



Exhibitor  
Site Manual

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## [1] Recommended Environment

The recommended environment for this website is as follows:

### **[1-1] Devices**

We recommend viewing this website in the following environments: \*Access via PC is recommended when updating information. Microsoft Edge (Latest version) Mozilla Firefox (Latest version) Google Chrome (Latest version, Windows 10 or higher) Apple Safari (Latest version, OS X)

### **[1-2] Precautions**

- Please do not perform update operations with multiple people at the same time. While simultaneous access by multiple users is possible, it may lead to data corruption.
- HTML input is not allowed except in designated HTML-enabled areas.

#### [1-2-1] Available Tags

The following tags are available for use: br, strong, p, a, img, b, em, u, s, caption, hr, table, tbody, tr, td, ol, li, ul, span, div, h1, h2, h3, h4, h5, iframe

- Image files in jpeg, png, and gif formats can be registered.
- Please ensure the maximum image size is within 1MB (megabyte).

## [2] Exhibitor Login

When accessing the exhibitor page, please log in via the following URL:

<https://booth.gamemarket.jp/circles/login>

Please enter the registered data in the "Email" and "Password" fields.

- Please note: The initial password will be issued by the administration office.

### **[2-1] Email**

Unlike the previous version of the website, your email address now serves as your login ID. As a result, the same email address cannot be shared by two different exhibitors. Furthermore, changes to the registered email address can only be processed by the administration office.

If you wish to request a change, please contact the administration office via email.

## [2-2] Booth ID

After logging in, your system Booth ID will be displayed in parentheses next to your name in the top right corner of the header. This Booth ID is identical to the "ooooo" portion of your Booth Detail Page URL:

<https://www.gamemarket.jp/booth/ooooo>.

## [2-3] If You Have Forgotten Your Password

If you forget your password, please click "Forgot your password?" on the login screen and follow the instructions to reset it. A password reset link will be sent to your registered email address.

## [3] Booth

### [3-1] Edit

You can edit and update your exhibition booth information.

- Twitter (X): Please include the "@" symbol when entering your handle (e.g., @GameMarket\_).
- Thumbnail Images: We recommend using images with a resolution of at least 500 x 500 pixels. "Name"
- Field: This field refers to your organization's name. It will not be displayed publicly on the website.

### [3-2] Change Password

You can change your password here.

- Password Security: Please manage your account with a password of at least 8 characters, using half-width alphanumeric characters and symbols.
- Complexity: Ensure your password is difficult for others to guess.
- Password Recovery: If you forget your password, please contact the administration office to request a reissue.

### [3-3] Photo List

Photos registered here will be displayed in the photo list on the club page. They can also be used for detailed information in blogs, games, and other sections.

To use them in the sections mentioned above, please copy the image URL using the "Copy to Clipboard" button and paste it into the URL field of the image insertion button, or manually enter the <img> tag in the source code view.

\*If you wish to use a photo as a thumbnail, please upload it separately.

## [4] Game Market

### **[4-1] List (Game Market)**

You can check information regarding the Game Markets you plan to attend or have attended in the past. If any changes are required due to errors in the content, please contact the administration office.

## [5] Game

You can check, register, and edit the games/items scheduled to be sold at the event.

### **[5-1] List (Game)**

A list of registered games will be displayed. Click on a game name to move to the editing screen. Click "Preview" to display the preview screen (the actual site layout) and verify the content. The site preview can be viewed even if the "Publication Status" is OFF (unchecked).

- Integration with Bodge-ma: This feature is no longer accepting new requests. Data is only present if it was registered on the old site.

### **[5-2] New Registration (Games)**

New registration can be performed from the header menu. If the publication status is OFF (unchecked), it will not be published. The body text can be styled, and images can be inserted. By clicking the "Source" button, you can also enter HTML directly. While you can check the appearance on the input screen, please ensure you always check the preview from the list for an accurate representation. Photos can also be registered from the body text; however, please note that photos registered here will not be added to the photo list. \*Some pages use caching, so it may take up to 5 minutes for changes to appear after registration.

- Copy text: The text entered here will also be displayed in sections such as "New Games" and the "Game List."
- Game Experience: Multiple items can be checked for this field.

### **[5-3] Edit (Game)**

You can edit the game content. The items are the same as those for new registration. To prevent data inconsistency, registered data cannot be deleted. If you wish to remove an entry, please set the "Publication Status" to OFF (unchecked) instead.

\*Some pages use caching, so it may take up to 5 minutes for changes to appear after registration.

## **[6] Blog**

You can check, register, and edit the blogs you manage.

### **[6-1] List (Blog)**

A list of registered blogs will be displayed. Click on a blog title to move to the editing screen. Click "Preview" to display the preview screen (the actual site layout) and verify the content.

The site preview can be viewed even if the "Publication Status" is OFF (unchecked).

### **[6-2] New Registration(Blig)**

New registration can be performed from the header menu. If the publication status is OFF (unchecked), it will not be published. The body text can be styled, and images can be inserted. By clicking the "Source" button, you can also enter HTML directly. While you can check the appearance on the input screen, please ensure you always check the preview from the list for an accurate representation. Photos can also be registered from the body text; however, please note that photos registered here will not be added to the photo list.

\*Some pages use caching, so it may take up to 5 minutes for changes to appear after registration.

- Name: Please enter the blog title.

### **[6-3] Edit (Blogs)**

You can edit the blog content. The items are the same as those for new registration. To prevent data inconsistency, registered data cannot be deleted. If you wish to remove an entry, please set the "Publication Status" to OFF (unchecked) instead.

\*Some pages use caching, so it may take up to 5 minutes for changes to appear on the site after registration.

## **[7] Designer**

You can check, register, and edit the designers managed for each exhibitor.

### **[7-1] List (Designer)**

A list of registered designers will be displayed. Click on a designer's name to move to the editing screen. Click "Preview" to display the preview screen (the actual site layout) and verify the content. The site preview can be viewed even if the "Publication Status" is OFF (unchecked).

### **[7-2] New Registration (Designer)**

New registration can be performed from the header menu. If the publication status is OFF (unchecked), it will not be published. The body text can be styled, and images can be inserted. By clicking the "Source" button, you can also enter HTML directly. While you can check the appearance on the input screen, please ensure you always check the preview from the list for an accurate representation. Photos can also be registered from the body text; however, please note that photos registered here will not be added to the photo list.

\*Some pages use caching, so it may take up to 5 minutes for changes to appear on the site after registration.

- Participating Booths: If you register the booth IDs of the booths you participated in (separated by commas), they will be automatically linked and displayed on the designer page. If you do not know the booth ID of another booth, it is the "OOOO" part of the booth detail URL "https://www.gamemarket.jp/booth/OOOO"; please visit the booth detail page to confirm.

- Sort (Ascending): This is an administrative number used for sorting.

### **[7-3] Edit (Designer)**

You can edit the designer page. The items are the same as those for new registration. To prevent data inconsistency, registered data cannot be deleted. If you wish to remove an entry, please set the "Publication Status" to OFF (unchecked) instead.

\*Some pages use caching, so it may take up to 5 minutes for changes to appear on the site after registration.

## [8] Logout

Logs you out of the site. Please ensure you log out whenever you have finished your editing work.

## [9] Others

- This is currently the initial release. If you encounter any issues, such as problems with the display of existing registered data, we apologize for the inconvenience and ask that you contact us using the form mentioned below.

/The design of this site automatically switches between PC and smartphone layouts depending on the screen width. If you wish to check the smartphone display, you can do so by narrowing the screen width.

## [10] Inquiry

If you need to contact us, please use the following link:

- Game Market Inquiry Form  
<https://forms.gle/dpw4C1fZEc9Fgczh9>