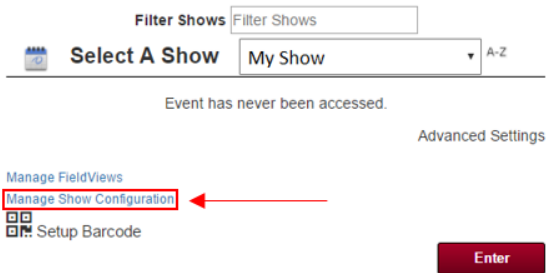


# Portal Configuration

This webpage allows you to tailor the portal to the way you would like it look and function.

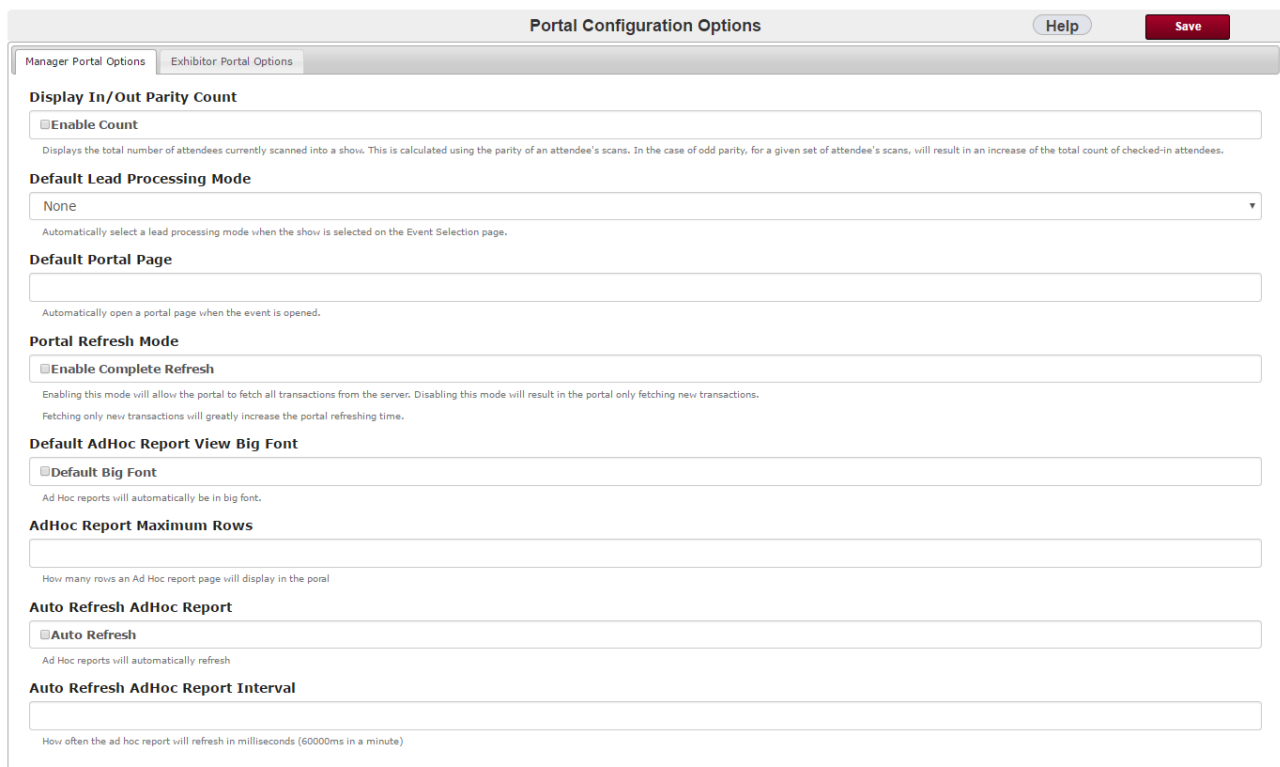
1. Go to <https://swiftium.co/>.
2. Log in to enter your Exhibitor Portal.
3. Select the show you would like to configure the portal for by using the *Select A Show* dropdown.
4. Click *Manage Show Configuration*.




5. Hover over *Configurations* and select *Portal Configuration*



6. You will now see the configuration page. Notice there are two tabs: Manager Portal Options and Exhibitor Portal Options.



7. There is a description underneath each line on the page describing what that feature does.
8. Once you have entered all of the features you would like simply click the  button in the top right of the screen.
9. Your portal should now be updated with the new features.