Getting Started

This is your guide to help navigate the Women in CyberSecurity (WiCyS) Job Board++ virtual platform.

Main Page

Type in careerfair.wicys.org in 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 can log in by entering your Booth Admin Credentials (Email +Password you created in the Booth Set-up form). If you need assistance with your login credentials, please contact Colleen Huber @ colleen@wicys.org.

Upon entering your credentials correctly, you will be asked to enter a verification code sent to your registered email address. The verification code will expire in 10 minutes.
Navigating the Lobby

As soon as you enter the platform, the first thing you will see is the lobby. The lobby will allow you to visit various places including the Exhibit Hall and Technical 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. Scroll right or left in order to find a booth. Alternatively, the full list of available booths is included in the “Exhibitors Index” in the Exhibit Hall. You can also navigate to a booth by clicking on its name in the Exhibitor Index.
Booth View

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

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 view button.
4. **Job Vacancies**: Displays a list of jobs available at this organization. Attendees can apply for jobs in this area.
5. **Chat**: Clicking on the chat button will take you to the ‘LIVE Chatroom’ in a new window. NOTE: The chat feature will only be available from 11 am to 5 pm CT on August 17 during the event.
6. **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 chats.

The space above ‘Enter Message’ seen above is the public chat where anyone can send message. Messages sent in the public chat area will be visible to all attendees.
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, click on the 3 dots in front of the chatroom name and then click on chat users. You will now be able to see the attendees and booth reps who are online. To initiate a private chat, simply hover over the attendee’s name and click on the Chat Now button. If a Booth Rep initiates or receives a private message, it will show up in the Messages tab of the chat window. A booth Rep can start a video call with an attendee.
**Audio/Video Call** will open up in a new tab. You will see all the controls at the bottom. A total of 100 people can be in one call at a time with the first 12 having the ability to turn their video on. If you want somebody to join a call you are already in, just share the link in the top right corner with them.

![Image of Audio/Video Call interface]

**Update Profile Picture:**

You also have the option to add a profile picture so that would be visible on the top white bar.

![Image of profile picture update functionality]

Once you click on your name on the top right corner of the screen, the drop down will allow you to add a profile picture.
Edit Profile

If you would like to update your Resume or Profile Information, kindly click on ‘Edit Profile’ and make the updates.
Technical Support

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

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

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