

# GETTING STARTED GUIDE



1. Appoint a lead person from your organization for this event. This person will be responsible for registering the organization for the event and managing users.
2. Gather the following information to set up your booth
  - a. Organization's Name and Owner's (lead person's) Name
  - b. Organization's logo (files types allowed .jpg .jpeg and .png)
  - c. About Us blurb (tell job seekers why it is great to work in your organization)
  - d. Social Media Links
  - e. Name and Email address for any of your colleagues that will be participating (if you aren't sure, you can add them later)
  - f. Job Vacancies (add open positions and small description)
3. Find the Premier Virtual registration link to our event on the Employer Hub and click on it to access the platform.
  - a. Are you the lead person for this organization?
    - i. If so, use the register tab (the first time) and enter the required information. Be sure to add your colleagues under the recruiter's tab.
    - ii. If not, please ask your organization's lead person if they have completed the Premier Virtual registration.
4. Access your Premier Virtual booth using the link found in the Employer Hub
  - a. If the Premier Virtual registration has been completed by lead person, everyone uses the sign in tab to access your booth.
  - b. Once you enter your booth, update your profile as needed, including the quick reply messages.
  - c. If your user's name and password are not recognized, contact your lead person, confirm you are listed as a recruiter on the booth, and ensure you have the correct username and password.

After registration, you can edit your booth at any time. Simply log in using the Premier Virtual link found on the employer hub then click edit booth on your dashboard.

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