

Trigger: Upon being added as a Booth Owner

Subject: Booth Owner Login Details: [Event Title]

Body:

You have been added as a booth owner for the [Event Title] to be held on [Event Start Day Of Week], [Event Start Month] [Event Start Day Of Month] at [Event Start Time].

To complete your booth for the event, visit [Booth Settings URL] and log in using this email address and your password. Forgot your password? [Reset it.](#)

As booth owner, you can easily manage your booth's settings and content, and assign representatives to chat during the event. Complete your booth as soon as possible so that registering participants can view your content and learn more.

[Log In and Build Your Booth](#)

Booth Owner Training: We hold a live training every Tuesday at 2pm ET to show you how to customize your booth and help your team participate in an event. [Register for a live training](#)

Representative Training: We encourage event representatives to attend a platform training session, held each Tuesday at 3pm ET. These trainings cover the instructions and best practices for preparing and participating in your online event. [Register for a live training](#) or [access a recorded version.](#)

Support: Need help? Check out our [guide to completing a booth](#) or email us at repsupport@brazen.com. If you need to reset your password, visit our [password reset site.](#)