

SciVirtual — User Guide for Partners

SciVirtual Team

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1. Overview

As a **Partner**, you have access to the **Partner Portal** — a dedicated space for promoting your organization, products, or services on the SciVirtual platform. Your promotional content is featured prominently on the **home page** in a media carousel visible to all visitors.

What Partners Can Do

- **Purchase promotional periods** — buy a set number of days for your content to appear on the home page.
- **Upload images** — JPEG, PNG, GIF, or WebP banners (up to 8 MB each).
- **Upload videos** — MP4 or WebM promotional clips (up to 100 MB each).
- **Manage media** — add titles, reorder, and delete items.
- **View promotion status** — check your active subscription and expiration date.

What Partners Cannot Do

- Partners do **not** have access to events, courses, the dashboard, expert reviews, or coordinator/admin features.
 - The Partner role is exclusively for promotional purposes.
-

2. Becoming a Partner

The Partner role is assigned by an **Administrator**. You cannot self-register as a partner.

How It Works

1. An administrator creates your account (or updates an existing account) with `ROLE_PARTNER`.
2. If the account status is set to **ACTIVE**, you can sign in right away.
3. If the status is **PENDING**, you must verify your email first.
4. For new active partner accounts, a **welcome email** is sent automatically.

Signing In as a Partner

1. Go to the SciVirtual home page and sign in with your credentials.
2. After logging in, you are automatically redirected to the **Partner Portal** (`/partner`).

Unlike other roles that go to the Dashboard, partners are directed to their dedicated portal.

3. My Account, Language and Theme

Although your main workspace is the portal, you can also open **My Account** (`/account`) from your name in the header:

- Update your full name, preferred language, timezone, and **theme** (Brand, Dark, or Light).
- Change or set your password.

The **language** (EN/ES) and **theme** selectors in the header apply immediately; the theme is saved in a cookie and on your account.

4. Accessing the Partner Portal

The Partner Portal is available at `/partner`. It is the main page partners are directed to after logging in.

Portal Structure

The portal page shows:

Section	Description
Page Title	“Partner Portal”.
Pricing Information	Current price per day, currency, and the minimum/maximum number of days allowed per purchase.
Active Subscription	If you have an active subscription, shows the end date (“Active until: [date]”).
Successful Payment Banner	If you just completed a payment, a confirmation banner is shown.
Upload Forms	Two forms side by side: one for images and one for videos.
Content List	A gallery/table of your currently uploaded promotional items.

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Mi cuenta

Perfil

Correo (no se puede cambiar)

demo-partner@scivirtual.local

Usuario (no se puede cambiar)

demo_partner

Nombre completo

Demo Partner

Idioma preferido

es

Tema

Marca

Zona horaria

UTC

Guardar perfil

Contraseña

Contraseña actual

Nueva contraseña

Confirmar nueva contraseña

Cambiar contraseña

Usamos cookies esenciales para la sesión. Al continuar acepta el uso de cookies.

Figure 1: Partner account page

o

Próximos eventosCursosNosotrosPreguntas frecuentesTutorial

DemoCerrar sesión

Portal de socio

Su promoción está activa hasta **2026-08-20**

Extender promoción

Compre días adicionales. Se suman al final de su periodo promocional actual.

Precio por día: **1.00 USD**

Días de exhibición de su contenido

7

Total: 7.00 USD

Pagar más días

Subir imagen

Título (opcional)

Archivo

Arrastre y suelte un archivo aquí, o haga clic para elegir

Subir

Subir video

Título (opcional)

Archivo

Arrastre y suelte un archivo aquí, o haga clic para elegir

Subir

Su material promocional

SciVirtual Partner Banner	Eliminar
Conference Season Promo	Eliminar
Partner Spotlight Video	Eliminar

[Ver carrusel en inicio](#)

Figure 2: Partner Portal

5. Purchasing a Promotion

To display your content on the home page, you must purchase a promotional period.

5.1 Pricing

Pricing is configured by the platform **administrator** at `/admin/partners/pricing` (see the [Admin User Guide](#) for how this is set). The portal shows:

- **Price per day** — the cost for each day of promotion.
- **Currency** — the currency code (e.g., USD, EUR).
- **Minimum days** — the minimum number of days you can purchase (default: 7).
- **Maximum days** — the maximum number of days per purchase (default: 90).

5.2 Making a Purchase

1. On the portal, locate the **Purchase Promotion** section.
2. Enter the **number of days** you want to promote (must be within the minimum/maximum limits).
3. The **total cost** is automatically calculated and displayed: `days × pricePerDay`.
4. Click **Pay** to proceed.
5. You will be redirected to a **Stripe checkout** page to complete payment securely.
6. After a successful payment, you are redirected back to the Partner Portal with a **success banner**.

5.3 After Payment

- A **PartnerSubscription** record is created with:
 - The number of days purchased.
 - The price paid.
 - Start date (now).
 - End date (start + days).
- Your subscription status is **active**.
- You can now upload and display promotional media.

Your promotional content appears in the home page carousel only while your subscription is active.

6. Uploading Promotional Content

You can upload two types of media: **images** and **videos**.

6.1 Uploading Images

Parameter	Details
Accepted formats	JPEG, PNG, GIF, WebP.
Maximum file size	8 MB.
Maximum per subscription	12 images.

Parameter	Details
Where it appears	Partner carousel on the home page.

Steps: 1. In the **Upload Image** section, enter an optional **title** (used for accessibility and display). 2. Select an image file using the file picker. 3. Click **Upload Image**.

6.2 Uploading Videos

Parameter	Details
Accepted formats	MP4, WebM.
Maximum file size	100 MB.
Maximum per subscription	4 videos.
Where it appears	Partner carousel on the home page.

Steps: 1. In the **Upload Video** section, enter an optional **title**. 2. Select a video file using the file picker. 3. Click **Upload Video**.

6.3 After Upload

- The file is saved on the server (`uploads/partners/{userId}/`).
- A **PartnerMedia** record is created with:
 - The content type (**IMAGE** or **VIDEO**).
 - The file path.
 - The title.
 - A **sortOrder** (automatically assigned based on upload order).
- The content immediately appears in your **Content List** and in the home page carousel (if your subscription is active).

7. Managing Your Media

7.1 Content List

Your uploaded content is shown in a list/gallery at the bottom of the Partner Portal. Each item shows:

- A **thumbnail** (for images) or a video indicator.
- **Title** (if you provided one).
- **Type** — whether it's an image or a video.
- **Delete button** — to remove the item.

7.2 Content Limits

Per subscription, you can have: - Up to **12 images**. - Up to **4 videos**.

If you reach the limit, the upload button for that content type will indicate the limit has been reached. To upload more, delete existing items first.

Figure 3: Image and video upload forms

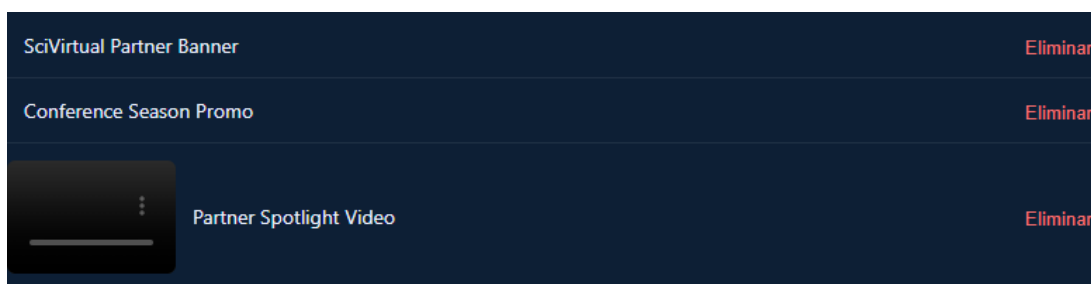


Figure 4: Promotional media gallery

8. Deleting Content

To delete a promotional item:

1. Find the item in your **Content List**.
2. Click the **Delete** button next to it.
3. The item is removed from the database and the file is deleted from the server.
4. It no longer appears in the home page carousel.

Deletion is immediate and cannot be undone. Re-upload if needed.

9. Viewing Your Live Promotions

Your promotional content appears on the **SciVirtual home page (/)** in the **Partner Carousel** section.

What Visitors See

- A carousel (slider) showing partner images and videos.
- Images are displayed as banners.
- Videos play as embedded media.
- The carousel cycles through content from all active partners.

Accessing the Home Page

From the Partner Portal, use the **View Home** link (if available) or navigate directly to **/**.

Note: Your content is only visible on the home page while your subscription is active. After the subscription expires, your content is no longer displayed. Purchase a new promotion to resume visibility.

10. Partner Subscription Details

10.1 Viewing Your Subscription Status

On the Partner Portal, your active subscription information is shown near the top:

- **Active until:** [date and time in UTC]

This is the date your promotional period ends.

10.2 Subscription Expiration

When your subscription expires: - Your content no longer appears in the home page carousel. - Your media files are **not deleted** — they remain on your account. - To display them again, **purchase a new promotion**.

10.3 Renewing

To renew: 1. Purchase a new promotional period (same process as the initial purchase). 2. The new subscription is recorded with a new start and end date. 3. Your content reappears on the home page immediately.

11. Not the Same as “Event Partners”

It’s important to distinguish your role from a different concept in the platform:

	Partner Portal (you, ROLE_PARTNER)	Event Partners
What it is	A home-page promotional slot for your organization’s banners/videos.	A list of sponsoring organizations attached to a specific event by its coordinator.
Where it’s managed	Your own Partner Portal (/partner).	The event’s coordinator, at /coordinator/events/{slug}/partners.
What it produces	A carousel entry on the SciVirtual home page.	An EVENT_PARTNER certificate for that organization/sponsor, tied to a single event.
Who has access to it	You, logged in with your ROLE_PARTNER account.	The event coordinator (or an admin) — event partners are not necessarily platform users.

In short: **your Partner Portal is about home-page-wide promotion of your own brand**, while **“event partners”** is a coordinator feature for recognizing sponsors of one particular event with a

certificate. Being a home-page Partner does not automatically make you an “event partner” for any specific event, and vice versa.

12. Frequently Asked Questions

How do I become a partner?

Contact the SciVirtual platform administrators to request a partner account. They will create your account with the appropriate role.

How much does a promotion cost?

Pricing is set by the platform administrators (at </admin/partners/pricing>) and shown in the Partner Portal. The cost is calculated as $\text{days} \times \text{price per day}$. Minimum and maximum day limits apply.

What payment methods are accepted?

SciVirtual uses **Stripe** for all payments. Any payment method supported by Stripe is accepted (credit cards, debit cards, and other methods enabled by Stripe).

Can I upload content before purchasing?

You can log in and access the portal at any time, but your content only appears in the home page carousel while you have an **active subscription**.

What size should my images be?

There is no mandatory dimension, but we recommend: - **Images:** 1200×400 pixels or a similar banner aspect ratio. - **Videos:** 1920×1080 (Full HD) or 1280×720 (HD).

How long can my videos be?

There is no mandatory duration limit, but keep promotional clips concise (15–60 seconds is recommended for carousel viewing). The file size limit is **100 MB**.

Can I see analytics for my promotions?

Currently, the platform does not provide click or impression analytics for partner content. Contact the administrators if you need this information.

What happens to my content when my subscription expires?

Your media files are **preserved** on your account. They simply stop appearing in the home page carousel. When you purchase a new promotion, they reappear automatically.

Can I have multiple subscriptions?

Each purchase creates a new subscription record. The system tracks the most recent active subscription for display purposes.

Is a “Partner” the same as an “Event Partner”?

No — see Section 11 above for the distinction.

Need Help?

If you experience issues with your partner account, payments, or content uploads, contact the platform administrators at the email address shown in the footer of the SciVirtual website.