



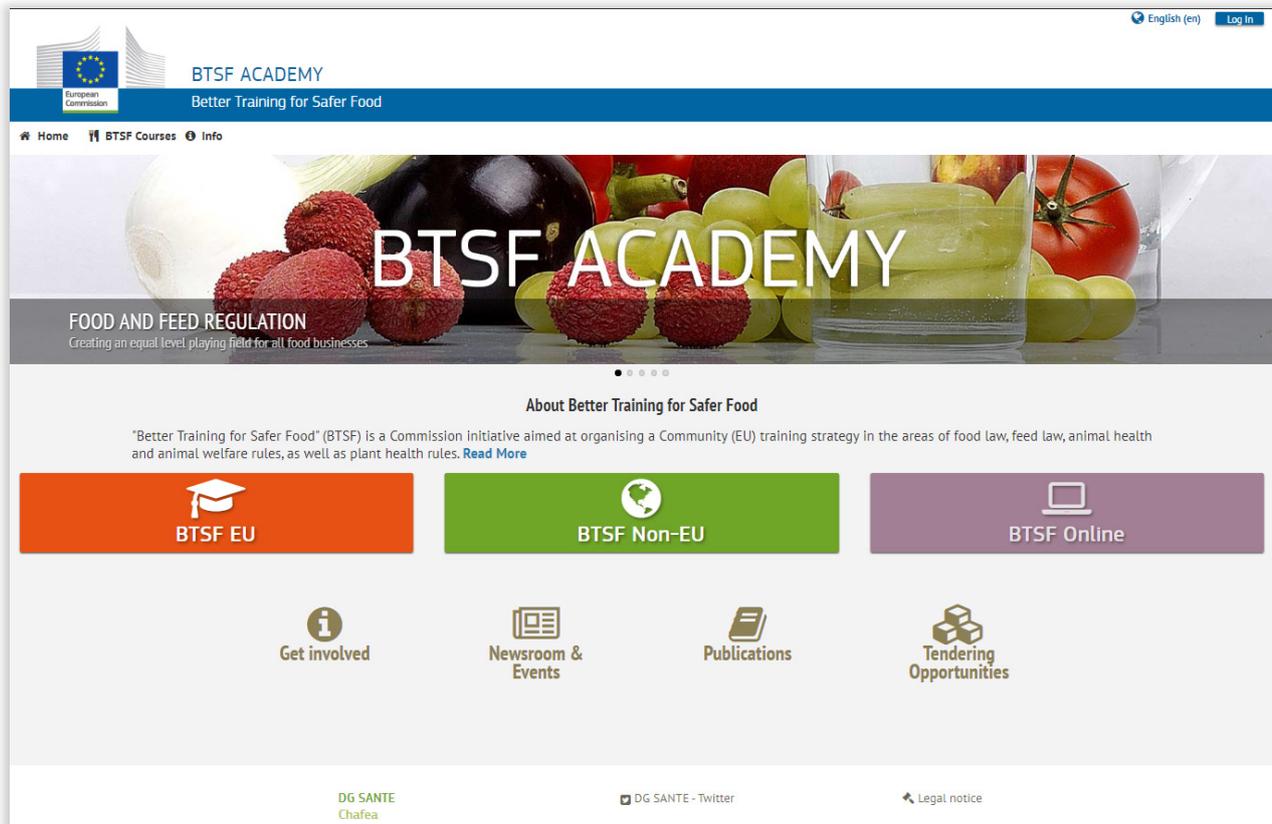
BTSF ACADEMY Virtual Backgrounds – Help

LAST UPDATE: 01/03/2021

Summary

Procedure to obtain compliant backgrounds for virtual training events taking place in the **BTSF ACADEMY**.

The **BTSF ACADEMY** can be found at: <https://btsfacademy.eu/training/index.php>



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Food Safety



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1. Download the Virtual background template



Figure 1. BTSF ACADEMY Login button

A valid set of credentials (user name and password) is **not required** for this procedure. The files referred in this document are public.

Figure 1. BTSF ACADEMY Login screen

Nevertheless, links to the locations of the guidelines, templates and tutorials have been added to the Dashboard of authenticated contractors. Please contact the **BTSF ACADEMY** Team if you require assistance to access.

- The ZIP file with the **Presentation Template** can be downloaded from:
https://btsfacademy.eu/academy/docs/guidelines/documents/BTSF_Virtual_BACKGROUND_TEMPLATE.zip
- Please find a **direct link** to the section containing the **Guidelines for Contractors** (at the bottom of the page):
<https://btsfacademy.eu/training/mod/page/view.php?id=60>
- The ZIP file with the **Presentation Template** can be downloaded from:
https://btsfacademy.eu/academy/docs/guidelines/documents/BTSF_ACADEMY_PRESENTATION_TEMPLATE.zip

After clicking on the **Log In** button, you will see the **Dashboard**. The section **Templates for Contractors** leads to the downloads page.

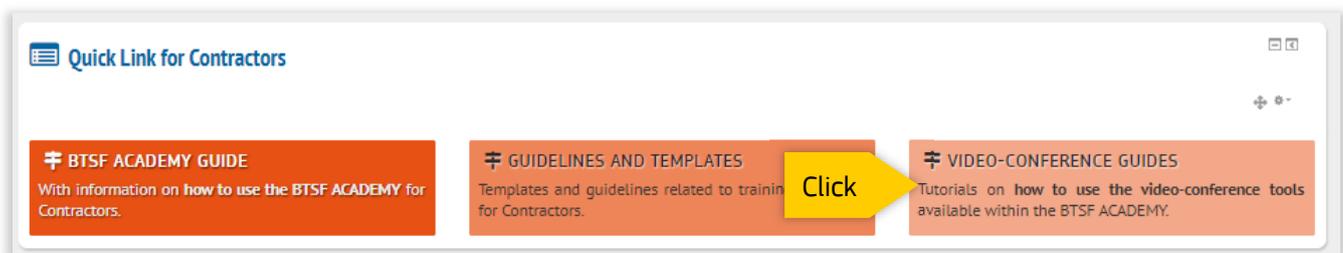


Figure 2. Contractors' Dashboard



2. Processing the template

The available templates are named after each role.

<p>TUTOR <i>BTSF_Virtual_BACKGROUND_TUTOR.pptx</i></p>	<p>Light blue background</p>	
<p>TUTOR COORDINATOR <i>BTSF_Virtual_BACKGROUND_TUTOR_COORD.pptx</i></p>	<p>Green background</p>	
<p>CONTRACTOR (Corporate) <i>BTSF_Virtual_BACKGROUND_CONTRACTOR_CORPORATE.pptx</i></p>	<p>Orange background</p>	
<p>PROJECT MANAGER (CONTRACTOR_PM) <i>BTSF_Virtual_BACKGROUND_CONTRACTORS_PM.pptx</i></p>	<p>Yellow background</p>	
<p>PARTICIPANT <i>BTSF_Virtual_BACKGROUND_PARTICIPANT.pptx</i></p>	<p>Light grey background</p>	

Adding custom details

1. Open the *.pptx file that applies, to obtain the necessary backgrounds.
2. Introduce the appropriate text in the editable boxes: **Topic / Event / Lesson**, **Speaker's details** and **Location** and **Date**, as applicable (please use "Virtual training/session" or a clear reference to online events).
3. Add a **logo**, if applicable. (if it is left empty the speaker's name can be re-aligned with the rest.). Please note the participant's template does not have a place holder for a logo.

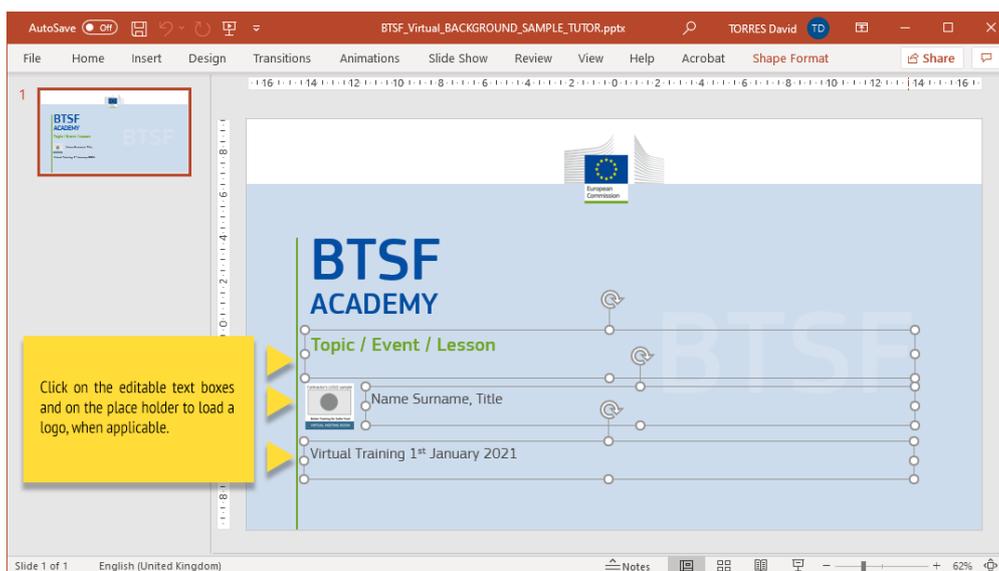


Figure 3. Editable areas in template

4. Save it with a relevant name in a known location.

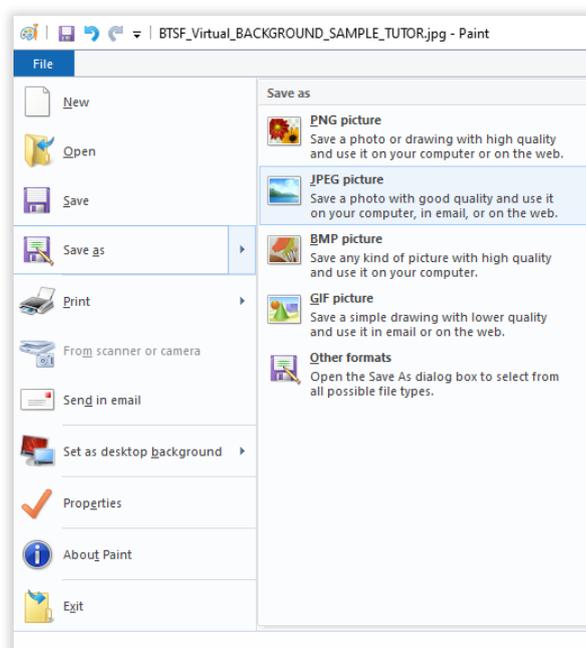


Figure 4. Save as JPG file with a recognisable name

The user interface in **MS TEAMS** displays a mirror image of the background for the speaker sharing the video feed with the attendants. Please ignore this, the audience sees the correct background.