Virtual Fair Overview
January 9, 2019

Virtual Fair System Tutorial For Candidates

Click to Register for the Event

Registration
Register Now!

Organizations
Learn More

Jobseekers
Learn More

Questions: 770-980-0088 or RecruitMilitary@CareerEco.com

IMPORTANT NOTE: Google Chrome (preferred browser) or Firefox are required if you want the option to participate in video chats or view chat room broadcasts.

If using Internet Explorer – you MUST update to IE Version 11 or Microsoft Edge
If you already have an account, login to register

New Users: You will receive an email after registering and Must verify your email address to access your account

IMPORTANT NOTE: When registering for a Virtual Fair, you may need to answer fair-specific questions or add your educational details to complete your registration (screens not shown).
Required: Upload your Resume

VERY IMPORTANT!
Update your profile details and other educational information.
Organizations may send messages to your account. The number of unread messages waiting for you will appear next to “Messages” so click to review.
Click the Subject to review a message. Any unread messages will be in bold.

**Note:** You may have the opportunity to reply directly to the message received based on the messaging settings chosen by the organization rep.
Click “Event Details” to review each Organizations’ Profile, express your interest in specific organizations, and access the Chat Schedule.

PREPARE FOR THE FAIR:
Review the Organizations’ profiles and formulate quality questions before joining the Chat Sessions.
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Click to review Organizations’ Profiles and Express Interest in specific organizations (see following slide)

Review Organizations’ chat hours
Use drop-down menus to filter through the organizations listed that best fit your criteria.

**Important:** Click an organization’s name and review their profile before chatting.

Express interest in an organization by clicking the check mark (*it will turn blue*). Organizations will see you indicated interest.
Review job listings and be informed about available positions of employers that interest you, then formulate quality questions to ask in their chat sessions. (Not all employers post positions in the Virtual Fair system.)
### Chat Icons and Status Indicators

Chat icons indicate a person's chat status. Click "x" to hide this chat hint.

#### Chat Status Icons
- **Available for Private Chat**
- **Typing**
- **Busy**
- **Online**
- **Idle**
- **Offline**
- **Sound Preferences**
- **Student Advisor**

### Chat Room Options

- **Select Chat Room**
- **Click “Join Chat”**

### Note

Depending on the event, you may be able to join multiple rooms at the same time.
Main Chat: Messages Typed Here are visible to all Chat Room visitors.

Organization Reps Listed Here

Click icon to left of Organization Rep’s Name to see more details

Be Informed – Review the Organizations’ Profile pages

You and other Chat Visitors are Listed Here. For confidential reasons, Chat Visitors are unable to see one another’s full Last Name. (Your name only appears to other chat visitors with your First name and Last name initial)

Click the icon to manage your sound settings. You may choose to mute all sounds, or vary the way that the chat room alerts you to chat room activity.
If invited to a Private Chat, you will receive a notification (yellow box). Click on the Rep’s name to accept and open the private chat window.

**Note:** A number next to a Rep’s name indicates the missed message count.

**Important:** Private Chats are shown in between the Light Blue section and these chats are **ONLY** visible to that Organization Rep.
After accepting a Private Chat, a new chat window opens below. (Enter and send text in this area)

Click “Maximize View” to see only your Private Chat on the screen. “Minimize View” to see Main Chat Room responses simultaneously.
IMPORTANT: To receive video/audio broadcasts or join a video chat, you MUST log in using Google Chrome or Firefox!

You may need to adjust microphone/camera settings. Click camera icon in your url bar (may vary by browser).

Organization Rep’s video appears here. Reps may broadcast video and/or audio content to the entire room without viewing you or other chat visitors. Note: Reps may also request a Private Video Chat with you. (see note above)
You will be able to be seen and heard only by the person who requested the video chat.