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**Helping you prepare for the event**

Questions: 770-980-0088 or events@careereco.com
IMPORTANT:
Chat is available on multiple browsers and mobile devices.

Video chat and event-related broadcasts are **only** available from a desktop or laptop using **Google Chrome** or **Firefox**.
Note: Based on your organization’s set up, some Users may not have access to the Admin section and functionality shown in this tutorial.
Create your Organization Profile, since it is visible to Candidates immediately.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Email Address</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer</td>
<td>Jane</td>
<td><a href="mailto:email@careereco.com">email@careereco.com</a></td>
<td>Yes</td>
</tr>
<tr>
<td>Jones</td>
<td>Elizabeth</td>
<td><a href="mailto:sample@careereco.com">sample@careereco.com</a></td>
<td>No</td>
</tr>
<tr>
<td>Recruiter</td>
<td>Tom</td>
<td><a href="mailto:example@careereco.com">example@careereco.com</a></td>
<td>Yes</td>
</tr>
<tr>
<td>Smith</td>
<td>Bob</td>
<td><a href="mailto:employer@careereco.com">employer@careereco.com</a></td>
<td>Yes</td>
</tr>
</tbody>
</table>
You may create event-specific profiles with unique content; otherwise, make all updates in the Default Profile noted above.

* Your Default Profile will be automatically displayed in each event unless you create an event-specific profile.
Upload Logo

Upload one or more Custom images here

Dimensions of Custom Image section:
Width: 939 pixels & Height: 175 pixels

Click on each tab, then click the “pencil” icon to update details in that section.

* All Information entered in Contact tab will be made public for candidates to see.
Long Organization names should be abbreviated to better fit in the name tab shown in the chat room.

Add your description and modify the appearance using the edit tools above.

To add video, images, or PDFs, you must use HTML.

Need Assistance? Email events@careereco.com

Be sure to click “Update”. You may edit profile later.
Add Users who will be in your chat sessions. They will receive an email with login details.

Upload files (Word, PowerPoint, PDF, pictures) that will be available to candidates in your chat room.

You may reset passwords, disable/enable users, and edit User details or permissions.
Take note of any event-specific alerts

Click “Manage Event” to edit important event-specific details.
Update details viewable to candidates that are displayed on the event site

**Note:** All changes are saved automatically as you make them.
Add your organization’s chat hours

You may select information used in prior events

Private Room is for internal discussions and candidates are unable to enter.

Your welcome message is the first message visitors see when they enter your room.

Choose the start and end times of your organization’s chat sessions.

Alert: Pay attention to the Time Zone of the event

Be sure to “Save”. You may edit later.
Checkmark Users participating in this specific event.

* See note above.
Employers: “Job Postings” will display the positions you will be hiring for in the fair.
Check the box below to restrict job postings only to candidates in the fair(s) you’re registered for. Otherwise, jobs are viewable to all candidates in the CareerEco system.

Job postings are displayed for 60 days and archived for later use.

Click “New Position” in the “Job Postings” section, then include details and save.
Event Dashboard

Edit your personal profile

Set Up Meetings  Upcoming Events  Job Postings

Sample Virtual Event
October 1, 2019

Chat Now
Manage Event

National Events
New Connections
Attend from Anywhere
* Your contact information listed here is not shared with candidates.

Personal Details

User name
bob.smith@samplecompany.com

First name
Bob

Your Full Name & Title will be displayed in the Chat Room by default. To change your User Name, enter the preferred name in the field below.

Title

Chat Display Name

Secondary Phone
404-444-4444

Address 1
123 Sample Street

City
Atlanta

State/Province
Georgia

Be sure to “Save Details”. You may edit profile later.

Upload your photo for display next to your User name in the Chat room. The file size required is exactly 400 x 400 pixels. Email us for assistance.
A blue checkmark next to a Candidate name indicates they have expressed interest in your organization and will appear in “Expressed Interest” tab.

Click “Star” to “like” a candidate (they will appear in the “Liked Candidates” tab above).

Click “CV” icon to view resume & other career documents.

The yellow “chat bubble” indicates candidates that will appear in the “Chat Favorites” tab above.

* Candidates will not be notified if they are Liked or Favorited.
Add and Save notes which will show on the candidate record and in the reports.

Admin Users have access to notes made by all team members. Non-Admin Users only see their own notes.

Click the “pencil” icon, to add notes to candidate record.
Select the Event Name in the box below.
Use filters to find candidates that match your criteria.

* Use the “Clear” button to clear the search criteria.

Export Group of Resumes:
Checkmark each candidate to include in resume book, then click the “Candidate Reports” button and click “Resume Book By Selected Candidates” to compile and export resumes.

**Note:** Check the box to select “All” candidates in the list.
Export Candidate spreadsheets:
Use filters to sort candidates based on selected criteria, then click the “Candidate Reports” button and click “Candidate Report By Selected Filters” to compile and export spreadsheet.

Note: Check boxes do not apply when generating this spreadsheet. All candidates that appear in your search results when using the filters will be included in the spreadsheet when you run the report.
<table>
<thead>
<tr>
<th></th>
<th>Last Name</th>
<th>First Name</th>
<th>Expressed Interest</th>
<th>Resume</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Candidate</td>
<td>Alex</td>
<td>Yes</td>
<td>Download Resume</td>
</tr>
<tr>
<td>4</td>
<td>Candidate</td>
<td>Celeste</td>
<td>No</td>
<td>Download Resume</td>
</tr>
<tr>
<td>5</td>
<td>Candidate</td>
<td>Claudio</td>
<td>No</td>
<td>Download Resume</td>
</tr>
<tr>
<td>6</td>
<td>Candidate</td>
<td>Cory</td>
<td>No</td>
<td>Download Resume</td>
</tr>
<tr>
<td>7</td>
<td>Candidate</td>
<td>Julie</td>
<td>No</td>
<td>Download Resume</td>
</tr>
<tr>
<td>8</td>
<td>Candidate</td>
<td>Julius</td>
<td>No</td>
<td>Download Resume</td>
</tr>
<tr>
<td>9</td>
<td>Candidate</td>
<td>Kerri</td>
<td>No</td>
<td>Download Resume</td>
</tr>
<tr>
<td>10</td>
<td>Candidate</td>
<td>Ki</td>
<td>No</td>
<td>Download Resume</td>
</tr>
<tr>
<td>11</td>
<td>Candidate</td>
<td>Melanie</td>
<td>No</td>
<td>Download Resume</td>
</tr>
<tr>
<td>12</td>
<td>Candidate</td>
<td>Melissa</td>
<td>No</td>
<td>Download Resume</td>
</tr>
<tr>
<td>13</td>
<td>Candidate</td>
<td>Michael</td>
<td>No</td>
<td>Download Resume</td>
</tr>
</tbody>
</table>

**Candidate Spreadsheets:**
You may download individual resumes, or your system may allow a batch import of resumes.

**IMPORTANT:** The resume links will *only* be active for 60 minutes (for security reasons). Re-run reports to reactivate the links.

**ALERT:** If emailing a group of candidates, add the email addresses in the “BCC” section to protect their privacy.
The “Candidate Report” allows you to export a spreadsheet of all candidates registered for each event. Reports will continually update as candidates register.

The “Chat Room Transcript Report” provides details of all typed interactions, both public and private chats. **Note:** It may take a few minutes to generate this report.

The “Chat Room Participant Report” provides details in a spreadsheet of only those candidates who entered your chat room(s) in the event.
Candidates are sent notifications about unread messages twice daily. Please send messages prior to the event day to ensure delivery.

“Compose Message” to send a message to candidates prior to event.

Click “Messages” in menu to proactively to invite candidates to your chat sessions (highly recommended).
If you would like to edit your message by adding images or other multi-media content, you may insert HTML code.

You may “Insert Merge Fields” to personalize your message. (i.e. inserting first name)

Need Assistance? Email events@careereco.com

Select the event to send messages to candidates in that event.

Check “Allow Replies” to allow candidates to respond to your message.
Use filters to find candidates who meet your criteria.

Adding Candidates to your Message: Click the “Add” button by each candidate record or “Add all users” in your filtered list. Once the candidates are added, they will disappear from this screen.
### New Message

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>User Name</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aiden</td>
<td>Candidate</td>
<td><a href="mailto:gocareereco+aiden@gmail.com">gocareereco+aiden@gmail.com</a></td>
<td>Remove</td>
</tr>
<tr>
<td>Alex</td>
<td>Candidate</td>
<td><a href="mailto:gocareereco+alex@gmail.com">gocareereco+alex@gmail.com</a></td>
<td>Remove</td>
</tr>
<tr>
<td>Kristine</td>
<td>Candidate</td>
<td><a href="mailto:gocareereco+kristine@gmail.com">gocareereco+kristine@gmail.com</a></td>
<td>Remove</td>
</tr>
<tr>
<td>KT</td>
<td>Candidate</td>
<td><a href="mailto:gocareereco+KT@gmail.com">gocareereco+KT@gmail.com</a></td>
<td>Remove</td>
</tr>
</tbody>
</table>

**Review Recipients and Send Your Message**

* You may “Remove” candidates from the list if necessary.

**Deliver message to selected candidates.**

Send
Click “Messages” in Menu to review candidate responses (number indicates messages received).

Since message notifications are only sent to recipients twice daily (11am & 11pm Eastern Time), it is important to send your message prior to these times to ensure delivery.

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Message</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alden Candidate</td>
<td>Sample Message</td>
<td>Jul 13 04:22 pm</td>
</tr>
<tr>
<td>Jane Candidate</td>
<td>Sample Message</td>
<td>Jul 11 11:47 am</td>
</tr>
<tr>
<td>Kristine Candidate</td>
<td>Sample Message</td>
<td>Jul 09 06:49 pm</td>
</tr>
</tbody>
</table>

Unread messages are shown in blue font. To review and/or reply, click on the message subject line.
QUESTIONS:

770.980.0088
Events@CareerEco.com

Thank you for taking the time to review the tutorial!