



Food and Beverage Ontario- CareersNOW! Job Fair Navigation Guide

Introduction:

Hello, thank you for joining us at the upcoming Virtual Career Fair. This document will provide you with all the information you need to be successful on the day of the event. If you still have questions after going through this document, please reach out to your sales rep or email careersnow@careersinfood.com.

Make sure you are using Chrome or Firefox as your browser!

Event Access:

Virtual Event Portal Access

Food and Beverage Ontario/ CareersNOW! Job Fair - January 11 <no-reply@pheedloop.com>
To: Clement Mo

Reply Reply All Forward ...

Wed 2021-12-01 9:47 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

Clement,

To virtually participate in the event's session live streams, participate in the exhibit hall, and network with fellow attendees, you'll need to log in to the virtual event portal. Click on the button below and use the following credentials to join the virtual event experience!

Email: clement.mo@aqcareers.com
Password: **PASSWORD**

[Visit Virtual Portal](#)

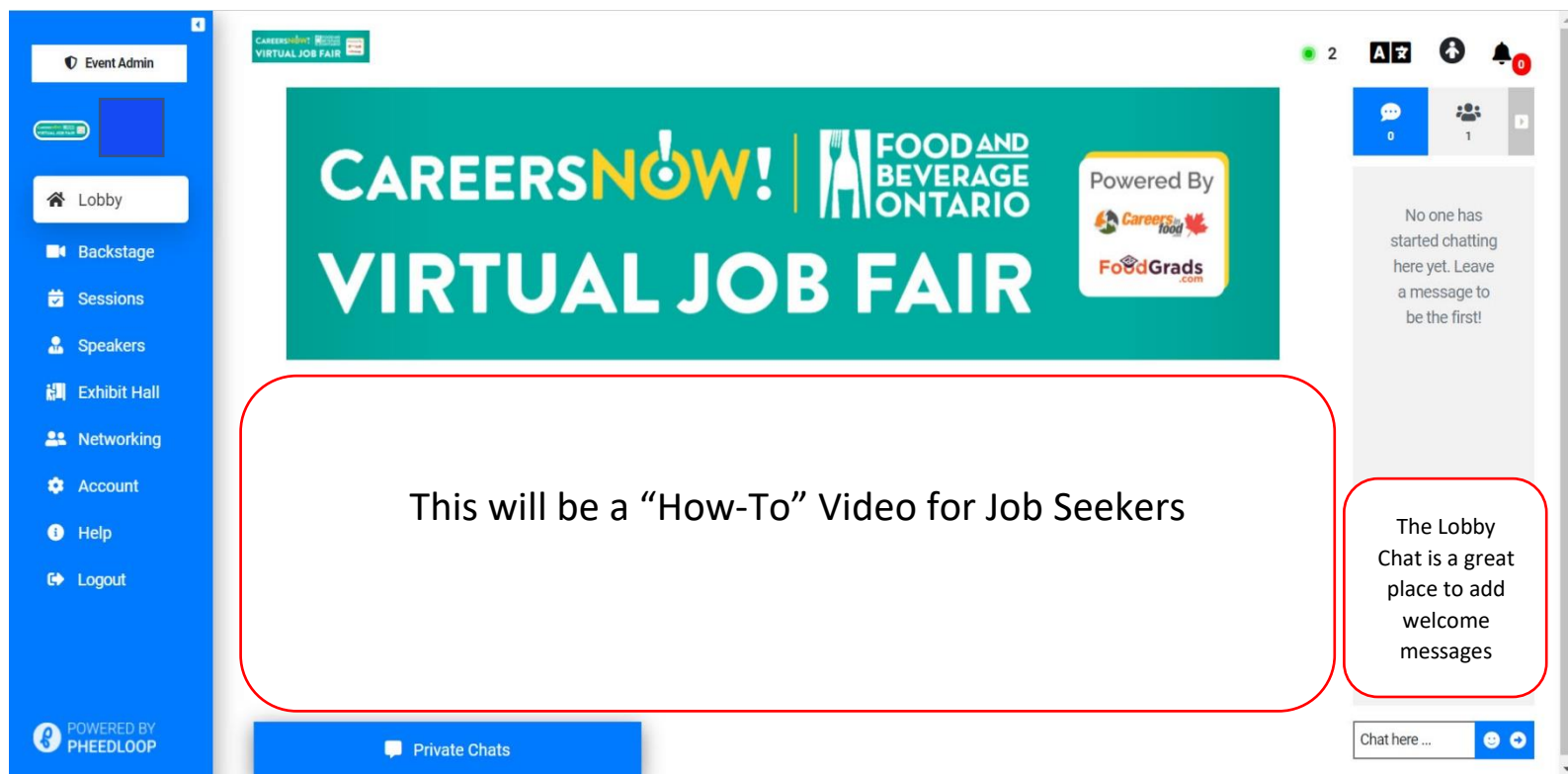
Warning! This email or its links contain private information. To ensure your privacy, do not forward this email.

- You will receive this access email the **day before** as well as the **morning of** the Virtual Job Fair.



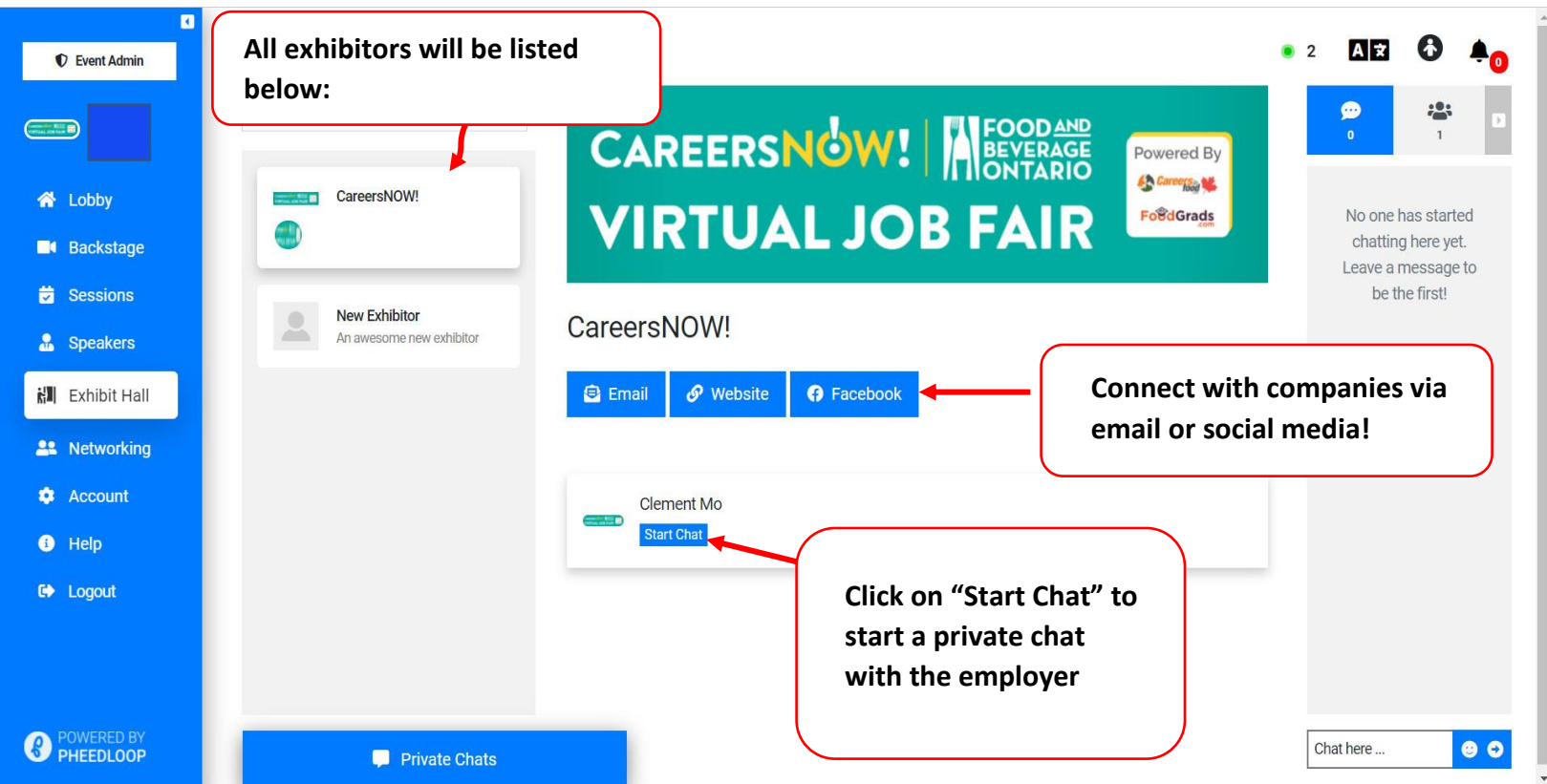
- The email will come from **Pheedloop** and will be titled **“Virtual Event Portal Access”**, be sure to check your **junk/spam** email if you can’t find it
- Simply **copy the password** located under your email and click **“Visit Virtual Portal”** to sign in.

Lobby Tab:



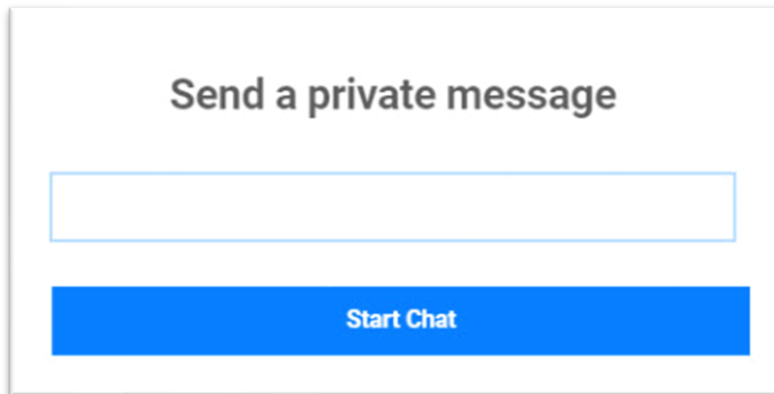
- The ‘Lobby’ tab is where everyone attending the event will land first.
- As you can see from the image above, the Navigation Menu is located on the left side of the screen and is your key to moving from page-to-page.
- The Lobby will consist of a how-to video to help you get the most out of the career fair

Exhibit Hall:



- The 'Exhibit Hall' is where all the employer's booths are located.
- All the company names will be listed on the left side of the screen in alphabetical order. Platinum Sponsors will be the first booths listed.
- The managers of the booth will be listed at the top of the booth under the banner image. Job Seekers can click on the managers and start chats with them from here.
- There is also the 'Public Exhibitor Chat' where you can ask a question.
- ALL CHATS WILL APPEAR UNDER THE NETWORKING TAB

Key Chatting Tips:



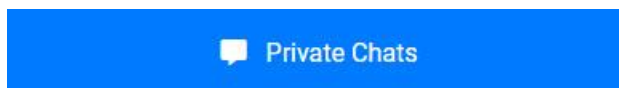
Send a private message

Start Chat

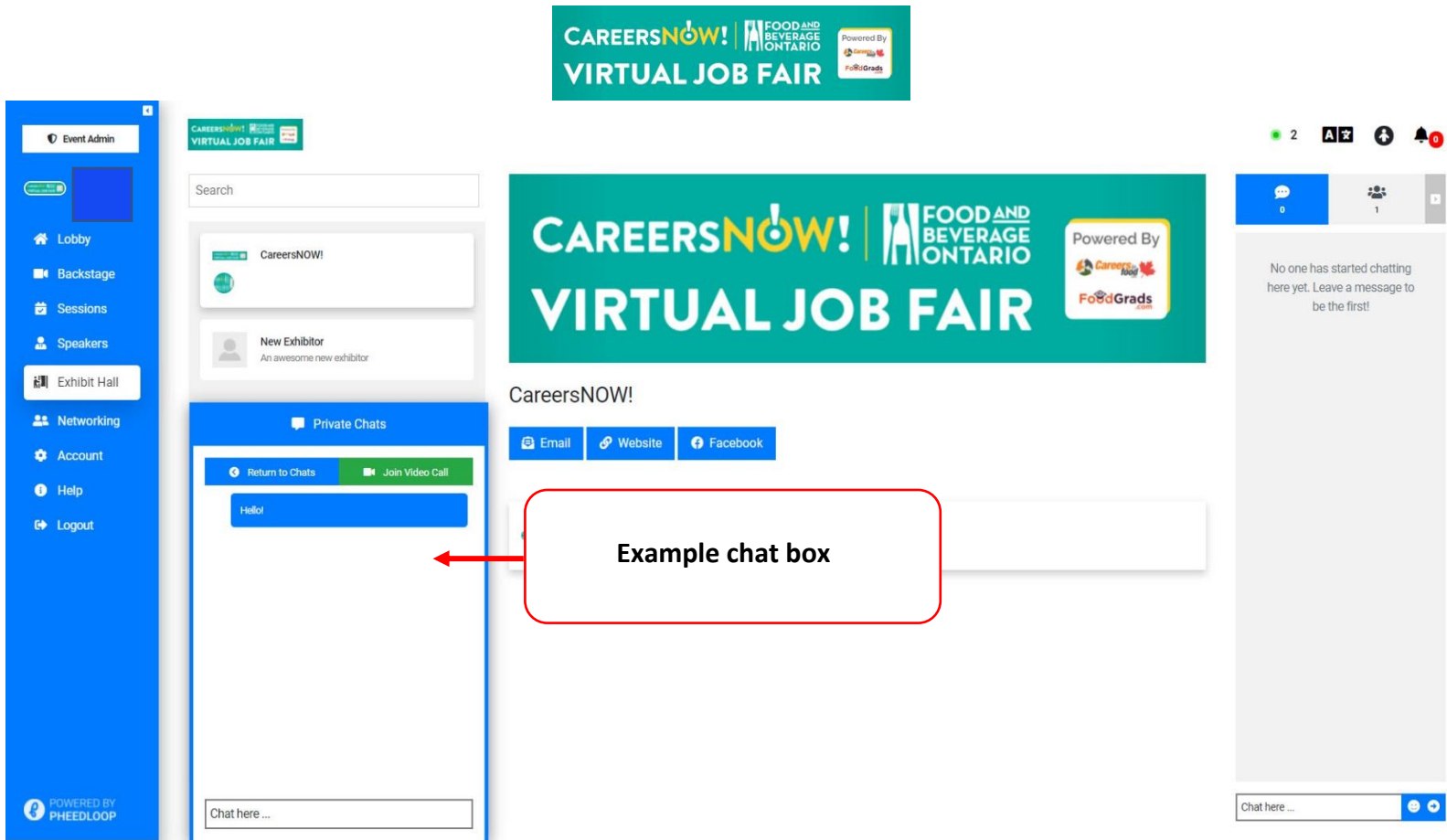
What Happens Next:

- Once you **click on the employer** in their booth, a **chat box** will appear.
- You can then write your message.
- Once you send the chat, it will appear in the **'Networking'** tab under **'Chats'** or in the **'Private Chats'** tab at the bottom of your screen

Private Chats:



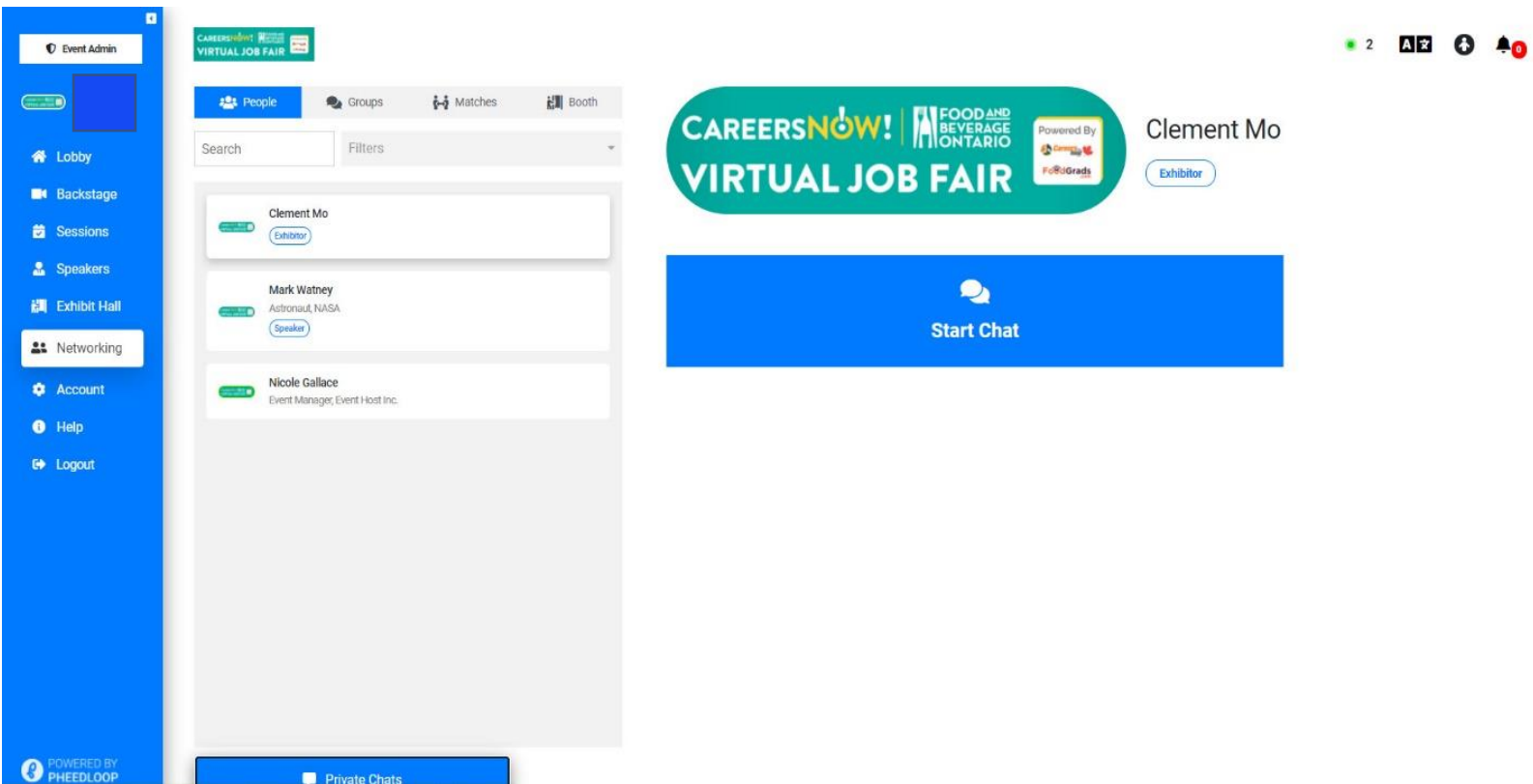
- This **'Private Chats'** Tab will appear at the bottom of your screen.
- This is where all your private chats will be located.



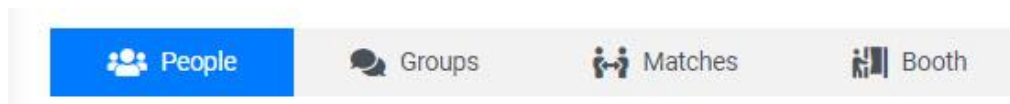
- The image above shows you what the private chat section looks like when opened.
- **A list of all your chats will appear**, like an Instant Messaging system.
- Once you click on your chat, you will have the option to start a **video call**.



Networking Tab:



- The **'Networking' tab** is where all your chat and where all attendees can be found
- The Image above shows the **'People' tab** which has a list of all attendees. Here you can click on people and view their profiles and resumes. You can also start a chat with the attendees from here.
- If someone has an **'exhibitor' tag** under their name, that means they are an employer.

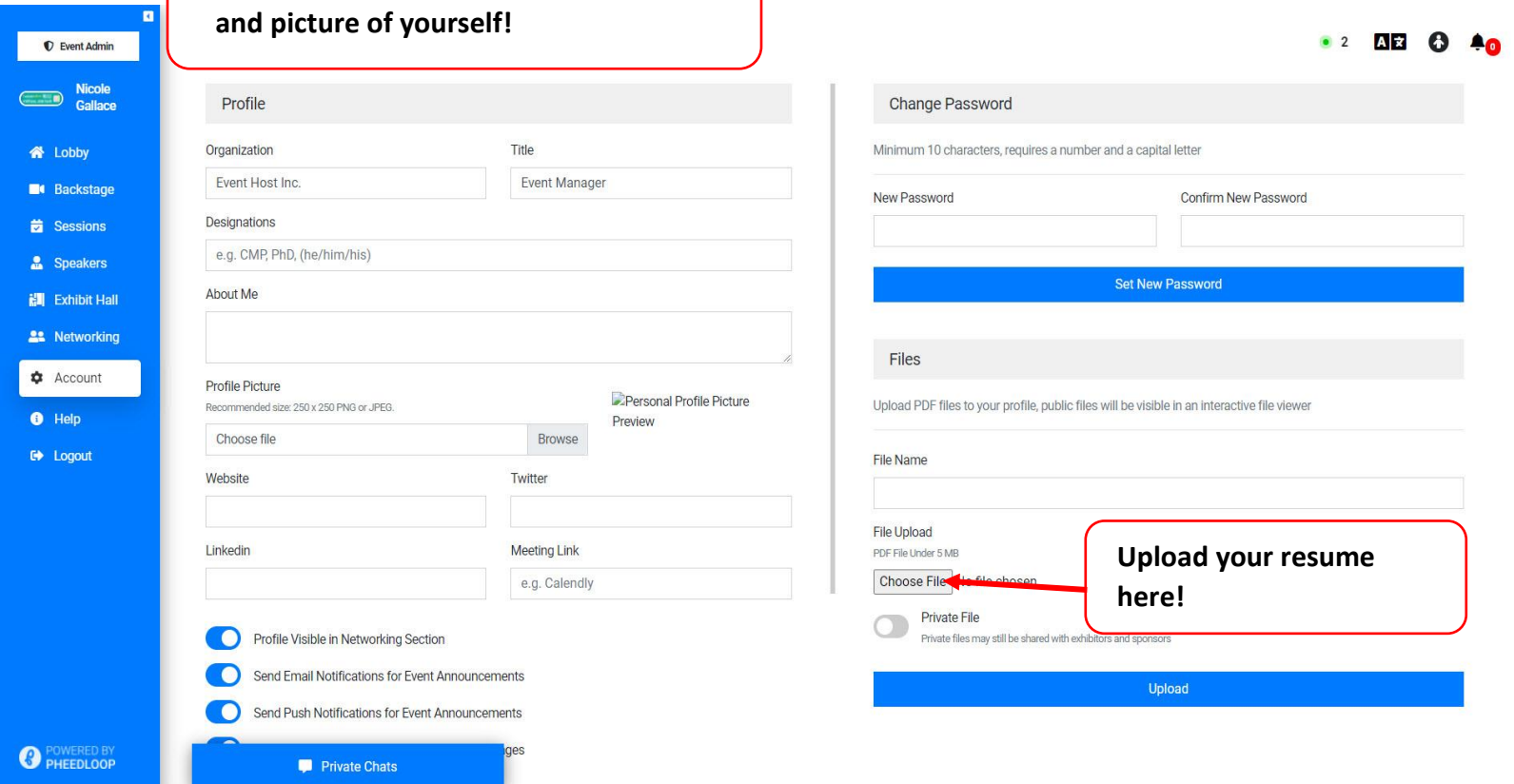


- At the top of the screen, you will see this navigation menu which brings you to the other networking options.

- Under the **'Groups' tab** is where you can create a group chat with the maximum of 5 people. All of your group chats will appear under this tab.
- Under the **'Matches' tab** is where you can get matched with attendees with similar interests as you. You will be asked to fill out a small survey, your matches are based off of your responses.

Account tab:

Under profile, you can add a quick bio and picture of yourself!



- The **'Account' tab** is where you go to add your profile picture, bio, and your title.
- We encourage all job seekers to **add their resumes** to their profiles so employers can view them.