

## QUICK GUIDE: Event Setup for Assessors

This guide helps you, as an Assessor, create a new event on the Better Stands platform and define your assessment responsibilities for the respective exhibition halls. Follow these steps to successfully set up the assessment process for a new project.

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### 1. Visibility & Client Inquiries

Organisers and Service Providers looking for an Assessor will use the "[List of Members](#)" on the Better Stands website to find suitable partners for their events.

- **Pricing & Negotiation:** Please note that the Better Stands Secretariat does not set or interfere with pricing. You must negotiate the fees for your assessment services individually with the respective Organisers or Service Providers.
- **Link an Inquiry Form:** To streamline client requests, you can provide us with a link to your custom inquiry form or contact page. We can link this directly behind your company logo on the Member List, making it easier for potential clients to reach out to you.

### 2. Preparation & Navigation

Log in to your account on the Better Stands platform using your credentials.

- Navigate to your main dashboard.
- Scroll to the "**New Event**" card or the section for "**Assessors**".

### 3. Create a "New Event"

To register a new event in the system for which you will be acting as an Assessor, proceed as follows:

1. **Start Event Creation:** Click on the "**New Event**" button or card.
2. **Enter Event Information:** Fill out the "Create New Event" form with the key details of the exhibition:
  - **Event Name:** Enter the official name of the event (e.g., "World Congress 2026").
  - **Start Date & End Date:** Use the calendar to select the start and end dates of the event.
  - **City/Location:** Enter the event location (city).
  - **Event Type:** Select the appropriate event type from the drop-down menu.
  - *(Optional)* Add further details such as a short description, the event type, the exact venue, an organiser contact email address, and the event website.

3. **Proceed to Hall Configuration:** Click the green "**Next: Configure Halls**" button to proceed to the next step.

#### 4. Configure Halls & Assign Responsibilities

In this step, you will define the hall structure of the event and assign yourself (or your organisation) as the responsible Assessor:

1. **Name the Hall:** Under "Hall Name", enter the designation of the first hall (e.g., "1", "Hall A", or "Main Hall").
2. **Assign Yourself as Assessor:** Click on the "**Assigned Assessors**" drop-down menu.
  - A list of all registered Assessors will open. Find and check the **checkbox** next to your own name or your organisation's name. (You can also select additional colleagues for the same hall if needed).
3. **Add More Halls (Optional):** If your assessment scope covers multiple halls, click the black "**Add Another Hall**" button and repeat the naming and assignment process.
4. **Save the Event:** Once all relevant halls are configured, complete the process by clicking the green "**Create Event**" button in the bottom left corner.

#### 5. Verify Assignment in the Dashboard

After saving, you can verify whether the event was successfully linked to your profile:

1. Return to your dashboard.
2. Click on the "**Assessor Overview**" card (or the corresponding menu item for your assignments).
3. The newly created event should now be listed under "**Your Assigned Events**". Here, you will also be able to view and manage the status of your projects (e.g., Upcoming, Needs Review, In Progress) later on.

#### Support & Resources

- **Official Website:** [www.betterstands.org](http://www.betterstands.org)
- **Questions?** Reach out to the Better Stands Secretariat at [info@betterstands.org](mailto:info@betterstands.org) for assistance.
- **Guidance Documents:** The rulebook for your stand assessment ("Better Stands Stand Assessments Guidelines") can be found in the logged-in area under "Resources and Materials".

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