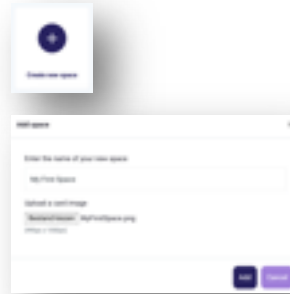


## Log in on SpotOn Studio

1

### Create a new Space

1. Click on the '+'-button
2. Choose a title and add a picture
3. Press 'Add'



2

### Add information to the Space

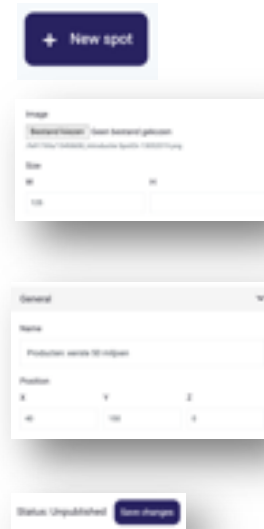
1. Click on 'Marketing' tab
2. Fill in the fields
3. Press 'save changes'



3

### Add content to the Space

1. Click on 'General' tab
2. Click on '+ new spot'
3. Choose the type of content
4. Use the upload button
5. Choose the size of the content  
In centimeters: W: width and H: height
6. Open the 'General' bar to position the content:
  - X: left (-) or right (+)
  - Y: up (+) or down (-)
  - Z: back (-) or forth (+)
7. Press 'save changes'



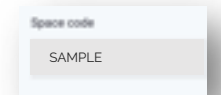
4

### Publish the Space

1. Click on 'Publish settings' tab
2. Activate 'Published' button
3. Activate 'Private' button
4. Press 'save changes'



TIP: here you can also find the Space code



## Open SpotOn app on your device

### View your Space with a Space Code

Every Space gets a unique code of 5 different numbers and characters. In the 'Published setting' tab in SpotOn Studio you can find this unique code of your Space (see step 4). With this Space Code, you can view the specific Space in the SpotOn app on your device.

5

### View the Space

1. Open the menu on the top left side
2. Tap on 'Code' at the bottom
3. Fill in the Space code

