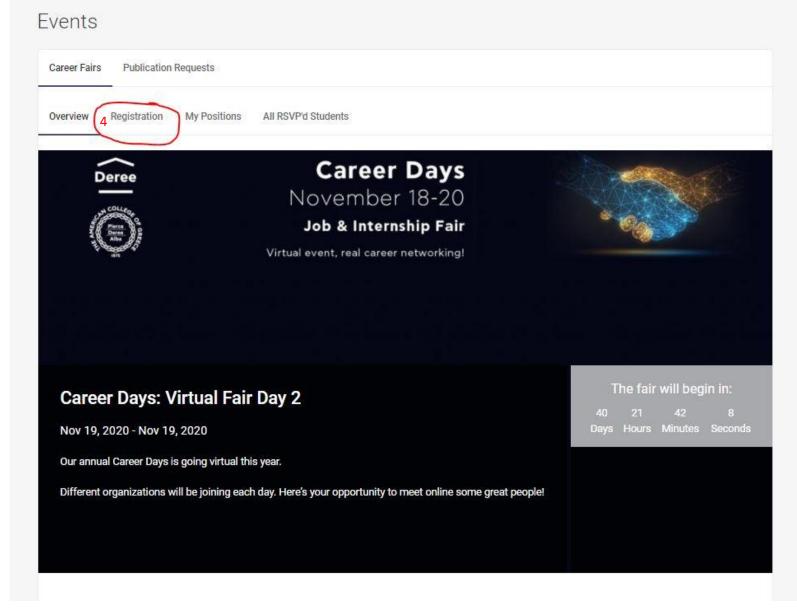After logging in to the ACG Career Portal, Click on 'Events' (1), located on the left-hand side bar, and then click 'Career Fair' (2). From there the above Event page will be visible and you should click on the box titled 'Registered' (3).

Events

Overview   **4** Registration   My Positions   All RSVP'd Students

Deree

Career Days
November 18-20
Job & Internship Fair
Virtual event, real career networking!

Career Days: Virtual Fair Day 2

Nov 19, 2020 - Nov 19, 2020

Our annual Career Days is going virtual this year.

Different organizations will be joining each day. Here's your opportunity to meet online some great people!

The fair will begin in:

40	21	42	8
Days	Hours	Minutes	Seconds

This will take you to the Overview Page, as above. Click on 'Registration' (**4**) to access the Company Information.

Title
Marketing Coordinator

Meeting Instructions
3

1 on 1 Chats

Expected Chat Time per Student:	15
Instructions:	Any time

Group Chat

Instructions:	TBA
Schedule:	TBA

CONSENT FORM

I have been informed and I hereby provide my consent for the processing of the aforementioned data:	Yes
I hereby provide my explicit and unreserved consent for the processing of my contact details by ACG in order to receive information on Office of Career Services news and events of ACG.:	Yes

Modify

5

Scroll to the bottom of the page and click the 'Modify' (5) button in order to edit the information available.

Click the 'Next' (6) button until you arrive to the information you would like to edit. In order to edit an existing Representative's information, click on 'Expand' (7 – see next slide for example). To add an additional Representative, click on 'Add New' (8) to add the additional contact information. Make sure to also edit the Number of Representatives above (9).

Representative Information*   ALEXANDRA MATSOUKI   Collapse Remove

Full Name*   ▉▉▉▉▉▉▉▉▉

Email Address*   ▉▉▉▉▉▉▉▉▉

Title   Marketing Coordinator

Division

Meeting Instructions

| **B** | *I* | ☰ | ☰ | ☰ | ☰ | 🔗 | ✂ | Iₓ |

3   10

p

Alternative Instructions

| **B** | *I* | ☰ | ☰ | ☰ | ☰ | 🔗 | ✂ | Iₓ |

p

Add New

Previous   **Next**
11

Example of Representative Information. Each Representative must have their own unique open Meeting Link in the Meeting Instructions Box (10) that students will be able to reach them on the day of the event. See the final page for relevant "How-To Links" to create open meeting links. Once complete, click 'Next' (11) to update the Meeting Link.

Overview   Registration   My Positions   All RSVP'd Students

| Contact Information |
| Profile Information |
| Representatives |
| 1-on-1 Chats |
| Group Chat |
| CONSENT FORM |

Previous   **Next**

Maximum number of minutes each representative is expected to chat with each student. This information helps students prepare and keeps everyone on track. To ensure student queues don't stagnate, this value should be set between 5 and 15 minutes.

Expected Chat Time per Student* 15

Let students know when your one to one chat will be hosted.

Instructions*

B | I | ☰ ☰ | ☲ ☲ | 🔗 ✂ | Iₓ

Any time
12

p

Previous   12 **Next**

Include any relevant instructions to students in the Instructions Box (11). I.e. 'Make sure to have the Zoom/Skype/MS Teams app downloaded or open on your computer for the chat. Alternatively, you could also include again the representatives and their links again here. Make sure to continue clicking 'Next' until you have reached the final page to ensure your information has been updated (13).

How to Create Meeting Links

In order to assist you with creating your meeting links for the ACG Career Days, please see the helpful links below for Tutorials for the different available platforms.

Zoom
See below to create and share a Zoom meeting link –

Video & Step-by-Step Tutorial: https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings

MS Teams

See below to create and share a MS Teams meeting link –

Step by Step Instructions (with photos): https://www.uvm.edu/it/kb/article/creating-and-sharing-a-teams-meeting/
Video Tutorial: https://www.youtube.com/watch?v=ZXhGKdWYdfg

Skype

Meet Now & How Set it up: https://support.skype.com/en/faq/FA34926/what-is-meet-now-and-how-do-i-use-it-in-skype

Note: Meet Now chats can be quickly set up and shared with others in two easy steps. However, all new Meet Now chats will initially have the same title and profile picture. Tap or click on the Chat Header in your meeting and select the Edit text button button to rename it and add a profile picture.

Our team looks forward to having your organization join us for the first Virtual ACG Career Days and we remain at your disposal for any further assistance or clarifications.