



Exhibitor
Site Manual

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[1] Recommended System Requirements

The recommended system requirements for this site are as follows:

[1-1] Devices

We recommend viewing this site using the following environments:

*Using a PC is recommended when updating information.

- Microsoft Edge (Latest version)
- Mozilla Firefox (Latest version)
- Google Chrome (Latest version, Windows 11 or later)
- Apple Safari (OS X, Latest version)

[1-2] Precautions

- Do not perform updates simultaneously with multiple people. While simultaneous access by multiple users is possible, doing so may cause data corruption.
- HTML input is not allowed in fields other than designated HTML-enabled areas.

[1-2-1] Allowed HTML Tags

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 can be uploaded in JPEG, PNG, or GIF formats.
- The maximum image size is 1 MB.

[2] Logging in to the Exhibitor Page

To access the Exhibitor Page, please log in via the following URL:

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

Enter your registered Email and Password.

*Initial passwords are issued by the Operations Office.

[2-1] Handling Email Addresses

Unlike the former site, your Email address is used as your Login ID. Therefore, the same Email address cannot be used for two separate exhibitor accounts. Registered Email addresses can only be changed by the Operations Office. If you wish to change your Email, please contact the Operations Office via email.

[2-2] Booth ID

Once logged in, your name and system Booth ID (in parentheses) will be displayed at the top right of the header. This Booth ID matches the number in your booth detail page URL [https://www.gamemarket.jp/booth/○○○○].

[2-3] Forgot Password?

If you forget your password, please contact the Game Market Admin Team to request a password reset.

[3]Booth

[3-1] Edit

You can edit and update your exhibitor booth information.

- X (formerly Twitter): Include the @ symbol (e.g., @GameMarket_).
- Thumbnail Image: Recommended size is 500 × 500 pixels or larger.
- "Name": Refers to your organization/group name. It will not be displayed publicly on the website. *While Name and Display Name can be edited, changing them here will NOT update registered information in official printed materials (such as the catalog). If you change your booth name, please be sure to inform the Operations Office via email.

[3-2] Change Password

You can change your password here.

*Please manage your password securely using at least 8 alphanumeric characters and symbols that cannot be easily guessed by third parties. If you forget your password, please contact the Operations Game Market Admin Team to request a password reset.

[3-3] Photo Gallery

Photos registered here will be displayed in the Photo Gallery section of your Circle Page. They can also be used in detailed posts for blogs, games, etc. To use these images in posts, click "Copy to Clipboard" to copy the image URL, then paste it into the image URL field or insert it directly via the source view using an tag.

*If using an image as a thumbnail, please re-upload it separately.

[4] Game Market

[4-1] Overview (Game Market)

You can check information on Game Market events you plan to attend or have attended in the past. If changes are needed due to errors, please contact the Operations Office.

[5] Games

You can view, register, and edit games/items scheduled for sale at the event.

[5-1] List (Games)

Displays a list of registered games. Clicking a game title takes you to its edit screen. Clicking "Preview" displays the preview page (actual site view) for content verification. Previews can be viewed even if "Publish Status" is set to OFF (unchecked).

- Bodogema Integration: New registrations for this feature are currently suspended. Data appears only if registered on the former site.

[5-2] Add New (Games)

You can register new entries from the header menu. If "Publish Status" is set to OFF (unchecked), it will not be published publicly. You can format text and insert images into the main body. Clicking the "Source" button allows direct HTML input. While layout checks are possible on the editing screen, please always perform final verification via "Preview" in the list view. Photos inserted in the body text will not be saved to your Photo Gallery.

*Due to page caching, it may take up to 5 minutes for updates to reflect on the site.

- Tagline (Copy): Text entered here will appear in sections such as "New Games" and "Game List".
- Game Experience: Multiple checkboxes can be selected.

[5-3] Edit (Games)

Edit details of registered games. Fields are identical to the "Add New" screen. To prevent data inconsistency, registered entries cannot be deleted. To hide a game, set "Publish Status" to OFF (unchecked) instead.

*Due to page caching, it may take up to 5 minutes for updates to reflect on the site.

[6] Blog

You can view, register, and edit your managed blog posts.

[6-1] List (Blog)

Displays a list of registered blog posts. Clicking a blog title takes you to its edit screen. Clicking "Preview" displays the preview page (actual site view) for content verification. Previews can be viewed even if "Publish Status" is set to OFF (unchecked).

[6-2] Add New (Blog)

Register new entries from the header menu. If "Publish Status" is set to OFF (unchecked), it will not be published. Text formatting and image insertion are supported in the body text. Click "Source" for direct HTML input. Please always check the final layout via "Preview" in the list view. Photos inserted in the body text will not be saved to your Photo Gallery.

*Due to page caching, it may take up to 5 minutes for updates to reflect on the site.

- Name: Enter the blog post title.

[6-3] Edit (Blog)

Edit blog post details. Fields are identical to the "Add New" screen. Registered entries cannot be deleted. To hide a post, set "Publish Status" to OFF (unchecked) instead.

*Due to page caching, it may take up to 5 minutes for updates to reflect on the site.

[7]Designers

You can view, register, and edit designer profiles managed under each exhibitor.

[7-1] List (Designers)

Displays a list of registered designers. Clicking a designer's name takes you to their edit screen. Clicking "Preview" displays the preview page for verification. Previews can be viewed even if "Publish Status" is set to OFF (unchecked).

[7-2] Add New (Designers)

Register new entries from the header menu. If "Publish Status" is set to OFF (unchecked), it will not be published. Text formatting, image insertion, and HTML source editing are available. Perform final verification via "Preview" in the list view. Photos inserted in the body text will not be saved to your Photo Gallery. *Due to page caching, it may take up to 5 minutes for updates to reflect on the site.

- Participating Booths: Enter the Booth IDs of participating booths separated by commas to automatically link them on the Designer page. If you do not know another booth's ID, visit their detail page [<https://www.gamemarket.jp/booth/○○○○>] and check the ○○○○ portion.
- Sort (Ascending): An administrative number used for sorting profiles.

[7-3] Edit (Designers)

Edit designer profiles. Fields are identical to the "Add New" screen. Registered profiles cannot be deleted. Set "Publish Status" to OFF (unchecked) to hide profiles.

*Due to page caching, it may take up to 5 minutes for updates to reflect on the site.

[8] Log Out

Log out of the site. Please always log out when you finish editing.

[9] Other

- This is currently the initial release version. If you encounter any issues displaying existing registered data, please contact us using the form below.
- This site automatically switches between PC and mobile layouts depending on screen width. You can simulate the mobile view on a PC by narrowing your browser window.

[10] Contact Us

If you have any inquiries, or requests for improvements and additional features, please contact the Operations Office at the email address below:

Email: gamemarket@arclight.co.jp

*Please note that we may not be able to accommodate or implement all submitted requests.

*Depending on the nature of your inquiry, we may not be able to reply to every submission.