

**Premier**  
VIRTUAL

User Guide for Attendees  
Premier Virtual 2.0 Platform

# Registration Page

You have been invited to participate in a Virtual Event. The host of the event has sent you a registration link for you to register and build out your profile.

This guide will walk you through that process as well as what the event will look like on event day and some best practices to help you.

We hope this guide will make your set up easy and quick!

Premier Virtual  
Version 2.4.8

Login

## Premier Virtual Tutorial

Hosted by Premier Virtual

REGISTER TO EVENT

### Information

#### Premier Virtual Tutorial Event

Welcome to the Premier Virtual Tutorial Event

As an Attendee, you will have an opportunity to visit multiple Organization Booths. In those booths, you will be able to read Organization Bios, view Job Vacancies and see the other content the Organization has added to their booths. If the Organization is of interest to you, you may reach out and chat by text to the recruiters working the booth. The recruiters may ask you to video chat, so please be prepared and ready!

Once again, thank you for taking part in Premier Virtual Tutorial Event and we wish you the best of luck in finding your next career!

#### Event ends in

99+ : 07 : 47 : 52  
DAYS HRS. MINS. SECS.

#### Schedule

DATE	TIME	TITLE
Sep 07	02:00pm	LIVE
Sep 30	06:00pm	CLOSING

#### Event Videos

# Start of the Registration Process

On the registration page click on the register button. This will then take you to the area where you will be setting your credentials and username.

Version 2.4.8 Login

## Premier Virtual Tutorial

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**REGISTER TO EVENT**

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99+ : 07 : 47 : 52  
DAYS HRS. MINS. SECS.

#### Schedule

DATE	TIME	TITLE
Sep 07	02:00pm	LIVE
Sep 30	06:00pm	CLOSING

Event Videos

# Register as Attendee

Once you click on register you will be brought to the Authentication Page where you will be setting up your Username and Password. Click on Register as an Attendee and then enter your email and create your password. Lastly, check off the terms and conditions and select Register.

Authentication

SIGN IN REGISTER AS ATTENDEE

Email Address  
JobSeeker.Joey84@gmail.com

Password  
.....

Confirm Password  
.....

I have read the [Terms and Conditions](#)

REGISTER

99+ : 07 : 41 : 15  
DAYS HRS. MINS. SECS.

Schedule

DATE	TIME	TITLE
Sep 07	02:00pm	LIVE
Sep 30	06:00pm	CLOSING

# Step 1 Personal Information

Once you have selected register the system will automatically walk you into the Set-Up wizard.

This step will be where you will be providing your First and Last name, your most recent Job Title, City, State, Zip and Phone

Attendee Setup Wizard ✕

1 — 2 — 3 — 4 — 5  
Personal information Photo Experience Resumes Questions

First Name\*  Last Name\*

Job Title

Country  City

State  ZIP Code

Country  Phone Number  ⓘ

[CONTINUE](#)

# Step 2 Upload Photo

This step will be where you can upload your professional head shot if you choose to.

Images must be .jpg, .jpeg or .png files.

Attendee Setup Wizard ✕

1 2 3 4 5

Personal information Photo Experience Resumes Questions

Please upload a professional photo for your profile



 UPLOAD IMAGE

← PREVIOUS STEP

CONTINUE

# Step 3 Adding your experience

In this step, you can add your past and present job experience.

This is a good way for recruiters to learn more about your past job experience.

Attendee Setup Wizard ×

1 2 3 4 5  
Personal information Photo Experience Resumes Questions

Experience - Click on edit button to add your experience to your profile.

Nothing selected



# Step 3 Adding your experience

Once you click the edit button, it will open all types of industry experience and certifications. You may pick up to 10. Each category you click on will open another layer of more specific experience.

When done, press confirm.

Pick Category

Search

Certifications / Security Clearances

AAPC (1) IT CERTIFICATIONS SECURITY CLEARANCE TEACHER CERTIFICATIONS

Experience

ACCOUNTING & FINANCE	ANIMAL SERVICES	ARTS, ENTERTAINMENT & GAMING	BUILDING & CONSTRUCTION	BUSINESS INTELLIGENCE	BUSINESS MANAGEMENT
CANNABIS INDUSTRY	CONSULTING	CUSTOMER SERVICE (4)	DATA MANAGEMENT & ADMINISTRATION	ENGINEERING (NON-WEB)	FASHION & BEAUTY
FITNESS & WELLNESS	GOVERNMENT & SOCIAL WORK	HEALTHCARE	HEALTHCARE ADMINISTRATION	HOTEL, RESTAURANT, TOURISM MANAGEMENT	HUMAN RESOURCES
IT & NETWORK ADMINISTRATION	INSURANCE	LAW ENFORCEMENT & SECURITY	LEGAL	MANUFACTURING, WAREHOUSE & PRODUCTION	MARKETING & ADVERTISING
MEDIA & COMMUNICATIONS	NON-PROFIT	NURSING	OFFICE & ADMINISTRATIVE (2)	OTHER	PERSONAL & HOME SERVICES
PROJECT & PRODUCT MANAGEMENT	QUALITY ASSURANCE	REAL ESTATE	RETAIL	SALES & BUSINESS DEVELOPMENT (2)	SCIENCE & RESEARCH

CONFIRM

# Step 4 Adding your Resumes

In this section you will be uploading your **PDF** Resume. You can also upload a cover letter or additional resumes for industry specific jobs.

Once uploaded press continue.

\*\*\*Top Resume may not be used in all events\*\*\*

Attendee Setup Wizard

1 Personal information   2 SMS opt in   3 Photo   4 Experience   5 Resumes   6 Questions

Resume\_GB.pdf

+ UPLOAD PDF

Yes, please email me a free resume review from TopResume

This service is provided by TopResume. TopResume is not affiliated with Premier Virtual Host of the virtual event. TopResume provides a complimentary resume review via email to you within 24 hours or sooner. There is no charge or credit card required for this service. After you receive your complimentary review, you will have an option to upgrade your service for an additional fee. There are no obligations and you may opt-out of TopResume emails anytime.

← PREVIOUS STEP   CONTINUE

# Step 5 Answer Registration Questions

The host of the event may ask Attendee Registration Questions. If the host has questions for you to answer you will see them in this step.

Questions will vary for each event you attend.

Attendee Setup Wizard ×

1 2 3 4 5  
Personal information Photo Experience Resumes Questions

Please answer the following question(s) to complete your event registration.

Are you in Northern or Southern Florida?  
(Select single answer)

NORTHERN

SOUTHERN

← PREVIOUS STEP

CONTINUE

# Step 5 Answer Registration Questions

On the last question you will see COMPLETE REGISTRATION.

Attendee Setup Wizard ✕

1 2 3 4 5  
Personal information Photo Experience Resumes Questions

Please answer the following question(s) to complete your event registration.

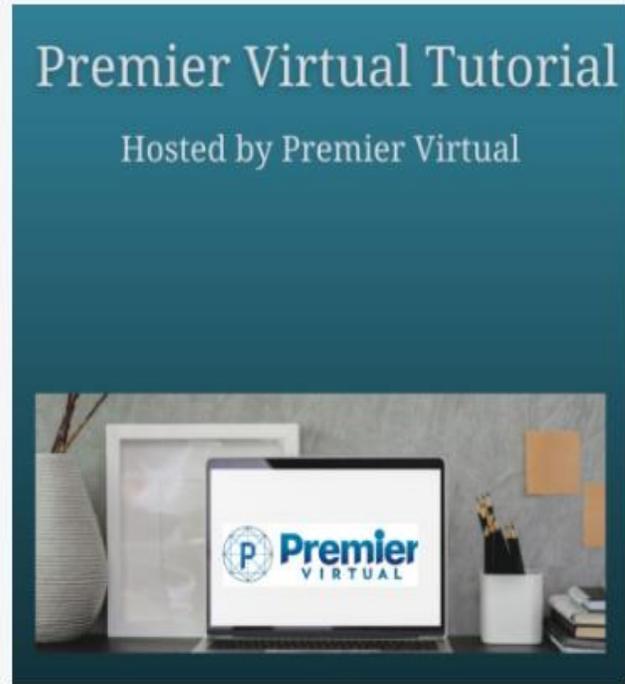
What industry are you looking for work in?  
(Please type your answer, min. 2 characters)

Your answer...  
Customer Support

← PREVIOUS STEP **COMPLETE REGISTRATION** ←

# You Are Now Registered!

Dashboard > Registration Page > Attendee



REGISTERED FOR EVENT 



GO TO LOBBY

## Information

### Premier Virtual Tutorial Event

#### Welcome to the Premier Virtual Tutorial Event

As an Attendee, you will have an opportunity to visit multiple Organization Booths. In those booths, you will be able to read Organization Bios, view Job Vacancies and see the other content the Organization has added to their booths. If the Organization is of interest to you, you may reach out and chat by text to the recruiters working the booth. The recruiters may ask you to video chat, so please be prepared and ready!

Once again, thank you for taking part in Premier Virtual Tutorial Event and we wish you the best of luck in finding your next career!

## Event ends in

99+ : 06 : 08 : 18  
DAYS HRS. MINS. SECS.

## Schedule

DATE	TIME	TITLE
Sep 07	02:00pm	LIVE
Sep 30	06:00pm	CLOSING

## Event Videos



# What's Left to Complete Your Profile to 100%

After you have gone through the Set-Up Wizard, you will notice a % completed. This will tell you what is left to complete your profile to 100%. Though not mandatory, a complete profile will give Recruiters more information about your work history and allow you to better sell yourself to an organization

**Premier VIRTUAL v2.24.7**

Dashboard > My profile

**Jack Jobseeker**  
Attendee

**MENU**

- Dashboard
- Events
- Training

**SETTINGS**

- My Profile**
- My Schedule

**GENERAL** RESUMES

**BIO**

-

COUNTRY	STATE	CITY	ZIP CODE
United States	Florida	Fort Lauderdale	33334

**PHONE NUMBER**  
+15618800089

[OPT IN FOR SMS NOTIFICATIONS](#)

\* Message and data rates may apply

**EXPERIENCE**

**Customer Service**

- Customer Service Manager
- Customer Service Specialist
- Customer Support Representative
- Customer Support Representative

**Office & Administrative**

- Team Leader
- Virtual Assistant

**Sales & Business Development**

- Customer Account Representative
- Sales Account Manager

**AAPC**

- Certified Urology Coder (CUC)

**Profile Completion:** Your profile is 90% complete.

**Missing Fields:** Profile General section is missing following fields:

- Bio

[UPDATE PROFILE](#)

# Adding your Bio

When you go into your profile, you can ADD your Bio to tell recruiters about yourself. If you are a military veteran, active duty, guard or reservist you change the status on your profile .

Dashboard > My profile > Edit



**Jack Jobseker**  
Attendee

**MENU**

- Dashboard
- Events
- Training

**SETTINGS**

- My Profile
- My Schedule

**Profile**

First Name \*  
Jack

Last Name \*  
Jobseker

Email Address \*  
JackJobseker@Gmail.com

Are you a Military Veteran, Active Duty, Guard or Reservist?  
Yes

Job Title  
Customer Service Manager

**Bio**

Tell us about yourself...

Hard working individual who has worked in the Customer Service, Sales and Management Industries. Known for my dedication to my organization, organization and time management skills and customer satisfaction results. I have led teams and have spearheaded culture changes in my leadership roles. My positive leadership approach has proven to improve company culture and employee retention.

Experience - Click on edit button to add your experience to your profile.

**Profile Photo**

Please upload a professional photo for your profile



UPLOAD IMAGE

**Password**  Edit password

Opt In  I want to receive Jobseker advice, tips, news, upcoming events

# Making Changes to your Profile and Resumes after Set Up

After you have gone through the Set-Up Wizard, if you need to make any changes or additions to your profile you may do so through the My Profile Gear Wheel and then click Edit Profile. Here you will be able to Edit any portion of your profile.

**Premier VIRTUAL** Version 2.4.8 ✉️ Joey JobSeeker

**Joey JobSeeker**  
Attendee

**MENU**

- Dashboard
- Events
- Training

**SETTINGS**

- My Profile** ←
- Notifications

Dashboard > My profile  **EDIT PROFILE**

**GENERAL** RESUMES

**FIRSTNAME**  
Joey

**LASTNAME**  
JobSeeker

**JOB TITLE**  
Customer Service Manager

**BIO**  
-

**COUNTRY**      **STATE**  
United States      Florida

**CITY**      **ZIP CODE**  
Fort Lauderdale      33334

**PHONE NUMBER**  
-  
\* Phone update pending. Please click here

**EXPERIENCE**

**Customer Service**

- Customer Support
- Account Representative
- Technical Support Specialist
- Client Service Specialist

**Sales**

- Sales Associate
- Sales Manager
- Account Manager

# Adding your Video Resume

When you go back to Event Info, you can ADD a Video Resume to your profile. The Video Resume consists of video questions, and you get to record your responses. Select Record Answers to begin.

\*\*\*Not all events will utilize this feature\*\*\*

Information

**Premier Virtual Tutorial/Training Event**

Welcome to the Premier Virtual Tutorial Event

As an Attendee, you will have an opportunity to visit multiple Organization Booths. In those booths, you will be able to read Organization Bios, view Job Vacancies and see the other content the Organization has added to their booths. If the Organization is of interest to you, you may reach out and chat by text to the recruiters working the booth. The recruiters may ask you to video chat, so please be prepared and ready!

Once again, thank you for taking part in Premier Virtual Tutorial Event and we wish you the best of luck in finding your next career!

Event ends in

99+ : 07 : 23 : 42  
DAYS : HRS. : MINS. : SECS.

Schedule

DATE	TIME	TITLE
Sep 20	09:00am	LIVE
Sep 28	06:00pm	CLOSING

REGISTERED FOR EVENT ✓

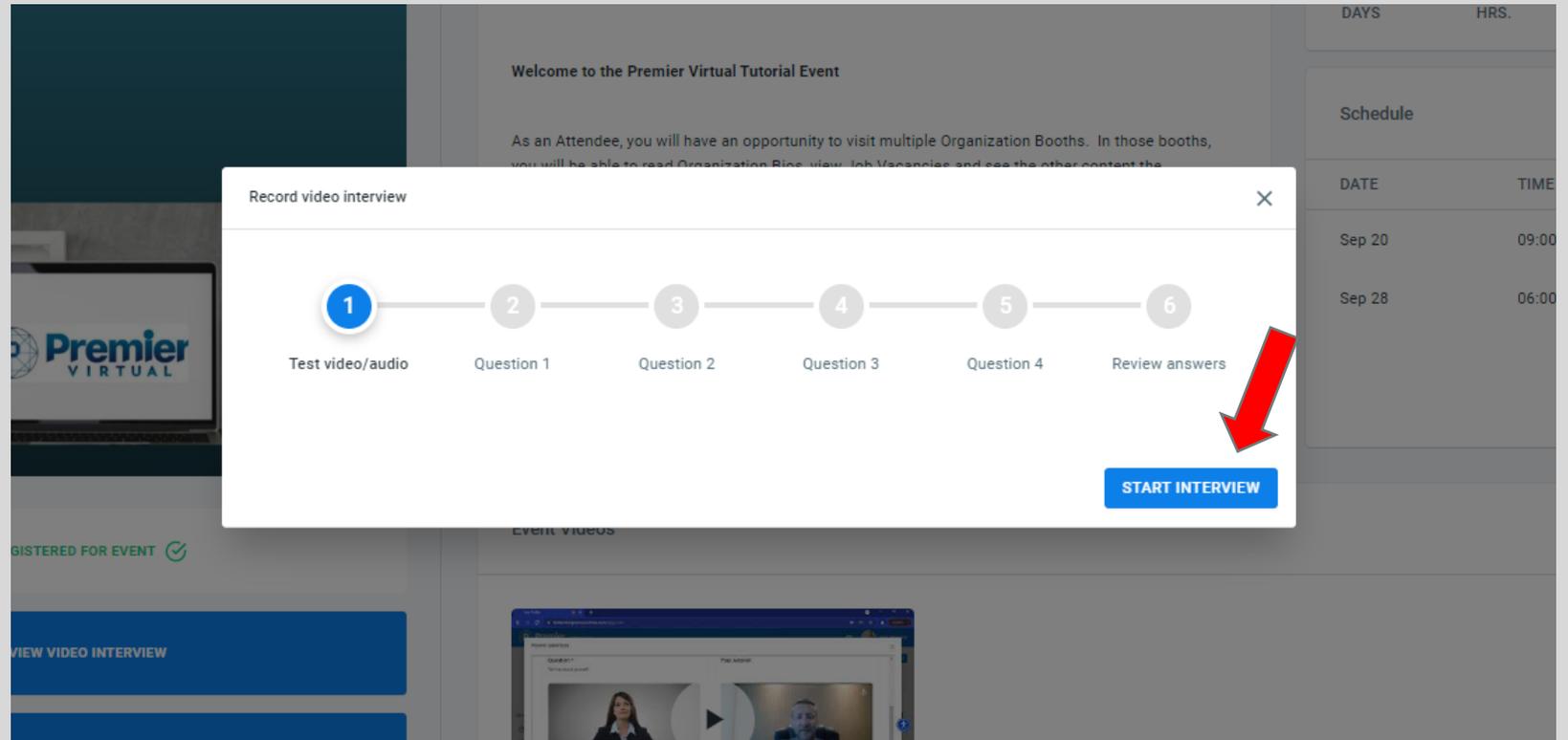
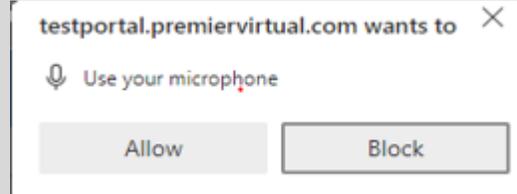
VIEW VIDEO INTERVIEW

GO TO LOBBY

How to set up your profile

# Adding your Video Resume

You will need to accept Camera & Mic Usage and then press Start Interview.



Welcome to the Premier Virtual Tutorial Event

As an Attendee, you will have an opportunity to visit multiple Organization Booths. In those booths, you will be able to read Organization Bios, view Job Vacancies and see the other content the

Record video interview

- 1 Test video/audio
- 2 Question 1
- 3 Question 2
- 4 Question 3
- 5 Question 4
- 6 Review answers

START INTERVIEW

A red arrow points from the right towards the 'START INTERVIEW' button.

DAYS	HRS.
Schedule	
DATE	TIME
Sep 20	09:00
Sep 28	06:00

# Adding your Video Resume

Press play on the left to hear the question. When you are ready hit Start Recording to answer the question. Press Submit to move to the next question.

Repeat the process for all 4 questions.

Answer questions

**Question \***  
Tell me about yourself.



▶ PLAY

**Your Answer**



START RECORDING

# Entering the Lobby

Once you enter the Lobby of the event, you will be able to visit booths that you may find laid out in the lobby, or they may be separated out into categories. Use the filters to customize the lobby to make your job search more efficient.

The screenshot shows a virtual event lobby interface. At the top, a dark teal banner contains a laptop with the Premier Virtual logo and the text: "Thank you for attending the Premier Virtual Tutorial" and "We hope this tutorial will set you up for success for the event you will be attending". Below this is a white bar with the text: "Welcome! Select a category to continue or use the search feature below...". Underneath are three filter buttons: "JOB CATEGORY", "JOB TITLE", and "CITY", each with a dropdown arrow. Below the filters are five category tiles arranged in two rows. The top row contains "HELP DESK & INFORMATION CENTER", "NORTHERN FLORIDA", and "CENTRAL FLORIDA". The bottom row contains "SOUTHERN FLORIDA" and "FLORIDA KEYS". Each tile displays the number of jobs and companies available. The background of the lobby is a large window overlooking a city skyline.

Category	Jobs	Companies
HELP DESK & INFORMATION CENTER	2	1
NORTHERN FLORIDA	144	66
CENTRAL FLORIDA	59	28
SOUTHERN FLORIDA	310	1
FLORIDA KEYS	45	19

Filters

LOBBY

Categories

# Entering the Lobby

Use the filters to search for companies and jobs by job category, job title, and city.

The screenshot shows a web application interface for job searching. At the top, a red banner reads "Impersonating Jack Jobseeker! Logout to stop:". Below this is a dark blue header with the text "Thank you for attending the Premier Virtual Tutorial" and "We hope this tutorial will set you up for success for the event you will be attending". A search bar contains the text "Select a category to continue or use the search feature below...". Below the search bar are two filter buttons: "JOB TITLE" and "CITY". The main content area displays a grid of regional filters: "NORTHERN FLORIDA" (Companies: 66, Jobs: 59), "CENTRAL FLORIDA" (Companies: 28), "SOUTHERN FLORIDA" (Jobs: 310, Companies: 141), and "FLORIDA KEYS" (Jobs: 45, Companies: 19). A dropdown menu titled "Apply Job Category filter" is open, listing categories: "Hotel, Restaurant, Tourism Mana" (Jobs: 25, Companies: 18), "Sales & Business Development" (Jobs: 15, Companies: 15), "Nursing" (Jobs: 13, Companies: 12), "Retail" (Jobs: 9, Companies: 9), "Building & Construction" (Jobs: 4, Companies: 4), and "Office & Administrative" (Jobs: 4, Companies: 4). A blue "APPLY" button is at the bottom of the dropdown. A red arrow points to the "APPLY" button with the text "Filters".

Apply Job Category filter

Hotel, Restaurant, Tourism Mana  
Jobs: 25 Companies: 18

Sales & Business Development  
Jobs: 15 Companies: 15

Nursing  
Jobs: 13 Companies: 12

Retail  
Jobs: 9 Companies: 9

Building & Construction  
Jobs: 4 Companies: 4

Office & Administrative  
Jobs: 4 Companies: 4

APPLY

Filters

Thank you for attending the Premier Virtual Tutorial  
We hope this tutorial will set you up for success for the event you will be attending

Select a category to continue or use the search feature below...

JOB TITLE CITY

NORTHERN FLORIDA CENTRAL FLORIDA  
Companies: 66 Jobs: 59 Companies: 28

SOUTHERN FLORIDA FLORIDA KEYS  
Jobs: 310 Companies: 141 Jobs: 45 Companies: 19

# Entering a Category and Visiting a Booth

Once you click into a category you will find all the companies that fit that criteria. Click on a Company Logo to visit that booth.

The screenshot displays the Premier Virtual interface. At the top, a blue header contains the Premier Virtual logo (v2.24.7) and a user profile for Jack Jobseeker. Below the header, a dark green banner reads: "Thank you for attending the Premier Virtual Tutorial. We hope this tutorial will set you up for success for the event you will be attending." The main content area shows a "Lobby / Southern Florida" view with filter buttons for "JOB CATEGORY", "JOB TITLE", and "CITY". A grid of company booths is visible, including:

- ISLAND HOSPITALITY MANAGEMENT (1 jobs)
- SOUTH END FOOD EMPORIUM RESTAURANT (2 jobs)
- Coffee Cup (2 jobs)
- COFFEE HOUSE (1 jobs)
- gold spoon neighborhood eatery (1 jobs)
- Fly Away Agency (1 jobs)
- Towne Centre Coffee Shop (1 jobs)
- Gold Spoon Eats! (1 jobs)
- Fly Away Travel (1 jobs)

On the right side, a "Chats" panel lists organizations: Towne Centre Bar & Grill, Maddens, Elctro Hub LLC, Furniture Village, Elite Transportation, Care Mobile, MDS Transport, and 4th Sector Transportati... Below the list is a "Please select an Organization from the list to chat with" prompt with a left arrow. At the bottom right, there is a "Message..." input field and a "SEND" button. A red arrow points from the text "Click on Company to Visit Booth" to the "Coffee Cup" booth in the grid.

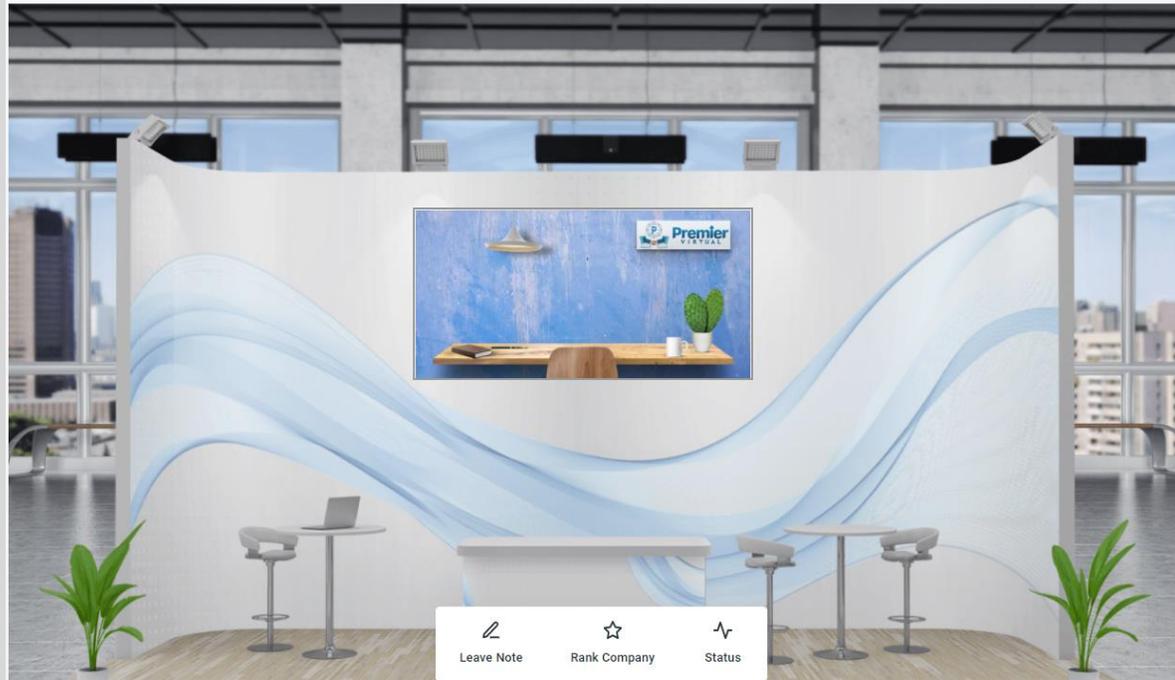
# Visiting a Booth

Once in the booth feel free to view the content provided by the organization. You can click on Job Vacancies to view and apply to jobs, and you can chat with a recruiter.

The screenshot displays a virtual booth interface for 'COFFEE HOUSE'. At the top, a dark green banner reads: "Thank you for attending the Premier Virtual Tutorial. We hope this tutorial will set you up for success for the event you will be attending." Below this is a navigation menu with buttons for "TO LOBBY", "ABOUT US", "JOB POSTINGS", "SCHEDULE INTERVIEW", "CULTURE", "BENEFITS", and "DIVERSITY". A red arrow labeled "About Us" points to the "ABOUT US" button, and another red arrow labeled "Jobs" points to the "JOB POSTINGS" button. The main content area features a large image of a coffee shop interior with a "COFFEE HOUSE" sign. A red arrow labeled "Website and Social" points to social media icons (globe, LinkedIn, YouTube) on the left. On the right side, there is a "Chats" section with a blue button labeled "CHAT WITH TOWNE CENTRE COFFEE SHOP". A red arrow labeled "Click here to start a chat" points to this button. Below the chat button is a list of organizations: Towne Centre Bar & Grill, Maddens, Electro Hub LLC, Furniture Village, Elite Transportation, Care Mobile, MDS Transport, 4th Sector Transportati..., Life Premium, and Allen Steel. A red arrow labeled "Send Chat Message" points to the "SEND" button at the bottom of the chat interface. The bottom of the booth has three buttons: "Leave Note", "Rank Company", and "Status".

# Visiting a Booth

Select the Schedule Interview button to select a time to meet with a recruiter.  
\*\*\*Not all events will utilize the scheduling feature\*\*\*



Schedule an interview

Feb 07, 2022

06:15 pm	06:30 pm	06:45 pm	07:00 pm	07:15 pm	07:30 pm	07:45 pm	08:00 pm	08:15 pm
----------	----------	----------	----------	----------	----------	----------	----------	----------

# Applying to a Job

Once you click on Job Vacancies you will see all jobs the organization has available. Click into a job to view the details and apply.

Arizona Statewide Virtual Job Fair  
March 30th, 2021  
10 am - 2 pm

Chats  
Glen's Coffee and Cafe

Glen's Coffee and Cafe

Barista

DESCRIPTION  
Sell our amazing coffee

VACANCIES	LOCATION	SALARY
3	Tempe	\$14/hour + TIPS

Barista

Name of

← Job Vaca

To Lo

TYPE

Start of chat

Message...

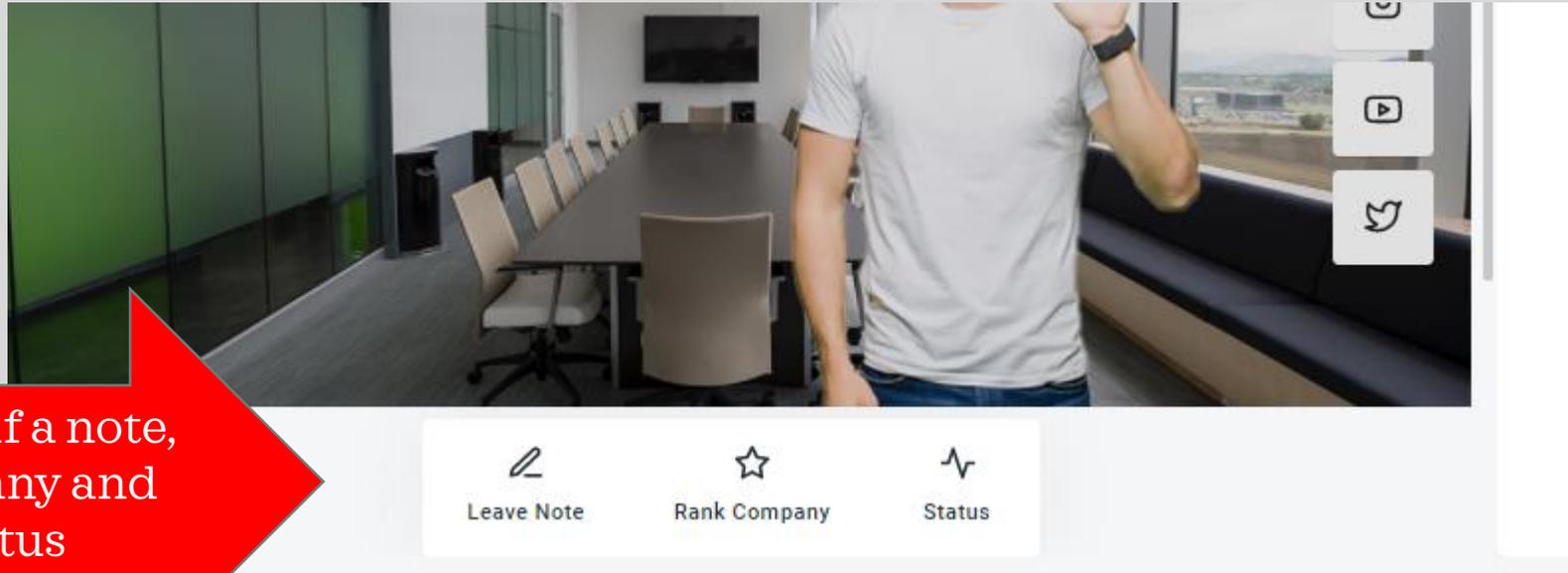
Leave Note Rank Company Status

**Click Here to Apply**

SUBMIT RESUME

# Disposition a Company

Once you have finished with the organization, you can click on Leave note to write a note to yourself about this company. You can also rank the company and leave a Status. Any disposition you do will be for you to view only. The company will not see your notes, ranking or status. After the event, the disposition notes will be in the My Journey tab of your Dashboard.



Leave yourself a note,  
Rank Company and  
mark status

# Text and Video Chat

All Chats are one on one and not in a group setting. Recruiters can reach out to you as well as you reaching out to them. They may also request you to join them on a face-to-face video chat. Text chat will follow you everywhere you go in the platform. If you go from a booth back to the lobby your chat will always be on your right side. This allows you to continue talking with recruiters no matter where you are in the event.

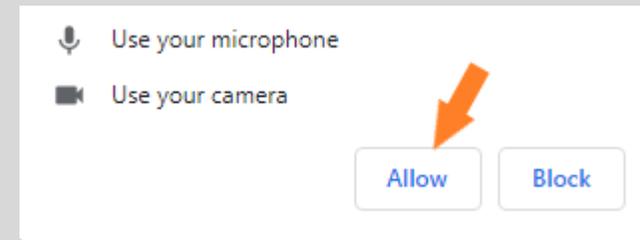
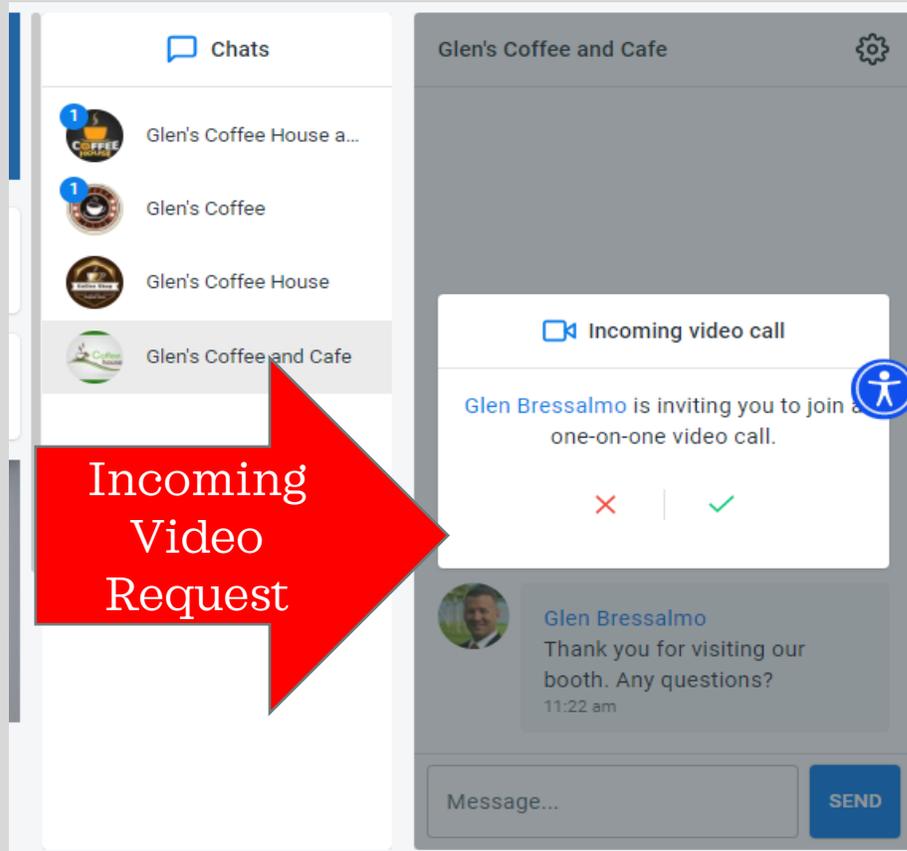
The screenshot shows the Premier Virtual interface. At the top, the Premier Virtual logo and version 2.4.8 are visible. The user's profile, Jack Jobseeker, is in the top right. A notification banner reads: "Thank you for attending the Premier Virtual Tutorial. We hope this tutorial will set you up for success for the event you will be attending." Below this, the location is "Lobby / Southern Florida / Healthcare". The main area displays a crowd of virtual attendees with several booths: HumanCare, Best Healthcare, Healthcare Center - Ft Laud, and Health Care 4 U. On the right, a "Chats" panel lists: Glen's Coffee, Coffee House and Cafe, Health Care 4 U, Healthcare Center, Best Healthcare, Coffee House, and Glen's Restaurant. The selected chat with Health Care 4 U is open, showing a "Start of chat" on Sep 08, 2021. The chat history includes: "Hello" (02:05 pm) from Jack Jobseeker, "Thank you for visiting out booth. Any questions?" (02:07 pm) from Glen Bressalmo, "Are you willing to do a video chat?" (02:11 pm) from Glen Bressalmo, and "Hello Jack" (02:16 pm) from Jack Jobseeker. A text input field at the bottom says "Message..." and a "SEND" button is next to it.

Chat Messages Follow You

Type Message Here

# Receiving a Video Call from a Recruiter

A recruiter can send you a one-on-one video chat request. You can either accept the call or deny the call. Below you will see what this looks like. It is very important to accept Camera and Video usage.



**IMPORTANT**  
You Must Accept Camera  
and Microphone Usage

# Receiving a Video Call from a Recruiter

A recruiter can send you a video conference invitation. You can either join or dismiss the invite. Below you will see what this looks like. It is very important to accept Camera and Video usage.

The screenshot shows the Premier Virtual user interface. At the top left is the Premier Virtual logo and version 2.11.0. A navigation menu on the left includes options like LOBBY, ABOUT US, JOB POSTINGS, SCHEDULE INTERVIEW, AWARDS, and CORE VALUES. A central banner for EXB SOLUTIONS is visible. A notification pop-up in the center-right reads: "You have been invited to a video conference" from "Demo One" (Steve Demo Company). The notification includes "JOIN" and "DISMISS" buttons. A red arrow points to the "JOIN" button. The background shows a chat window with messages: "We are currently away from our booth, but we will get back to you as soon as we return." (02:43 pm) and "Hello" (02:45 pm).

A system permission dialog box is shown. It contains two options: "Use your microphone" and "Use your camera". Below these are two buttons: "Allow" and "Block". An orange arrow points to the "Allow" button.

**IMPORTANT**  
You Must Accept Camera  
and Microphone Usage

# Attendee My Journey

For each event that you attend, you will have a My Journey tab in your Dashboard. This will track your actions in the event and assist with your follow up after the event is over. Here you can review your Notes, Company Ranking, Status and Chat Logs from the booths that you visited. The My Journey is a great tool to follow up with companies you spoke with at the event.

The screenshot displays a user dashboard for an attendee named Josh Jobseeker. On the left, a profile card shows a circular profile picture of Josh Jobseeker, an attendee. Below the profile is a 'MENU' section with three items: 'Dashboard' (with a home icon), 'Events' (with a star icon), and 'Training' (with a leaf icon). The main content area is titled 'Dashboard' and 'My latest events'. The featured event is 'Statewide job Fair - DEMO', which is a 'Premier' event by 'ABC WORKFORCE COUNCIL'. The event is marked as 'PUBLISHED'. To the right of the event title, a countdown timer shows 'Early Access in 11 : 00 : 13 : 52' (Days, Hrs, Mins, Secs). Three blue buttons are stacked vertically: 'EVENT INFO', 'ACCESS LOBBY', and 'MY JOURNEY'. A large red arrow points to the 'MY JOURNEY' button. A small blue circular icon with a person silhouette is located in the bottom right corner of the event card.

# Attendee My Journey

For each event that you attend, you will have a My Journey tab in your Dashboard. This will track your actions in the event and assist with your follow up after the event is over. Here you can review your Notes, Company Ranking, Status and Chat Logs from the booths that you visited. The My Journey is a great tool to follow up with companies you spoke with at the event.

Click through  
these 4 tabs to  
review

## My Journey: Statewide job Fair - DEMO

ACTIONS TAKEN

VISITED BOOTHS

ORGANIZATION ACTIONS

CHAT TRANSCRIPTS

- Updated status [interview-scheduled] for Glen's Coffee and Cafe. Aug 06; 11:25 am
- Left rank of 4 for Glen's Coffee and Cafe. Aug 06; 11:24 am
- Left note of Great convo and I got the interview!!! for Glen's Coffee and Cafe. Aug 06; 11:24 am
- Applied for Barista with organization Glen's Coffee and Cafe. Aug 06; 11:20 am

Rows per page: 10 ▾ 1-4 of 4 < >

# Attendee Best Practices Tips to help you have a successful event

- Review training videos in the training tab of your dashboard to ensure you are ready for your event.
- Prepare and upload your well polished and most recent resume to your profile.
- Be ready to respond to all recruiters reaching out to you. This will be your chance to show them you are the best choice.
- Perfect your Elevator Pitch prior to the event so you are able to sell yourself to the recruiters you speak with.
- Dress for success! You may be asked to join a recruiter by video chat so be prepared and ready.
- Take time to fill out all your information in your profile. An incomplete profile will show the recruiter that you may not be the best fit.
- After speaking with a company, take a second to take a note, rank and fill in a status. This is found at the bottom of each booth.
- Utilize the My Journey after the event to start your follow up with companies you are interested in.



HAVE A GREAT EVENT AND GOOD LUCK FROM THE PREMIER  
VIRTUAL TEAM