

# Instructions Manual

## 2020 MCC Virtual Career Fair



**June 19<sup>th</sup>, 2020**  
**10:00 AM – 2:00 PM (ET)**

# GETTING STARTED

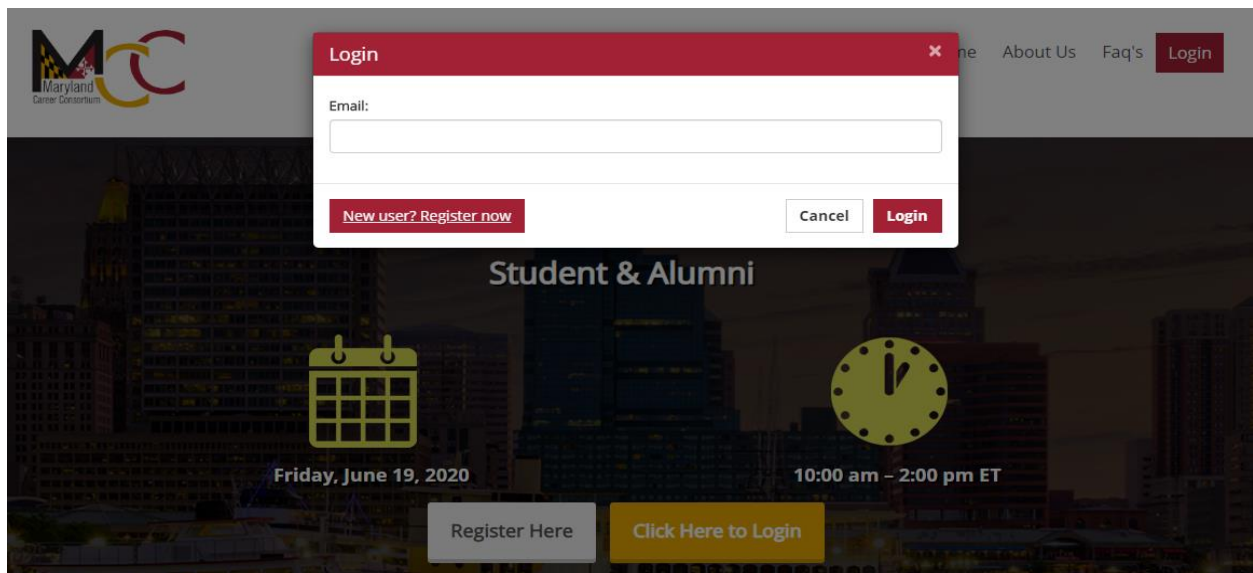
This manual aims to guide you so you can make the most of your participation in **MCC Virtual Career Fair**. The manual will elaborate on how you can navigate through the virtual platform as an attendee.

## MAIN PAGE

Type in the URL: <https://marylandcareerconsortium.vfairs.com/> in the address bar of your browser to visit the online event. We recommend that you use either Chrome, Safari or Firefox for best performance.

## Log-in

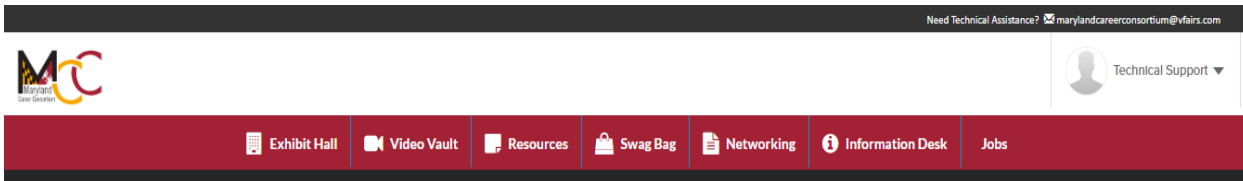
To login to the virtual Fair, you need to click on 'Login' tab, enter your email and click on 'Login' button.



# Navigating your way around the virtual fair

## Navigation Bar:

The navigation bar contains the list of all the functionalities enabled for the fair. Exhibitors & Attendees can click on any of the tabs & it will lead them to that specific area of the environment.



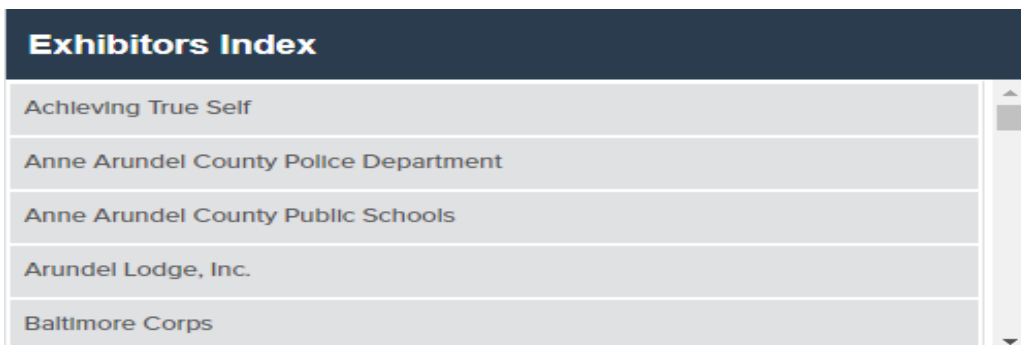
Provided below are brief descriptions of all the navigation bar tabs.

### 1. Exhibition Hall:

All exhibitor booths can be seen in the Exhibition Hall. You can scroll right or left in order to find your desired booth. To go to your desired booth, click on the booth directly from the hall.

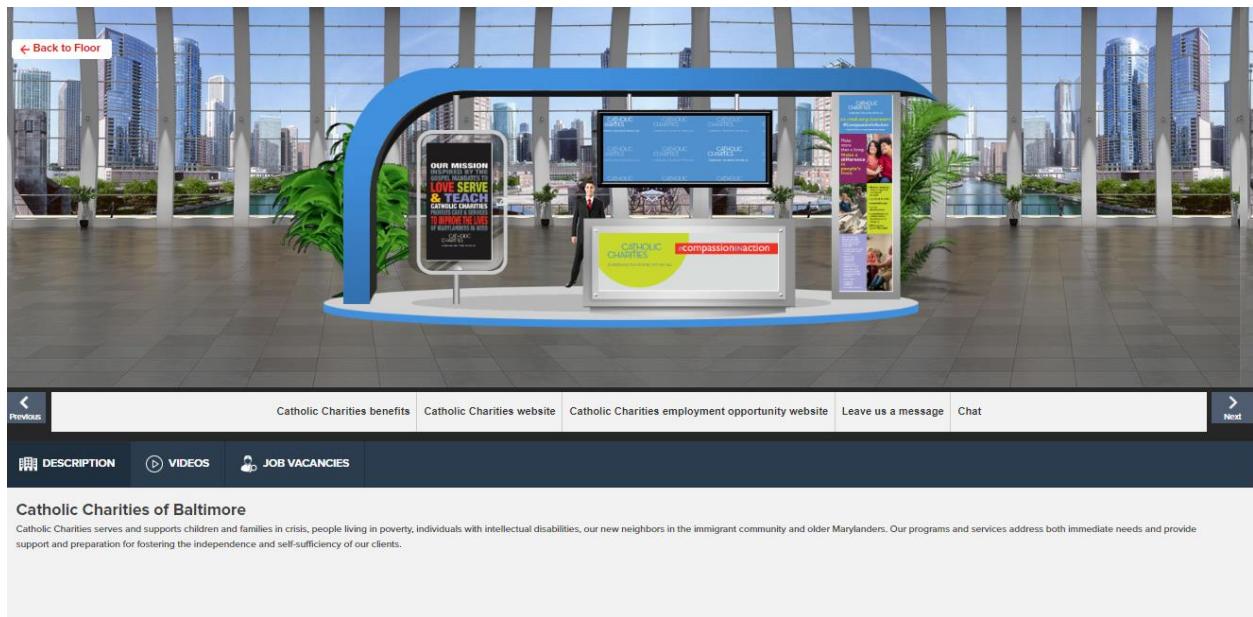


Alternatively, the list of all booths is also available in the “**Exhibitors Index**” in the Exhibition Hall, you can also go to your booth by clicking on the name of your booth in the Exhibitor Index.



## Booth View:

Clicking on a booth name will take you inside that company's booth as seen below.

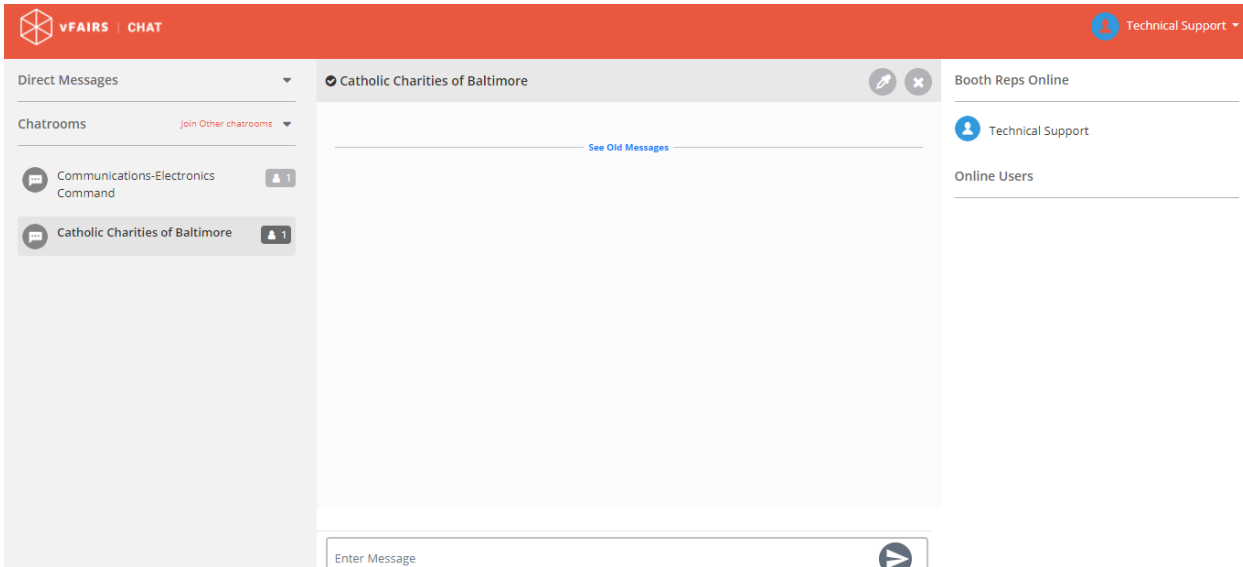


1. **Description:** A brief profile of the company/firm.
2. **Documents:** Displays a list of Documents available which can be viewed by clicking on the view button.
3. **Videos:** Displays a list of Videos available which can be viewed by clicking on the view button.
4. **Job Vacancies:** Displays all job postings done by the company
5. **Chat:** Clicking on the chat button will take you to the new window “Live Chat room”.

## CHAT INSTRUCTIONS:

### Public Chat

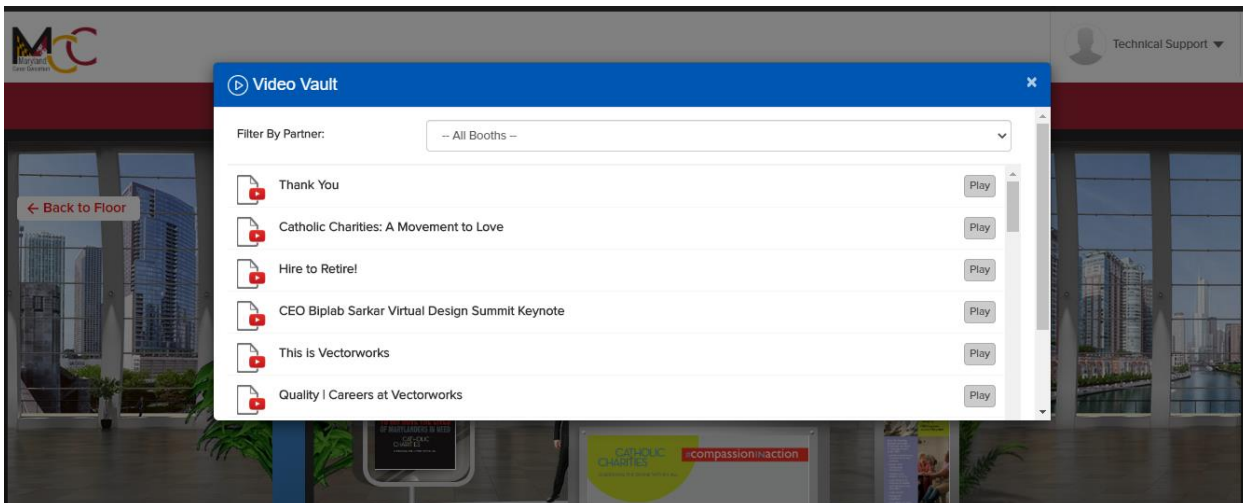
Click on the 'Chat' tab and you'll be taken to the Live Chat room. Booth Reps can have public as well as private chat. However, attendees will only be limited to initiating public chat.



Center space seen above is for public chat where anyone can send message. Messages sent in public chat area will be visible to all.

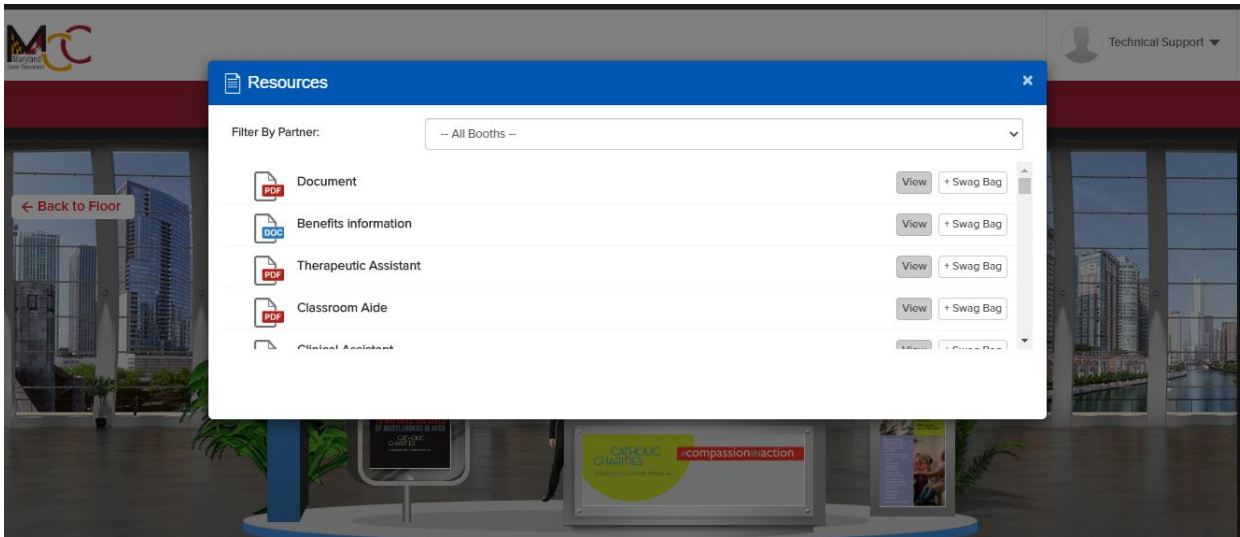
### 2. Video Vault:

The video vault is an area which accumulates all the videos uploaded by different exhibitors participating in the event in one place. If you're having one of those lazy days & don't want to visit all exhibitor booths – use the video vault to filter out videos from exhibitors that interest you.



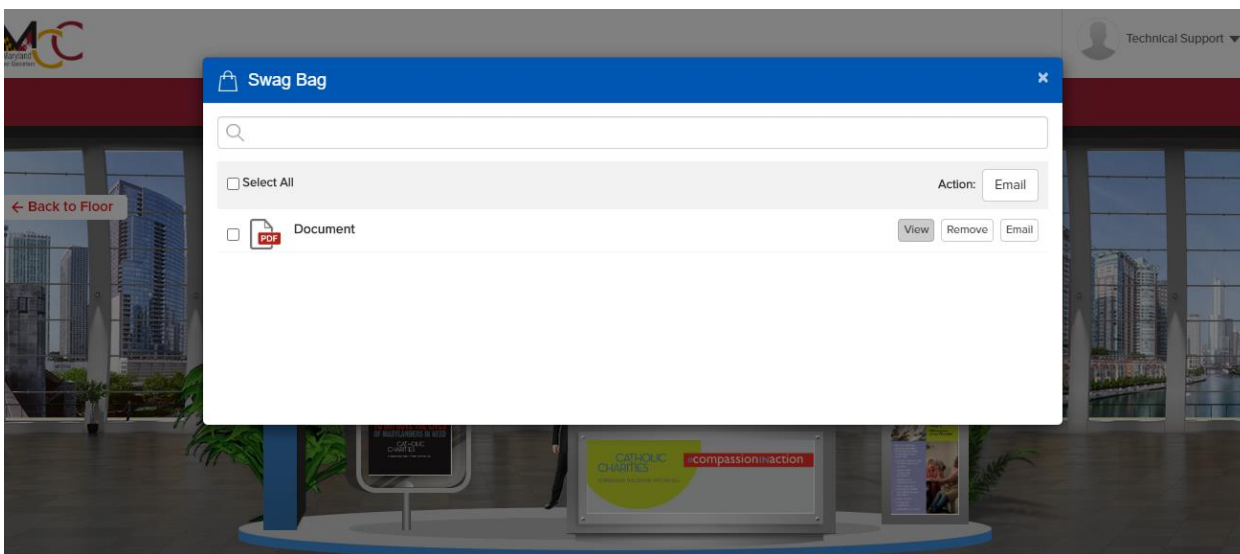
### 3. Resources:

Like the video vault, the resources tab accumulates all the documents/ presentations uploaded by different exhibitors participating in the event in one place. Use the video vault to filter out videos from exhibitors that interest you.



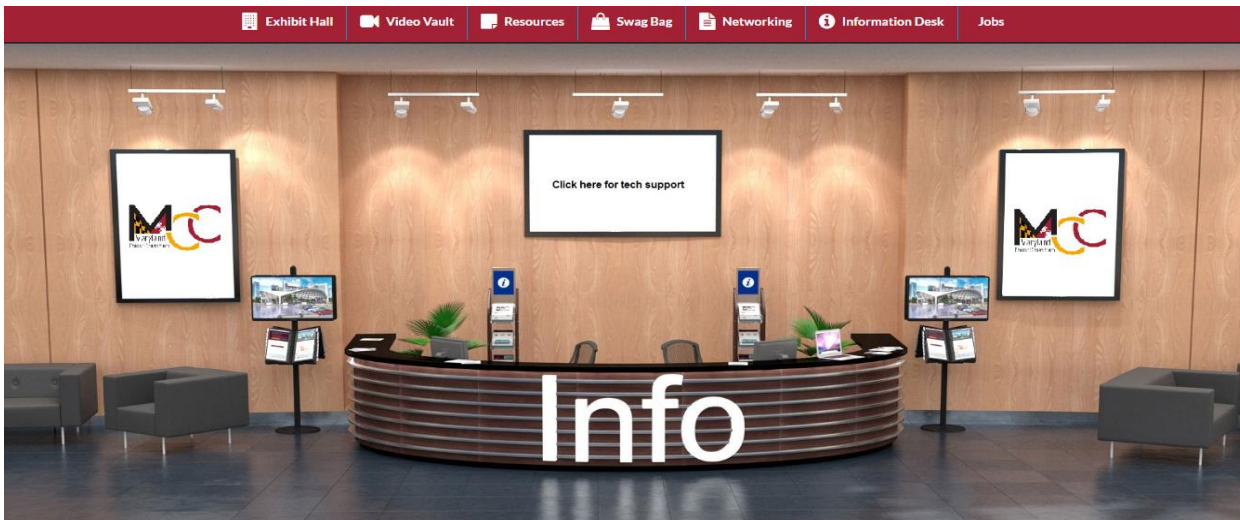
### 4. Swag Bag :

Swag Bag is a counterpart to the shopping bag. To add documents in your swag bag, go to Resources tab, click on **+swagbag** option visible in front of each listed document & it will be added into your swag bag – from where you can email yourselves the selected documents.



### 5. Info Desk:

Info-desk is the technical chat room where during the event a dedicated vFairs rep will be available to answer any questions regarding the virtual environment & how to access it. Just click on the banner which says “click here for tech support” & it will lead you to the Tech support chat room.



## 6. Jobs:

The jobs tab is an area which accumulates all the jobs listed by the exhibitors participating in the virtual event.

Utilize the filters to find the jobs listed by any organization that interests you

Booth Name	Title	City
- Select -		
Johns Hopkins University	Animal Facility Assistant	Baltimore
Johns Hopkins University	Administrative Coordinator	Baltimore
Johns Hopkins University	Research Program Assistant	Baltimore
Johns Hopkins University	Research Program Coordinator	Baltimore
Johns Hopkins University	Research Program Coordinator	Baltimore
Johns Hopkins University	Grants & Contracts Analyst	Baltimore
Johns Hopkins University	Administrative Coordinator	Baltimore
Johns Hopkins University	Sr. Programmer Analyst	Baltimore
Johns Hopkins University	IT Sr. Project Administrator for Research Navigation	Baltimore

That is all from our side. We hope you have a great & productive event!