

# WEST COAST VIRTUAL FAIRS

SFU + UBC + UVic: Career, Volunteer & Graduate Schools

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## STUDENT & ALUMNI GUIDE

Navigating the Virtual Fair Platform:  
Eventus

Hosted by:



SIMON FRASER  
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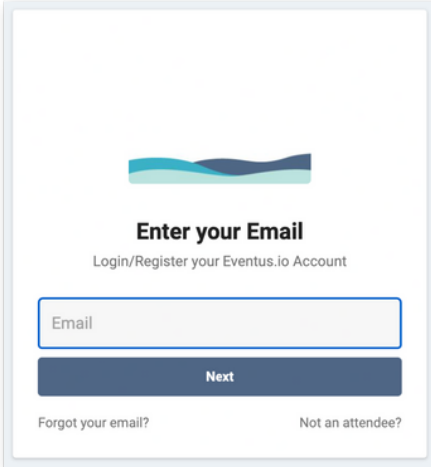
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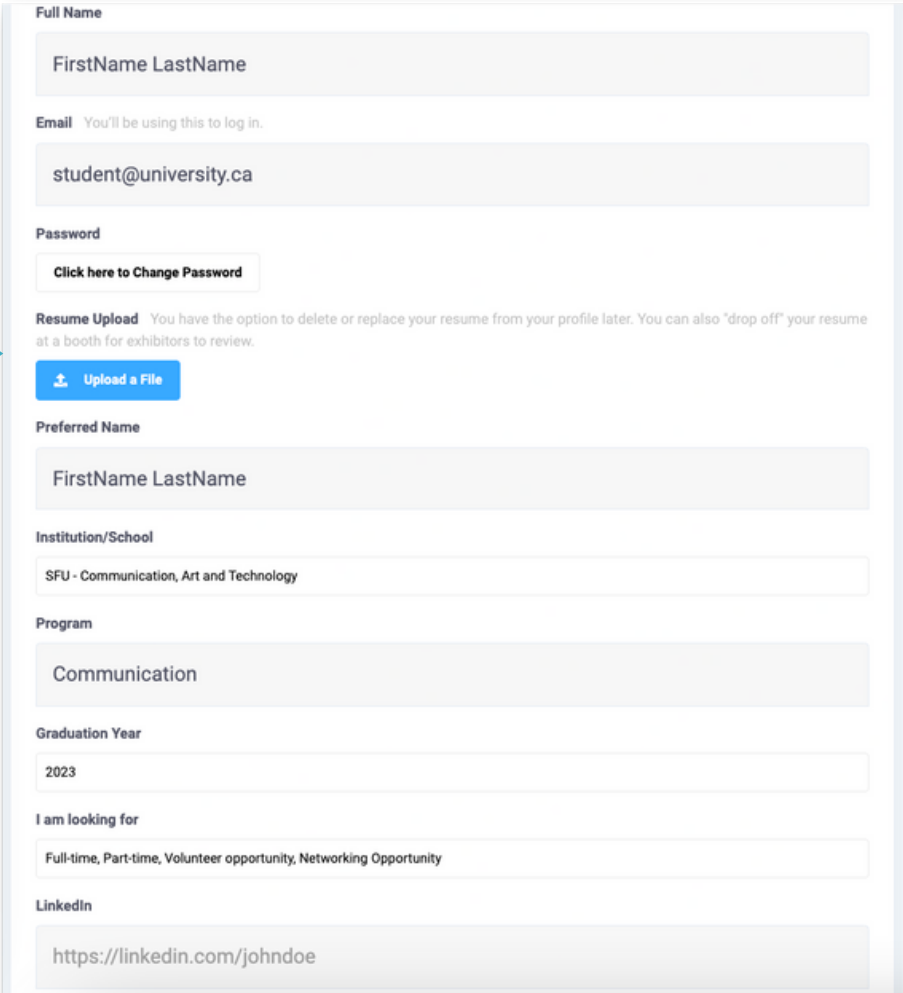
# How To Register / Create Your Profile

**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).



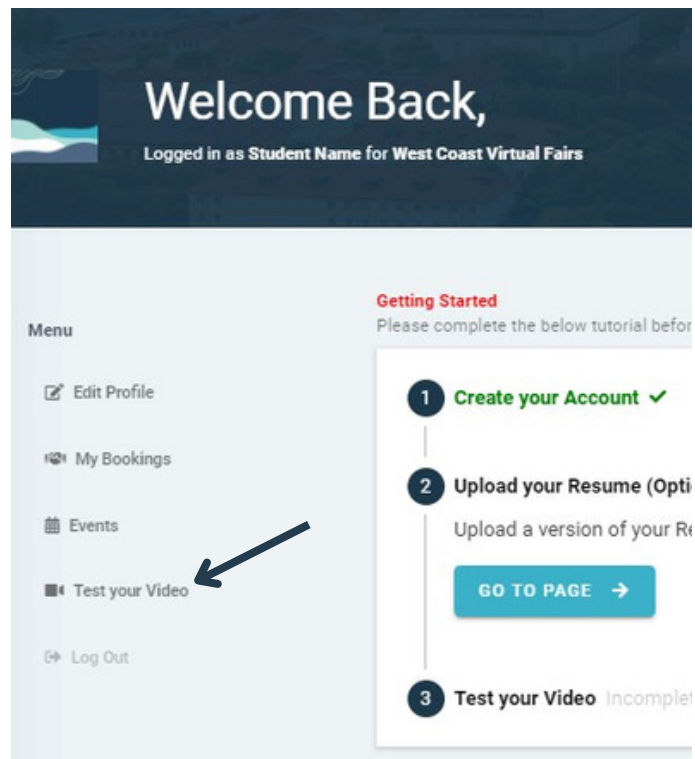
The screenshot shows a comprehensive profile creation form. It includes fields for "Full Name" (with sub-fields for "FirstName" and "LastName"), "Email" (with a note "You'll be using this to log in."), "Password" (with a "Click here to Change Password" link), "Resume Upload" (with a note about deleting or replacing the resume and an "Upload a File" button), "Preferred Name" (with sub-fields for "FirstName" and "LastName"), "Institution/School" (with the example "SFU - Communication, Art and Technology"), "Program" (with the example "Communication"), "Graduation Year" (with the example "2023"), "I am looking for" (with the example "Full-time, Part-time, Volunteer opportunity, Networking Opportunity"), and "LinkedIn" (with the example "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

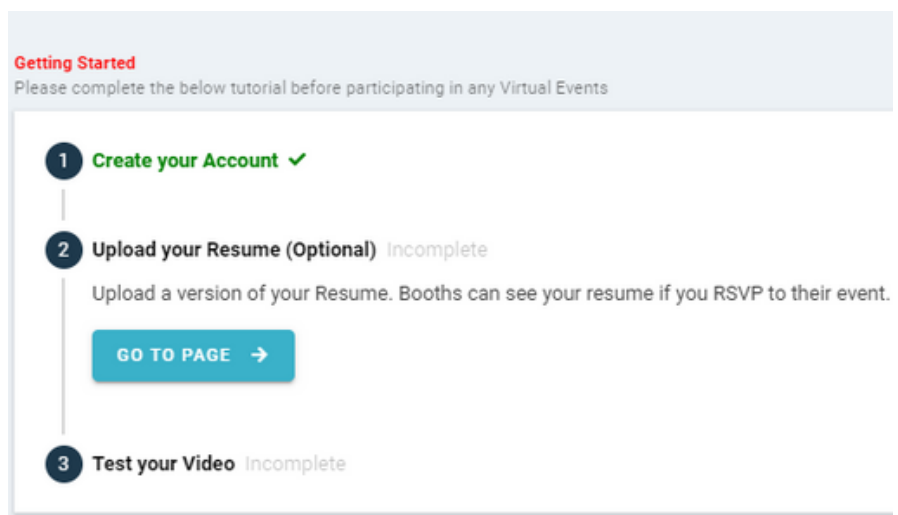
**Step 3:** After creating your profile, you will be redirected to the "Home" page.

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

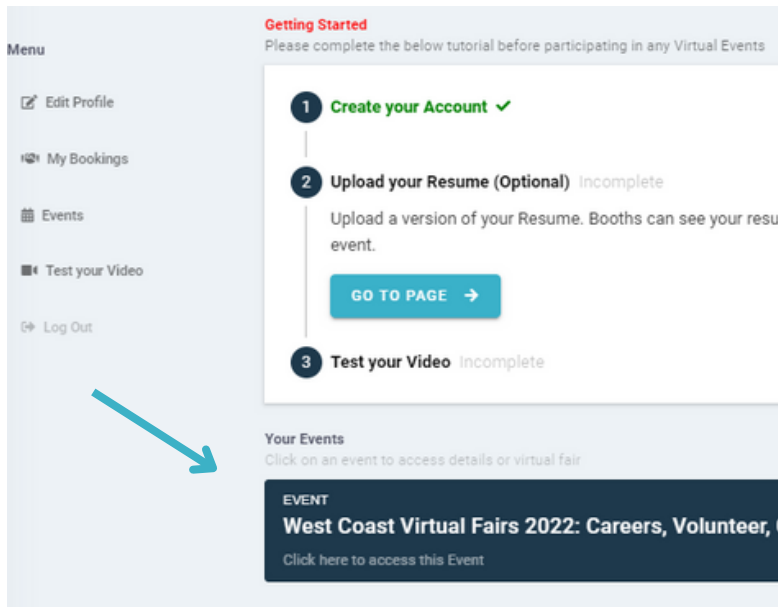


**Step 4:** Make sure to complete the tutorial before the day of the fair.

**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 West Coast Virtual Fairs 2022: Careers, Volunteers, Graduate Schools

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

## West Coast Virtual Fairs 2022: Careers, Volunteer, Graduate Schools

Hosted by West Coast Virtual Fairs

Wednesday, November 2, 2022  
10:00 am

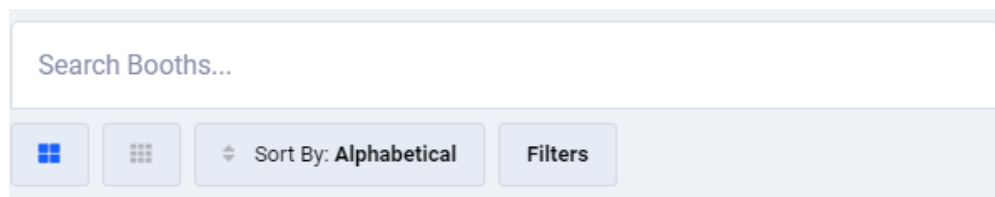
### Attend from Anywhere

Sign-up today and pre-book casual conversations with recruiters

**ACCESS THE FAIR →**

[Mark yourself as Going +](#)

# How To Use the Platform Features

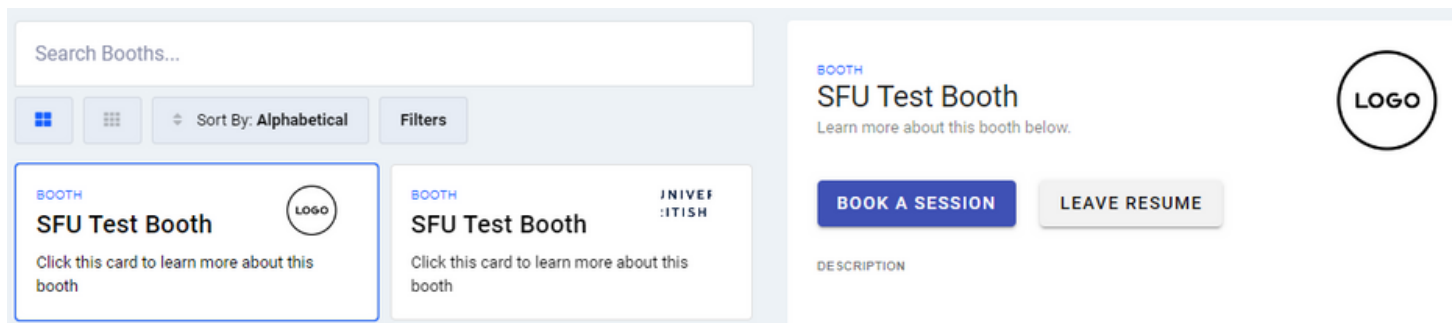


## Card Settings

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.



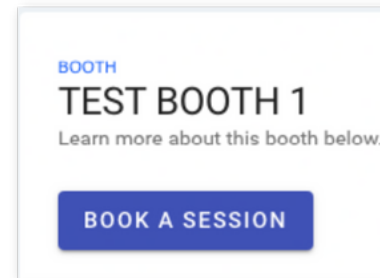
## Multi-booth Navigation

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"



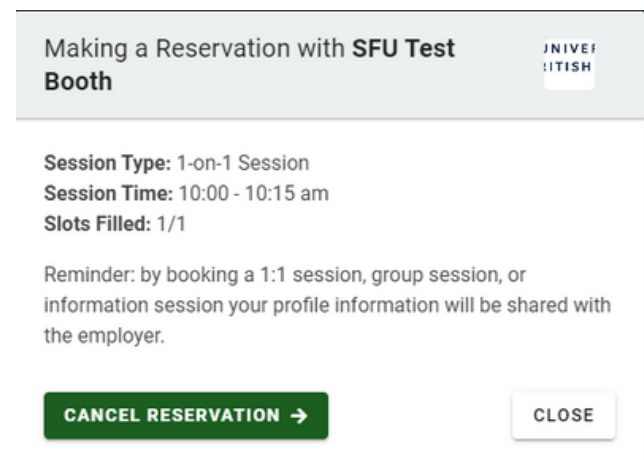
Step 3: Choose the time slot that you are available for.

Slots that are already booked will appear in grey.



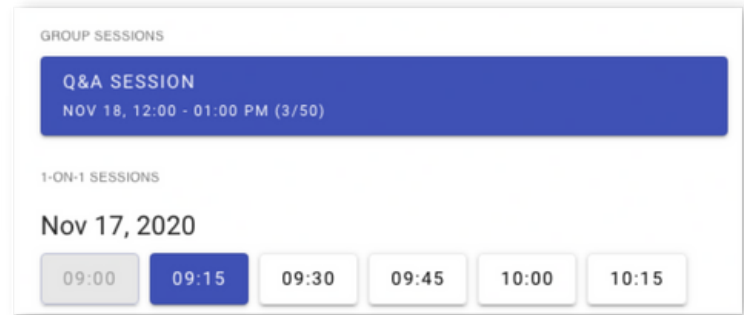
Step 4: Select "Make Reservation."

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

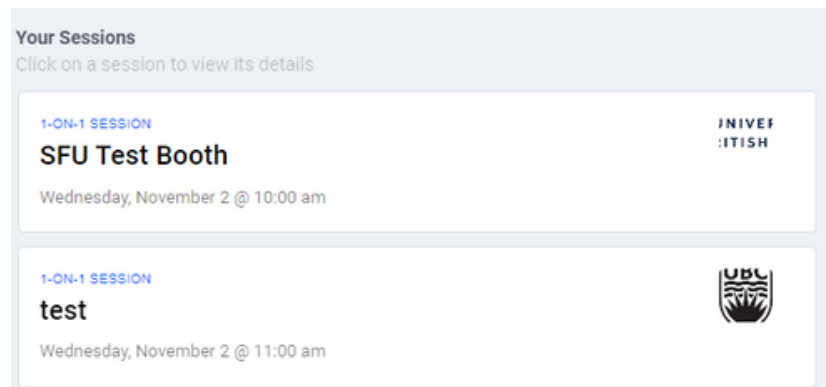


# How To Book 1:1 Sessions or Group Sessions

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



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



**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 Session with  
**SFU Test Booth**

**Location:**

[https://westcoastvirtuallfairs.eventus.io/booth/booth-3/video\\_room/](https://westcoastvirtuallfairs.eventus.io/booth/booth-3/video_room/)

**Session Type:** 1-on-1 Session

**Date/Time:** 11/02 10:00 am - 11/02 10:15 am

You have a reservation with SFU Test Booth at the above time and location. Please be sure to show up at least 5 minutes early

Please note that participating organizations may be using their own video chat links. No personally identifiable information about you will be shared by the exhibitors with the University of Victoria, Simon Fraser University, and University of British Columbia (organizers of the event) without your consent.

**CANCEL RESERVATION**

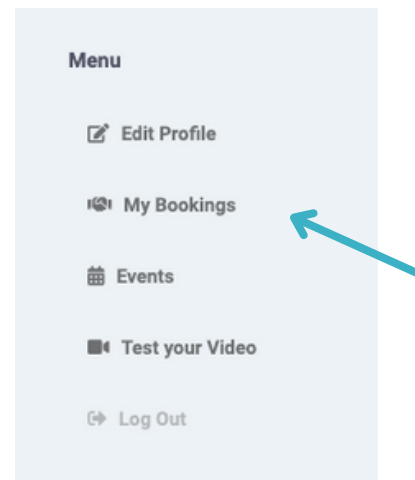
**CONTACT BOOTH**

# 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.

## NIVE :ITISH Your Session with SFU Test Booth

### Location:

[https://westcoastvirtualfairs.eventus.io/booth/booth-3/video\\_room/](https://westcoastvirtualfairs.eventus.io/booth/booth-3/video_room/)

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**CANCEL RESERVATION**

**CONTACT BOOTH**



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