Event Tutorial for Organization Representatives

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LOG IN

Note: Use Chrome, Firefox, or Edge to log in to the event and use audio or video features.

Create a New Account Now!

Register as an Individual
(Jobseekers, Students, Alumni, et al.)

Register as an Employer
(Recruiters, HR, Hiring Managers, et al.)

Register as an Academic Institution
(Admissions, Faculty, Advisors, et al.)

By creating an account, you agree to the Terms of Service.

TIP: When registering for a new CareerEco account, please note account type.

Candidates
Companies & Organizations
Colleges & Universities
CAMERA & MICROPHONE: Set up your devices before the event by clicking HERE.

TIP: Test your camera and microphone ahead of the event to use audio / video features.

Click to Enter Event on Event Day.
Note: View rooms in table view or list format.
Click on the Menu to:

Edit Profile: Change the organization’s profile. (only available to Admin Users)

Go Back to Event Dashboard.

Update Sound Preferences: You receive a sound alert (knocking sound) when Participants enter your room.

**TIP:** To add a picture: Go to Event Dashboard, click “Update Profile” beside your name and then “Upload Personal Photo”.
TIP: Add documents to “Files” that Participants can download from here.
(Only Admin Users have permission to add files)

Main Chat Room:
Messages typed here are visible to the entire room and remain in your room history for others to review.

“Download Transcript” of all text chats. Includes all Users’ typed responses, both Main Room and Private Chats.

Transcripts are only available to organization reps and not Participants.

Click “Stored Messages” icon to access and send frequently used responses.
Click on the 3 ellipsis next to a participant’s name to:
- Start a Private Chat.
- Access Participant’s Profile and Resume.
- Take Notes on the Participant.
- “Add To Favorites” to highlight participants you may want to follow-up with after the event. Participant is not made aware once favorited.

TIP: Click the ellipsis next to your own name to set your status to “Available” or “Unavailable for Private Chats”.

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After starting a Private Chat, a new tab opens above.

(Enter and send private messages in this area).

TIP: Click the arrows to split the tabs and open two separate panels.
Once you receive a message, a new tab will open indicating how many messages are waiting for you.

You will receive alerts indicating a Private Chat request and the number of missed messages.

Note: “P” icon indicates you are in a Private Chat with User.

“Checkmark” icon indicates an Organization Rep on your team has completed a Private Chat with a Participant.
Using Multi-Media Functions in the Main Room

Essential Technology Requirements for using Audio/Video/Screen Sharing

ALL USERS (including Candidates) MUST –

Use an updated version of: Chrome, Firefox, or Edge

TIP: Test in advance of your sessions!

Note: You may need to change microphone/camera settings. Click the icon in your URL bar to adjust (this varies by browser).

Share Audio Only

Share Video

Screen Share with Audio
Using Video/Audio in the Main Room

IMPORTANT: You must click “Stop Streaming” or the “X” below when finished!

Select the “Camera” icon to allow all visitors to see and hear you in the room.

TIP: 3 Organization Reps may share audio or video at the same time.
Select the “Microphone” icon to allow all visitors to hear you in the room.

Animated green bubble will show your audio levels shared to the room.

Note: You may mute your audio.
How to Share Screen and Audio Using Chrome/Edge/Firefox

Note: You MUST select “Entire Screen” or your presentation will NOT be viewable to others.

Be sure to select the monitor your presentation will be displayed on.

TIP: To end your screen share, click “Stop Streaming” in the top menu bar, or click “Stop Sharing” at the bottom of your screen.
How to Use Video/Audio 1-on-1

Request a private video or audio only chat with a User.

**Note:** You and the other User must click “allow” when prompted by the system to use your camera and microphone. Your video/audio will only begin once the user accepts your invitation.

**IMPORTANT:** Participants will only see buttons to share video/audio after you have begun sharing yours, and they have accepted your request.
How to Use Video/Audio 1-on-1

IMPORTANT: Participant’s video opens only after accepting a Private Video request and starting Video/Audio.

Note: 1-on-1 Video/Audio will end immediately if you leave the room.

You must click “Stop Streaming” or the “X” below when finished!