

JOB BOARD++



Getting Started

This is your guide to help navigate the **Women in CyberSecurity (WiCyS) Job Board++** 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 (Email + WiCyS Membership ID). If you need assistance with your login credentials, please contact morgan@wicys.org

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

The screenshot shows a "Login" dialog box with a purple header and a close button (X). The text inside reads: "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](#)". Below this, it says "New Members: Please note, access to the Job Board++ takes 2-4 business days." and "Non-Members: Join as a WiCyS Member [HERE](#)". There is an "Email:" label followed by a text input field. At the bottom, there is a checkbox with the text "I understand that WiCyS Strategic Partners and Conference Sponsors will have access to my resume once uploaded." and two buttons: "Cancel" and "Login".

The screenshot shows a "Verification Code" dialog box with a purple header and a close button (X). The text inside reads: "A 6 digit code has been sent to your email address." Below this, it says "Enter verification code:" followed by a text input field labeled "Code". To the right of the input field is a timer showing "00:00" and a "Resend" button. At the bottom, there is a checkbox with the text "Don't ask again on this browser" and two buttons: "Cancel" and "Verify".

Navigating your way

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 Technical Support by using the purple Navigation Bar at the top of your screen.

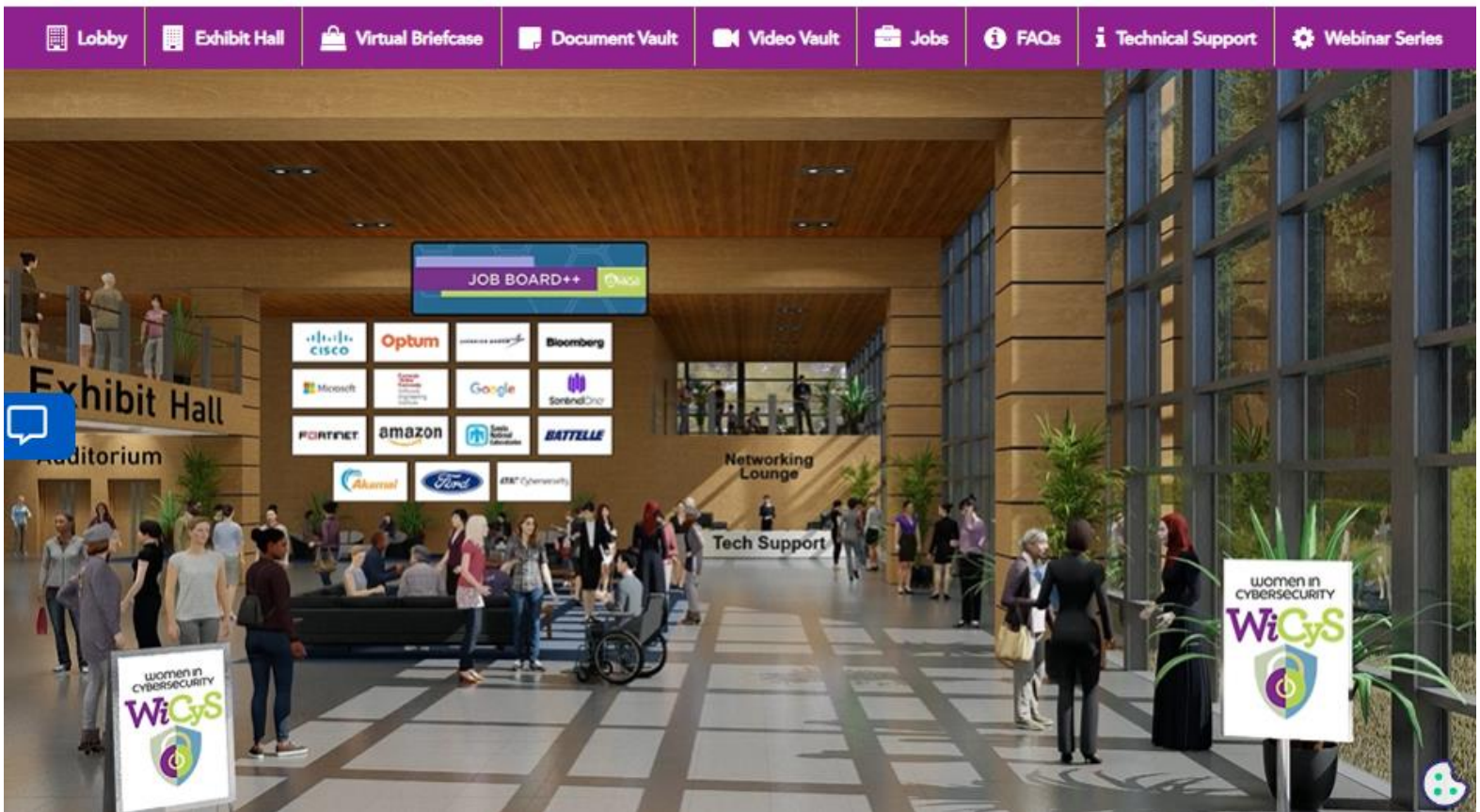
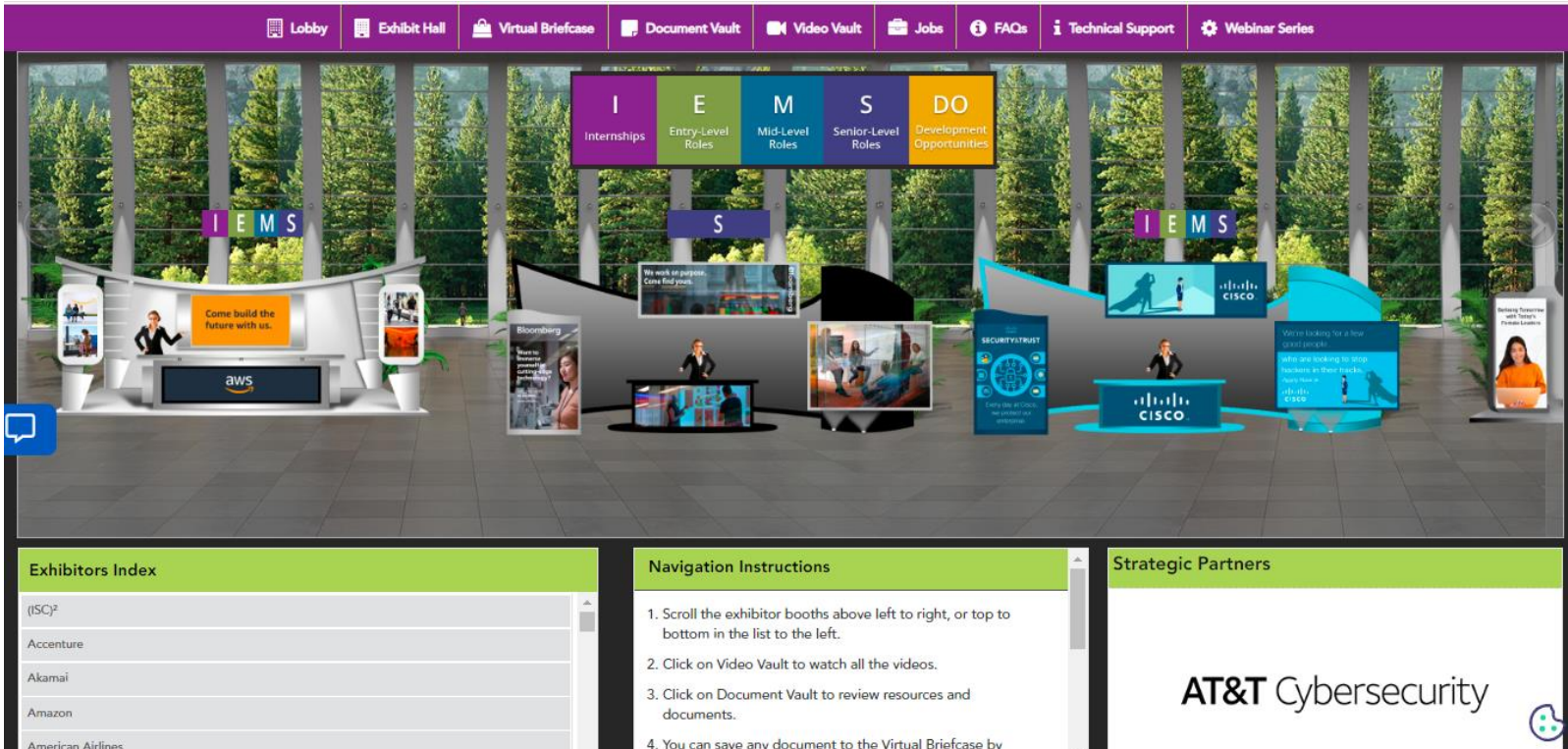


Exhibit Hall

All exhibitor booths can be seen in the Exhibit Hall. You can 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.

Each booth will have a key as the top banner specifying what type of Job Opportunities are available at the organization.

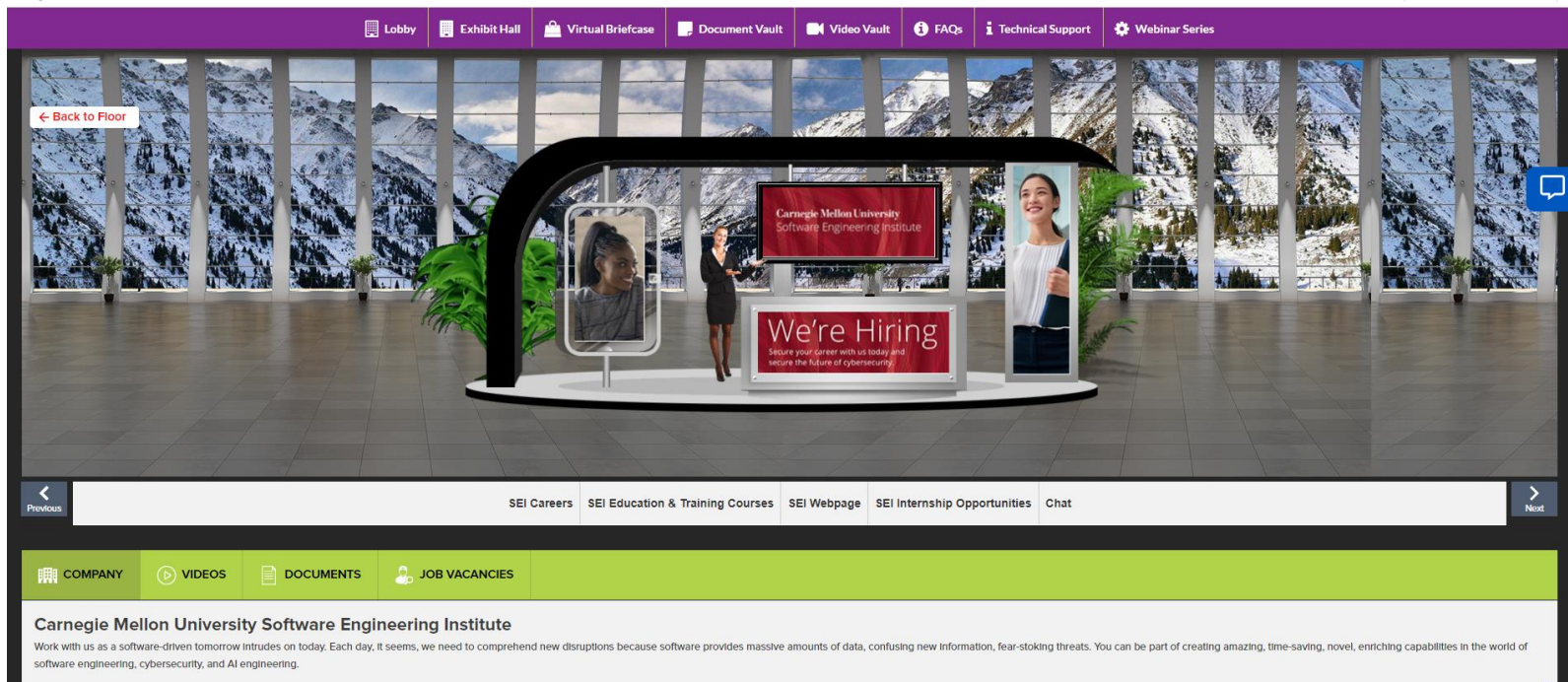


Exhibitors Index
AbbVie
Accenture
Amazon Web Services
American Airlines
Arctic Wolf
Bloomberg LP

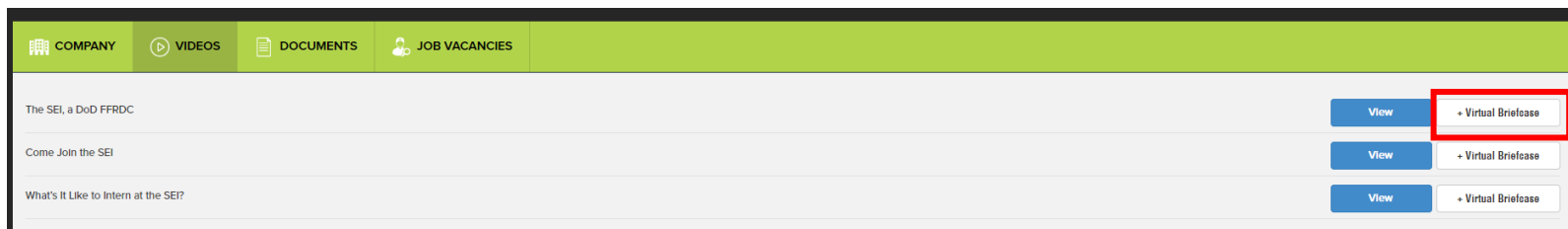


Booth View

Click on you booth and you will be taken to the front view of the booth.



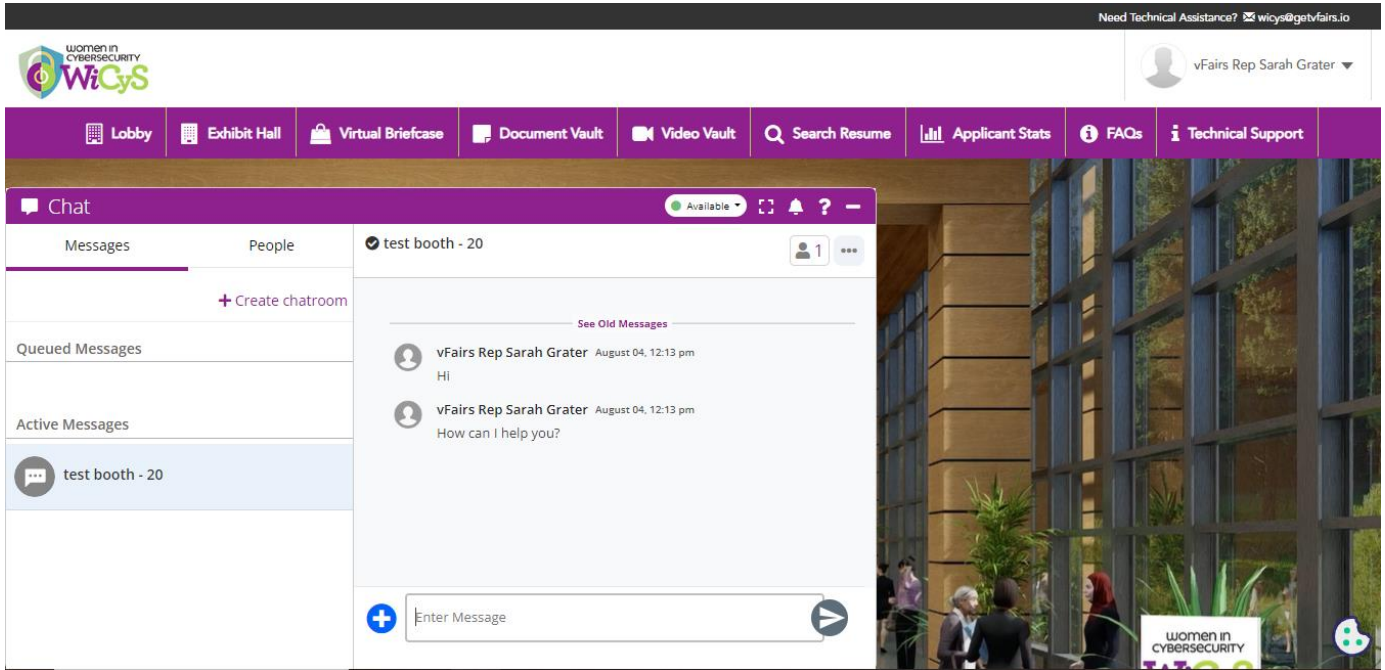
1. **Description:** A brief profile of the company/firm.
2. **Documents:** Displays a list of documents available which can be viewed by clicking on the view button.
3. **Videos:** Displays a list of videos available which can be viewed by clicking on the view button.
4. **Job Vacancies:** Displays a list of jobs available at this organization. Attendee can apply to jobs in this area.
5. **Chat:** Clicking on the chat button will take you to the 'LIVE Chatroom'. NOTE: The chat feature will only be available from 9 AM to 5 PM CT on August 16th.
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.



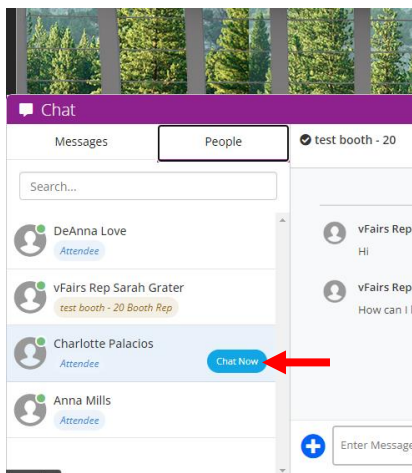
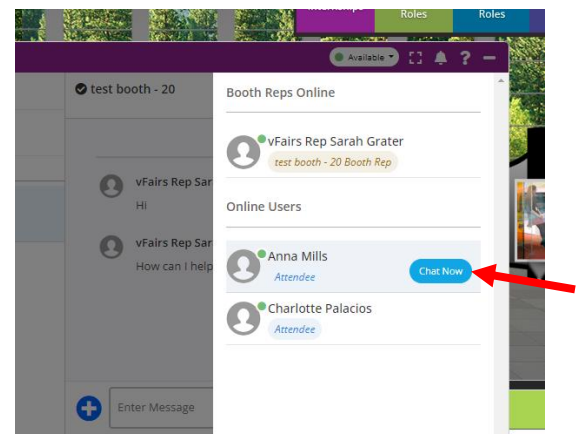
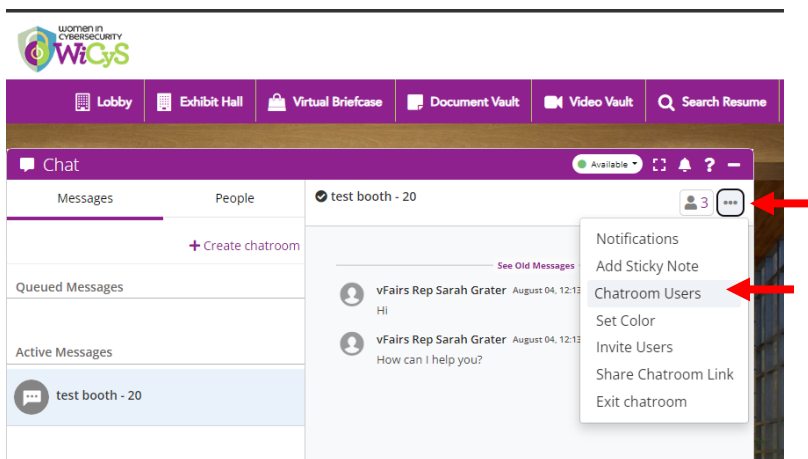
The space above 'Enter Message' seen above is the public chat where anyone can send message. Messages sent in the public chat area will be visible to all attendees.

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:

- You may 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 in your chatroom. To initiate a private chat, simply hover over the attendee's name and click on the **Chat Now** button.
- You may click on the **People** Tab which will show you all the attendees and Booth Reps online on the platform. To initiate a private chat, simply hover over the attendee's name and click on the **Chat Now** button.

If an Attendee 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.



Chat Queue

To Help the recruiters manage multiple attendee chats at the same time, there is a chat queue.

As soon as a Booth Rep initiates a Private Chat or is requested a Private Chat by an attendee or another Booth Rep, the conversation gets added to the Chat Queue.

Depending on how busy the Exhibitor Chat Queue is, you will be assigned a waiting time.

Each Conversation Attendee/Exhibitor conversation will be 3 minutes long. When the Exhibitor is ready to start a conversation with you, you will get an alert from the vFairs Bot. You will also see a countdown timer on the top specifying the time left for the conversation.

The Exhibitor may

- Extend chat duration
- Pause and resume the chat and chat queue
- End a Chat

For any changes in waiting time, queue positions, or extensions, the attendees are notified via the vFairs Bot, and their waiting times are adjusted accordingly.

An Attendee can be in conversation with multiple Reps at the same time.

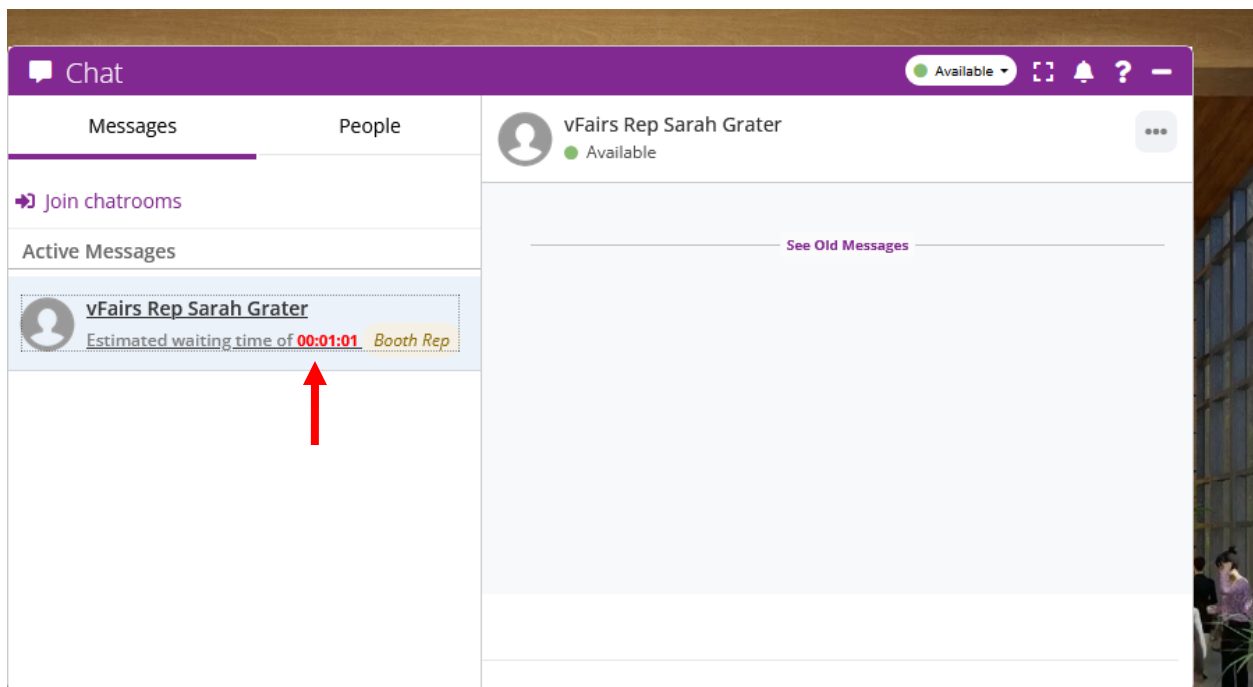


Fig 1. Waiting Time for chat with the Exhibitor

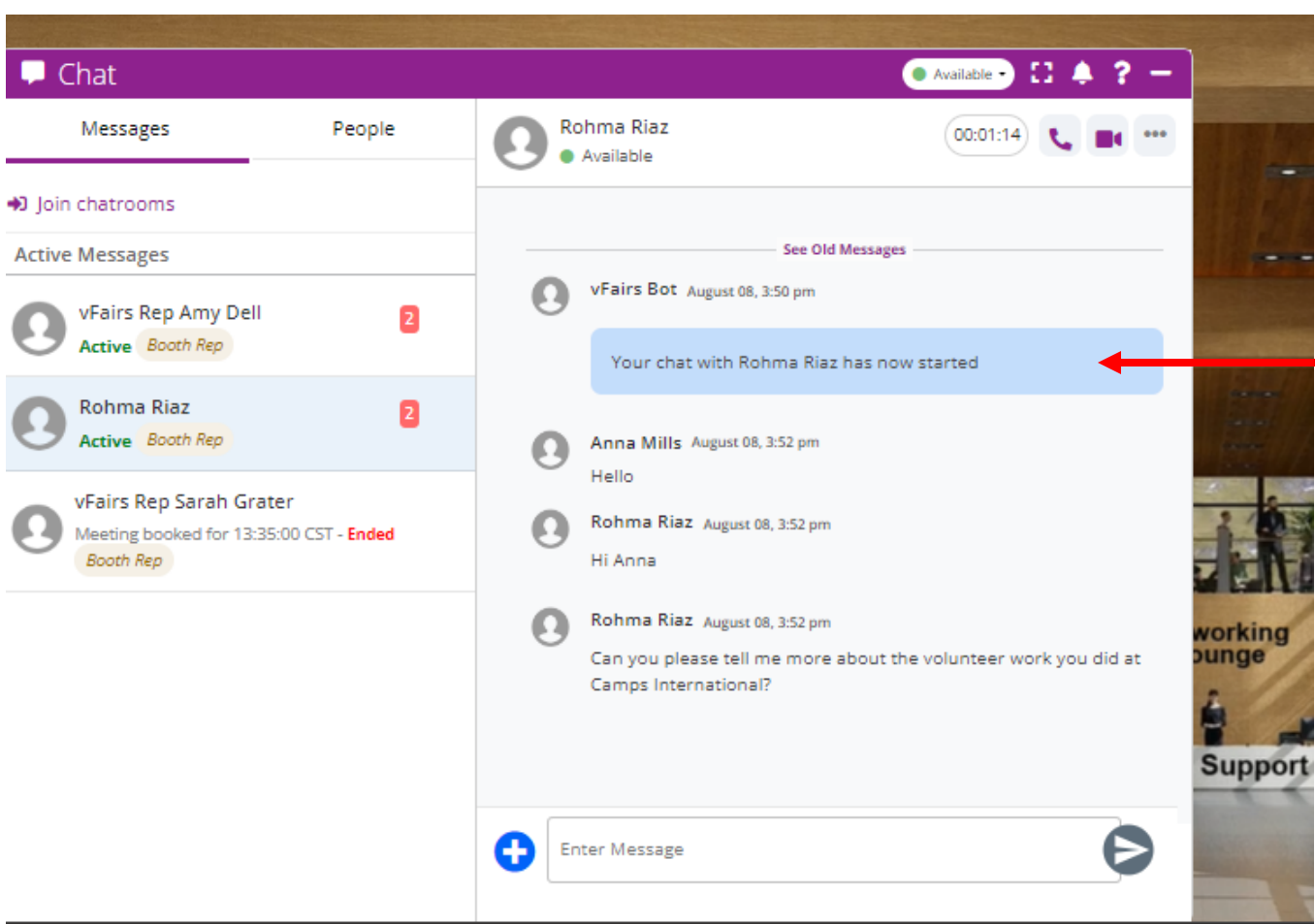


Fig 2. When Exhibitor start a chat with an attendee

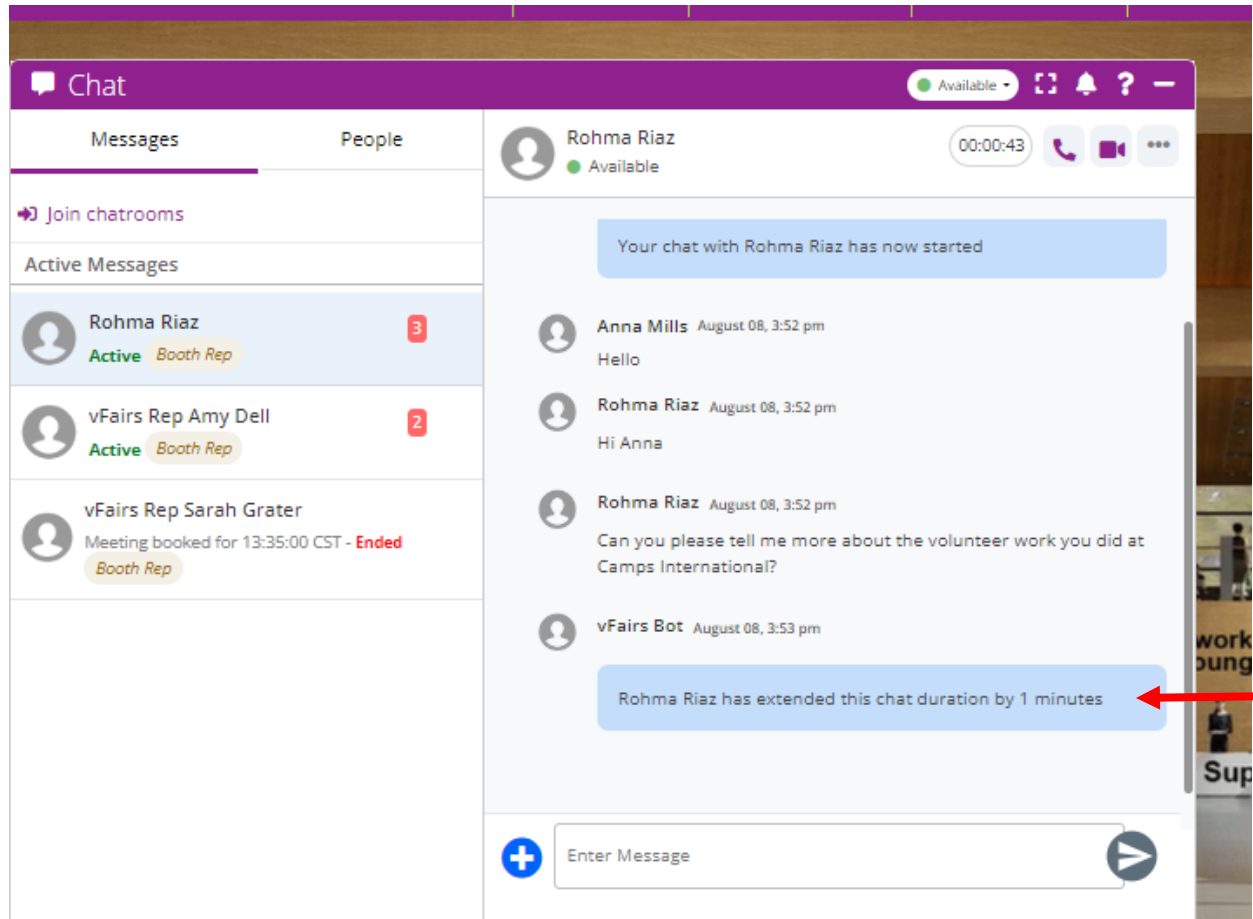


Fig3. Exhibitor can extend the Chat

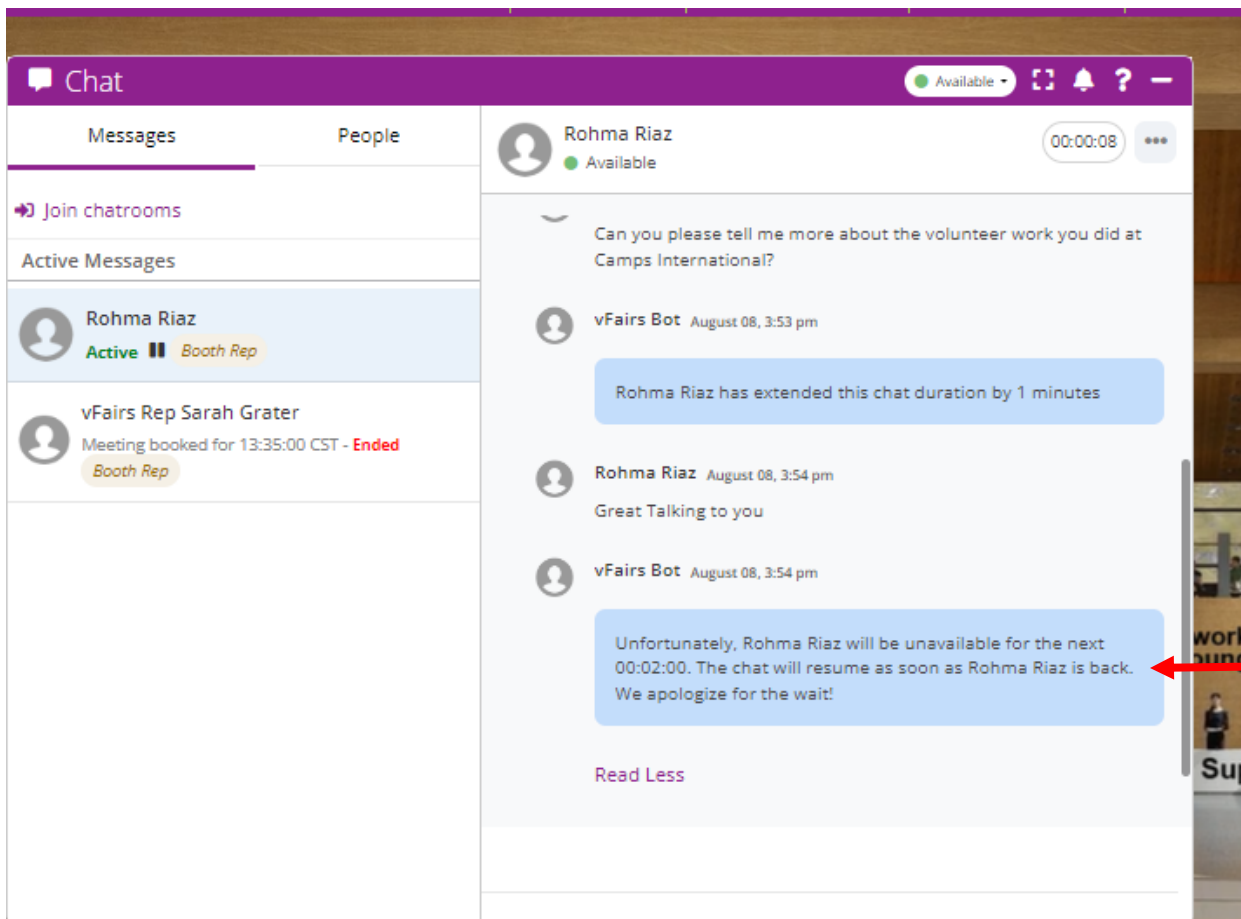
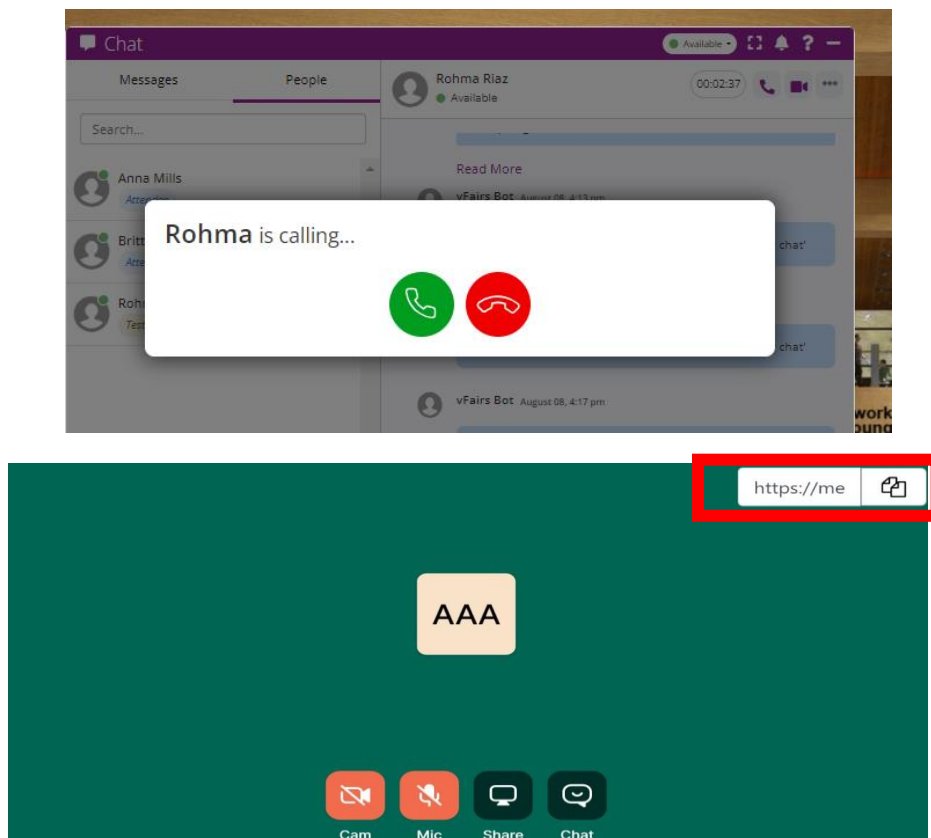
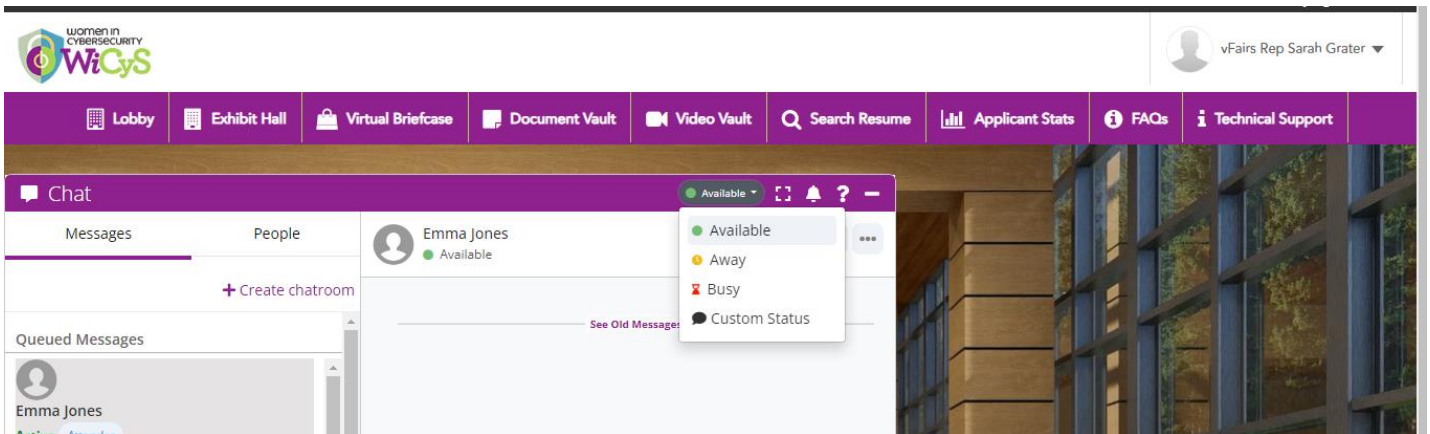


Fig 4. Exhibitor Can Pause the Chat/Chat Queue

Audio/Video Call can be initiated by an Exhibitor. You can accept the call and will be redirected to the Whereby Platform in a new tab. You will see you controls like Mic and Camera at the bottom.

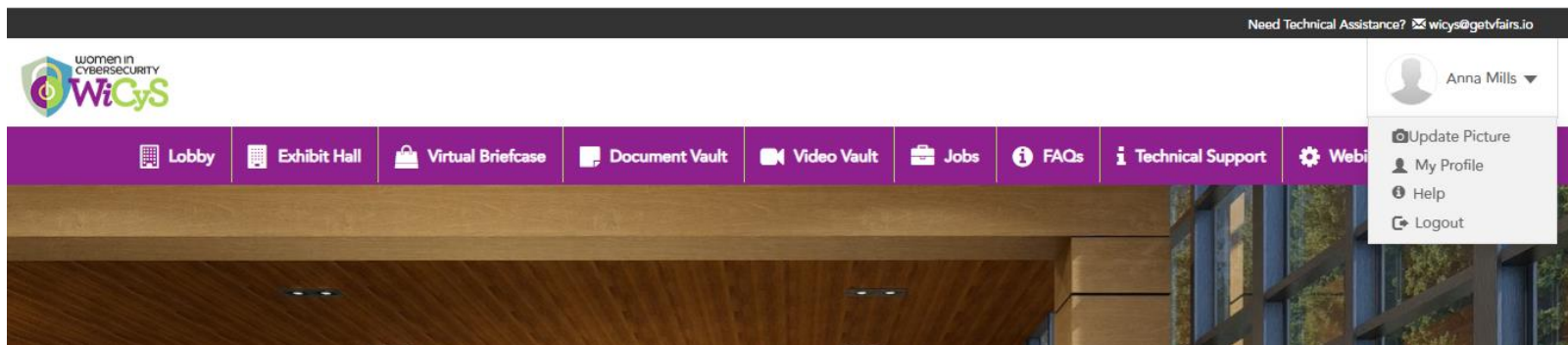


User Availability Status can be updated at any time



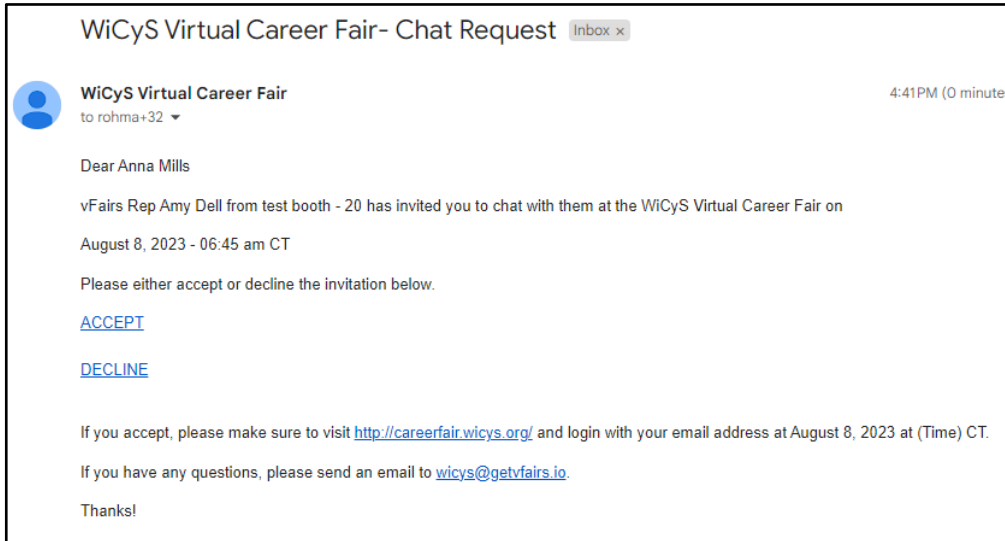
Update Profile:

You also have the option to Update your profile picture via *Upload Picture* option which you will be able to access upon clicking your name on the top right corner of the screen. You may also update your profile information including your resume via *My Profile* option.



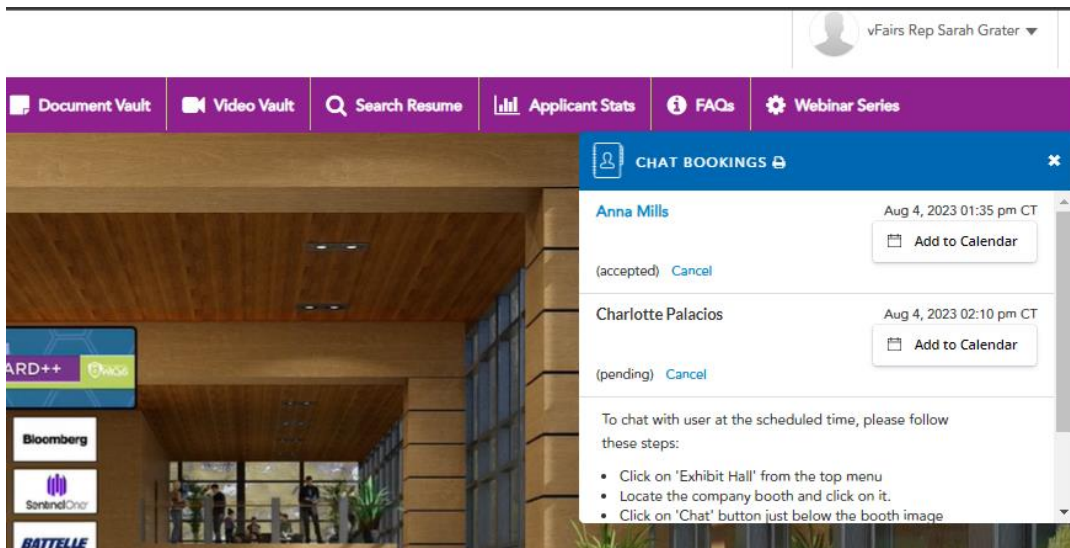
Chat Invitation

You may receive Chat Invitation from an Exhibitor. You will receive an email on your registered email address. You can *Accept* or *Decline* an invitation via the email received.



You can keep track of all the bookings you have made along with their status via the **Chat Bookings Widget**.

At the designated time of the booking, you can start the conversation with the Exhibitor by clicking in their name in the Chat Bookings Widget.

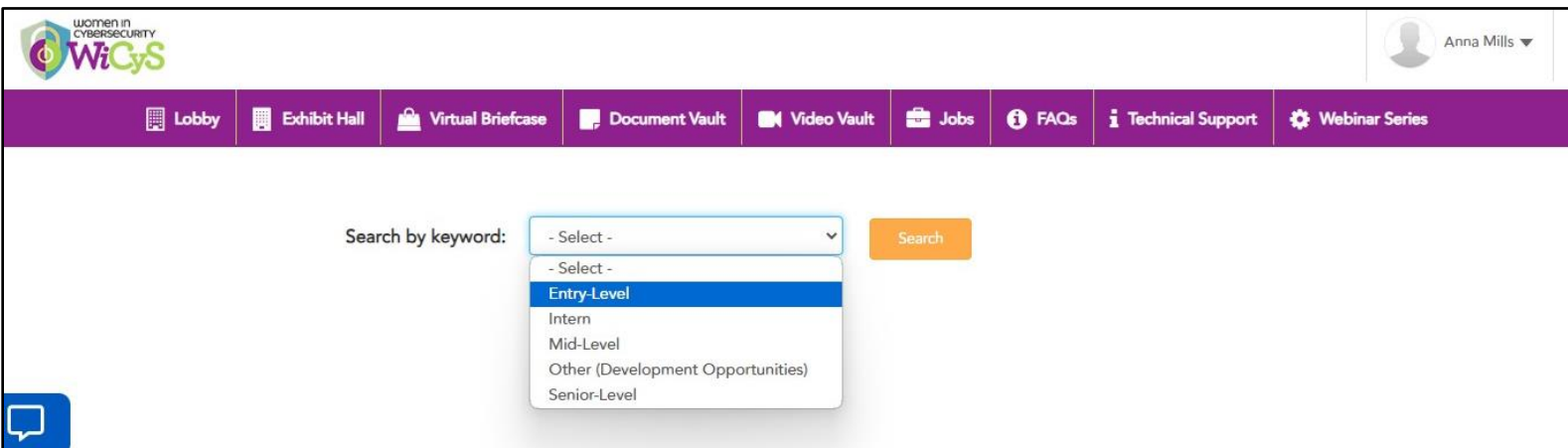
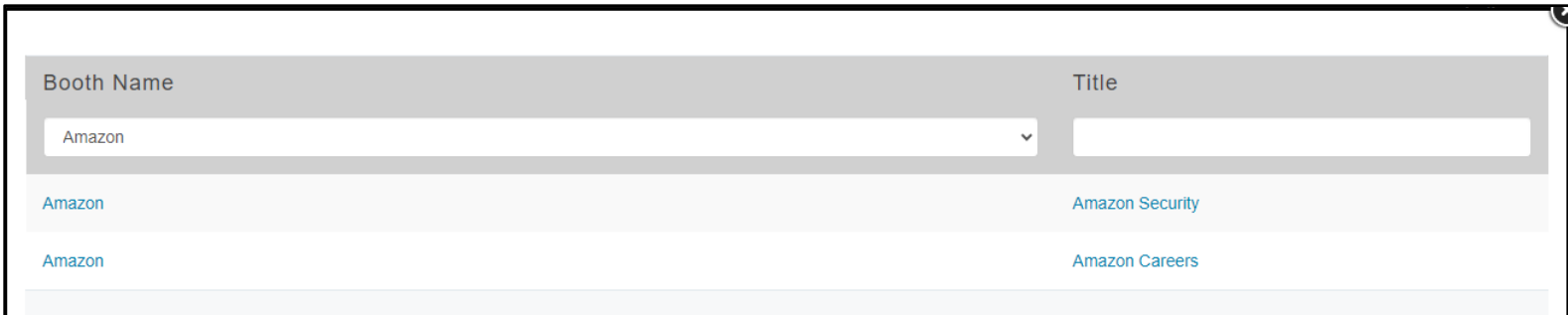
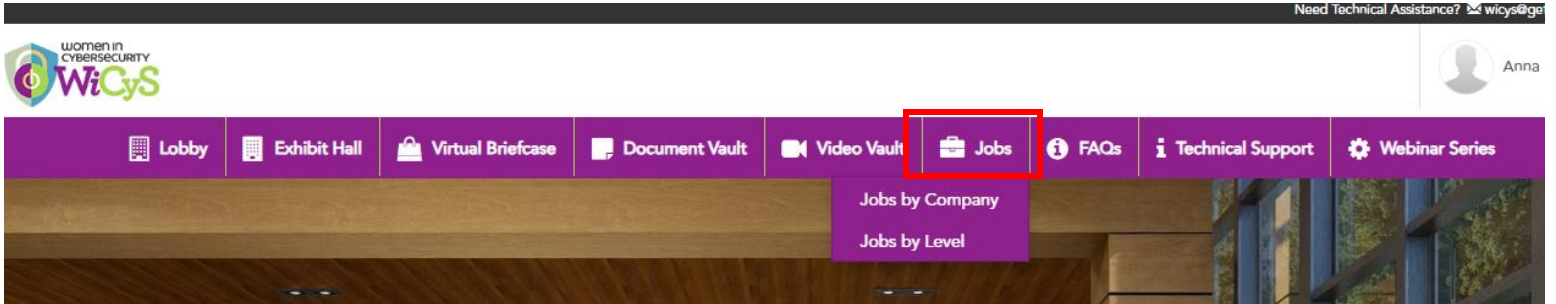


Jobs Dashboard

You can view all the Jobs posted on the Career Fair via the Jobs Tab.

You can search:

1. Jobs By Company
2. Jobs by Level



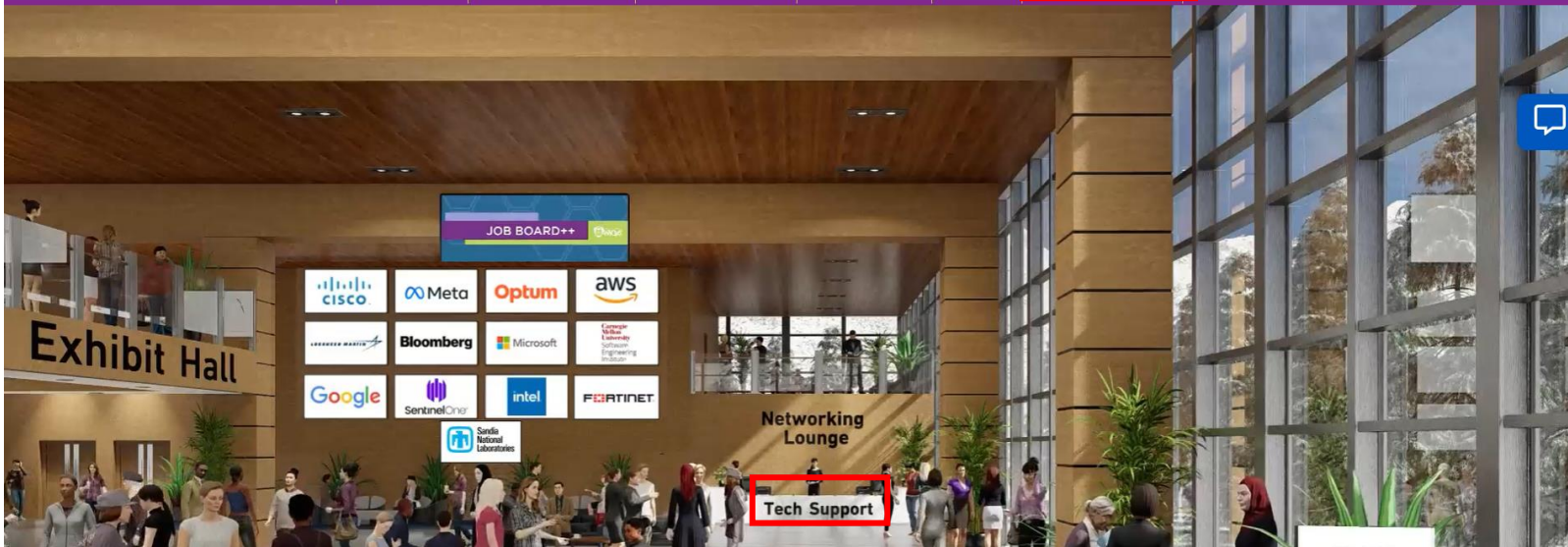
Technical Support

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 Technical Support Chatroom as well which you can join from the Lobby and the Navigation Bar.



- Lobby
- Exhibit Hall
- Virtual Briefcase
- Document Vault
- Video Vault
- FAQs
- Technical Support**
- Webinar Series



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