

WEST COAST VIRTUAL FAIRS

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

STUDENT & ALUMNI GUIDE

Navigating the Virtual Fair Platform:
Eventus

Hosted by:



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Presenting Sponsor:

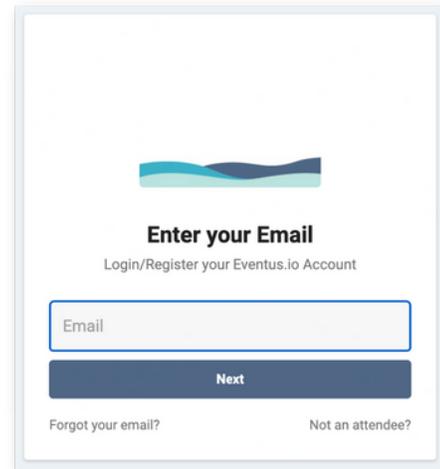


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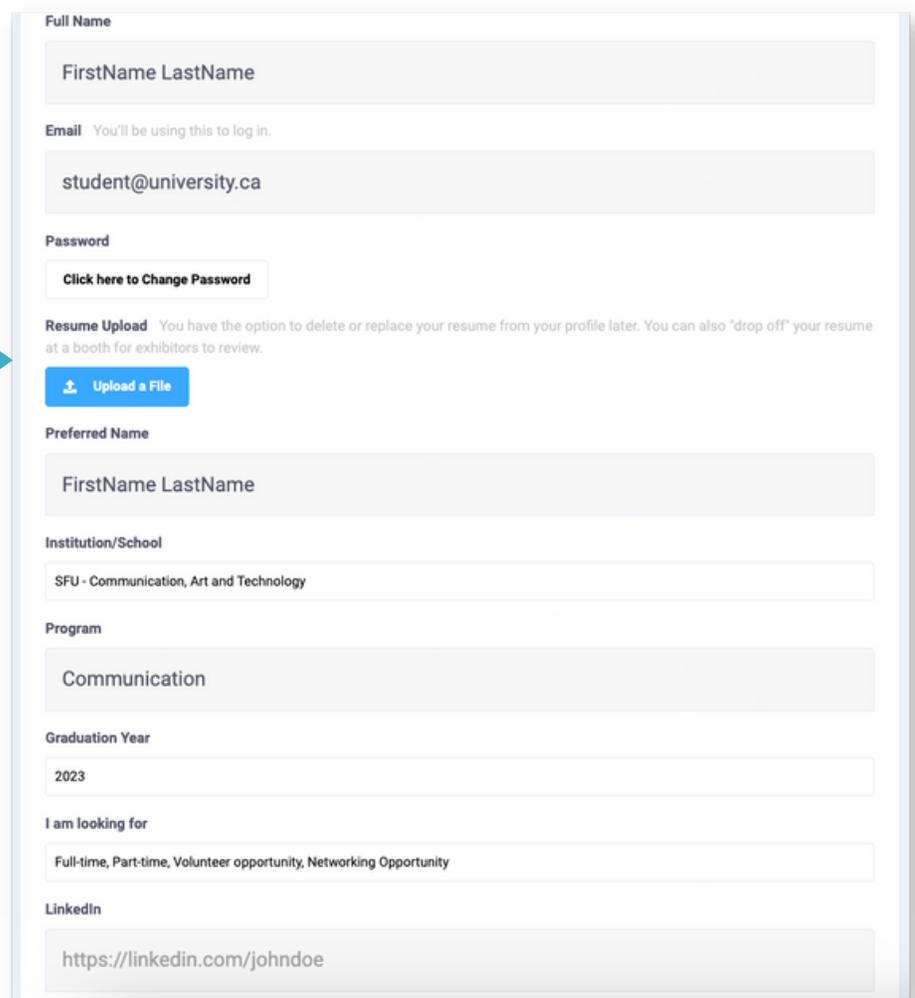
How To Register / Create Your Profile

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 profile creation form with the following fields and options:

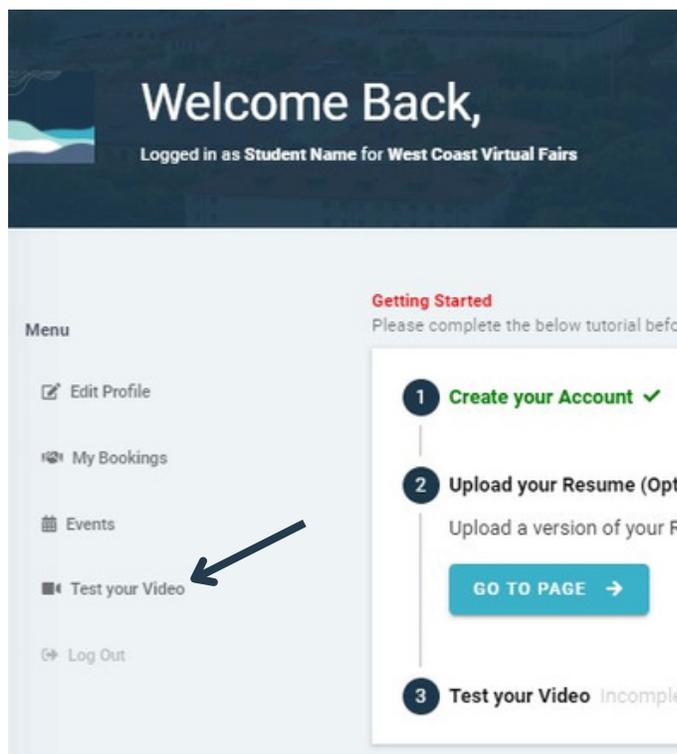
- Full Name:** Input field with placeholder "FirstName LastName".
- Email:** Input field with placeholder "student@university.ca". A note says "You'll be using this to log in."
- Password:** Input field with a link "Click here to Change Password".
- Resume Upload:** A note: "You have the option to delete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

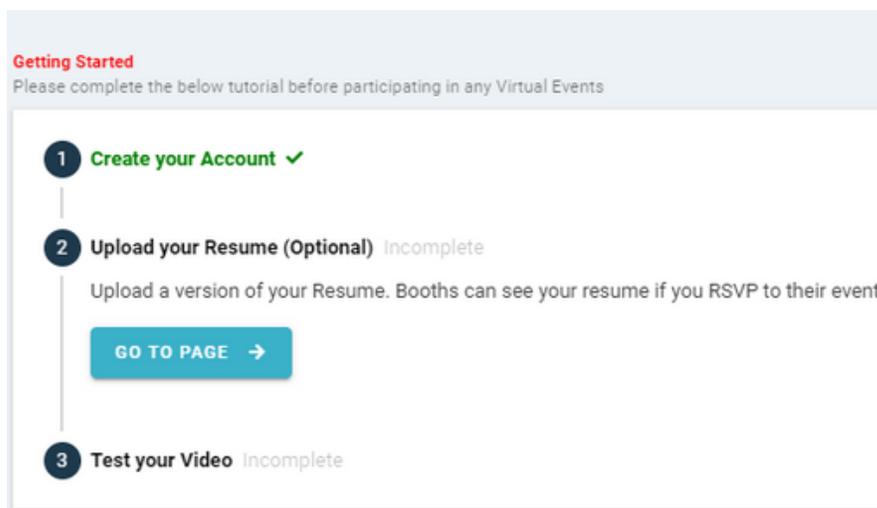
Step 3: After creating your profile, you will be redirected to the "Home" page.

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

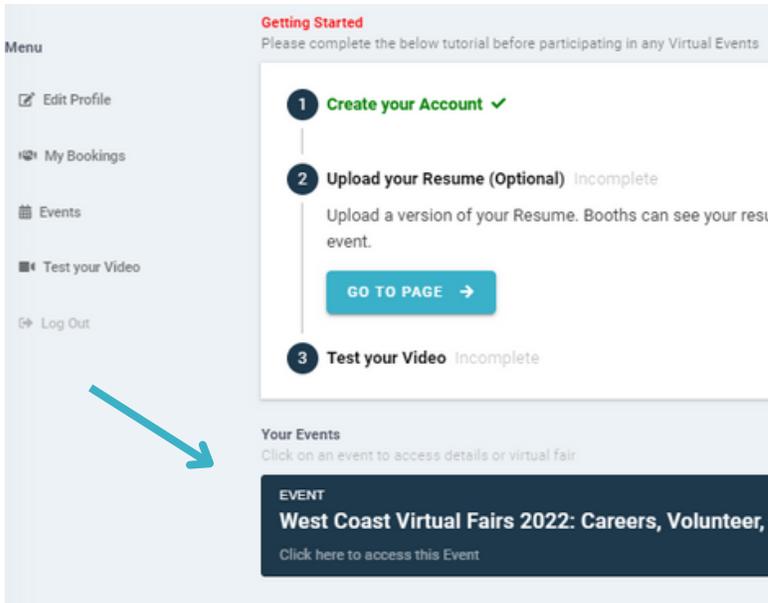


Step 4: Make sure to complete the tutorial before the day of the fair.

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

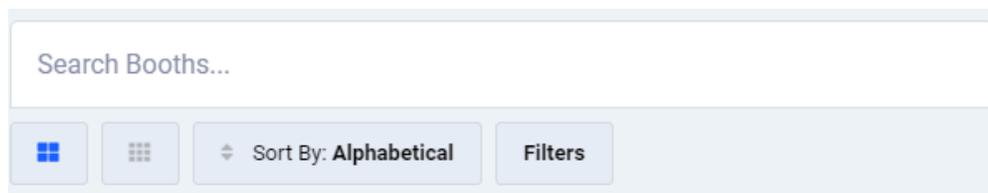
Attend from Anywhere

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

ACCESS THE FAIR →

[Mark yourself as Going +](#)

How To Use the Platform Features

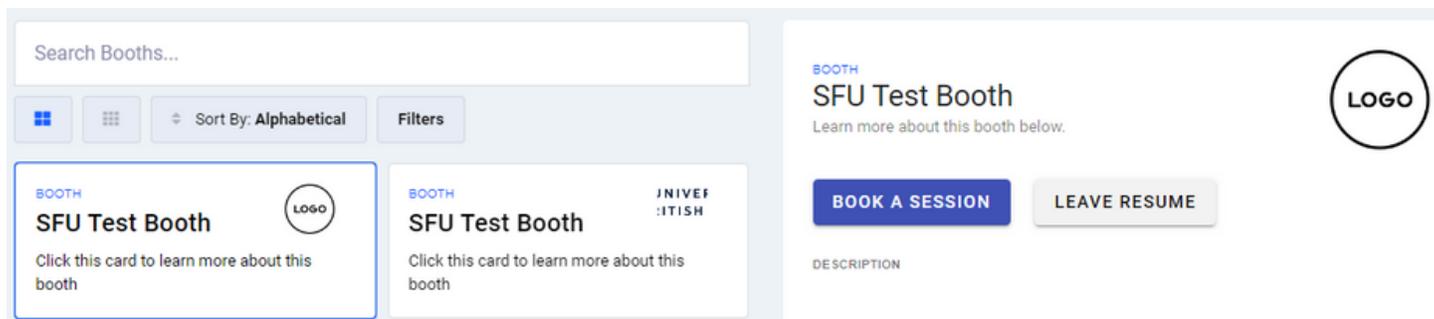


Card Settings

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.



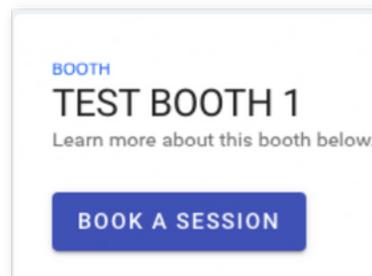
Multi-booth Navigation

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"



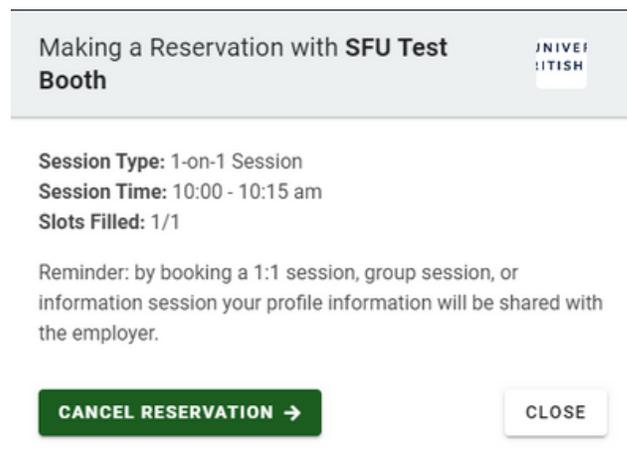
Step 3: Choose the time slot that you are available for.

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.

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 Sessions

Click on a session to view its details

1-ON-1 SESSION **SFU Test Booth** INIVEF :ITISH
Wednesday, November 2 @ 10:00 am

1-ON-1 SESSION **test** UBC
Wednesday, November 2 @ 11:00 am

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.**"

INIVEF :ITISH Your Session with **SFU Test Booth**

Location:

https://westcoastvirtualfairs.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

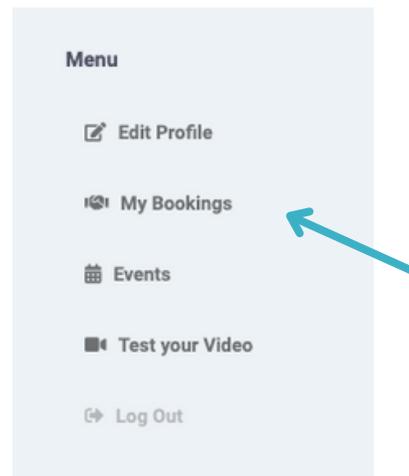
CONTACT BOOTH

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 **BRITISH** Your Session with
SFU Test Booth

Location:
https://westcoastvirtualfairs.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 or other information 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**

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