

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 Booth Admin credentials which you created via Booth Set-up Form. Enter your Booth Admin Email and Password. If you need assistance with your login credentials please contact rian@wicys.org.

Login

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 (1) 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

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.

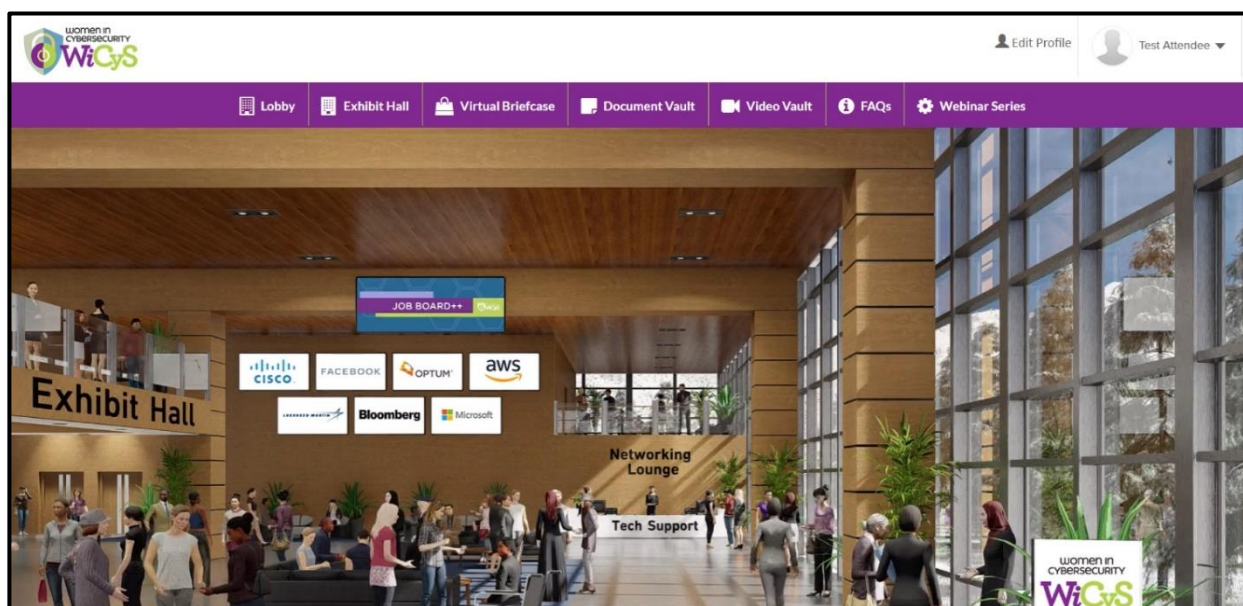
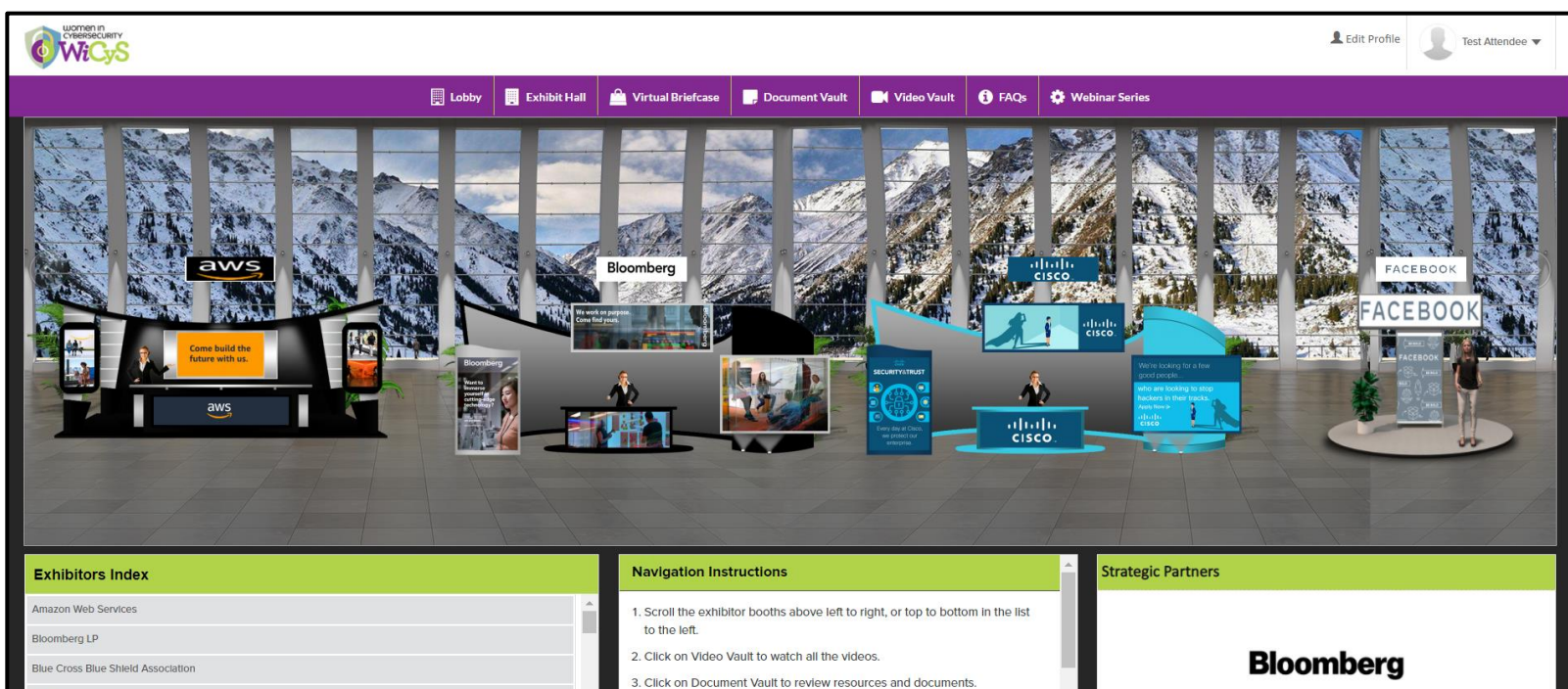


Exhibit Hall:

All exhibitor booths can be seen in the Exhibit Hall. You can scroll right or left in order to find your booth.

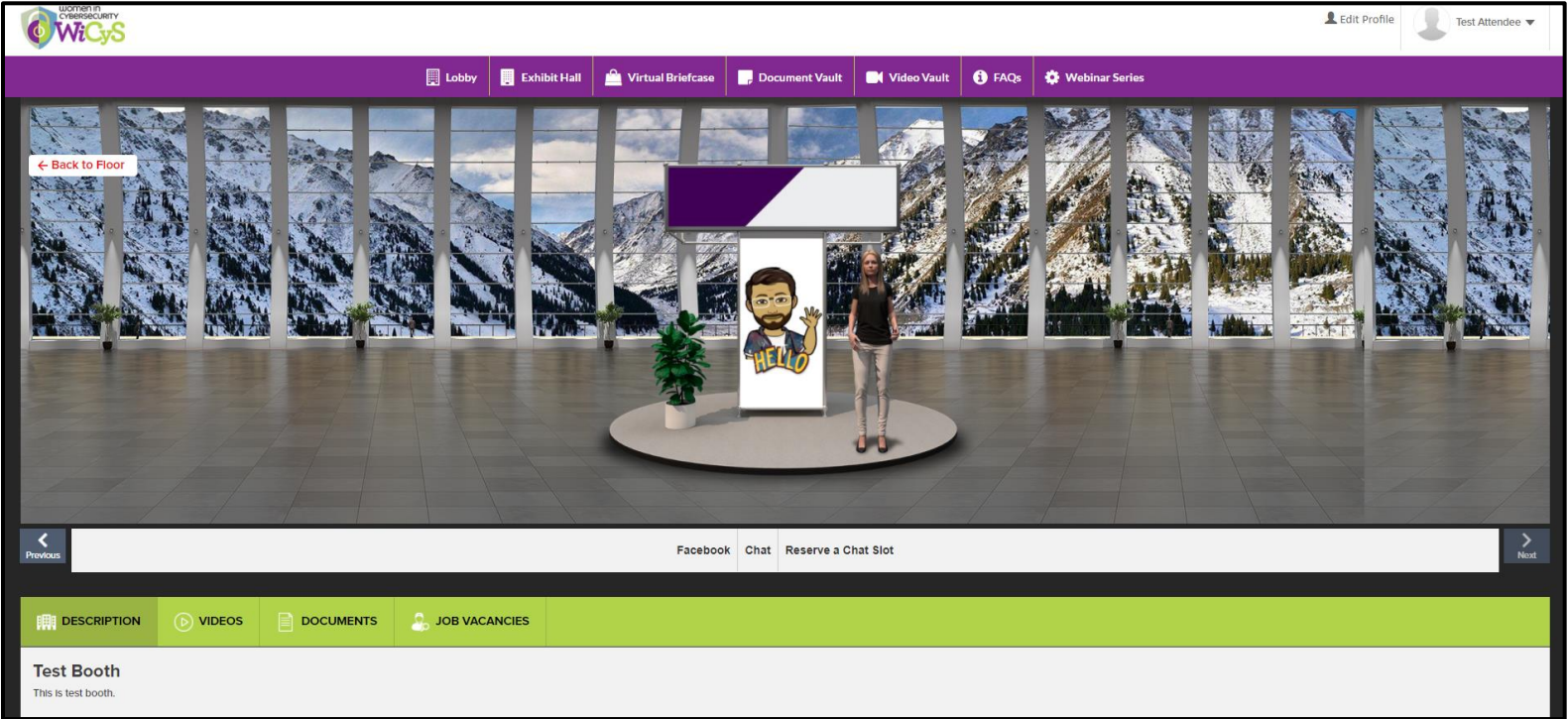


Alternatively, the full list of available booths is included in the “Exhibitors Index” in the Exhibition Hall. You can also navigate to your booth by clicking on its name in the Exhibitor Index.

Exhibitors Index
Amazon Web Services
Bloomberg LP
Blue Cross Blue Shield Association
Cisco Systems
Facebook

Booth View:

Clicking on a booth name will take a user inside that company’s booth as seen below.

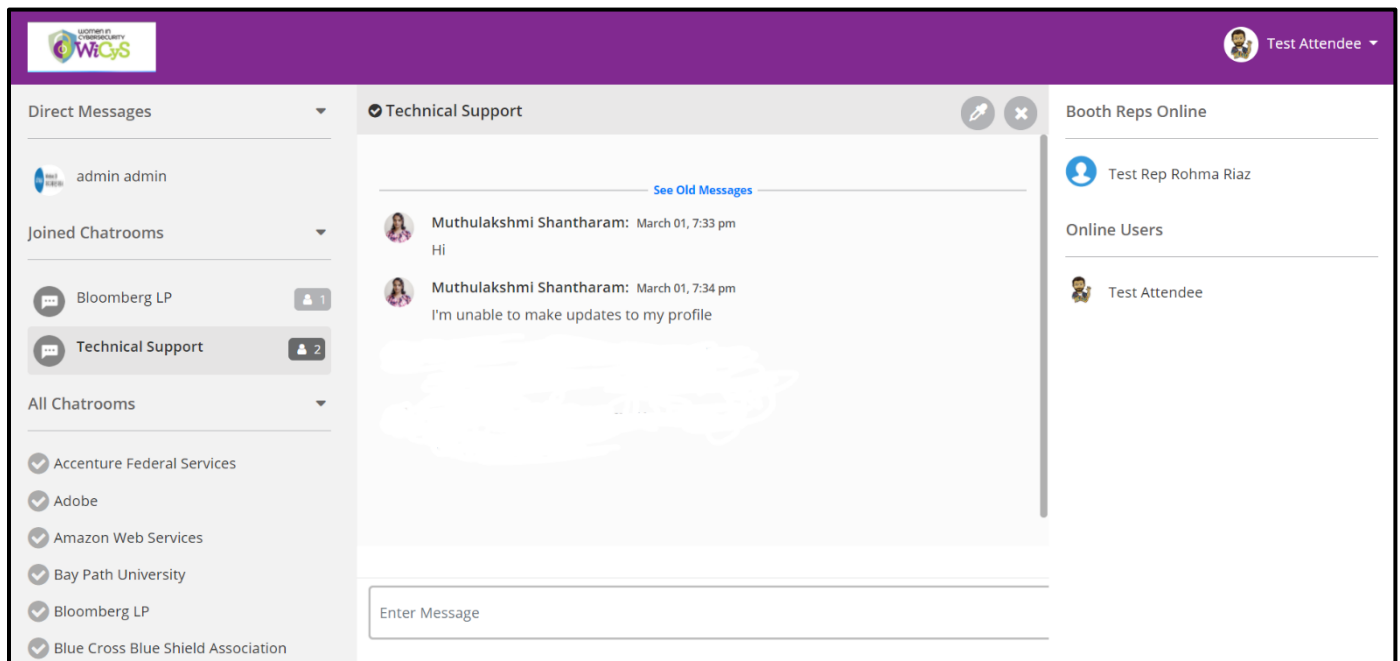


- Description:** A brief profile of the company/firm.
- Documents:** Displays a list of documents available which can be viewed by clicking on the view button.
- Videos:** Displays a list of videos available which can be viewed by clicking on the view button.
- Job Vacancies:** Displays a list of jobs available at this organization. Attendee can apply to jobs in this area.
- Chat:** Clicking on the chat button will take you to your ‘LIVE Chatroom’ in a new window.
- Virtual Briefcase:** If an attendee likes a document at your booth, they will be able to add it to their personal Briefcase. They will later be able to email the documents to themselves from the navigation bar.

CHAT INSTRUCTIONS:

Public Chat

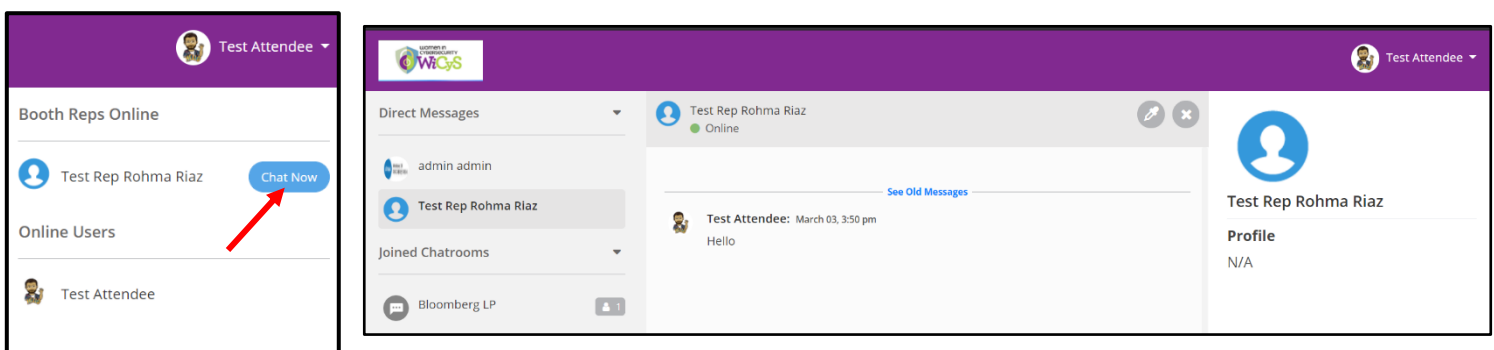
Click on the 'Chat' tab and you'll be taken to the Live Chat room. Booth Reps and attendees can have public as well as private chat.



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**.

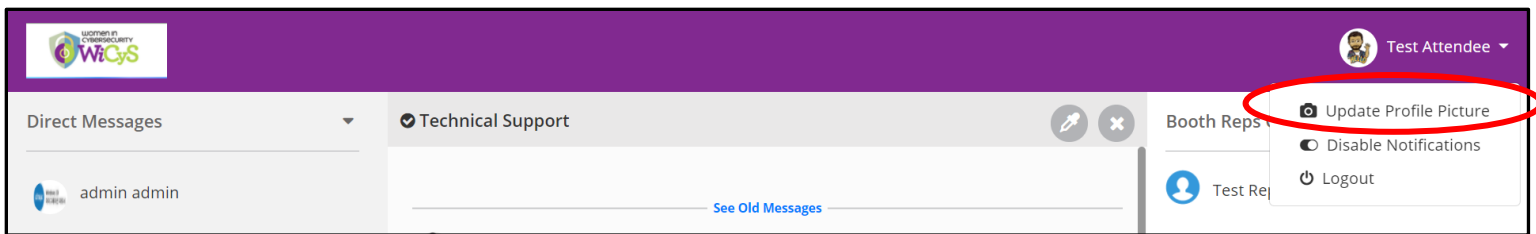
Private Chat

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 a Booth Rep initiates or receives a private message, it will show up in the **Direct Messages** section of the chat window.



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.

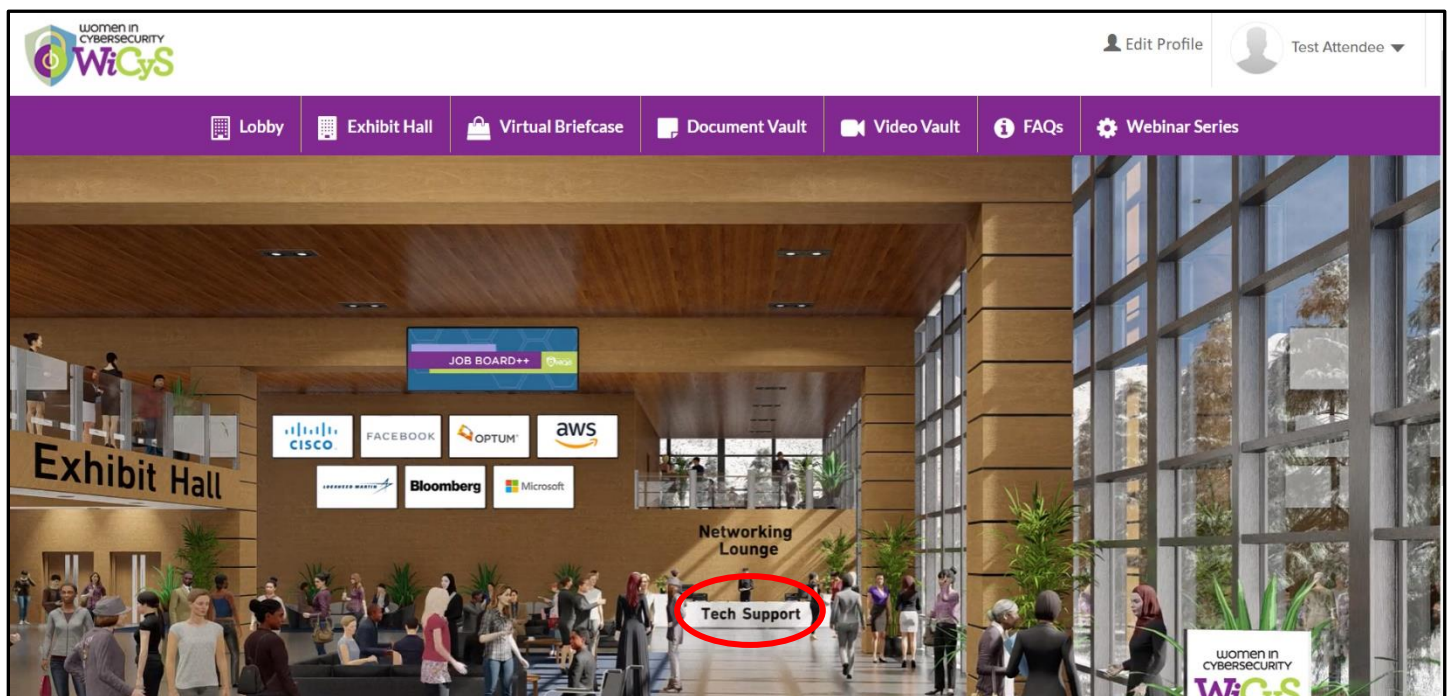


Once you are in the chat platform, you can simply navigate to the top right hand of the screen to the drop down that will allow you to add a profile picture.

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!