor logos or images will appear, either static, carousel or ticker tape.

Finally, to preview how your kiosk screen would look, click on the 'Preview' tab.