

JOB BOARD++



Getting Started

This is your guide to help navigate the **WiCyS Job Board++ 2021** virtual platform.

Main Page

Type in the URL: careerfair.wicys.org the address bar of your browser to visit the online event. We recommend that you use either Chrome, Safari or Firefox for best performance.

Log-in

You will be able to log in by entering your Attendee credentials (WiCyS member email and member ID).

Members: Login with your email and WiCyS Member ID (Member ID is in the WiCyS Member Portal, if you have questions, email info@wicys.org). Access the Member Portal [HERE](#)

New Members: Please note, access to the Job Board++ takes 2-4 business days.
Spring Virtual Career Fair Attendees: please wait at least one (!) hour to gain access to the Job Board++ if you have applied for membership on March 25.

Non-Members: Join as a WiCyS Member [HERE](#)

Email:

[Cancel](#) [Login](#)

JOB BOARD++



Navigating your way around the virtual fair

Lobby

As soon as you enter the platform, the first thing you see will be the lobby that will allow you to visit various places including the Exhibit Hall and Tech Support by using the purple Navigation Bar at the top of your screen.

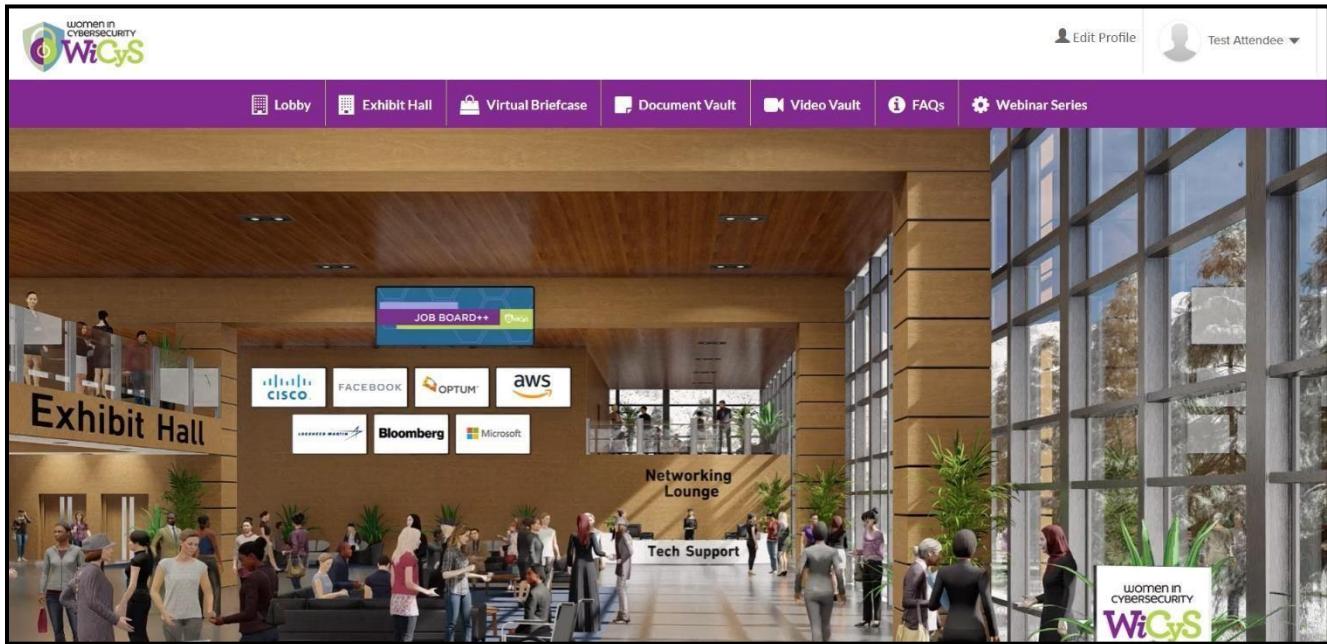


Exhibit Hall:

All exhibitor booths can be seen in the Exhibit Hall. You can scroll right or left in order to find a booth. To see the information available at a specific booth, click on the booth to enter.

A screenshot of the WiCyS virtual fair Exhibit Hall. The background shows a large window overlooking a snowy mountain range. Several exhibitor booths are set up in the foreground, each with a company logo and a small video screen showing a person. From left to right, the booths belong to AWS, Bloomberg, Cisco, and Facebook. Below the main view, there are three green tabs: "Exhibitors Index", "Navigation Instructions", and "Strategic Partners". The "Exhibitors Index" tab lists Amazon Web Services, Bloomberg LP, and Blue Cross Blue Shield Association. The "Navigation Instructions" tab contains the following steps: 1. Scroll the exhibitor booths above left to right, or top to bottom in the list to the left. 2. Click on Video Vault to watch all the videos. 3. Click on Document Vault to review resources and documents. The "Strategic Partners" tab features the Bloomberg logo.

Alternatively, the full list of available booths is included in the “Exhibitors Index” in the Exhibition Hall. You can also navigate to your desired booth by clicking on its name in the Exhibitor Index.

The screenshot shows a list titled "Exhibitors Index" with five entries: Amazon Web Services, Bloomberg LP, Blue Cross Blue Shield Association, Cisco Systems, and Facebook. The list is contained within a light gray box with a dark border, and a vertical scroll bar is visible on the right side.

Booth View:

Clicking on a booth name will take you inside that company's booth as seen below.

The screenshot shows a virtual booth for "Test Booth". A woman stands behind a white booth with a purple graphic and a cartoon character. The background features large windows overlooking a snowy mountain landscape. The interface includes a navigation bar at the top with links to Lobby, Exhibit Hall, Virtual Briefcase, Document Vault, Video Vault, FAQs, and Webinar Series. At the bottom, there are buttons for Description, Videos, Documents, Job Vacancies, Facebook, Chat, and Reserve a Chat Slot. The "Test Booth" section at the bottom contains the text "This is test booth."

1. **Description:** A brief profile of the company/firm.
2. **Documents:** Displays a list of documents available which can be viewed by clicking on the view button.
3. **Videos:** Displays a list of videos available which can be viewed by clicking on the viewbutton.
4. **Job Vacancies:** Displays a list of jobs available at this organization. You can apply to jobs in this area.
5. **Chat:** Clicking on the chat button will take you to the new window “Live chatroom”
6. **Virtual Briefcase:** If you like a document from a booth, you can add it to your personal Briefcase. You will later be able to email the documents to yourself from your swag bag in the navigation bar.

CHAT INSTRUCTIONS:

Public Chat

Click on the 'Chat' tab and you'll be taken to the Live Chat room. Booth Reps and visitors can have public as well as private chat.

The screenshot shows the public chat interface. On the left, there's a sidebar with sections for 'Direct Messages', 'Joined Chatrooms', and 'All Chatrooms'. Under 'All Chatrooms', several organizations are listed with checkboxes. In the center, there's a main chat area titled 'Technical Support' with a message from 'Muthulakshmi Shantharam' at 7:33 pm and another from her at 7:34 pm. On the right, there's a sidebar for 'Booth Reps Online' showing 'Test Rep Rohma Riaz' and 'Test Attendee'. At the bottom, there's an 'Enter Message' input field.

The center space seen above is the public chat where anyone can send message. Messages sent in the public chat area will be visible to all attendees. On the left side of the screen, under **All Chatrooms**, you, as an attendee, will be able to see all the chatrooms available in the fair. To join one, simply click on the name of the chatroom. All chatrooms joined will show up underneath **Joined Chatrooms**.

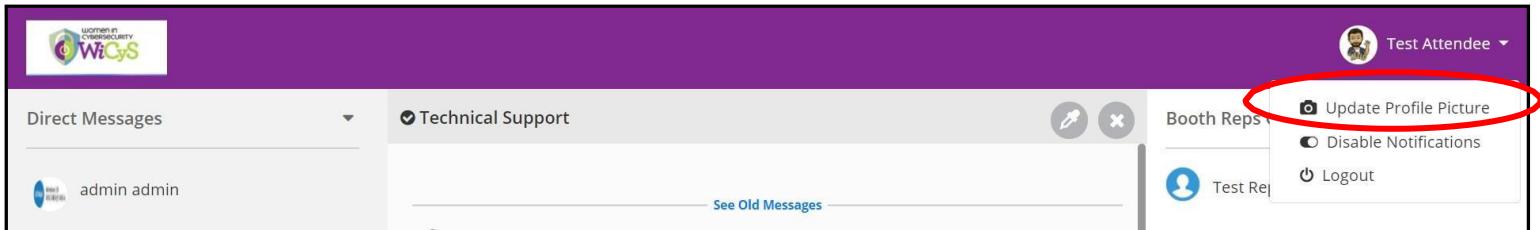
Private Chat

A booth representative can initiate a chat with an attendee. Likewise, an attendee will be able to initiate a private chat with a booth rep or a fellow attendee. To initiate a private chat, simply hover over the attendee's and click on the **Chat Now** button. If an Attendee initiates or receives a private message, it will show up in the **Direct Messages** section of the chat window.

The left screenshot shows an attendee's profile with a red arrow pointing to the 'Chat Now' button next to a booth rep's name. The right screenshot shows the 'Direct Messages' section with a message from the attendee at 3:50 pm. The right sidebar shows the attendee's profile and 'Profile N/A'.

Update Profile Picture:

You also have the option to add a profile picture so that would be visible in the chat platform if you would like.



Once you are in the chat platform, you can simply navigate to the top right hand of the screen to the drop down that will allow you to add a profile picture.

Edit Profile:

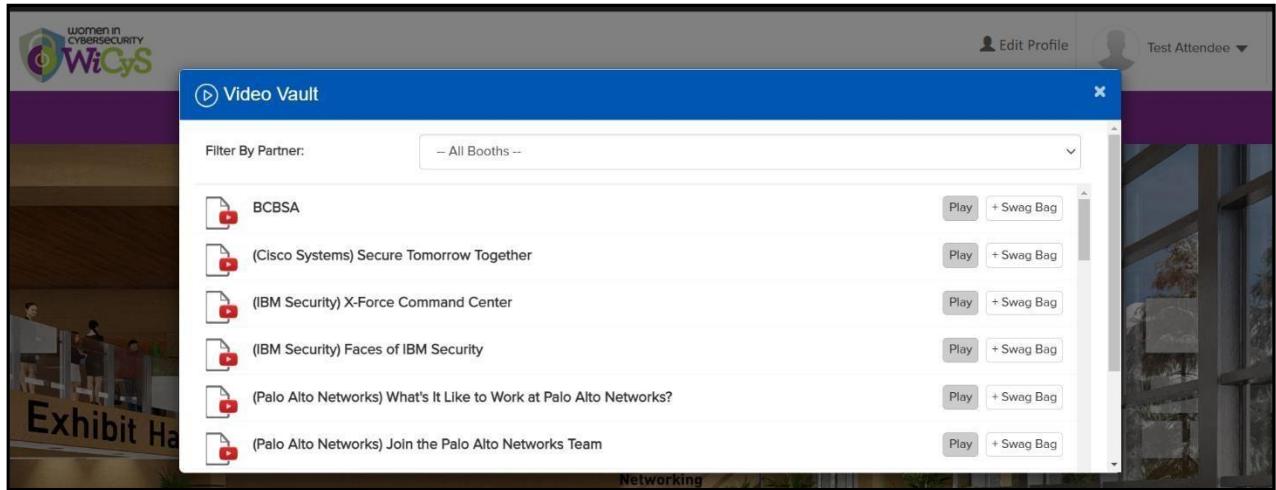


A screenshot of the "Update Profile" form. The form fields include:

- First Name: Lakshmi
- Last Name: Chakravarthi
- Status: None selected
- I identify my ethnicity as: (select all that apply)
None selected
- Type of Candidate: Student
- Level of Student: Masters Student

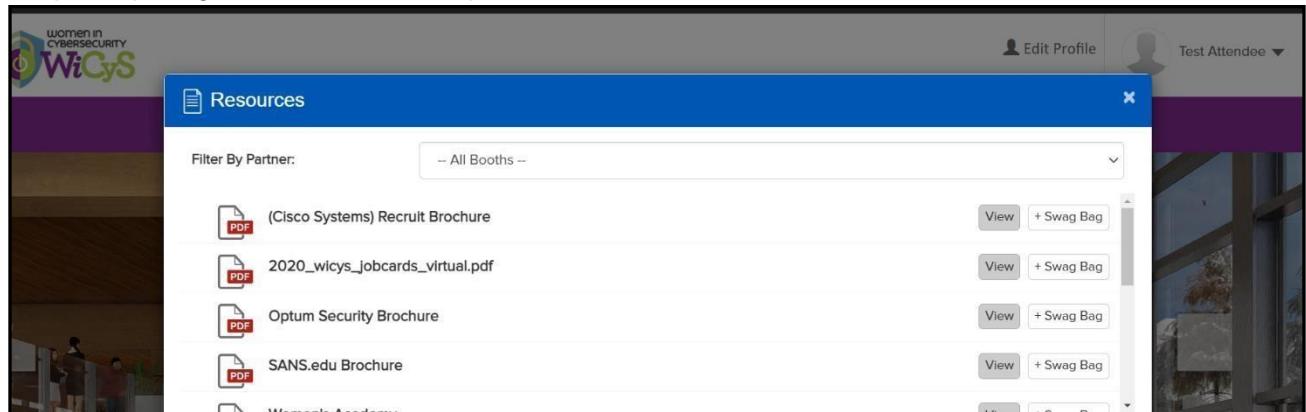
Video Vault:

The video vault (in the Navigation Bar) is an area which accumulates all the videos uploaded by different exhibitors participating in the event in one place. If you are having one of those lazy days & do not want to visit all exhibitor booths – use the video vault to filter out videos from exhibitors that interest you.



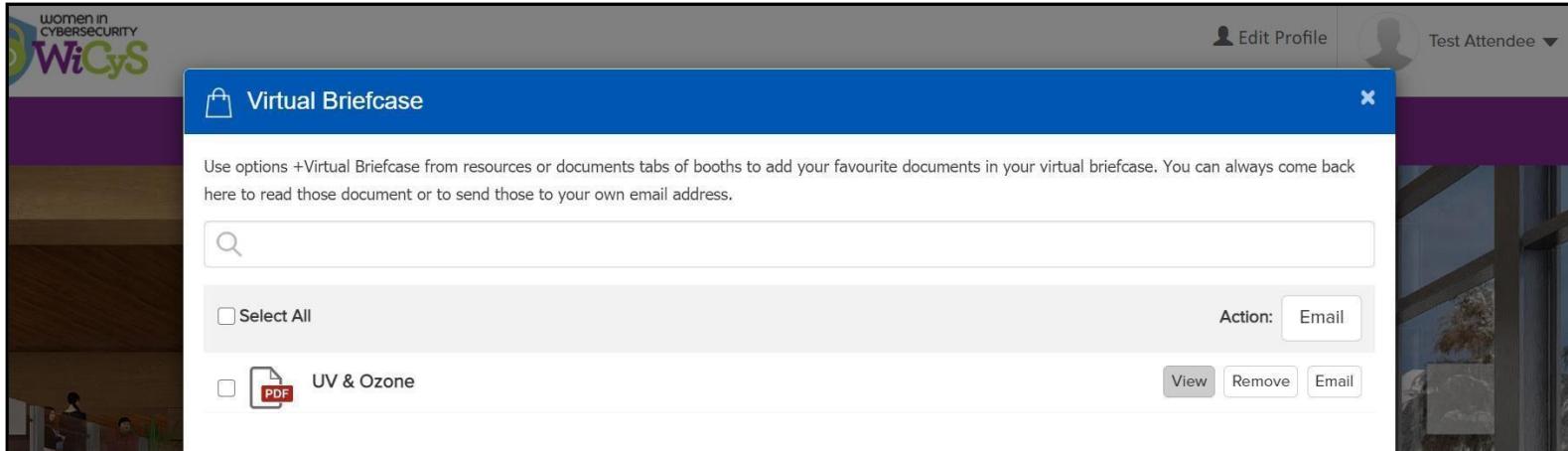
Document Vault:

Like the video vault, the resources tab accumulates all the documents/ presentations uploaded by different exhibitors participating in the event in one place.



Virtual Briefcase:

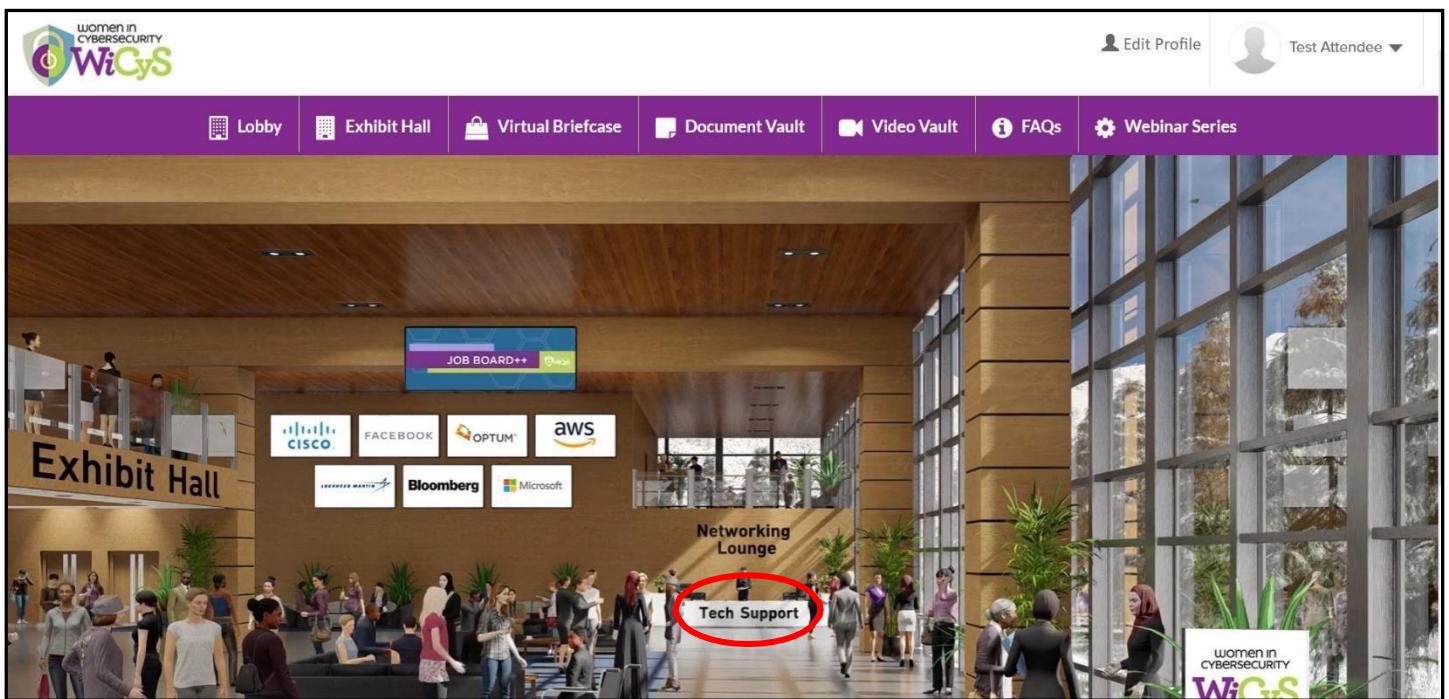
Briefcase is a counterpart to a shopping bag. To add documents in your swag bag, go to Document Vault and Video Vault tab (in the navigation bar), click on **+Virtual Briefcase** option visible Infront of each listed document & it will be added into your Briefcase from where you can email yourselves the selected documents.



Technical Support

In case of any technical queries, send an email at wicys@getvfairs.io

The vFairs team will be available to assist you with any issue in the Tech Support Chatroom as well which you can join from the Lobby.



That is all from our side. We hope you have a great & productive event!