

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

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

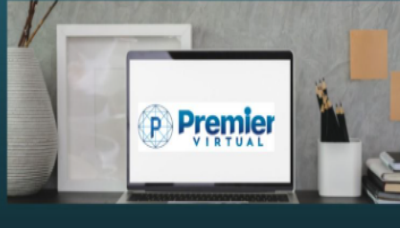
VIRTUAL

Version 2.5.0

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 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.

Event ends in

99+ : 05 : 45 : 19

DAYS HRS. MINS. SECS.

Schedule

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

Click Register

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 'REGISTER AS ORGANIZATION' form on the Premier Virtual website. The form includes fields for Email Address, Password, and Confirm Password, along with a checkbox for 'I have read the Terms and Conditions'. A large blue 'REGISTER' button is at the bottom. Three red arrows with white text provide instructions: 'Register as Organization' points to the 'REGISTER AS ORGANIZATION' button; 'Enter Email, Create Password & Check Terms & Conditions' points to the input fields; and 'Lastly, Hit Register' points to the 'REGISTER' button.

SIGN IN REGISTER AS ORGANIZATION

Email Address
TownCentreBarandGrill@gmail.com

Password
.....

Confirm Password
.....

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

REGISTER

Next You Will Begin The Set-Up Wizard

Dashboard > Registration Page > Organization

Premier Virtual Tutorial

Hosted by Premier Virtual



REGISTERED FOR EVENT ✓

GO TO BOOTH

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

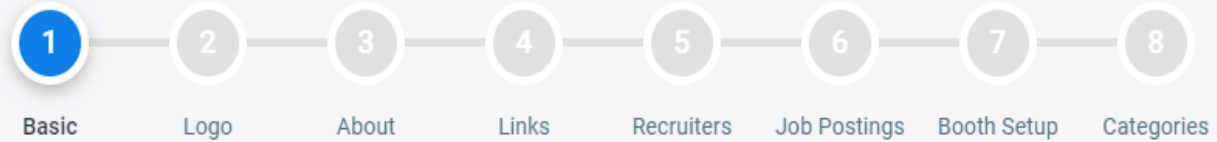
If you are going through the steps and you do not have all of the information readily available, you will be able to add information to your booth after you complete the Wizard under MY ORGANIZATION.

The most important part is to complete all the way through the wizard until you 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



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

Owner First Name *

John

Owner Last Name *

Smith

Country

United States

City

Fort Lauderdale

State

Florida

ZIP Code

33334

CONTINUE

Click Continue

Company Name &
Phone Number

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

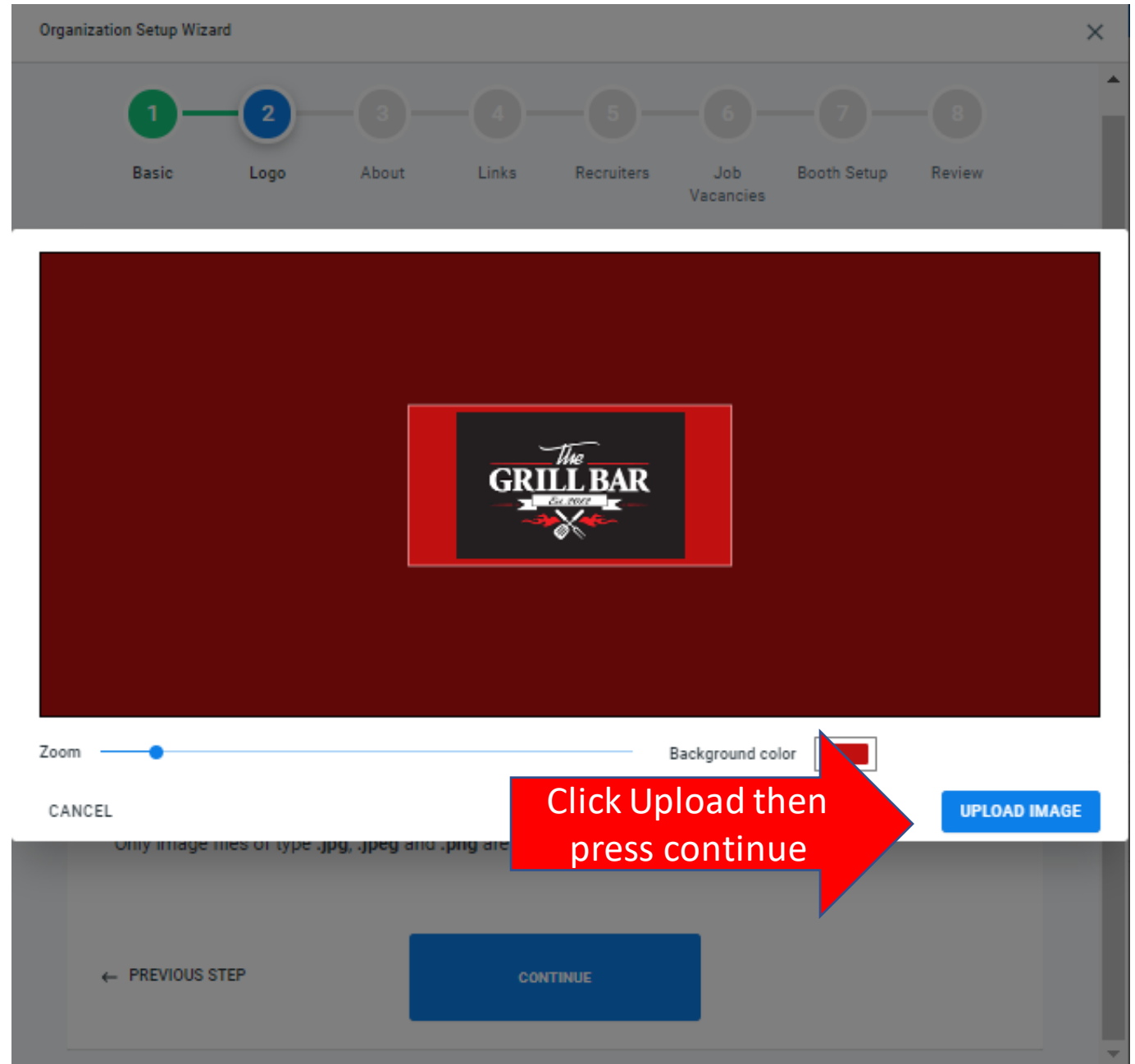
CONTINUE

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

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📌

☰

☰

☰

✎

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

Add Company Bio

Press Continue

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 (Ex. Youtube, Jobs, Company Culture, etc).

Link 1 Title Our Culture	Link 1 URL  https://towncentrebarandgrill.com/Culture
Link 2 Title Benefits	Link 2 URL  https://towncentrebarandgrill.com/Benefits
Link 3 Title Diversity	Link 3 URL  https://towncentrebarandgrill.com/Diversity

← PREVIOUS STEP

CONTINUE

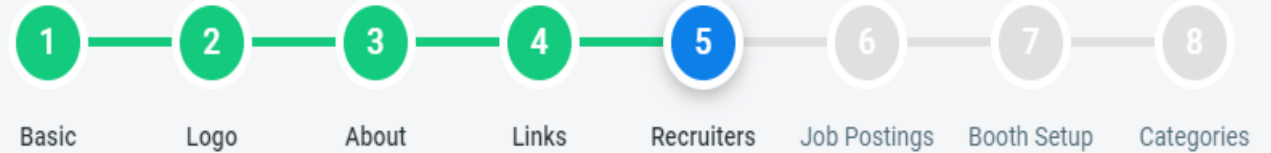
Continue

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

X

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.

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

Step 6 Adding Job Vacancies

Enter Job Description

1 Information 2 Description 3 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

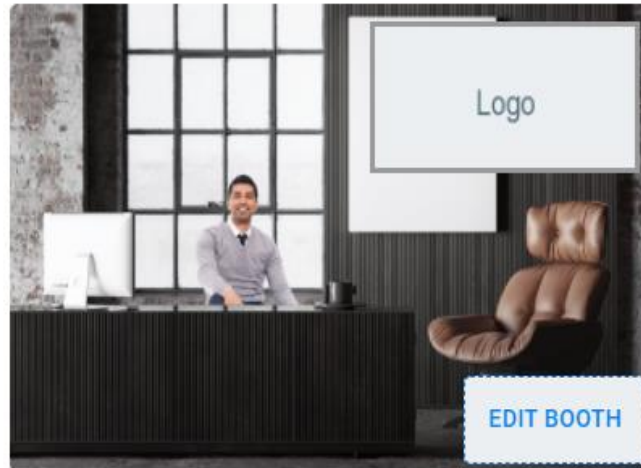
Complete

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

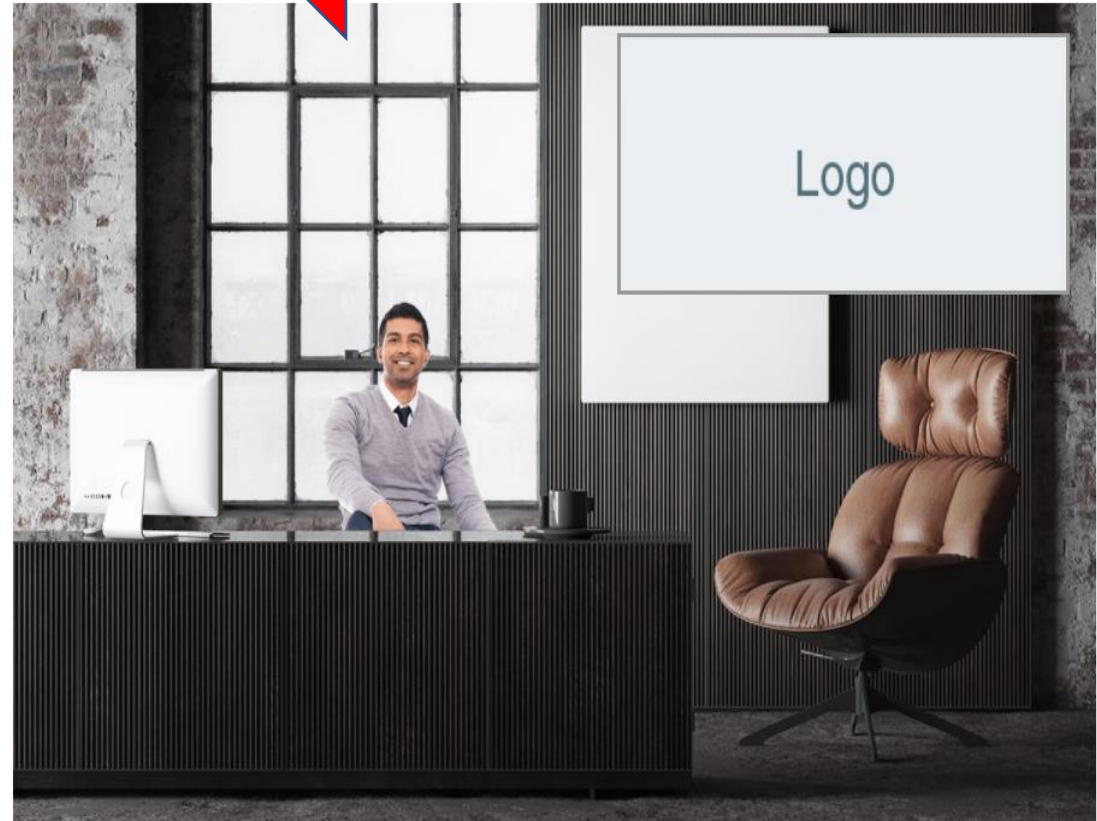
CONTINUE

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

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!





jordan Ambers
Administrator

MENU


 Dashboard


 Attendees


 Events

 Training

SETTINGS

 My Organization

 My Profile

 My Schedule


Dashboard > My Organization

GENERAL

USERS

JOB POSTINGS

BOOTHS



ORGANIZATION NAME

Towne Centre Bar & Grill

EMAIL

TowneCentreBarandGrill@gmail.com

CITYSTATECOUNTRYZIP CODE

Fort LauderdaleFloridaUnited States33334

PHONE

+15618800089

DATE REGISTERED

Sep 28, 2021


ABOUT US

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!

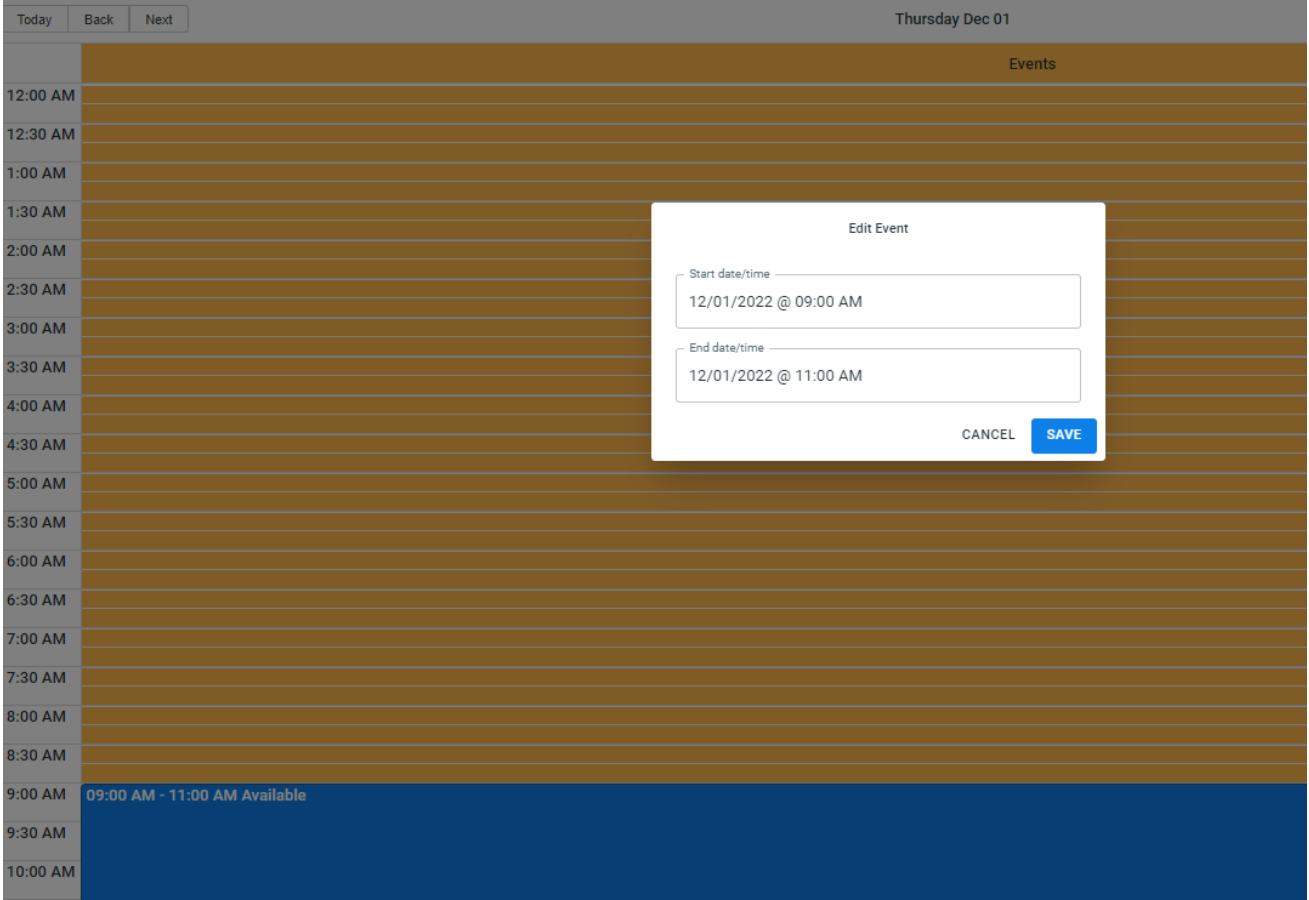
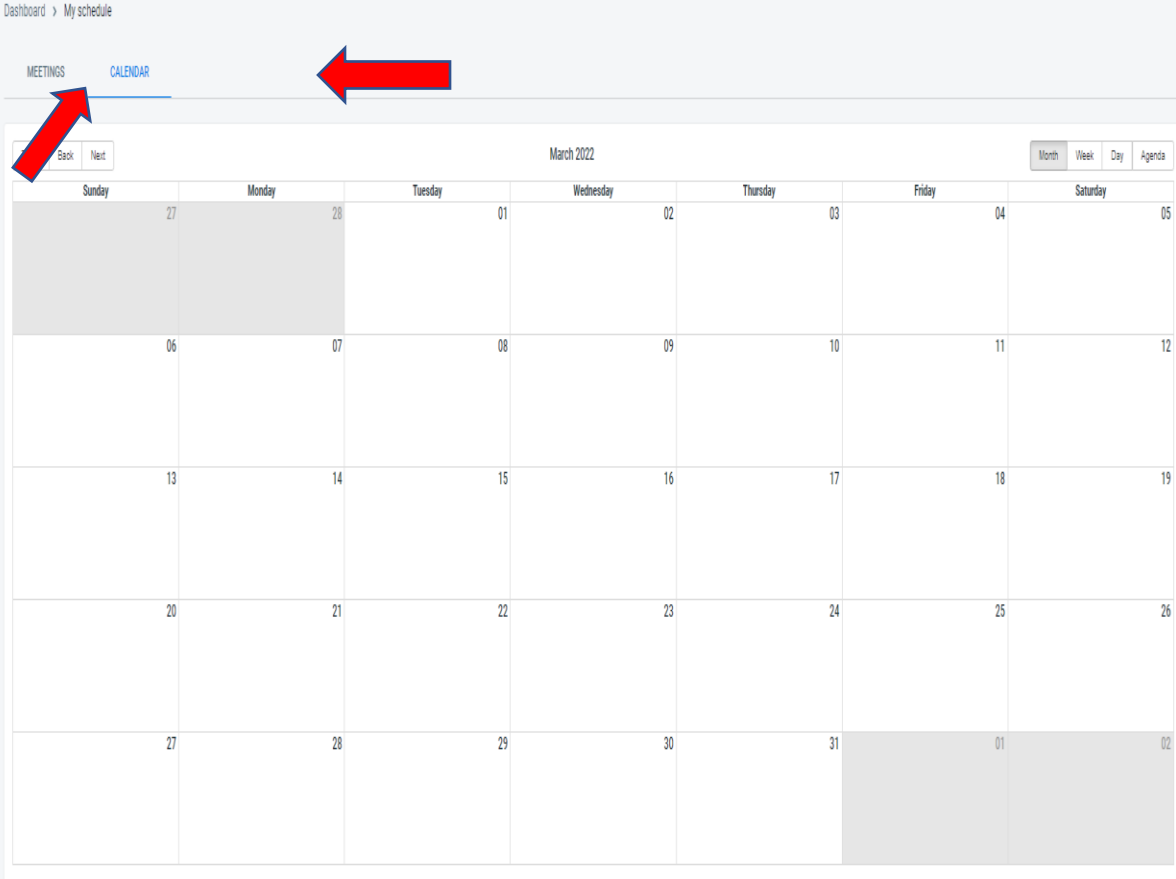
SOCIAL MEDIA



Making modifications or additions after the Set-Up Wizard & Schedule Set Up

Under Settings on the left side of your screen go to the Organization Tab. Here you can edit every aspect of your booth including general information, adding recruiters and job vacancies, booth selection and Booth Preview in the booths section.

My Schedule allows you to set your availability during events.



Making modifications or additions after the Set-Up Wizard

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

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	

Making modifications or additions after the Set-Up Wizard


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](#)

Making modifications or additions after the Set-Up Wizard

When you click into Access Booth to enter the event, you will be notified that the scheduler is enabled in the event and 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

Adding Quick Replies to your Profile

Quick replies are short replies that you can enter in your profile. These messages will be available for you to use in your booth, and they will be a 1 touch and the message sends, reducing typing time during an event.

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?

NEW MESSAGE

SAVE CHANGES

Add messages and press Save



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

← BACK

PREVIEW BOOTH

Preview Booth

Resume Submissions

Event ends in 99+ d 04 h 59 m 44 s

Filters

VISITORS

REGISTERED

SUBMITTED RESUMES





SCHEDULE

Is Veteran ▾

ACTIVE

EXPERIENCE ▾

CITY ▾

	Experience	Location	Actions
 <div> <div>Jack Jobseeker</div> <div>JackJobseeker@Gmail.com</div> </div>	Customer Service Manager	Fort Lauderdale, Florida	  

Rows per page: 10 ▾

1-1 of 1

<

>

Chats

MY CHATS

SHOW ALL

Internal chat

Fred Robinson

Sam Jackson

Matt Smith

Randy Smith

Josh Jackson

Shawn Smith

Eric Boyd

Rob Jackson

Jack Jobseeker

Tem Chat

Chats

Please select an Attendee from the list to chat with

←

SELECT PRESET MESSAGE ▴

SEND

Send a Message

Recruiter Booth Tour

Once in your recruiter booth, this is where you will remain for the duration of the event. You will see visitors enter in the visitor column. You can click on the attendee's name, and this allow you to text chat with your visitor.

The blue Active button will list all current visitors in your booth, when you click on the active button, this then turns to Show All, which shows you all the visitors that have come to your booth.

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.

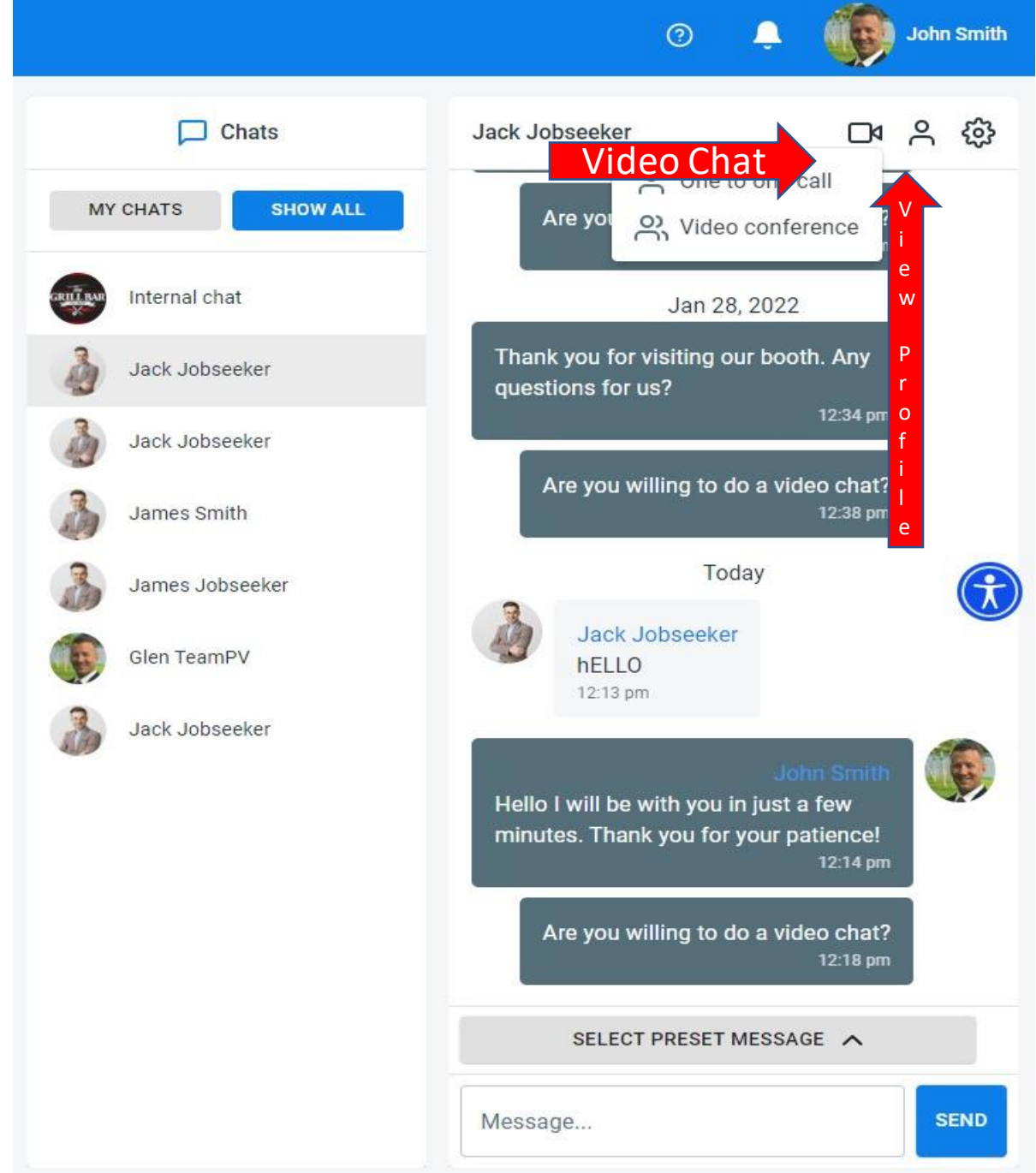
The Schedule tab will list all your scheduled interviews for the day and allow you to join them

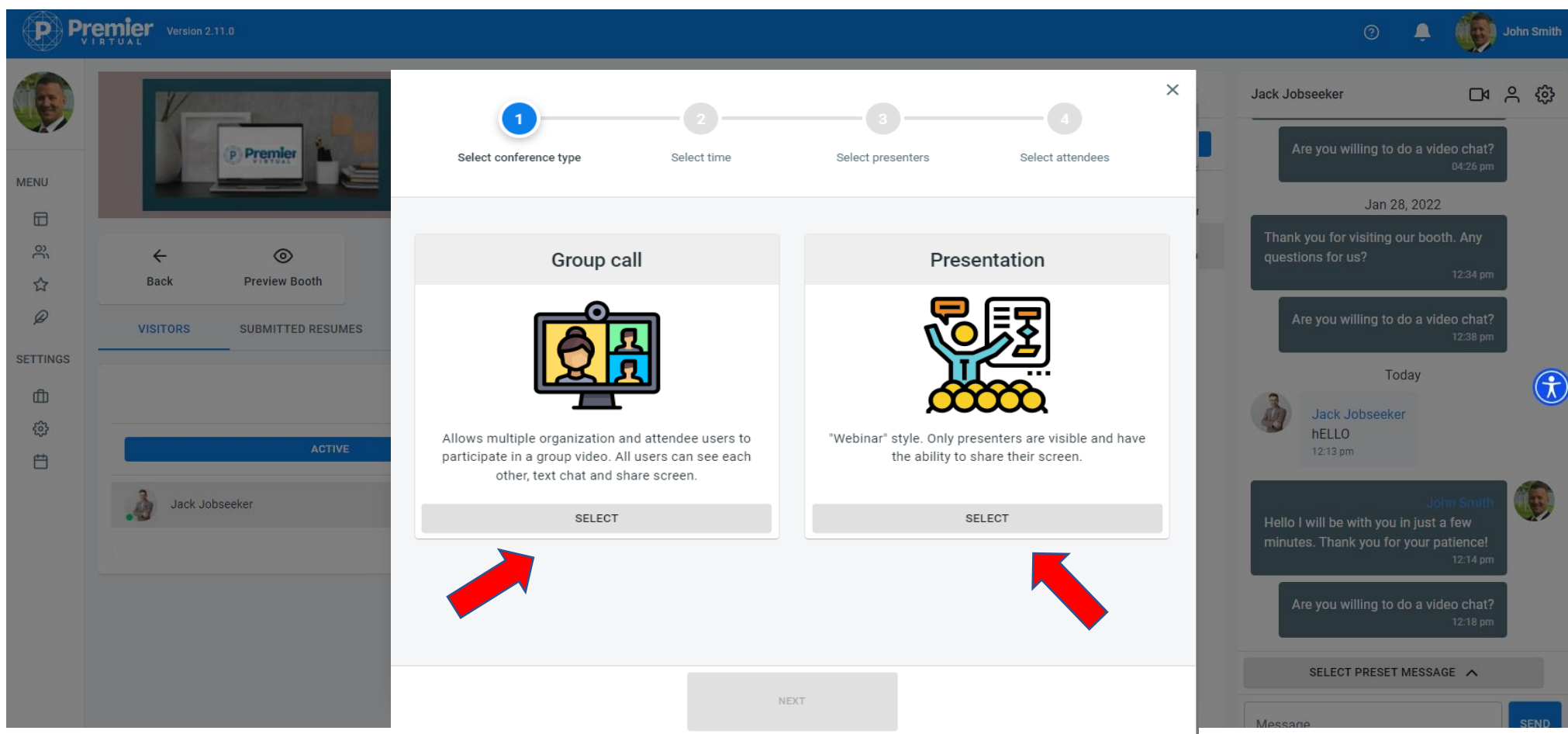
Video, Attendee Profile View and Settings

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.

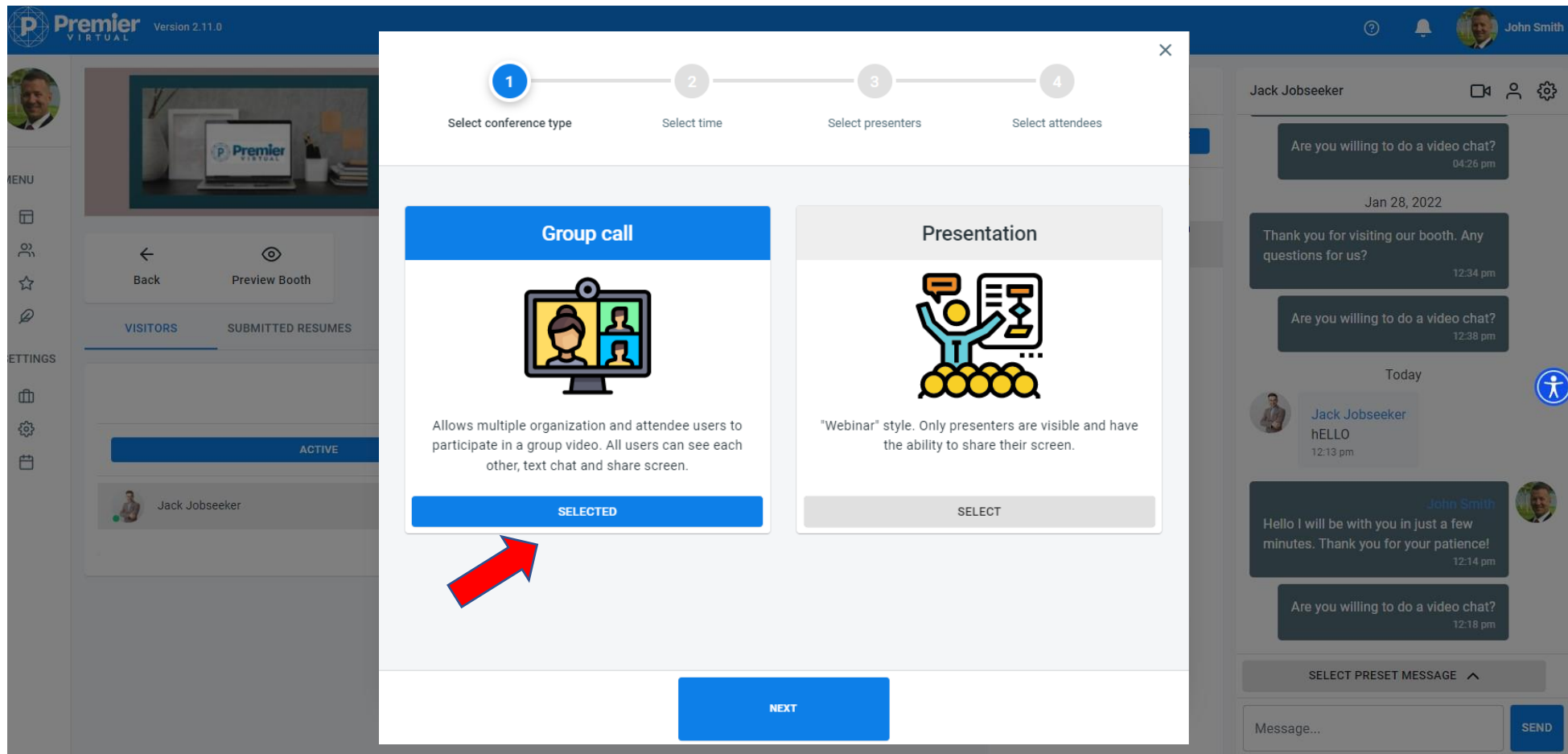
The gear wheel will allow you to add additional Quick Reply Messages from your booth.





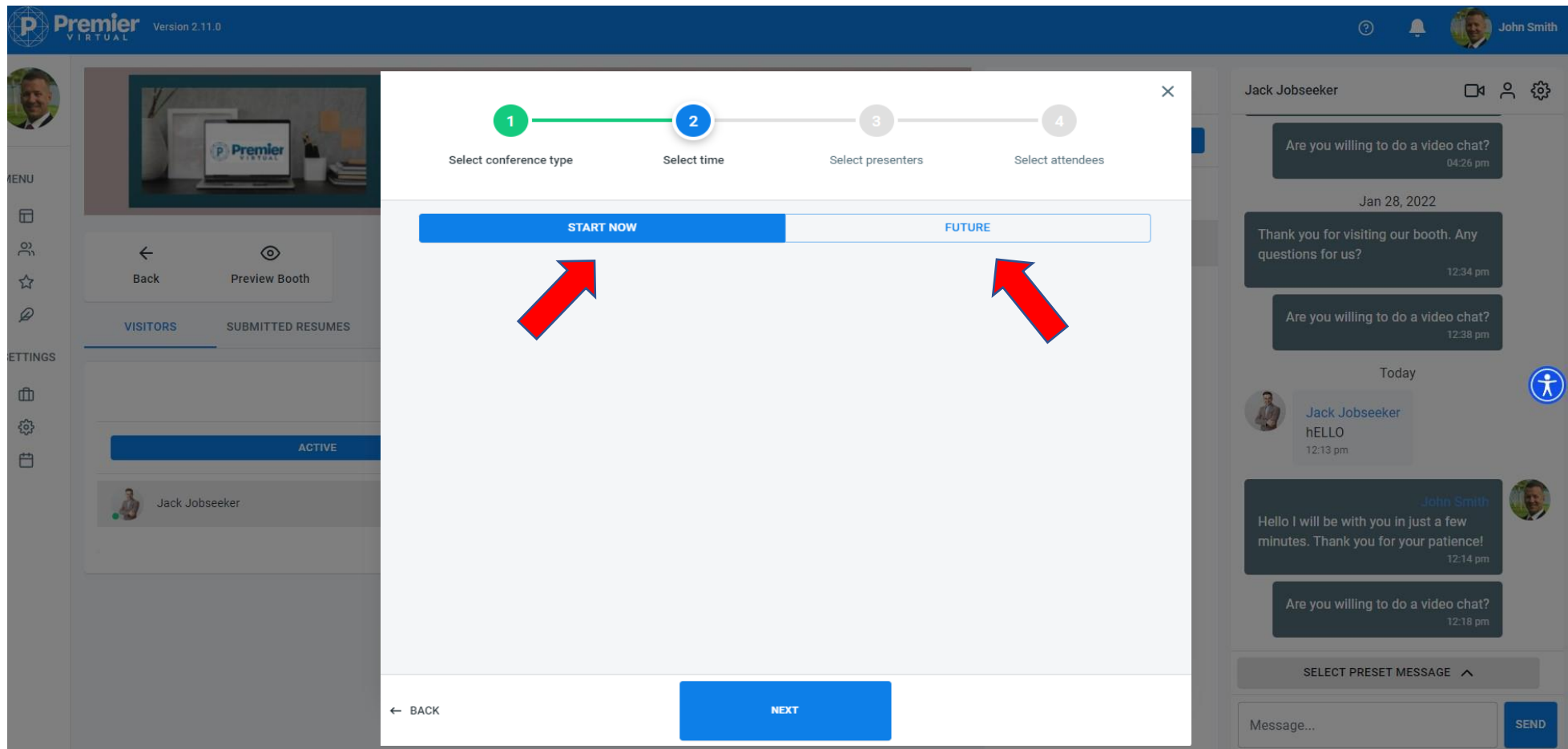
Video Conference

Select group call or presentation.



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

Select conference start and end dates

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

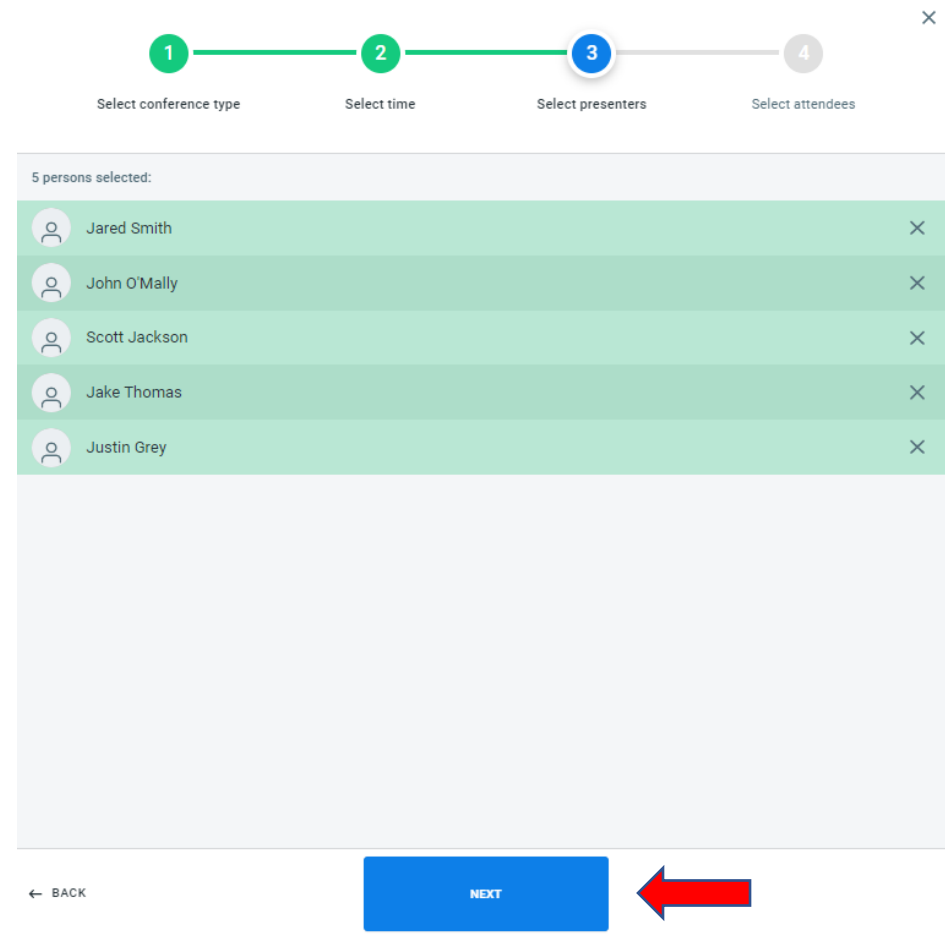
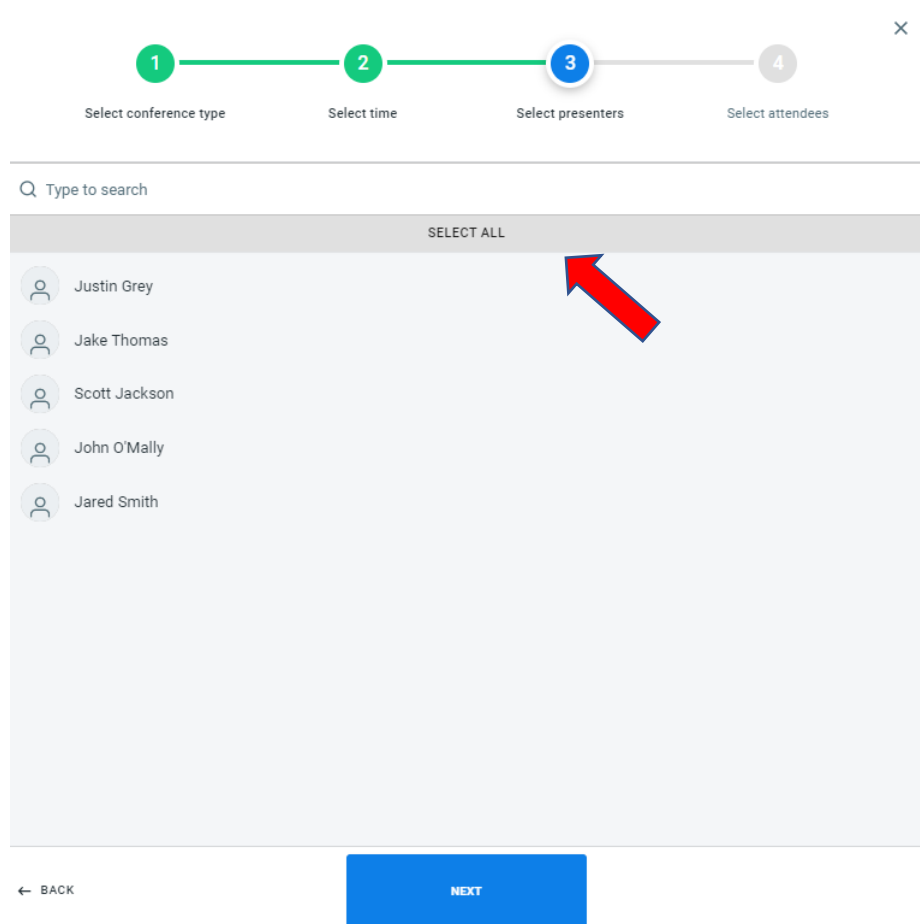
End date/time
04/12/2022 @ 04:30 PM

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.**



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 schedule or 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

Toggle Video Microphone Camera Group chat Leave conference

Leave Note Rank Company Status Message... SEND

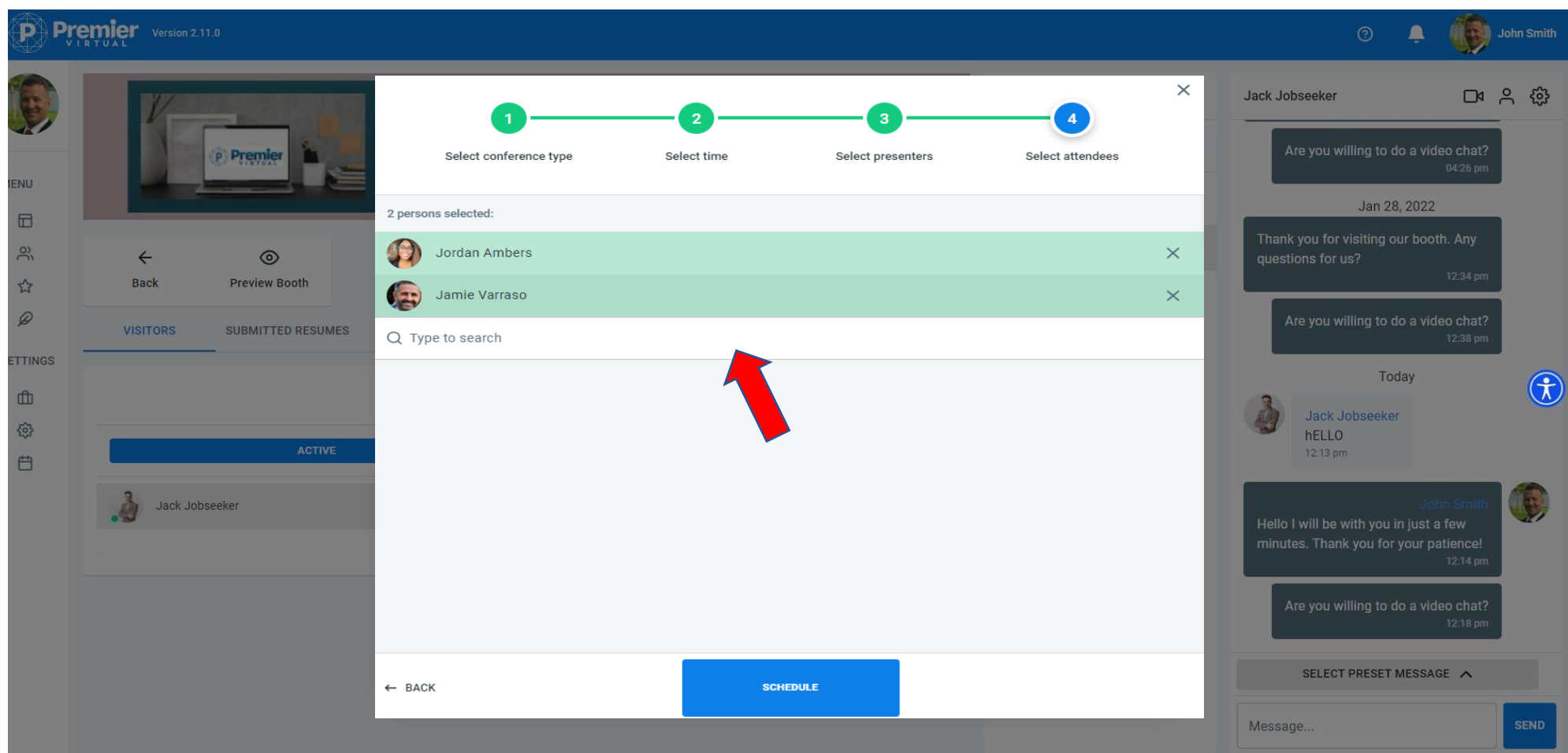
 Toggle Video

 Microphone

 Camera

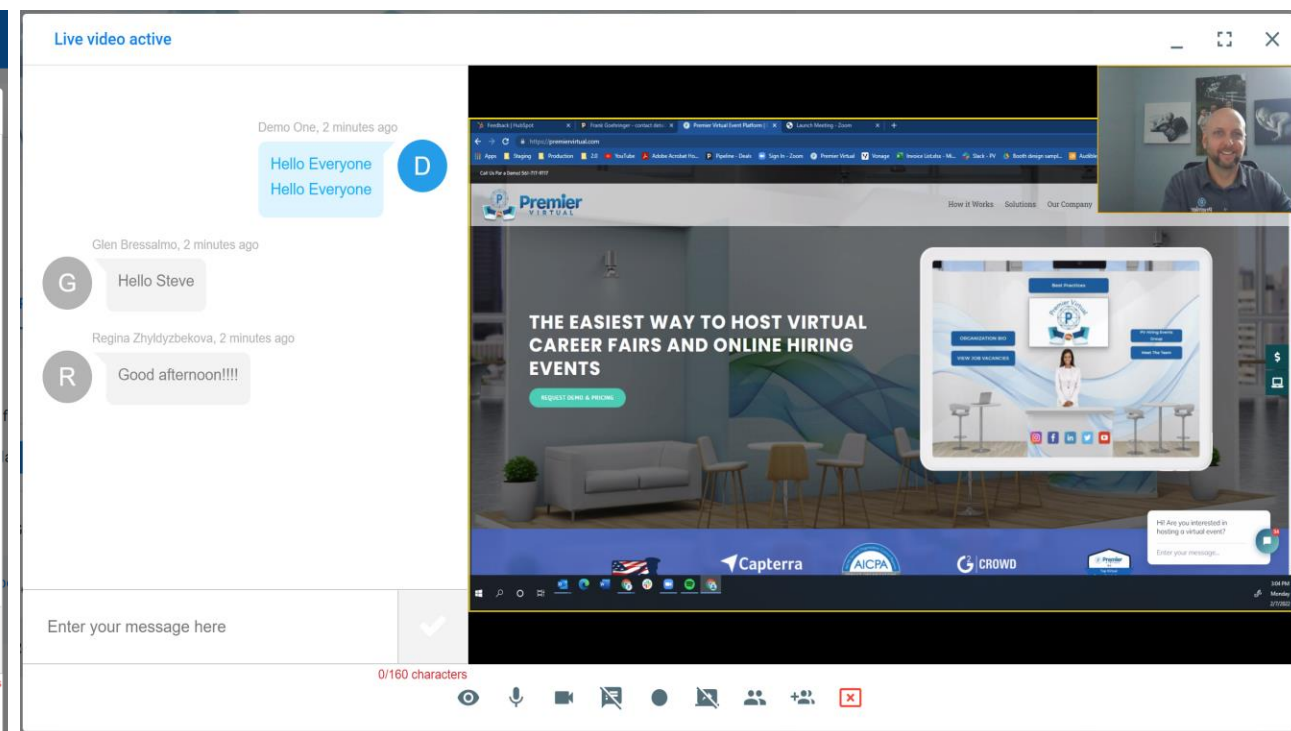
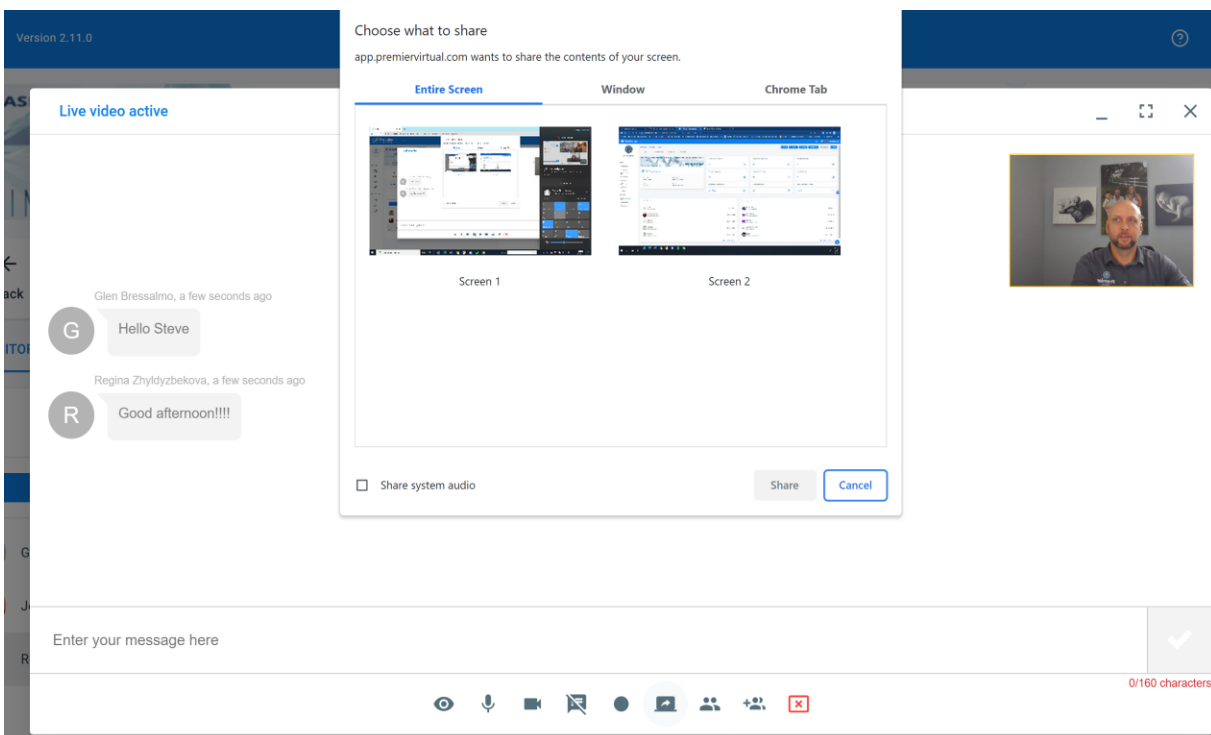
 Group chat

 Leave conference



Video Conference

Select attendees to join then click schedule or start.



 Toggle video

 Microphone

 Camera

 Group chat

 Leave conference

 View joined attendees

 Add participants

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
------	------	--------

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!!!

