



WEST COAST VIRTUAL FAIRS

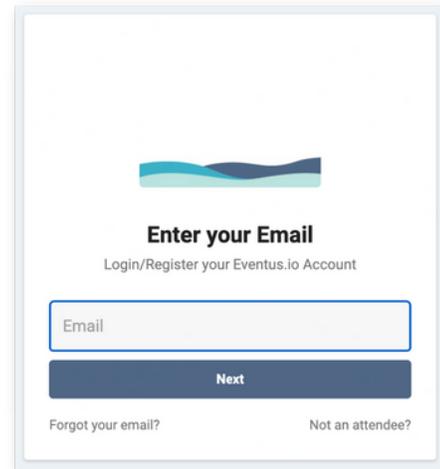
SFU + UVic: Jobs & Volunteer Expo 2022

STUDENT & ALUMNI GUIDE

Navigating the Virtual Fair Platform:
Eventus

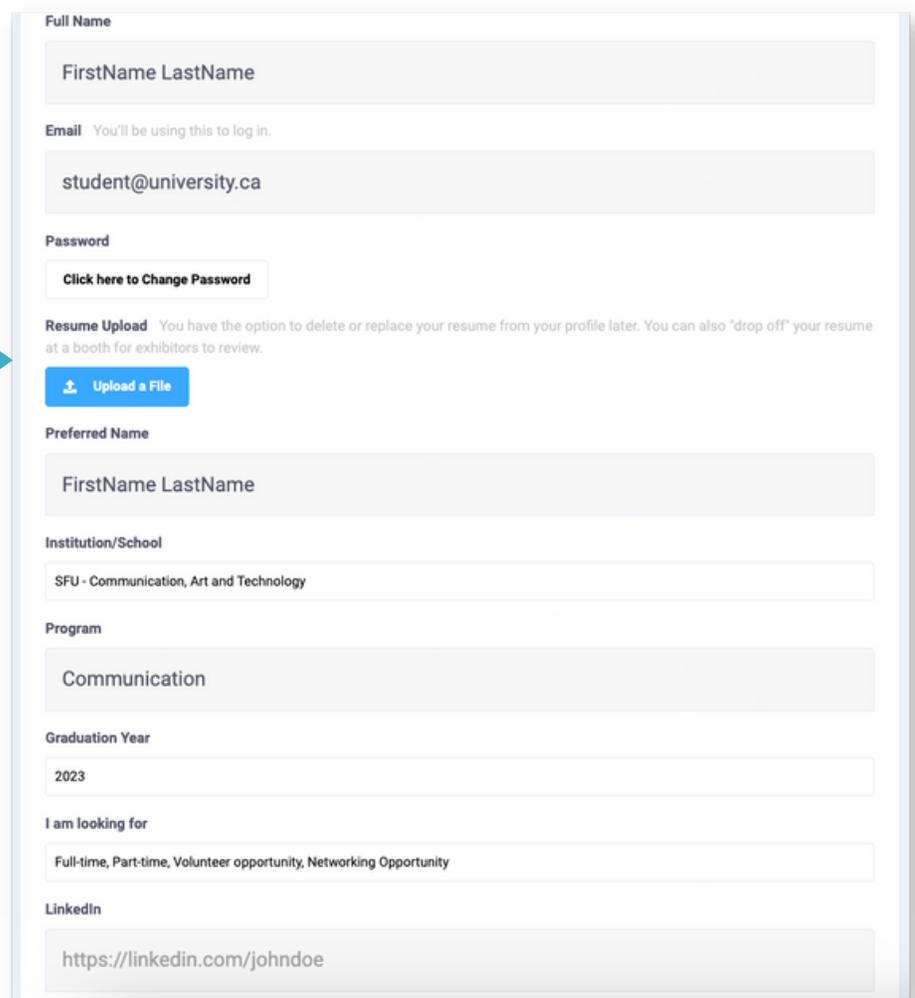
How To Register / Create Your Profile

Step 1: Click on the link provided by your institution to navigate to the event page.



The screenshot shows a registration form titled "Enter your Email" with the subtitle "Login/Register your Eventus.io Account". It features a text input field labeled "Email" and a dark blue "Next" button. At the bottom, there are two links: "Forgot your email?" and "Not an attendee?".

Step 2: Once you are on the EventUs platform, create your profile and upload your resume (optional).



The screenshot displays a comprehensive profile creation form with the following fields and options:

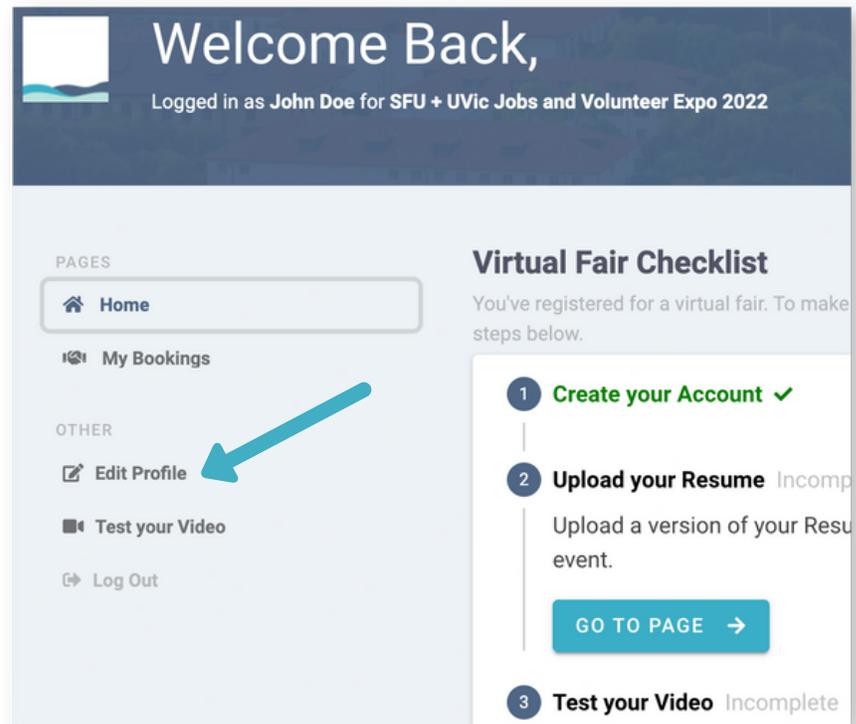
- Full Name:** Input field containing "FirstName LastName".
- Email:** Input field containing "student@university.ca". A note states: "You'll be using this to log in."
- Password:** Input field with a link: "Click here to Change Password".
- Resume Upload:** A note: "You have the option to delete or replace your resume from your profile later. You can also 'drop off' your resume at a booth for exhibitors to review." Below this is a blue button labeled "Upload a File".
- Preferred Name:** Input field containing "FirstName LastName".
- Institution/School:** Input field containing "SFU - Communication, Art and Technology".
- Program:** Input field containing "Communication".
- Graduation Year:** Input field containing "2023".
- I am looking for:** Input field containing "Full-time, Part-time, Volunteer opportunity, Networking Opportunity".
- LinkedIn:** Input field containing "https://linkedin.com/johndoe".

Note: Your profile information will be visible to representatives that you book 1:1 or group sessions with.

How To Register / Create Your Profile

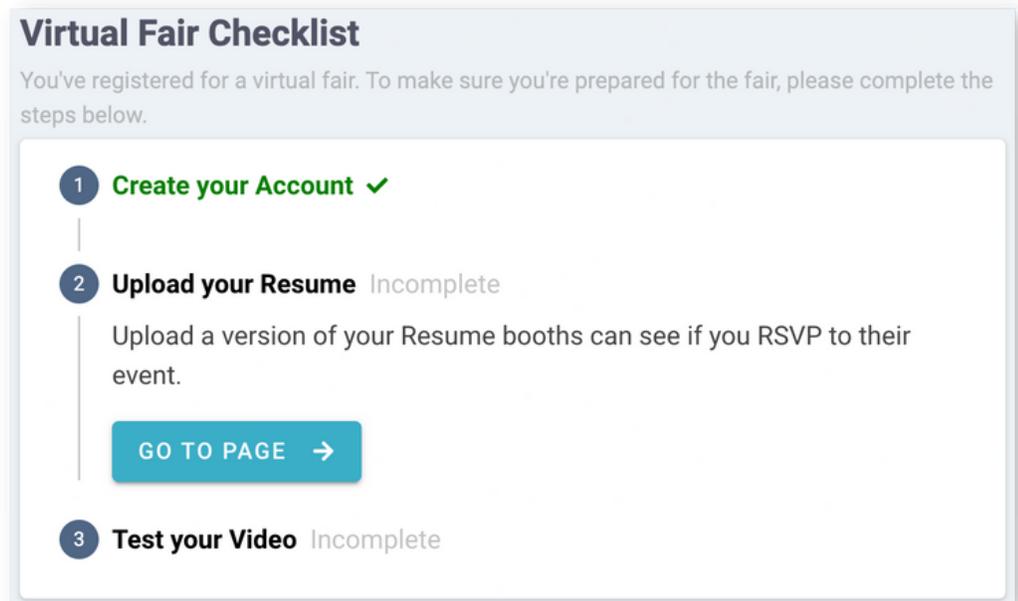
Step 3: After creating your profile, you will be redirected to the "Home" page.

Here you can edit your profile, view your bookings and test your video through the menu bar.

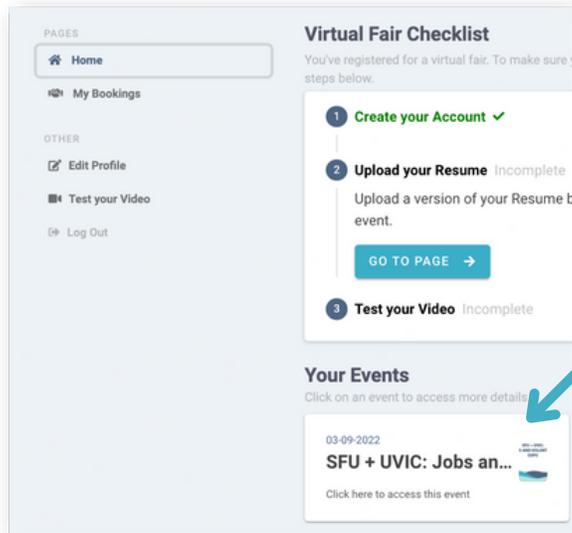


Step 4: Make sure to complete the tutorial before the day of the fair.

Note: "Test your Video" applies to the video conferencing tool embedded within Eventus for 1:1 sessions. Employers will be using other platforms for group sessions (e.g. Zoom, MS Teams, etc.)

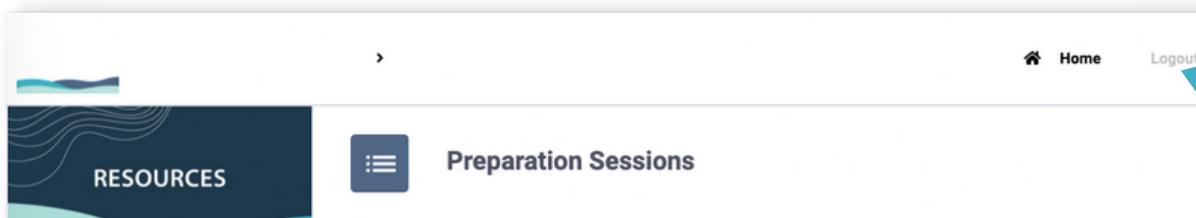
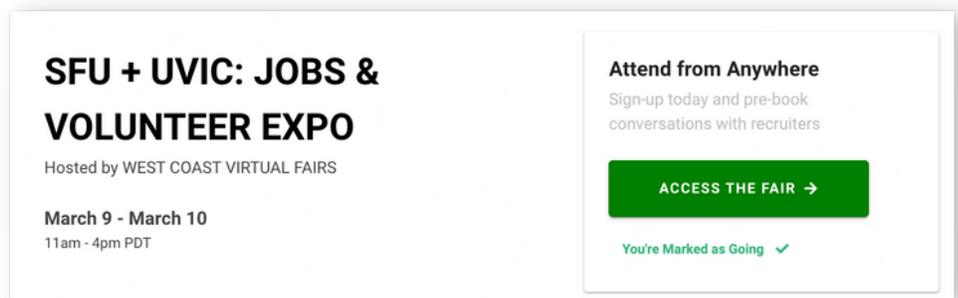


Accessing the Fair on the Eventus Platform



Step 1: After completing profile set up, click the card for the SFU + UVic: Jobs & Volunteer Expo 2022

Step 2: Click the "Access the Fair" button, and you're in!



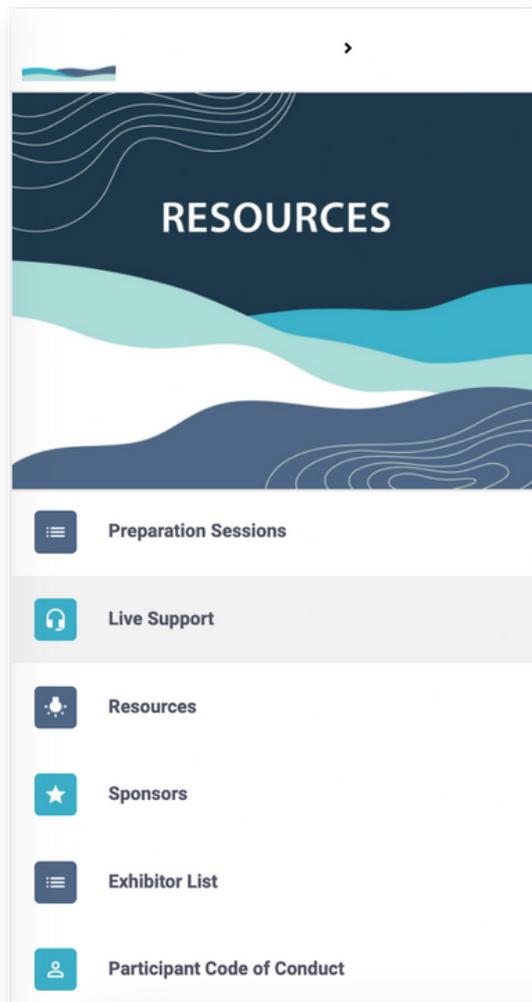
Note: If you are in the Student Resource Guide, simply click "Home" on the top-right, and follow Step 1 and 2.

How To Navigate the Eventus Platform

Step 1: On the login page is where you will be able to access the "Student Resource Guide" as well.



Step 2: Clicking on it will take you to a page that contains resources to help you get the most out of the fair (e.g. FAQ, list of exhibitors) and day-of support.



How To Use the Platform Features



Card Settings

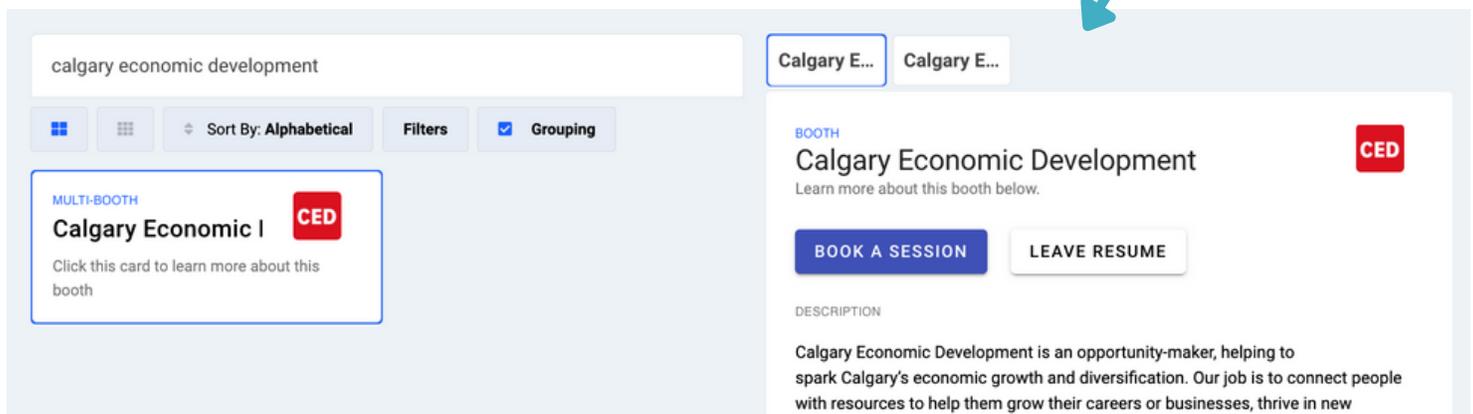
Swap between Large and Small cards for optimal viewing.

Sorting and Filtering

Organize your search alphabetically or based on availability and Filter by opportunity type, keywords, skills and location to find your ideal matches.

Grouping

Toggle all booths by the same company to be viewed under the same card.



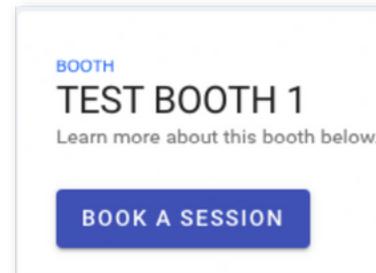
Multi-booth Navigation

When grouped, keep an eye out for the "Multi-booth" tag on the exhibitor's card. To navigate the different booths by the same exhibitor under this view, use the buttons on the top of their booth information to learn more.

How To Book 1:1 Sessions or Group Sessions

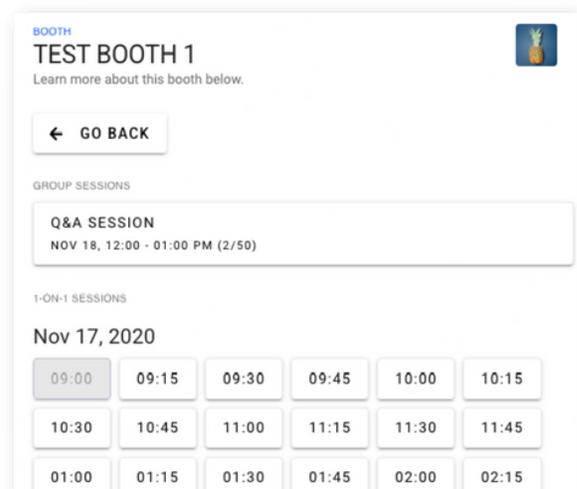
Step 1: Visit a virtual booth

Step 2: Select "Book a Session"



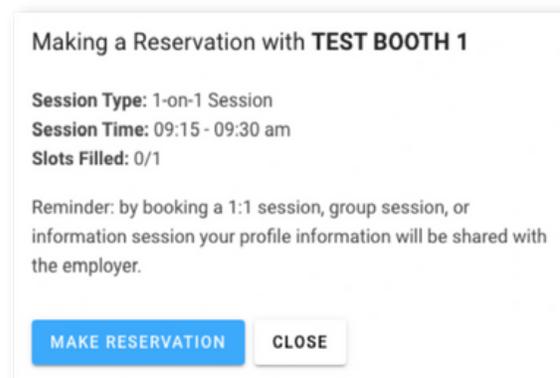
Step 3: Choose the time slot that you are available for.

Slots that are already booked will appear in grey.



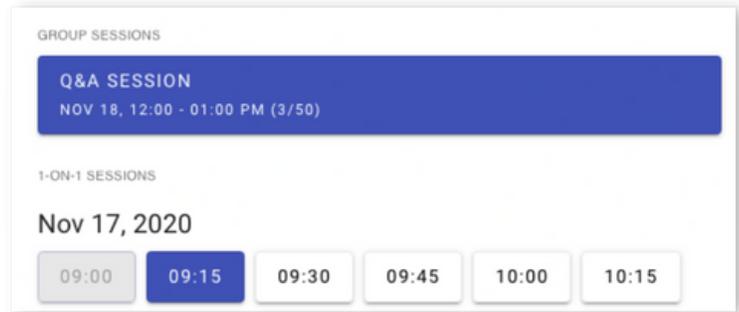
Step 4: Select "Make Reservation."

Note: You are recommended to book one-on-one sessions ahead of time since spots are limited.



How To Book 1:1 Sessions or Group Sessions

Note: Sessions you've signed up for will be shaded in purple.



GROUP SESSIONS

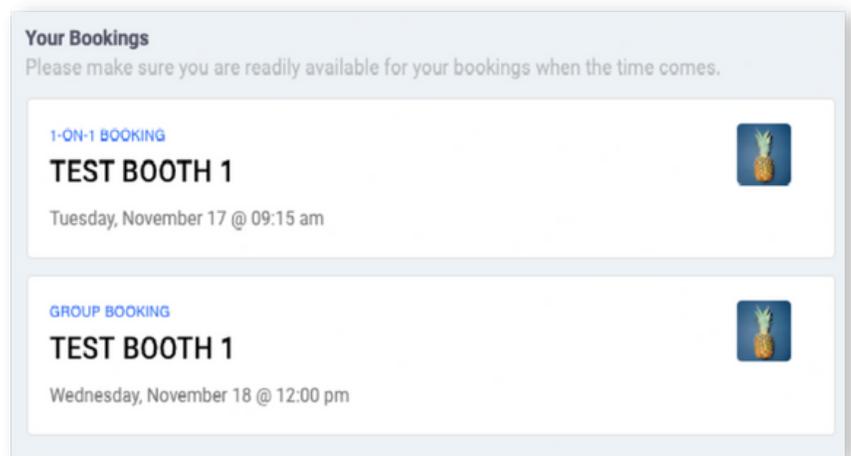
Q&A SESSION
NOV 18, 12:00 - 01:00 PM (3/50)

1-ON-1 SESSIONS

Nov 17, 2020

09:00 09:15 09:30 09:45 10:00 10:15

Step 5: Navigate to "Home" to view your booked sessions.



Your Bookings
Please make sure you are readily available for your bookings when the time comes.

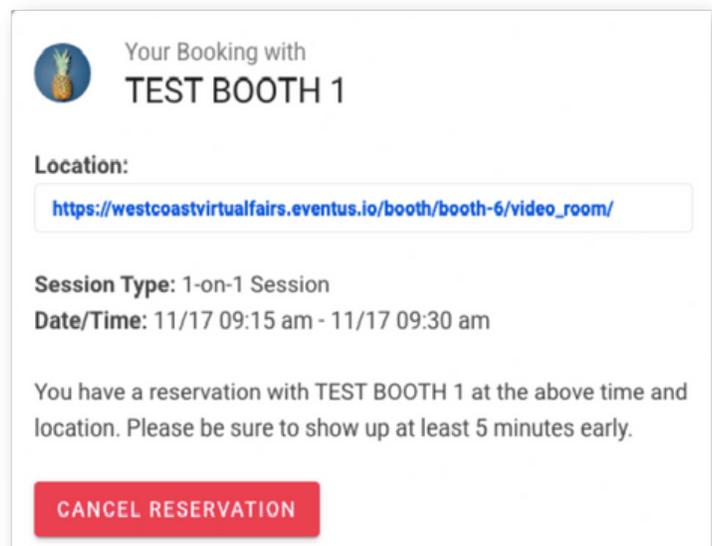
1-ON-1 BOOKING 
TEST BOOTH 1
Tuesday, November 17 @ 09:15 am

GROUP BOOKING 
TEST BOOTH 1
Wednesday, November 18 @ 12:00 pm

Note: You will also be able to **cancel** a session here.

To do that, click on the session you want to cancel.

Select "**Cancel Reservation.**"



 Your Booking with
TEST BOOTH 1

Location:
https://westcoastvirtualfairs.eventus.io/booth/booth-6/video_room/

Session Type: 1-on-1 Session
Date/Time: 11/17 09:15 am - 11/17 09:30 am

You have a reservation with TEST BOOTH 1 at the above time and location. Please be sure to show up at least 5 minutes early.

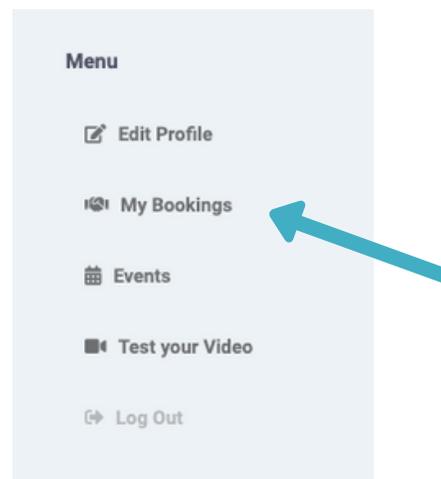
CANCEL RESERVATION

Attending a 1:1 Session or Group Session

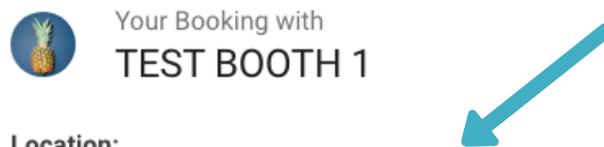
Step 1: Return to the Home Page by clicking on the icon in the top right corner.



Step 2: Click on "My Bookings" in the left-hand side menu.



Step 3: Click on the booked session you want to attend.



Step 4: Click on the link in the "Location" bar.

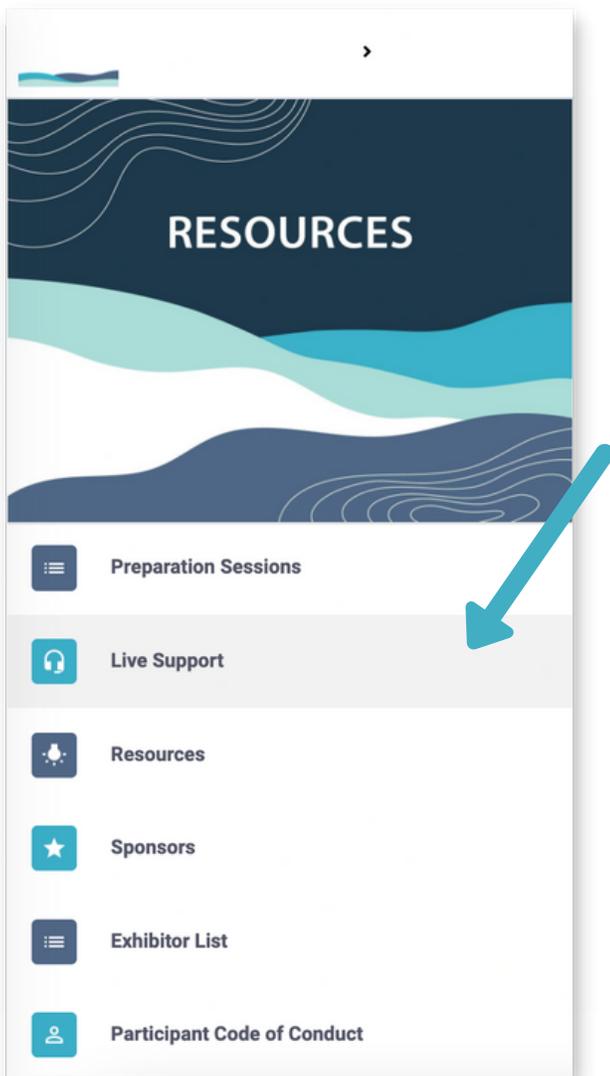


Session Type: 1-on-1 Session
Date/Time: 11/17 09:15 am - 11/17 09:30 am

You have a reservation with TEST BOOTH 1 at the above time and location. Please be sure to show up at least 5 minutes early.



Need Support During the Fair?



Access live support via the Student Resource Guide page.

Staff from both institutions (SFU and UVic) will be hosting a virtual support room. Live support is designed to provide assistance with:

- General questions about the event
- Career tips, like approaching employers at the fair
- Technical support for the platform

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