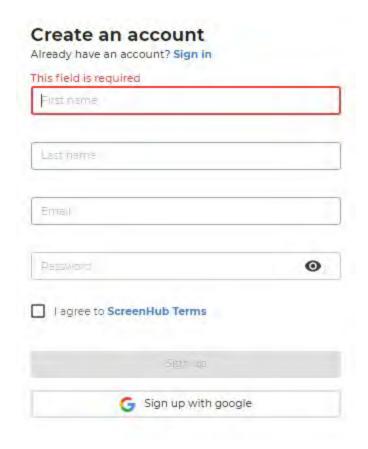
# **Creating Your Account**

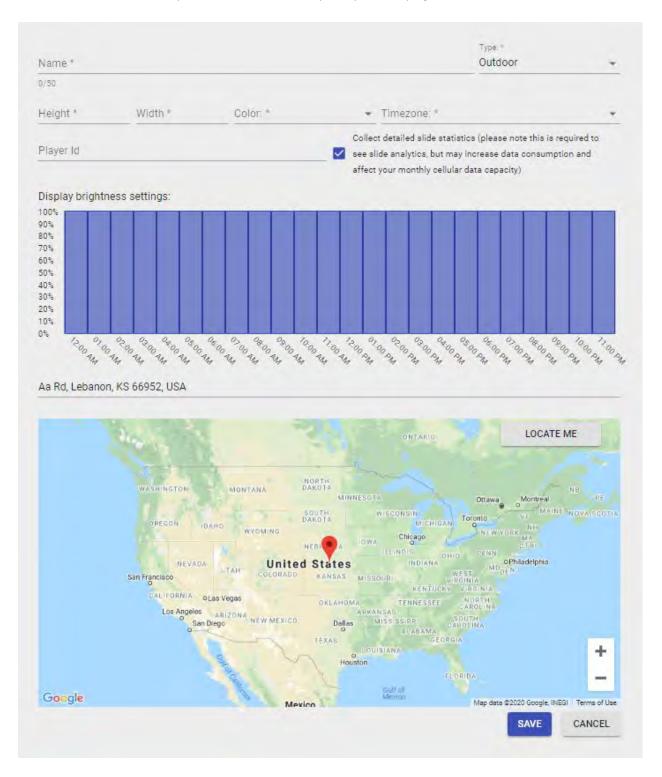


The first step to managing your display using ScreenHub, is creating an account.

- 1. In a Google Chrome or Firefox web browser, navigate to <a href="https://v2.screenhub.com/sign-up">https://v2.screenhub.com/sign-up</a>
- 2. After filling in your information, click the **Sign up** button. You will then receive a verification email to activate your account.
- 3. You will now be able to login at v2.screenhub.com using those credentials.

# **Creating and Managing Your Display**

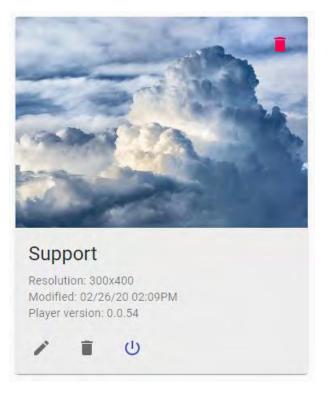
Click the + button in the top left corner - This will open up the display creation form.



Next, enter in the information regarding your display:

- 1. Choose a **Name** (To identify the display).
- 2. Enter the **Height** and **Width** in Pixels. (If you are unsure about this, please contact the manufacturer of your display).
- 3. Select whether the display is **indoor** or **outdoor**.
- 4. Select **color** settings for the display.
- 5. Select your **time zone**.
- 6. If you have a ScreenHub **Player ID**, enter it into the **Player ID** field. If you do not yet have a Player ID, you can leave this field blank until the ScreenHub application is downloaded onto your display.
- 7. Finally, enter the **address** where the display will be installed.
- 8. Click Save

You will now see your display on the displays tab. If you would like to set a profile picture for the display, you can do so here.



To Change the display details, or enter a Player ID, click the **pencil** button. To delete the entire display and all of its contents, use the **trash can**. Toggling the **power** button OFF will remotely switch off the content that's running on your display.

You can add more displays here if you would like to manage additional screens from this same account.

# **Groups of Displays**

The groups feature allows you to group displays that have the same pixel dimensions together and manage as though they are a single display. If you only have one display, skip this tab.



To create a group:

- 1. Click on the + button
- 2. Enter a **name** for the group
- 3. Select the displays you would like to group
- 4. Click create

You can manage your groups the same as displays. The **pencil** button opens up a menu where you can remove displays from a group.

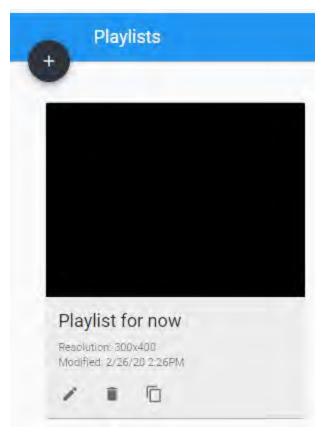


The **trash can** button deletes the group.

The **power** button toggles the brightness down to 0% for your group.

#### **Playlists**

Use the + on this tab to add a playlist, and choose the display it will be associated with.



You can also modify existing playlists using the buttons on the playlist thumbnail. The **pencil** button opens up the slide editor, the **trash can** deletes the playlist, and the **copy** button makes a copy of the playlist.

#### **Slide Editor**



The top blue ribbon in the slide editor is where you can make high level changes to your slide.

- Clicking on the date/timestamp allows you to rename your playlist.
- To the right of that are undo and redo buttons.
- The **grid** button toggles the grid overlay on the editor (the grid will never show up on your actual display, it is for alignment purposes only).
- The **transitions** button lets you select a transition effect between your slides.
- The **paint bucket** button fills in the background color to your slide.
- The play button opens a preview that runs through your entire playlist.
- The **save** button saves your playlist. (The changes will now show up on your actual display if it is currently scheduled in the calendar).

Your first slide will be shown as a black box in the middle of the screen, and will represent the face of your display.

Along the left, there are buttons for adding different elements or objects to your slide.

The camera button allows you to add videos to your slide. In order to add a video, you will need to upload one first. Clicking on a video adds it to your slide. (MP4 and MPEG format ) 图 The **image** button below allows you to add photos and gifs to your slide. You can select from images you have uploaded, or from stock libraries like Unsplash and Giphy. You can also drag 盐 and drop photos and videos from your computer directly onto your slide. Grab the circles around the border to manually resize. (JPG, JPEG, PNG, and GIF format) Т When you add videos, photos, or GIFs to your slide, it will open the media editor sidebar. (1) Here, you can adjust the opacity, flip the image, adjust the position, and add animations for Ō how your media appears on your slide. 1 You can add text to your slide by clicking on the **text** button. This will open up the text editor sidebar and insert a textbox on your slide. Double-clicking in the textbox will open a text 8 editor, where you can modify the appearance and content of your text. Clicking on the **clock** button allows you to add the time to your display, and, by selecting the 0 Date/time format dropdown menu, you can switch it to display the date. Clicking in the textbox will open a text editor, where you can modify the appearance of the time or date. 6 The **stopwatch** button adds a countdown to your display. You can set the target time in the 血 Target Time field. You can also toggle which labels and times appear with the switches. You can add the current weather by clicking the **thermometer** button. You can Select different Icon Sets with the Select Icons Set dropdown menu. You are able to resize the

different Icon Sets with the Select Icons Set dropdown menu. You are able to resize the weather icon displaying the current weather however you want. You can also adjust the appearance of the temperature.

The **sun and cloud** button adds the current forecast. You are able to adjust the temperature format, button set, and modify the forecast to be either 24 hour, 3 day, or 5 days. You can also adjust the size of the forecast.

The other buttons allow you to link a website, an .m3u8 video stream, RSS feed, stock updates, and Twitter feeds.

Once you are happy with how your slide looks, click the **floppy** disc icon to save the playlist.

### **Organizing Slides**



To the right of the screen towards the top you'll notice a small arrow that allows you to toggle the view to show each slide within your playlist. To delete a slide from the playlist, use the **X**. Slides may be copied within the same playlist or to a different playlist, using the **copy** button.

Towards the bottom, there is a + button that allows you to add additional slides within your playlist. You can add as many or as few slides as you'd like to rotate on your display. Simply click on a slide within this list to edit it.

The right facing arrow will hide this slide list again once you've chosen a slide to work on. It's important to collapse this window to right when editing content on your slide, as it can block part of your display canvas.

After you are done setting up your slides, you can view a preview of the rotation by clicking the **play** button at the top.

### **Scheduling**



You can schedule your playlists in two ways. Clicking in the top box directly below the date will let you schedule an all day event. Clicking in a time slot will let you schedule a time-specific playlist.

To start, click anywhere within the calendar to trigger a new event box to pop up. Here, you will choose the playlist you would like to schedule, along with the the start and end dates. If this is an event you would like to play all day, you should check the all day box. If this box is checked, you will need to also check the repeat event box. Here, you can choose the end date of your chosen playlist.

A playlist that is scheduled as an "All Day Playlist" will be set as the default playlist for that particular day.

You may also schedule a time specific playlist, which will override the default playlist during the hours you choose. To do this, click on the calendar to open up another event box. Here you will need to select a different playlist, and specific start/end time and date. You will not be able to use the all day event option.

You can make any scheduled event into a repeat event by clicking the

Repeat event box. You can make the event repeat daily, weekly, monthly or yearly.

