

# Premier

V I R T U A L


User Guide for Organizations  
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 Organization's Booth.

This guide will walk you through that process as well as what the event will look like on Event Day and some best practices. We hope this guide will make your set up easy and quick!


CLICK REGISTER TO EVENT  
TO BEGIN



Premier


VIRTUAL

v2.40.2


[Login](#)

Premier Virtual Tutorial

Hosted by Premier Virtual



REGISTER FOR EVENT

Click Register

Information

Premier Virtual Tutorial/Training Event

Welcome to The Premier Virtual Tutorial Event

As an Organization, you will be able to see and speak with multiple candidates as they travel through the event, going from booth to booth! You will be able to view resumes, chat by text as well as inviting Attendees to one-on-one video chats. As you speak with Attendees, you will be able to see their profile, job titles, and interests as well as the ability to rank your visitors to help with follow-up. Premier Virtual also offers all Organizations, post-event reports. Please make sure to engage with your visitors.

Host of Event Point of Contact

Glen Bressalmo


+15618800089

glen.bressalmo@premiervirtual.com

Event ends in

99+ : 07 : 00 : 21

DAYS HRS. MINS. SECS.



Schedule

DATE	TIME	TITLE
Sep 20	09:00am	LIVE
Sep 28	06:00pm	POST ACCESS
Oct 31	06:00pm	CLOSING

# Register as an Organization

On the Authentication screen:

Select Register as an Organization.

Enter your Email, Create your Password and Confirm password.

Select Terms and Conditions and then select REGISTER.

The screenshot shows the 'Authentication' screen with a modal window for registration. The modal has a title bar with a close button (X). Below the title bar, there are two buttons: 'SIGN IN' and 'REGISTER AS ORGANIZATION'. The 'REGISTER AS ORGANIZATION' button is highlighted with a red arrow pointing to it from the text 'Register as Organization'. Below these buttons are three input fields: 'Email Address' (containing 'TownCentreBarandGrill@gmail.com'), 'Password' (containing six dots), and 'Confirm Password' (containing six dots). A red arrow points from the text 'Enter Email, Create Password & Check Terms & Conditions' to the email and password fields. Below the input fields is a checkbox labeled 'I have read the Terms and Conditions', which is checked. A red arrow points from the text 'Lastly, Hit Register' to the 'REGISTER' button at the bottom of the modal. The background of the screen shows a blurred image of a laptop with the 'Premier VIRTUAL' logo on the screen.

# Next You Will Begin The Set-Up Wizard

## **A very important note prior to starting the Set-Up Wizard**

If you are going through the steps and you do not have all the information readily available, you will be able to add information to your booth after you complete the Wizard under MY ORGANIZATION.

The most important part is to complete all the way through the wizard and hit the “Complete Registration” button in the final step.

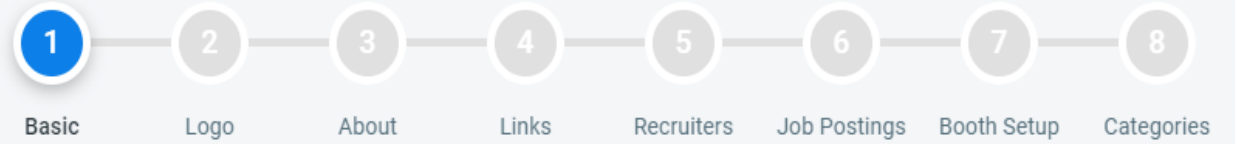
You will then see “Registered To Event” under the Registration Page image.

# Step 1 Basic Company Information

Enter Organization Name and the  
Owner of the account's name and  
press continue.

Owner of Account's  
Name

## Organization Setup Wizard



Please enter your Organization name and contact information

Organization Name \*

Towne Centre Bar & Grill

Organization Contact Email \*

TowneCentreBarandGrill@gmail.com

Country

+1

Phone Number

561-880-0089

Company Name &  
Phone Number

Owner First Name \*

John

Owner Last Name \*

Smith

Country

United States

City

Fort Lauderdale

State

Florida

ZIP Code

33334

CONTINUE

Click Continue

## Step 2 Adding Company Logo

Click on the CHANGE button to go to your files.


Ideal image size is 500x250 but the upload also allows you to zoom in and out of your image.


Images must be .jpg, .jpeg or .png file types.

Organization Setup Wizard

1 Basic 2 Logo 3 About 4 Links 5 Recruiters 6 Job Postings 7 Booth Setup 8 Categories

Please upload your organization's logo



 CHANGE

Click Change to Select Image

Organization's logo  
**For best results, upload an image that is 500 x 250.** If a larger image is uploaded, it will be downsized appropriately while maintaining the aspect ratio, so not to distort the image. Smaller images are not recommended.  
Only image files of type .jpg, .jpeg and .png are allowed for placement in this location.

← PREVIOUS STEP


CONTINUE

## Step 2 Adding Company Logo

Once the Image is in the box, click  
UPLOAD IMAGE.

Organization Setup Wizard

1 Basic 2 Logo 3 About 4 Links 5 Recruiters 6 Job Vacancies 7 Booth Setup 8 Review



Zoom Background color

CANCEL

Only image files of type .jpg, .jpeg and .png are

Click Upload then press continue

← PREVIOUS STEP CONTINUE

UPLOAD IMAGE

# Step 3

## Adding About Us

This step will create a tab that will be on your booth for candidates to learn about your company and why they would want to work for your organization.

This is where you get to tell candidates why it is so great to work for your Company!

Organization Setup Wizard

1

2

3

4

5

6

7

8

Basic

Logo

About

Links

Recruiters

Job Postings

Booth Setup

Categories

Please enter a brief overview of your organization (HTML Box). This can be edited and changed later.

↶

↷

Font

▼

Size

▼

Paragraph

▼

**B**

U

*I*

The Town Centre Bar & Grill is a neighborhood hot spot and is known for it's Game Day Specials! We have over 100 TV's for our customers to watch their favorite teams while eating the most delicious food! We have been open and serving Town Centre since 2012!

Our Employee's love the culture we provide and the environment they get to work in. We have Full and Part-Time positions available and ALL have healthcare options! We strive for long term employees and are proud to say we have been Ranked Top Restaurant to work for 5 years straight!

Come join our Team and find out for yourself!

P

← PREVIOUS STEP

CONTINUE

Press Continue

Add Company Bio



## Step 4 Adding Links


Add your Website, Social Media and Custom Links to your booth.


Custom links are a great area for you to showcase links and videos about your company.


Organization Setup Wizard


Basic Logo About Links Recruiters Job Postings Booth Setup Categories


Please add your website and any social media links you would like to appear in your booth.


Website  <https://towncentrebarandgrill.com>

LinkedIn 




Facebook 

Instagram 

Youtube 

Twitter 

You can add custom links to your booth that will allow you to direct visitors to sites of your choice (Ex. Youtube, Jobs, Company Culture, etc).

Link 1 Title Our Culture	Link 1 URL  <a href="https://towncentrebarandgrill.com/Culture">https://towncentrebarandgrill.com/Culture</a>
Link 2 Title Benefits	Link 2 URL  <a href="https://towncentrebarandgrill.com/Benefits">https://towncentrebarandgrill.com/Benefits</a>
Link 3 Title Diversity	Link 3 URL  <a href="https://towncentrebarandgrill.com/Diversity">https://towncentrebarandgrill.com/Diversity</a>

← PREVIOUS STEP

CONTINUE

Continue

Add Website and Social Media Links

Add Custom Links

# Step 5 Adding Users /Recruiters

Here you will be adding additional recruiters, if you have them, setting their credentials and setting their permissions/roles.



Would you like to add any additional Users? (You can add them later)

## Organization Users

EMAIL	NAME	ROLE
TowneCentreBarandGrill@gmail.com	John Smith	Administrator
Jim@towncentrebarandgrill.com	Jim Johnson	Administrator

ADD NEW USER

← PREVIOUS STEP

CONTINUE

Click Add New User

# Step 5 Adding Users/Recruiters

## 3 User Roles

Administrator – Can do everything

Editor – Can make edits but not create new users

Representative – View Only, Can operate as a recruiter but can not make edits

You will then need to set password or press save, and an email will be sent to user to set their own password.

New Recruiter



First Name \*

Jim

Last Name \*

Johnson

Email Address \*

Jim@TowneCentreBarandGrill.com

Set Role

Role

Representative

☒ Manually set password

Set Password

Password \*

\*\*\*\*\*

Confirm Password \*

\*\*\*\*\*

SAVE CHANGES

Press Save

## Step 6 Set Up Wizard

### Adding Job Vacancies (3 Step Process)

You may add as many jobs as you need to. After each job is entered it will bring you back to job Vacancies in case you have more to enter.



#### Job Postings

NAME

LOCATION

ACTIONS

Server

Town Centre



ADD NEW JOB POSTING

Click Here

← PREVIOUS STEP

CONTINUE

# Step 6

## Adding Job Vacancies

Enter Job name, Location, # of positions and Estimated Salary.

**Job Title** – Start typing your job title and then select a title from the list

**Unique Job Title** – If the Job Title does not match your exact Job Title for the position, you can add the true title in the Unique title space. This is what will appear to the job seeker.

The Estimated Salary is optional and allows you to add test for Bonuses, Tips and Commissions.

New Job Posting

X

1

Information

2

Description

3

Review

Job Title

Food Safety Specialist

Unique Job Title

☒ Unique Job Title

Regional Food Quality and Safety Manager

Location(s)

Fort Lauderdale, Florida, US

Miami, Florida, US

West Palm Beach, Florida, US

Boca Raton, Florida, US

You can select multiple locations

Available Positions

1

Est. Salary

\$65,000 + Bonuses

Status

Active

Enter Job Title, Unique Job Title, Location(s), # of Positions Available and Est. Salary

Press Continue

CONTINUE

## Enter Job Description

1

2

3

Information

Description

Review

Enter Job Description

↶ ↷

Font

▼

Size

▼

Formats

▼

**B**

U

*I*

~~S~~

Towne Square Bar and Grill is looking for a self- motivated and organized individual to lead our food safety programs. The Food Safety Manager is responsible for upholding, evolving, and improving current food safety programs. Key responsibilities include developing and maintaining a system to assure that food safety programs adhere to Federal, State, and Customer requirements. Responsible for maintaining and implementing regulatory food safety compliance programs, training and driving a strong food safety culture throughout the company. Proficient bi-lingual skills (Spanish/English) – reading, writing, and speaking preferred. This is a full time position located in South Florida..

**Qualifications & Requirements**

Requirements listed below are representative of the knowledge, skill, and/or ability required to successfully preform the job's essential duties and responsibilities.

- Must be well organized, a self-starter, with the ability to take initiative to solve issues as they arise and follow-through in a timely manner. Be able to make sound independent decisions based on available data.
- Excellent interpersonal communication skills, both verbal and written. Possess the ability to work with a variety of personalities in an effective manner.
- Possess the ability to multitask and prioritize in accordance with changing deadlines and priorities.
- Technical competence with food safety and quality assurance tests and checks.
- Minimum three years' experience in the food safety field.
- Agricultural experience in production & facility processes preferred.
- Ability to follow and give direction.
- Bilingual – Spanish / English preferred

← PREVIOUS STEP

CONTINUE

# Step 6 Adding Job Vacancies

Review and Complete.

Once you press complete it will take you back to Job Vacancies in case you have more to enter, if not press continue to move to Step 7.

1

Information

2

Description

3

Review

JOB NAME

Regional Food Quality and Safety Manager

LOCATION

Fort Lauderdale, Florida, US, Miami, Florida, US, West Palm Beach, Florida, US, Boca Raton, Florida, US

POSITIONS AVAILABLE

1

SALARY

\$65,000 + Bonuses

STATUS

active

DESCRIPTION

Towne Square Bar and Grill is looking for a self-motivated and organized individual to lead our food safety programs. The Food Safety Manager is responsible for upholding, evolving, and improving current food safety programs. Key responsibilities include developing and maintaining a system to assure that food safety programs adhere to Federal, State, and Customer requirements. Responsible for maintaining and implementing regulatory food safety compliance programs, training and driving a strong food safety culture throughout the company. Proficient bi-lingual skills (Spanish/English) – reading, writing, and speaking preferred. This is a full time position located in South Florida..

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- Technical competence with food safety and quality assurance tests and checks.
- Minimum three years' experience in the food safety field.
- Agricultural experience in production & facility processes preferred.
- Ability to follow and give direction.
- Bilingual – Spanish / English preferred

COMPLETE

Review

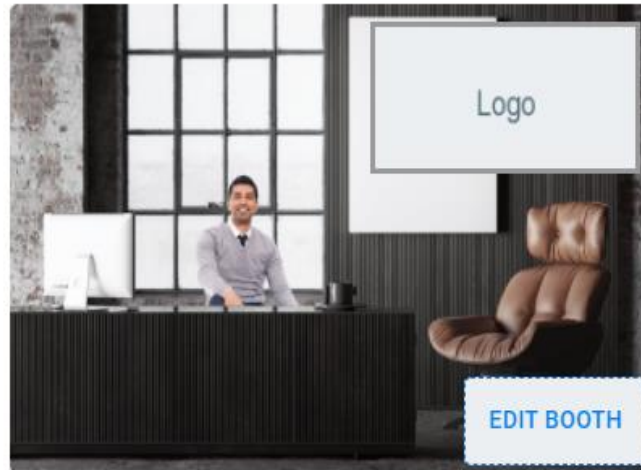
Complete

# Step 7 Select Booth Design and Avatar

Organization Setup Wizard



To customize your booth click Edit Booth



Click Edit Booth  
for Design Options

← PREVIOUS STEP

CONTINUE

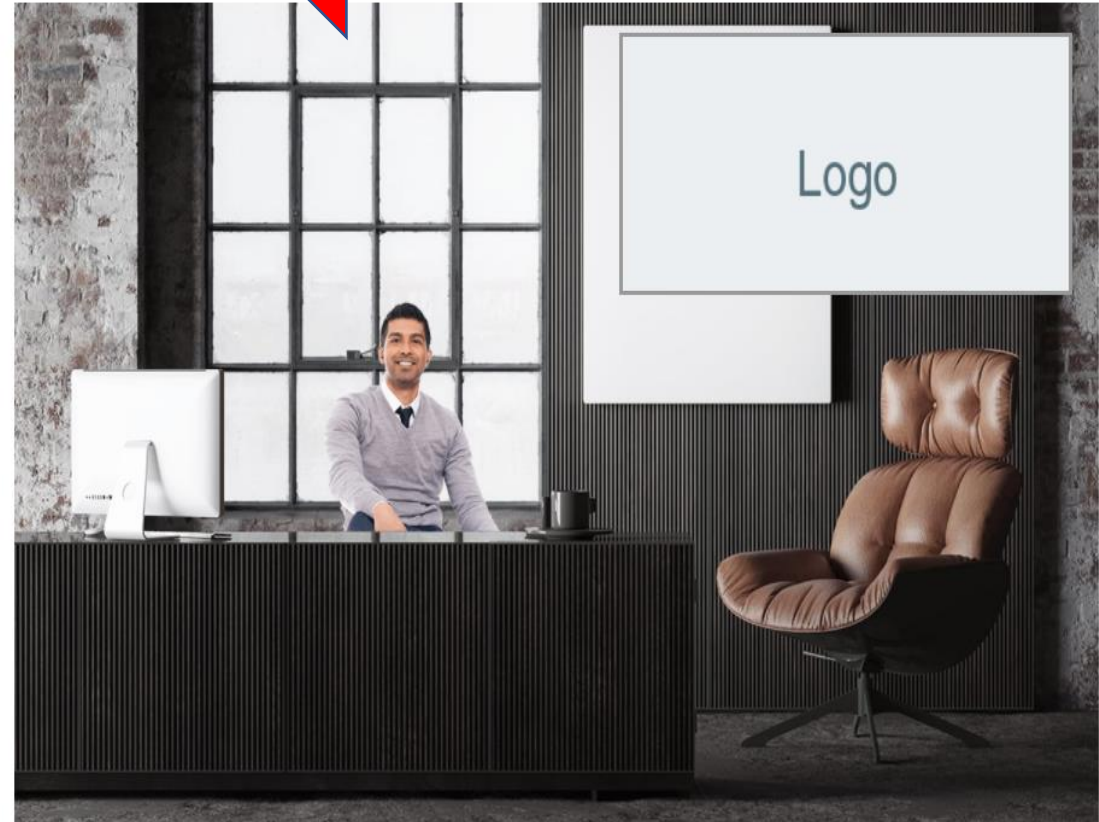


# Step 7 Select Booth Design and Avatar

Category / Booth / Avatar / Review Booth

Office

Choose Design from Drop  
Down List Then Choose  
Avatar or No Avatar



Press Confirm

BACK

CONFIRM

# Step 8 Select Categories

Not all events will have categories.

In this step, if the event you are attending has categories to separate companies by, please choose at least one. Please take your time in choosing as this is where your booth will show in the event.

YOU WILL NOT BE REGISTERED IF YOU DO NOT HIT THE COMPLETE REGISTRATION BUTTON



Select at least 1 category to participate in

LOBBY

HELP DESK & INFORMATION CENTER

NORTHERN FLORIDA

HEALTHCARE

FOOD SERVICE & HOSPITALITY

RETAIL & SALES

OTHER INDUSTRIES

SOUTHERN FLORIDA

FOOD SERVICE & HOSPITALITY

HEALTHCARE

RETAIL & SALES

OTHER INDUSTRIES

← PREVIOUS STEP

COMPLETE REGISTRATION

Select Categories

Press Complete Registration

Congratulations!!!  
Registration  
Completed

[Dashboard](#) > [Registration Page](#) > [Organization](#)

## Premier Virtual Tutorial

Hosted by Premier Virtual



REGISTERED FOR EVENT 

[GO TO BOOTH](#)

You are NOW  
Registered!



Glen Bressalmo

Administrator

MENU

Dashboard

Attendees

Events

SETTINGS

My Organization

My Profile

My Schedule

HELP

Training

Help Center

Dashboard > My profile > Edit

Profile

First Name \*

Glen

Last Name \*

Bressalmo

Email Address \*

Glen@Bar.com

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

No

Job Title

Hiring Manager

Address / Phone number

Location

Fort Lauderdale, Florida, US

ZIP Code

33334

Country

+1

Phone Number

888-888-8888

Social media links

LinkedIn

in

SAVE CHANGES

Profile Photo

Please upload a professional photo for your profile


UPLOAD IMAGE

Password

Edit password

My Profile

Each recruiter/user will have their own profile. Click My Profile to update your profile and add Quick Replies. In your profile you can add a profile photo, military status and job title.



Glen Bressalmo  
Administrator

MENU

Dashboard

Attendees

Events

SETTINGS

My Organization

My Profile

My Schedule

HELP

Training

Help Center

Dashboard > My profile

GENERAL

QUICK REPLIES

Quick reply messages

Quick reply 1 text

Thank you for visiting our booth. Any questions?

🗑

Quick reply 2 text

Are you willing to do a video chat?

🗑

Quick reply 3 text

It was great to speak with you today and we are looking forward to following up?

🗑

Quick reply 4 text

Glen Bressalmo 561-880-0089

🗑

Quick reply 5 text

We are currently speaking with another candidate and we will be with you shortly. Thank you for y

🗑

Quick reply 6 text

https://premiervirtual.com/

🗑

Quick reply 7 text

Are you able to travel in the tri-county area?

🗑

Quick reply 8 text

Have a great day!

🗑

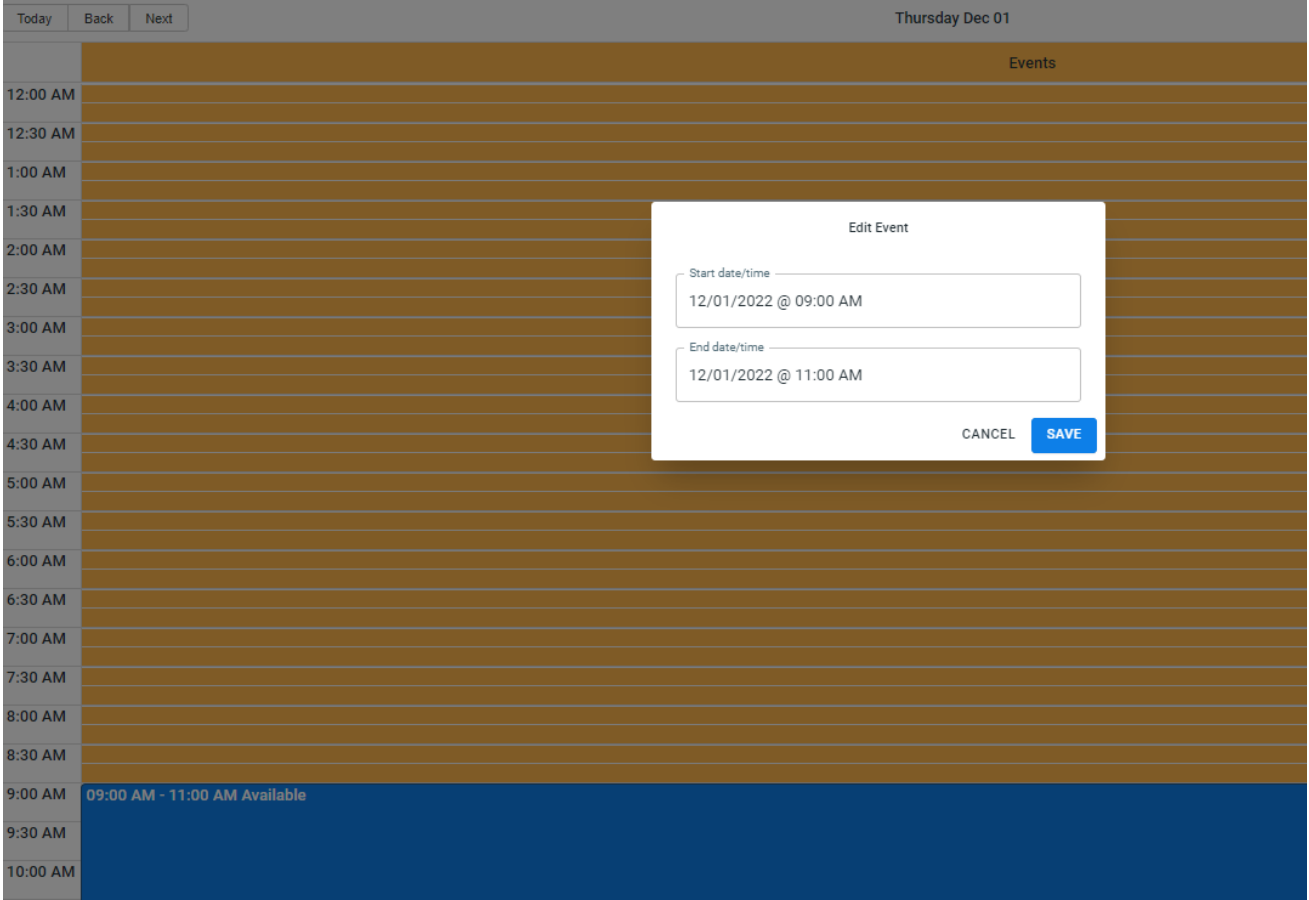
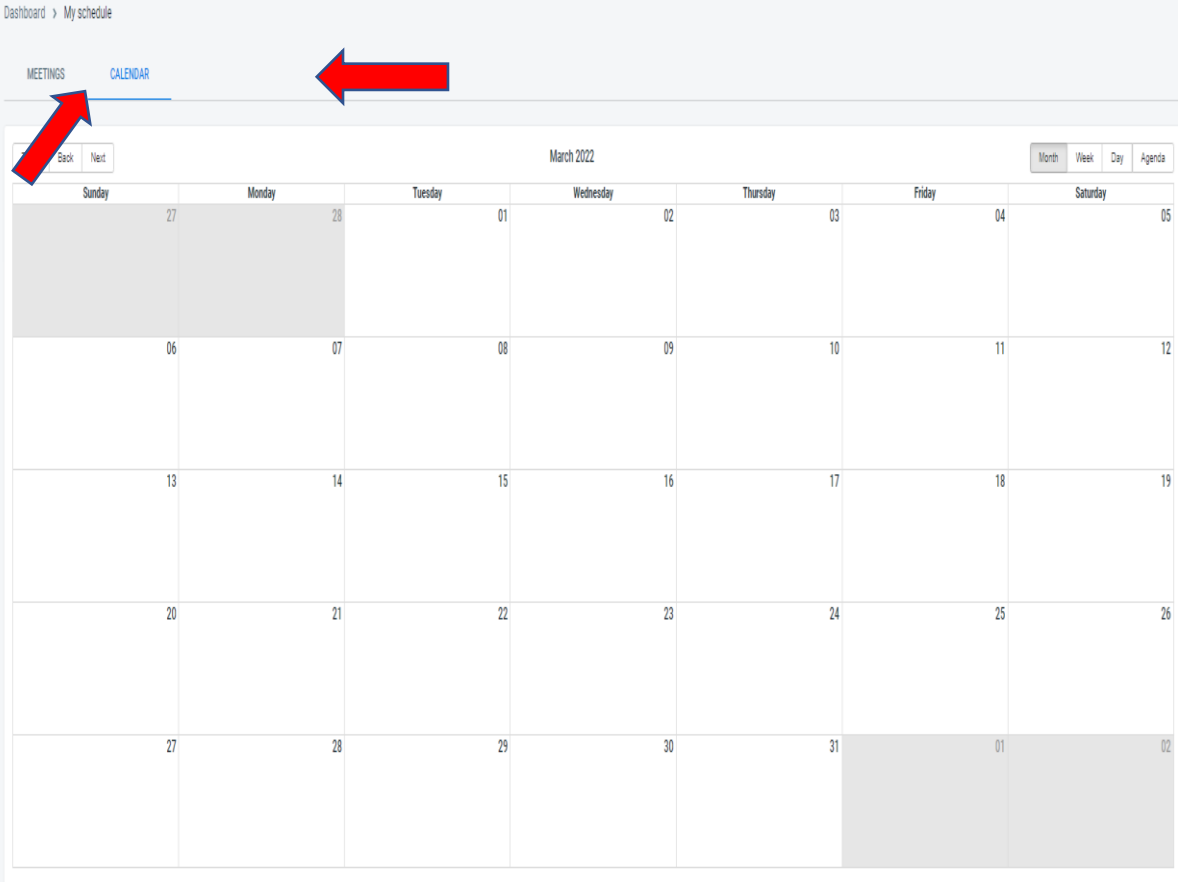
NEW MESSAGE

➔

# Quick Replies

Each recruiter can add canned responses called quick replies. These are very helpful during events and can be used for initial greetings, sharing contact info or application websites, prequalifying questions and wrap ups.





# My Schedule

My Schedule will provide you with a calendar to add your availability and the meetings tab will help you keep track of your meetings.

**Note:** Not every event utilizes the schedule feature



MEETINGS

CALENDAR

Calendar Tip!

In the **Week / Day** view, you can click on time cell in order to create **Availability** slot.  
To do it faster, you can hold left mouse button and drag up and down.  
**Availability slots** are used in the event to determine your availability for **scheduled meetings** with attendees.

Don't show this again

Select recruiter to show their schedule

Glen Bressalmo

Availability: 

You

Glen Bressalmo

Meeting duration

10 minutes

Today

Back

Next

Wednesday Apr 19

Month

Week

Day

Agenda


8:00 AM	08:00 AM - 10:00 AM Available
8:30 AM	
9:00 AM	
9:30 AM	
10:00 AM	10:00 AM - 01:00 PM Glen Bressalmo Available
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	
12:30 PM	
1:00 PM	
1:30 PM	
2:00 PM	02:00 PM - 04:00 PM Available
2:30 PM	
3:00 PM	
3:30 PM	
4:00 PM	

# My Schedule


Select the drop-down menus to view other users of your booths availability and to change your meeting duration.


Note: Not every event utilizes the schedule feature


Ongoing Event [See all events](#)

 Thank you for attending the Premier Virtual Tutorial/Training Event. We hope this tutorial will set you up for success for the event you will be attending. LIVE

[Premier Virtual Tutorial/Training Event](#)

 Premier Virtual  
admin@teampv.com

 Sep 20, 2022  
09:00 am

 Sep 28, 2023  
06:00 pm

[ACCESS BOOTH](#) [MANAGE EVENT](#)

Check your availability ×

As **Event Scheduler** is enabled, Attendees will be able to **book a time** with you, if you have set your availability in **calendar**.

**Event Live time:**  
May 02, 2023; 01:00 pm - 03:30 pm

Your availability times:  
May 02, 2023; 01:00 pm - 03:30 pm

[UPDATE MY AVAILABILITY](#) [ACCESS BOOTH](#)

## My Schedule

When you click into Access Booth to enter the event, you will be notified if the scheduler is enabled. This pop up will give you the ability to view the availability you have entered or to add your availability if you have not done so.

Note: Not every event utilizes the schedule feature

**Note: Not every event utilizes the schedule feature**

Rows per page: 25 ▾ 1-1 of 1 < >

Please select an Attendee from the list to chat with

←

Chats

SELECT PRESET MESSAGE ^

Message...

SEND

The Registered tab will allow you to view all the registered attendee profiles and the opportunity to invite them to your booth. ( not all events will have this feature)

The Submitted Resumes tab allows you to view all attendees that have submitted their resumes to your jobs.

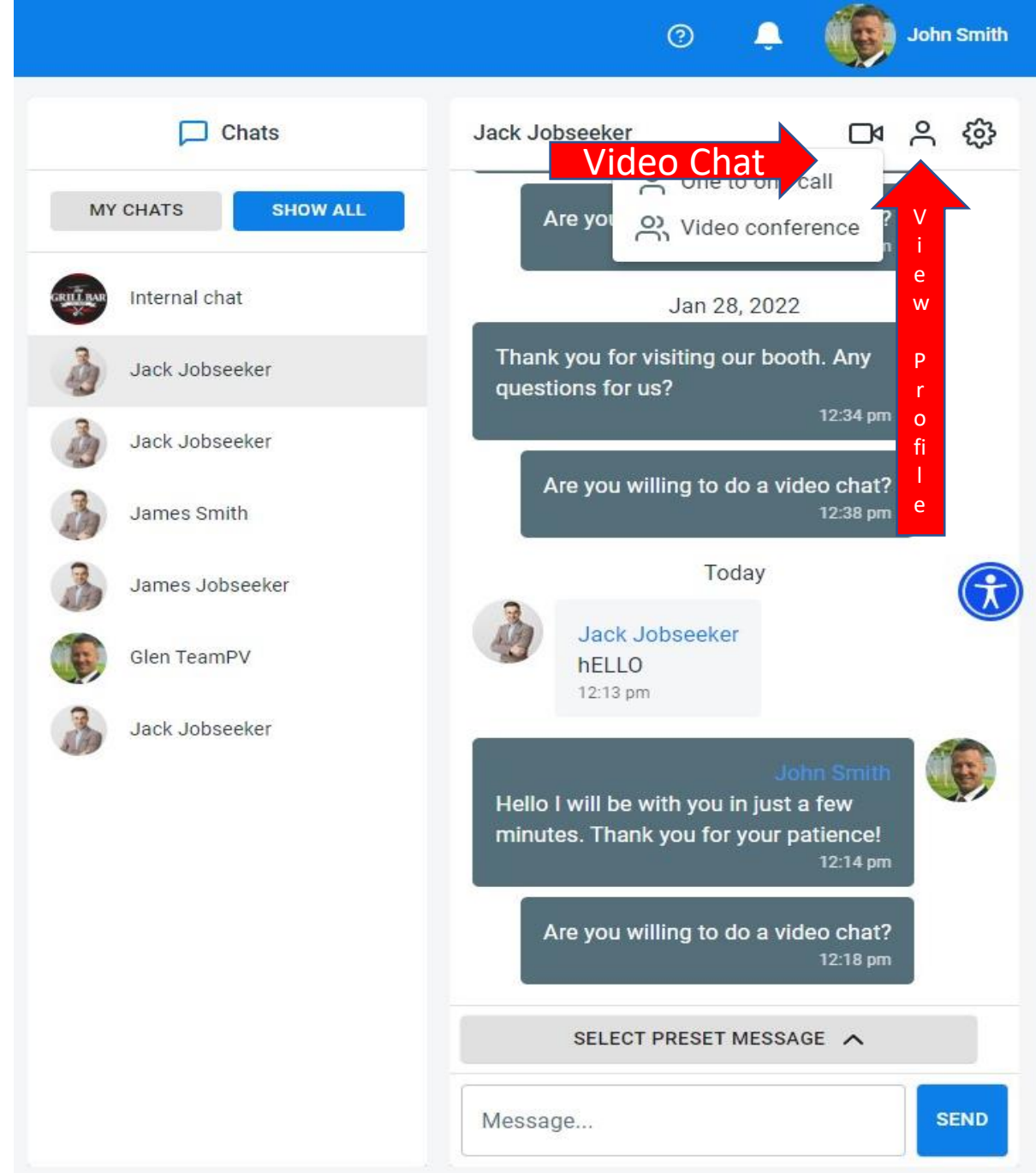
The Schedule tab will list all your scheduled interviews for the day and allow you to join them

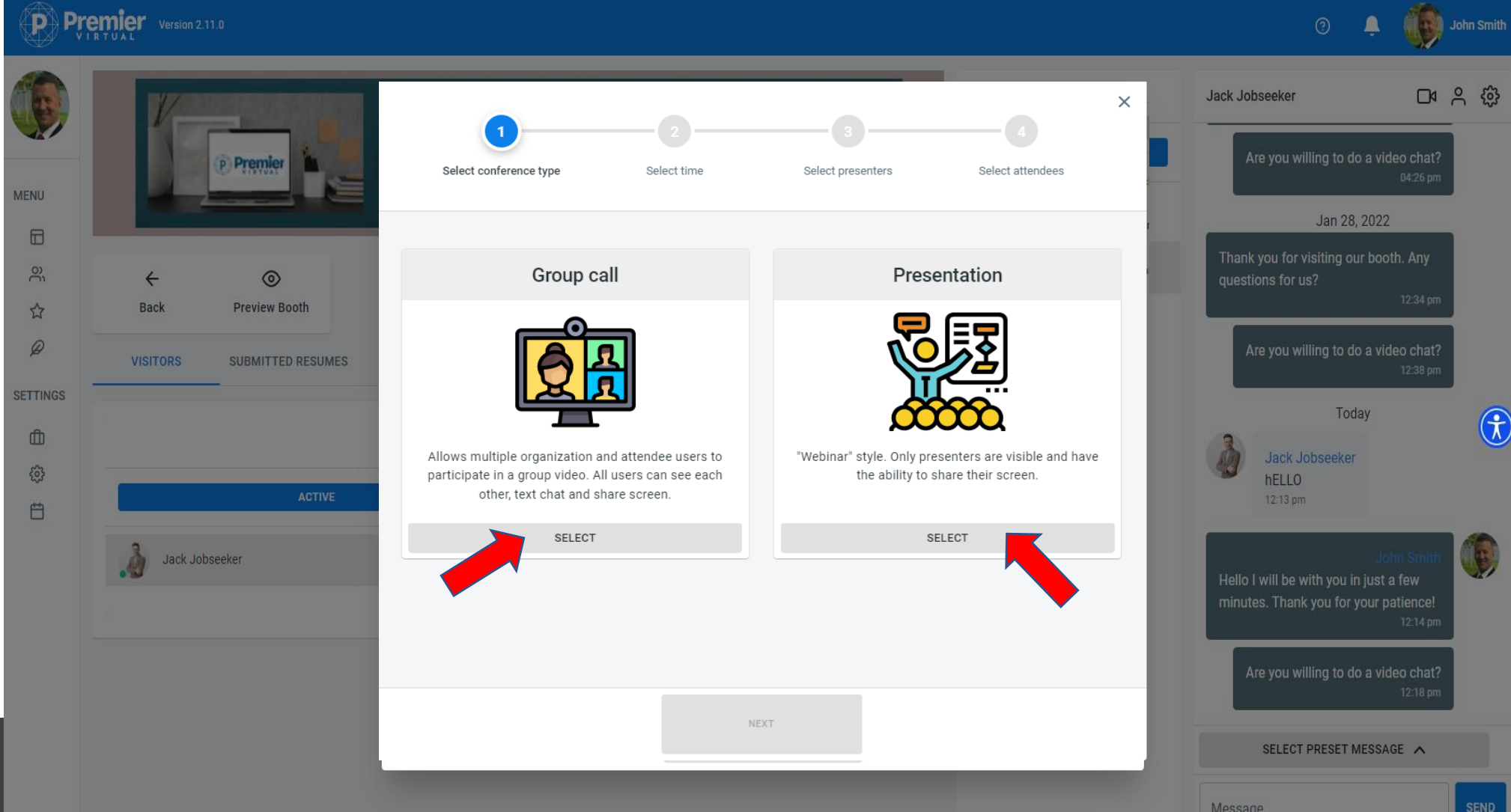
# Video, Attendee Profile View and Settings

Each recruiter will have access to video chat. There will be an option for one-on-one video or video conference.

If you click on the person icon, this will take you into the attendee's profile.

The gear wheel will allow you to add additional Quick Reply Messages from your booth.



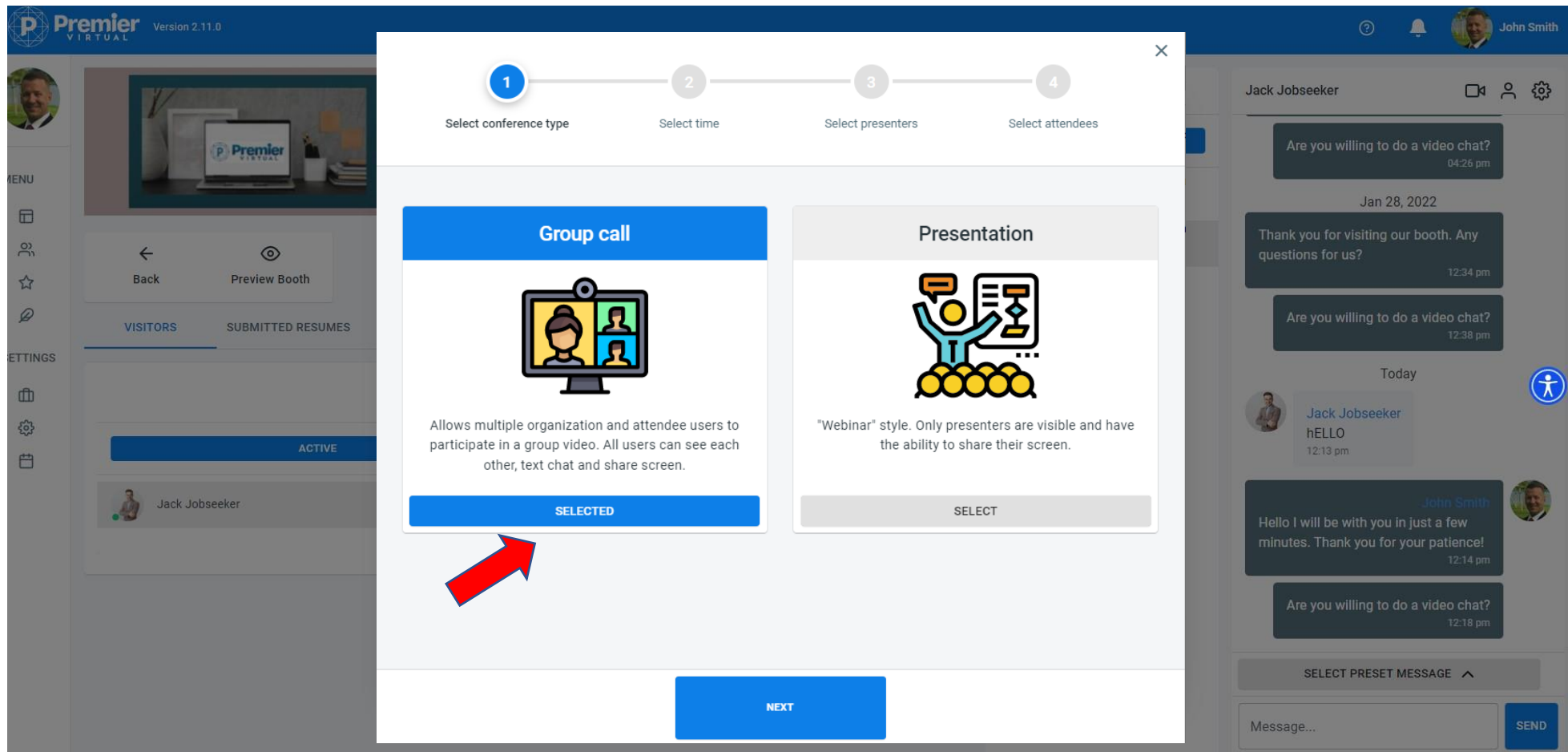


# Video Conference

Select group call or presentation.

Group – Everyone has audio / video

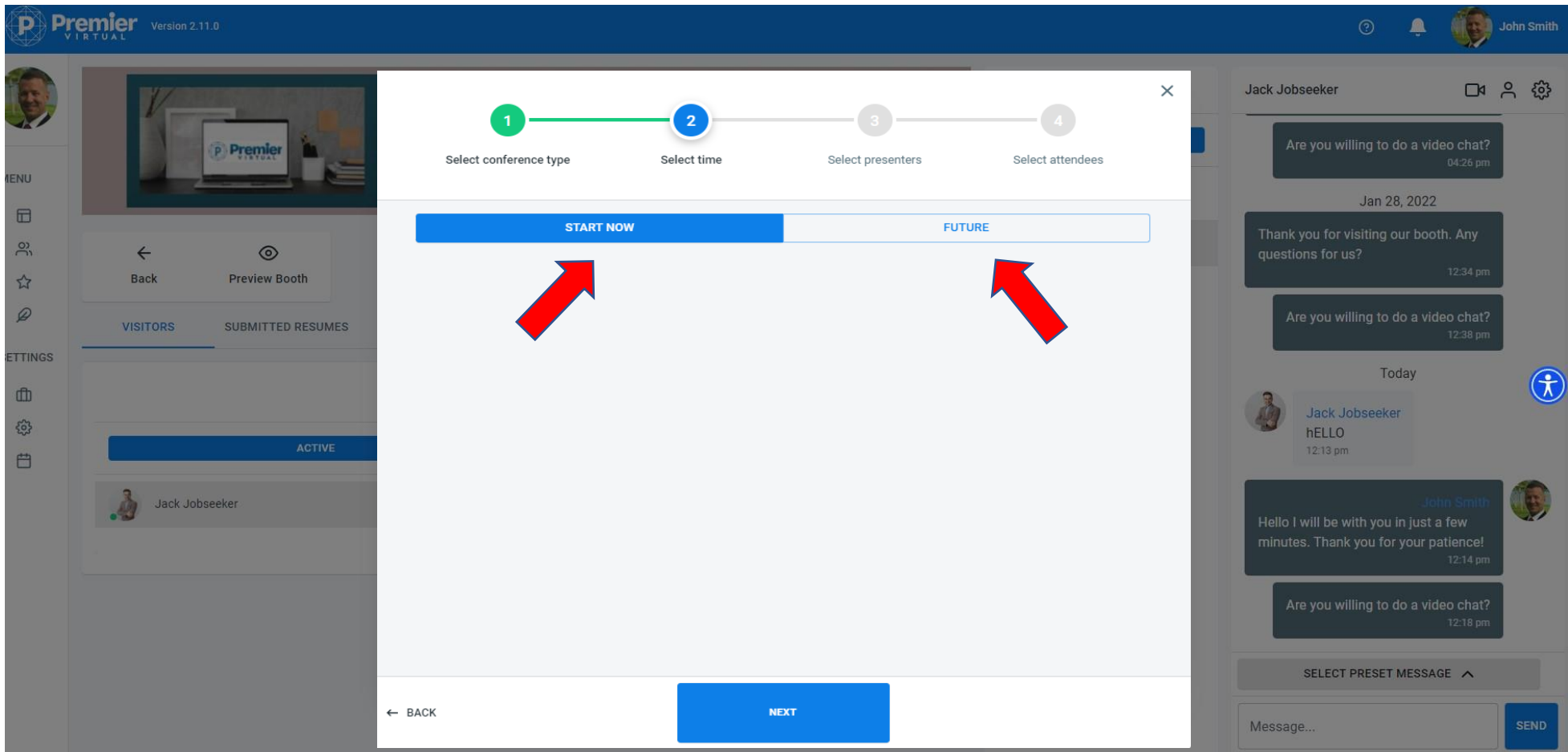
Presentation – Only recruiters have audio / video



# Video Conference

Group video allows multiple attendees and users of the organizations to participate in group video. All users can see each other, text chat, and share screen.





# Video Conference

Select when the group call will take place.



**Premier VIRTUAL** Version 2.11.0

John Smith

Jack Jobseeker

Are you willing to do a video chat?  
04:26 pm

Jan 28, 2022

Thank you for visiting our booth. Any questions for us?

1 Select conference type 2 Select time 3 Select presenters 4 Select attendees

12:00 PM  
12:30 PM  
1:00 PM  
1:30 PM  
2:00 PM  
2:30 PM  
3:00 PM  
3:30 PM  
4:00 PM  
4:30 PM  
5:00 PM  
5:30 PM  
6:00 PM  
6:30 PM  
7:00 PM

← BACK NEXT

1 Select conference type 2 Select time 3 Select presenters 4 Select attendees

1:00 PM  
1:30 PM  
2:00 PM  
2:30 PM  
3:00 PM  
3:30 PM  
4:00 PM  
4:30 PM  
5:00 PM  
5:30 PM  
6:00 PM  
6:30 PM  
7:00 PM  
7:30 PM  
8:00 PM

4:00 PM - 4:30 PM

Select conference start and end dates

Start date/time  
04/12/2022 @ 04:00 PM

End date/time  
04/12/2022 @ 04:30 PM

CANCEL SAVE DELETE

← BACK NEXT

# Video Conference

When you select to schedule a group call for the future, you can only choose times you have provided in your schedule.

Be sure to set your availability in your schedule before each event.

1234

Select conference typeSelect timeSelect presentersSelect attendees

Q Type to search

SELECT ALL

Justin Grey

Jake Thomas

Scott Jackson

John O'Mally

Jared Smith

← BACK

NEXT

1234

Select conference typeSelect timeSelect presentersSelect attendees

5 persons selected:

Jared Smith

×

John O'Mally

×

Scott Jackson

×

Jake Thomas

×

Justin Grey

×

← BACK

NEXT

# Video Conference

Select users of your booth to be presenters in your group call if you'd like, it is not mandatory, then select Next.

1

2

3

4

Select conference typeSelect timeSelect presentersSelect attendees

24 persons selected:

	Jack Stanford	×
	Eric Boyd	×
	Shawn Smith	×
	Josh Jackson	×
	Rob Jackson	×
	Randy Smith	×
	Matt Smith	×
	Sam Jackson	×
	Fred Robinson	×
	Sara Jackson	×
	Glen Bressalmo	×
	Sara Foster	×

← BACK

START

# Video Conference

Select attendees to join then click start.

Premier VIRTUAL Version 2.11.0

Live video active

Demo One, a minute ago  
Hello Everyone

Glen Bressalmo, a minute ago  
Good Afternoon

Josh PV Tech Support, a few seconds ago  
hello!

Enter your message here

0/160 characters

Leave Note Rank Company Status Message... SEND

SETTINGS

Toggle Video Microphone Camera Group chat Leave conference

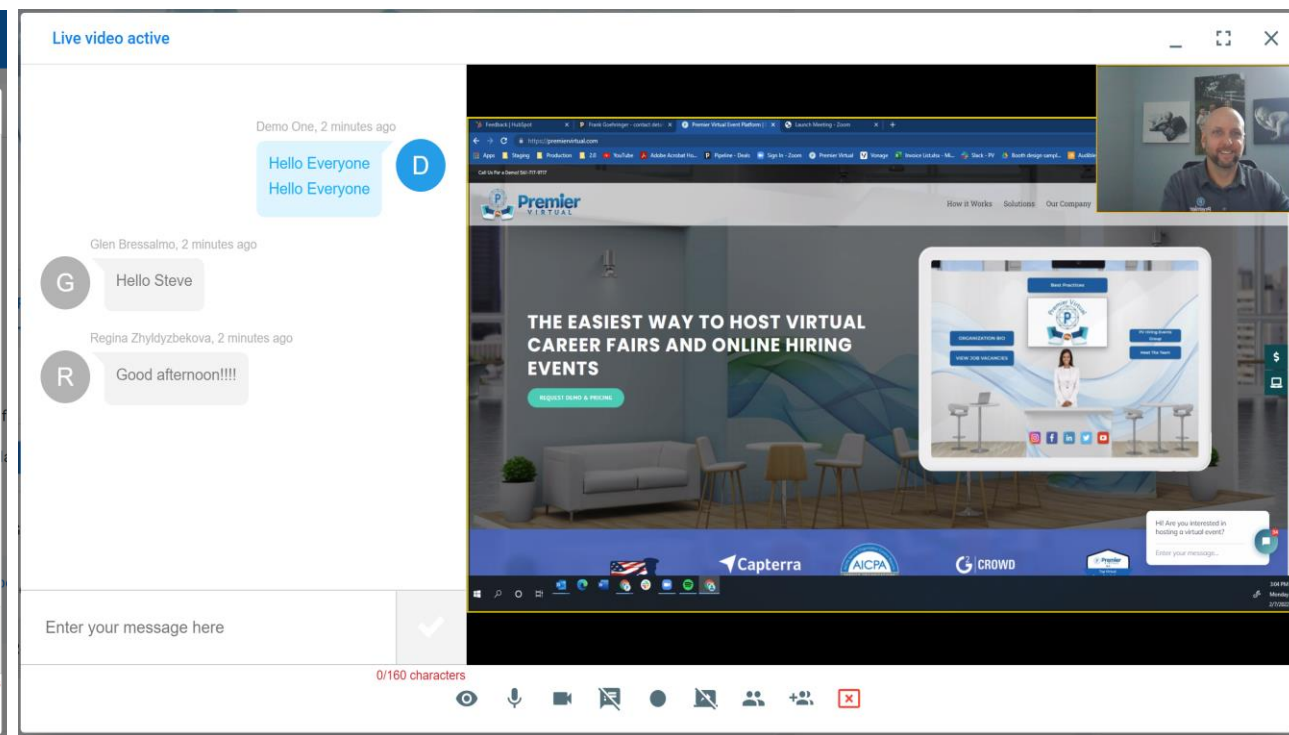
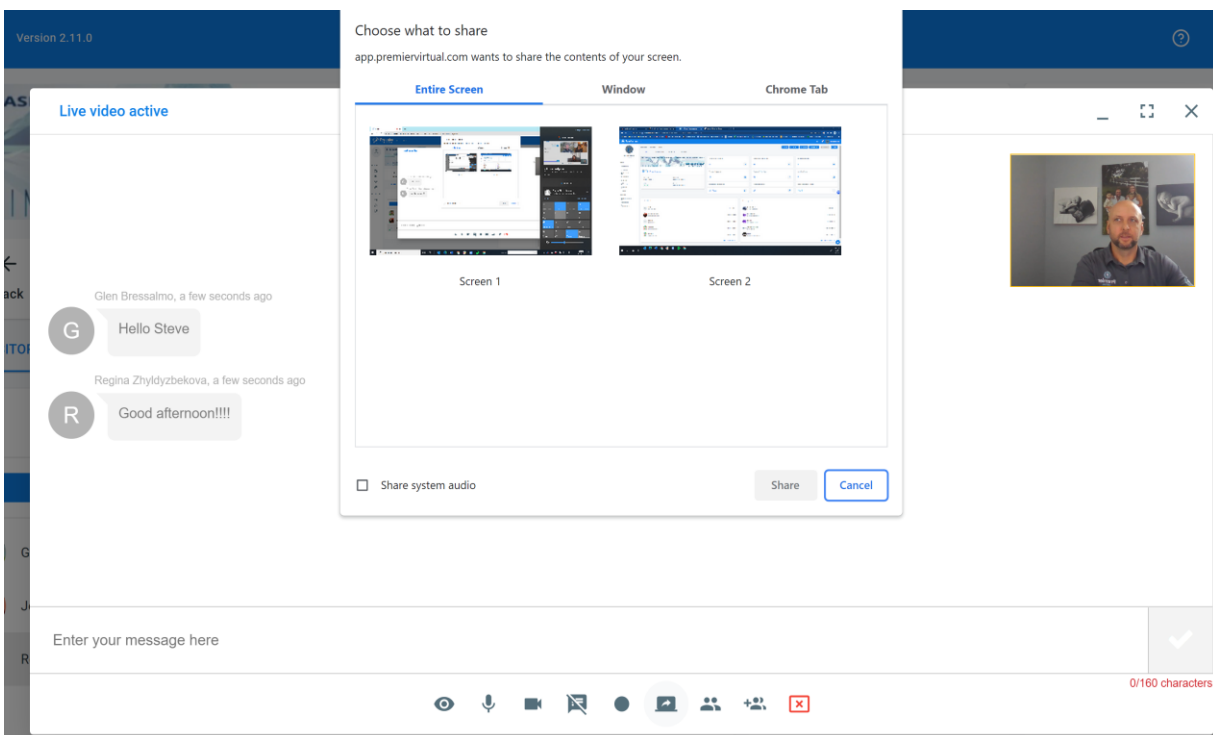
Toggle Video

Microphone

Camera

Group chat

Leave conference



 Toggle video

 Microphone

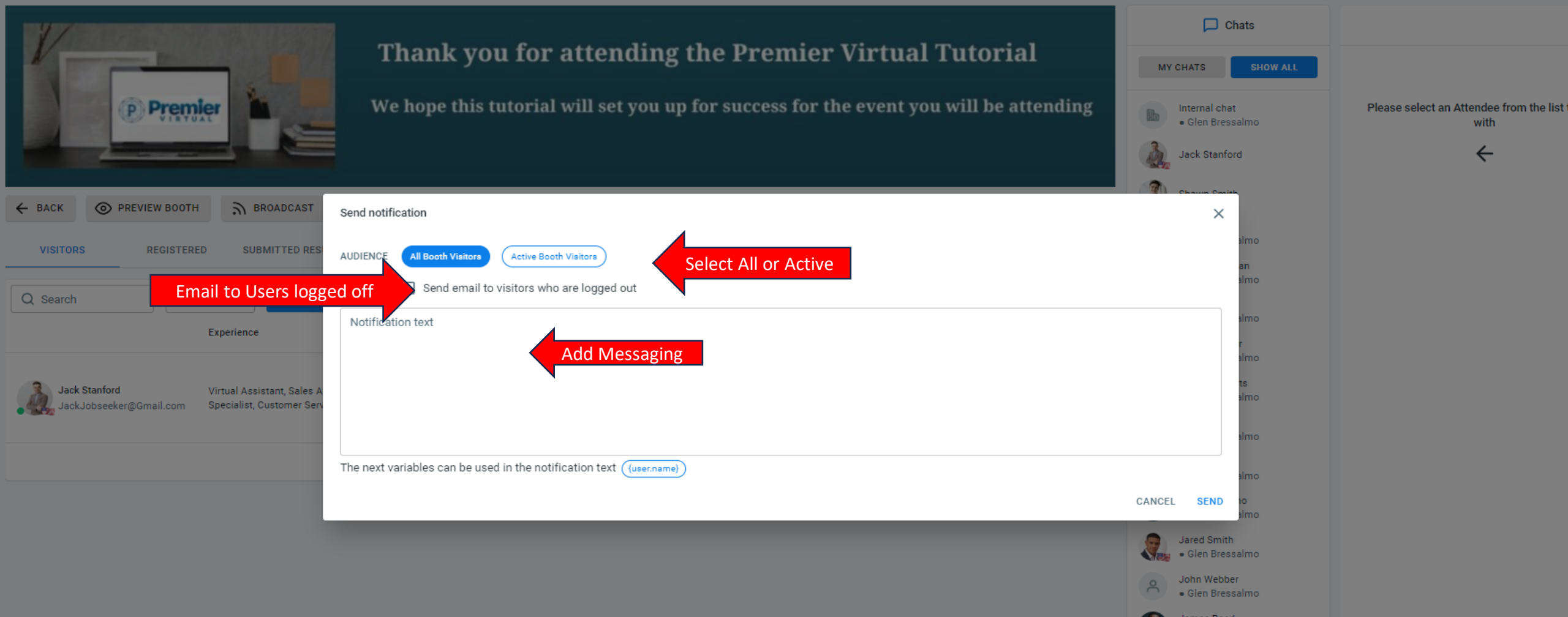
 Camera

 Group chat

 Leave conference

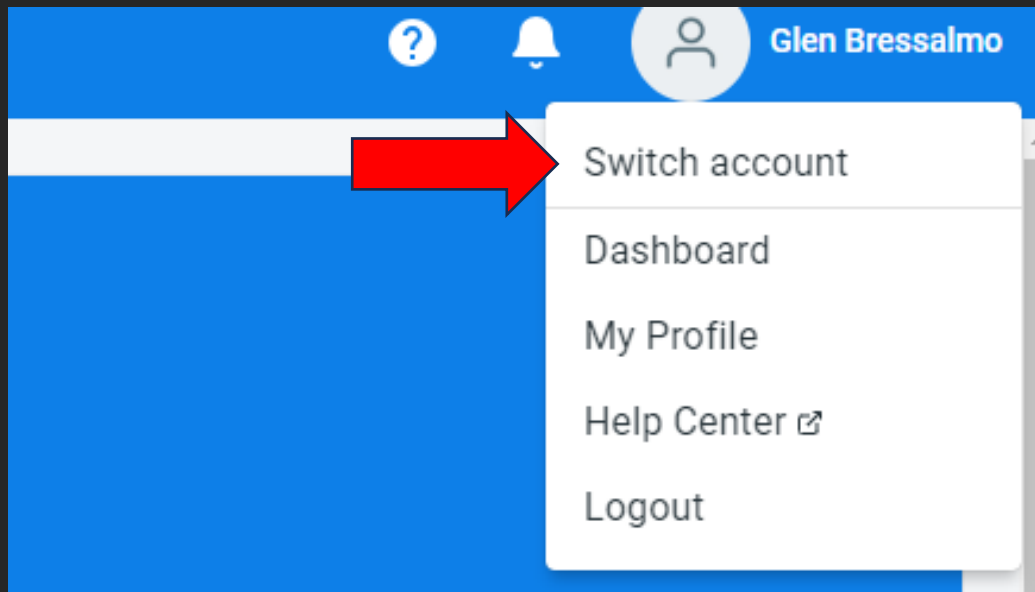
 View joined attendees

 Add participants



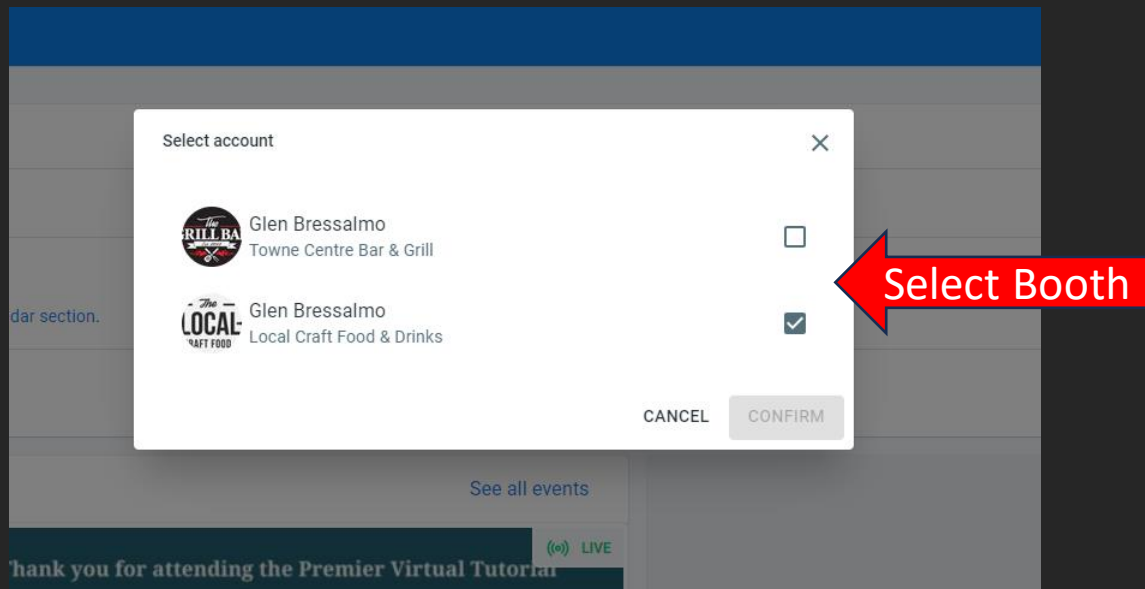
## Booth Broadcast Messaging

- All Booth Visitors will send to every visitor that came to your booth during the event. Also gives ability to send via email to any attendee that has logged off.
- Active Booth Visitors will send to only visitors currently in your booth
- Limits only 1 message every 5 minutes



## Single Email associated with Multiple Accounts

- Recruiters can now be added to multiple booths using the same email address
- Recruiters Email and Password will remain the same for each booth
- Top Right Corner – allows you to switch accounts
- Select which account you want to access
- Each account the email is associated with will have its own profile and quick replies.

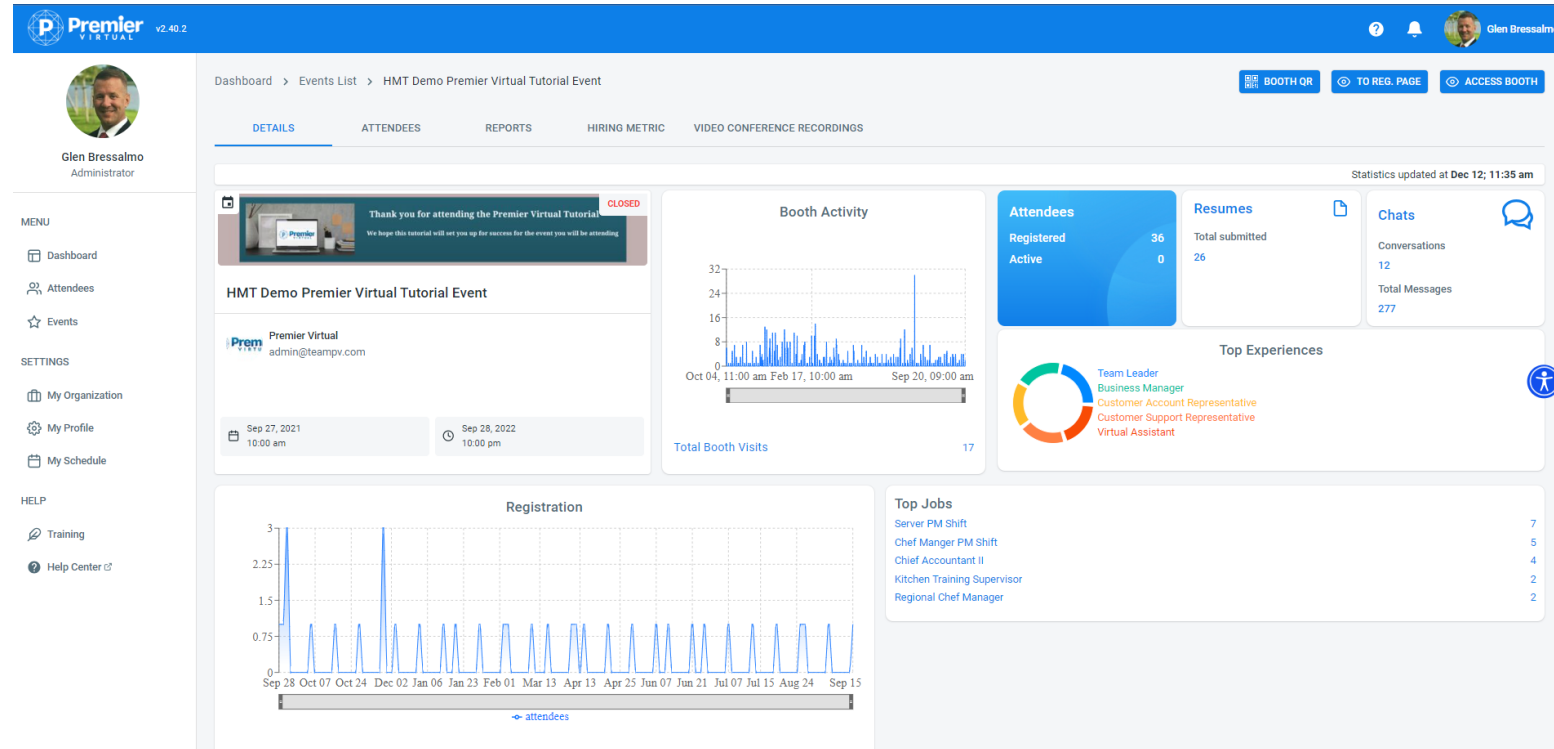


# After Event Analytics & Reports

After the event, go to your dashboard and click MANAGE EVENT.

Here you will find:

Reports  
Live Dashboard  
Attendee List  
Video Recordings





# After Event Reports

After the event, go to your dashboard and click **MANAGE EVENT**.

Here you will find a tab for your reports.


We offer 3 reports to companies, Visitor Log, Chat Log and Resumes.

Click on the report and then click generate.




Glen Bressalmo  
Administrator

## MENU


 Dashboard

 Attendees

 Events

 Training

## SETTINGS

 My Organization

 My Profile

Dashboard > Events List > Event

[TO REG. PAGE](#)

[ACCESS BOOTH](#)

DETAILS

ATTENDEES

REPORTS

### REPORT TYPE

Select which report types you wish to generate.

☒ Visitors

List attendees in the event.

☐ Chats

List chat messages in the event.

☐ Resumes

List every jobseeker that applied to any organization's offer in the event.

GENERATE REPORT

### GENERATED REPORTS

TYPE	DATE	ACTION
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Get started by selecting a report you wish to generate.

# Recruiter Best Practices

## Tips to help you have a successful event

### Review

- Review training videos in the training tab of your dashboard to ensure you are ready for your event.

### Finalize Booth

- Finalize and review your booth and job vacancies

### Prepare Team

- Prepare your recruiters and team with any training videos and team plans for the event. Sign in early and remain in your booth during the event

### Quick Replies

- Add and use your Quick Reply Messages

### Internal Chat

- Utilize your Internal Chat to talk with your team during the event.

### Review Attendee Profile

- Take time to review the candidate's profile by clicking on the person icon at the top of your chat box. Take a minute to disposition your candidate once you are done speaking with them

### Be Patient

- If a candidate does not respond right away, remember they are reading your companies Bio and Job Vacancies. Be patient as it may take them time to respond.

### Utilize

- Utilize your reports found in the Manage Event for follow up with your potential candidates.



Have a GREAT Event and  
Good Luck from The  
Premier Virtual Team!!!

