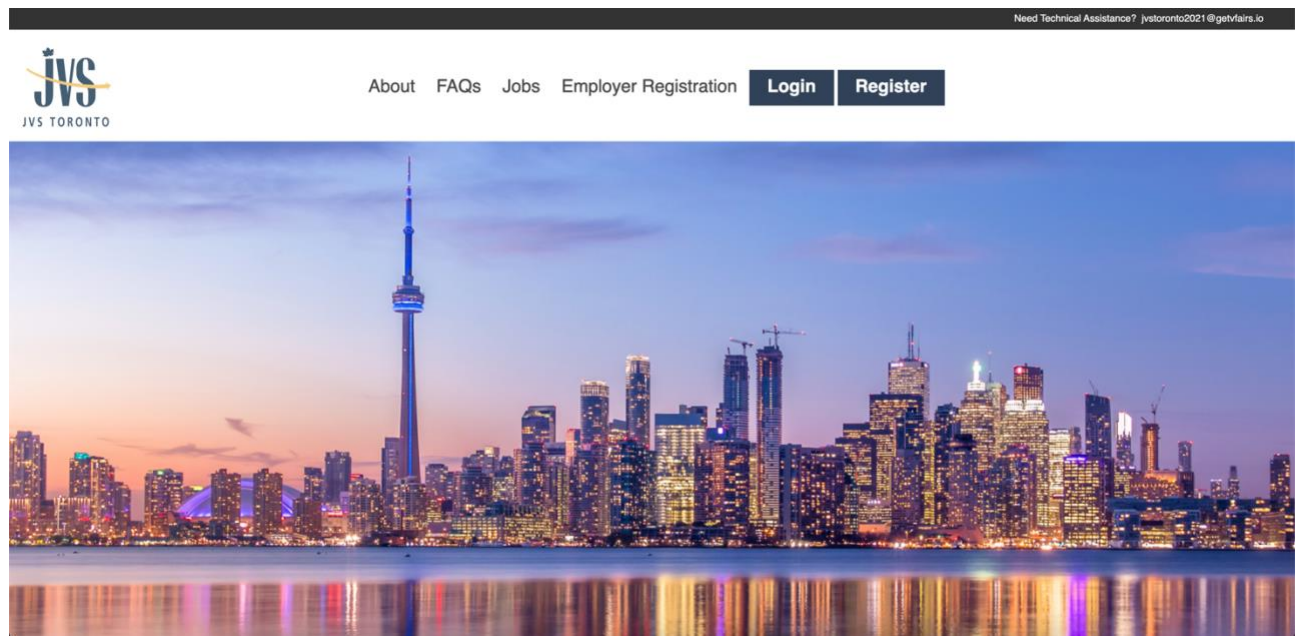# Detailed Manual

Virtual Event: JVS Toronto's Annual Spring Job Fair


MAY 27, 2021

10:00 AM – 2:00 PM EST

Getting Started:

This manual aims to guide you so you can make the most of your participation in the Virtual Event: JVS Toronto's Annual Spring Job Fair. The manual will elaborate on how you can navigate through the virtual platform.
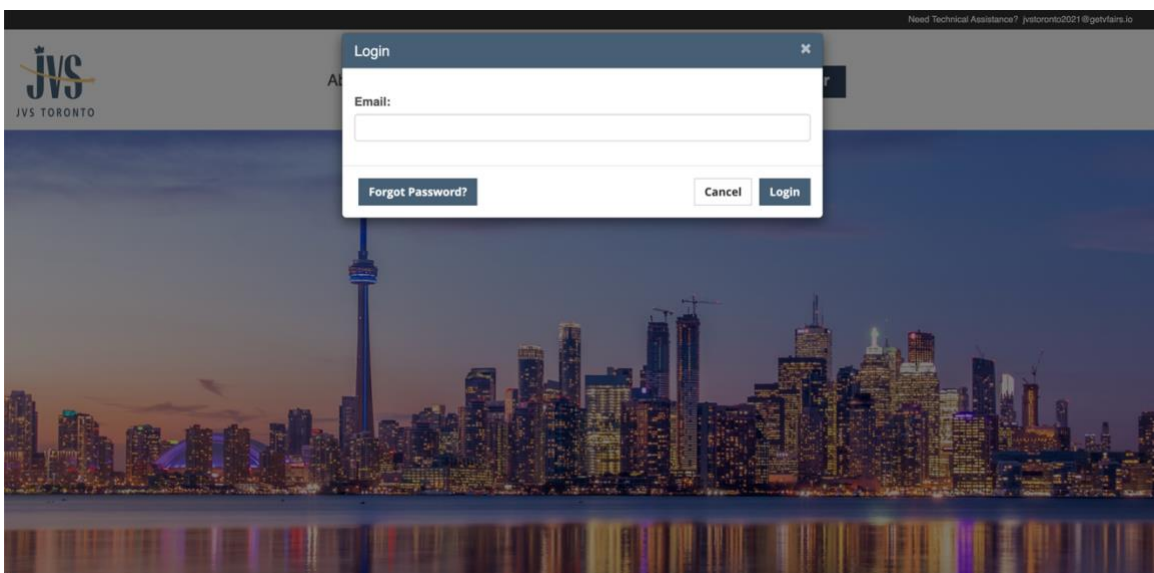
Main Page:

Type in the URL: https://jvstorontospringfair.vfairs.com/ in the address bar of your browser to visit the virtual platform. We recommend that you use either Chrome, Safari or Firefox for best performance.
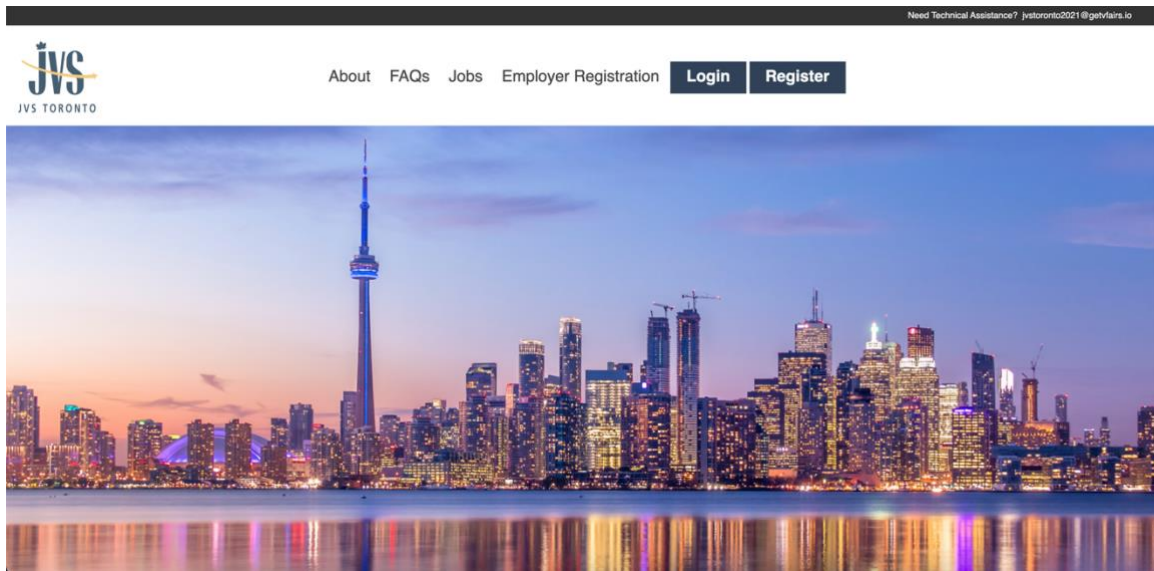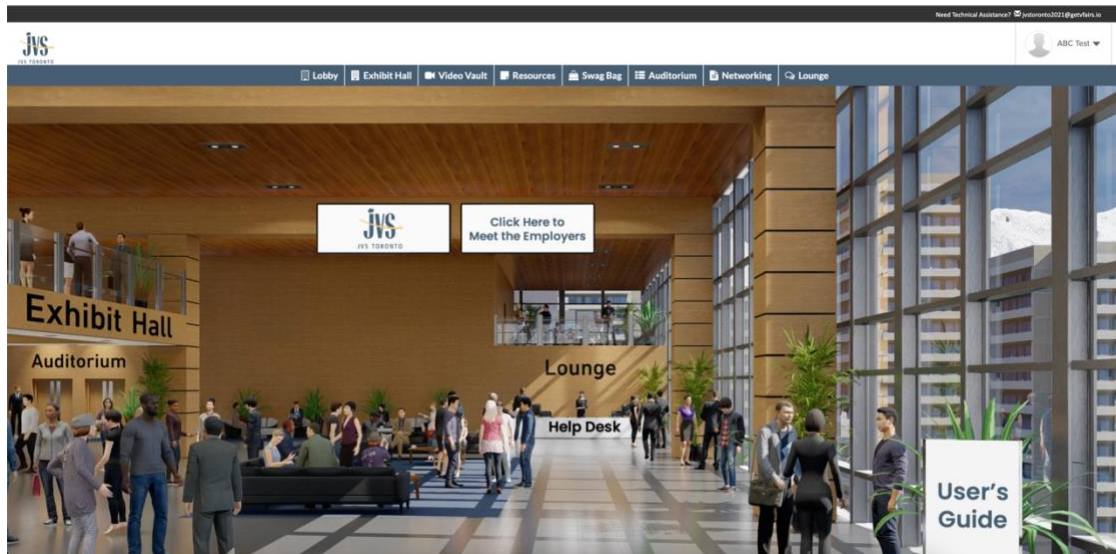

Login:

Click on the Login button on the Homepage. It will open a popup asking for your Email ID and password.

After you have provided the information, you can click on "Login" to login to the event.
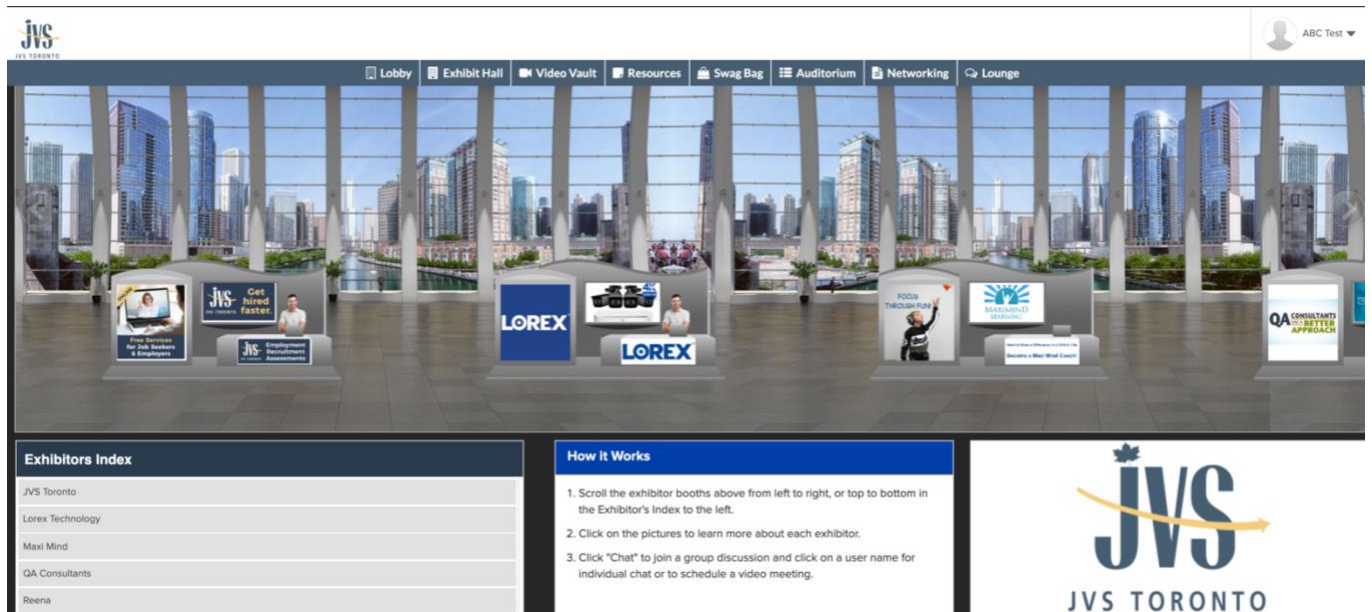
Lobby:

As soon as you Log in to the virtual fair, you enter the virtual lobby.

You can go to the different places in the Virtual Environment from the Lobby.

Exhibitor Booths:

All exhibitor booths can be seen in the Exhibit Hall.

To go to your booth, click on the booth directly from the hall.

Booth View

Clicking on your booth will take you inside your booth as seen below.

1. **Description:** A brief profile or description of the booth's booth

2. **Videos**: Any videos uploaded by the company

3. **Documents**: Any Documents uploaded by the company
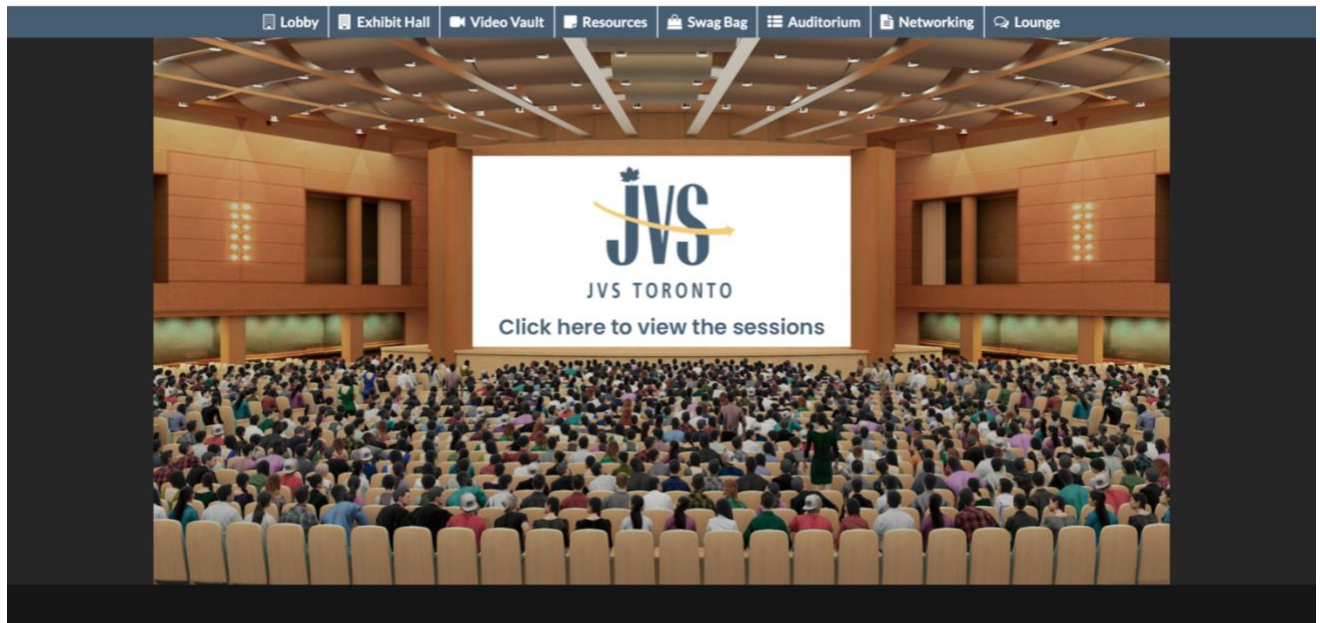
Chat Instructions

Public Chat

Click on the 'Chat' tab and you will be taken to the networking room in another tab. Booth reps and visitors can have public as well as private chat.

Auditorium:

Click on the Auditorium tab on the top navigation bar. Once in the Auditorium, click on the main image. A list of webinars will appear.

A 'Join' button will appear automatically next to it when it is time for the session to start. Click on the Join button to play the video.

Chat:

Click on the "Chat" tab in each booth and you will be taken to the chat area. You can also go to chat using the 'Technical Support' tab on the top navigation bar. Booth Reps and visitors can have public as well as private 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.

To initiate a private chat, hover over an online user's name and you see the button that says, 'Chat Now'. Clicking on that opens a private chat window where you can chat with visitors.
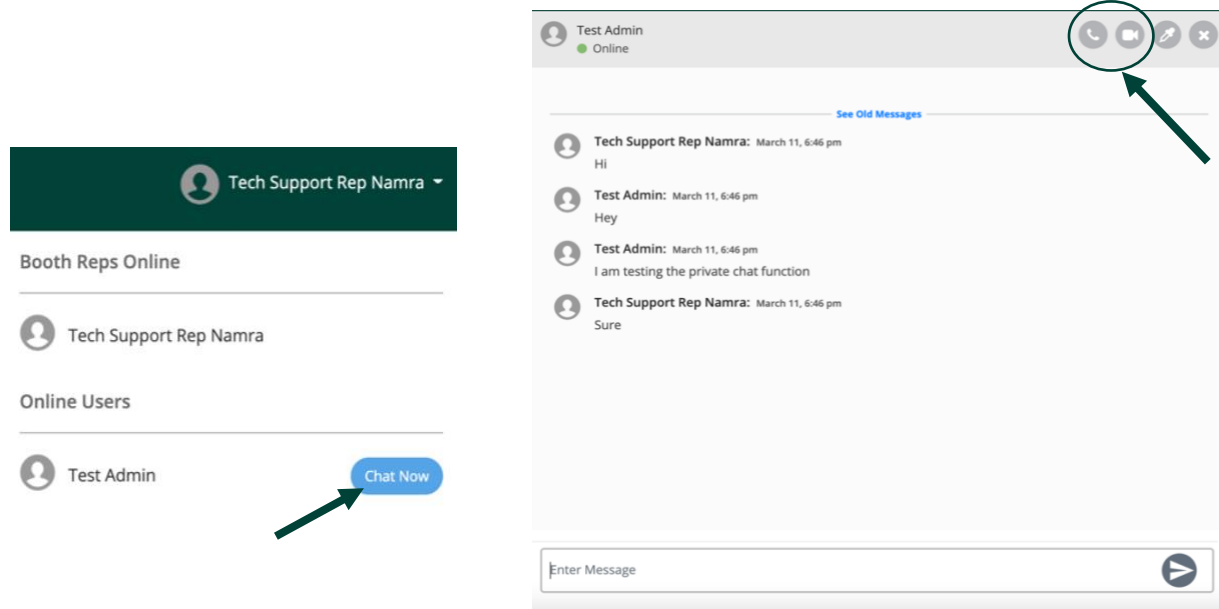
Once you are in a direct message chatroom, the audio/video call icons are available on the top right. Press the icon to initiate and audio/video call.
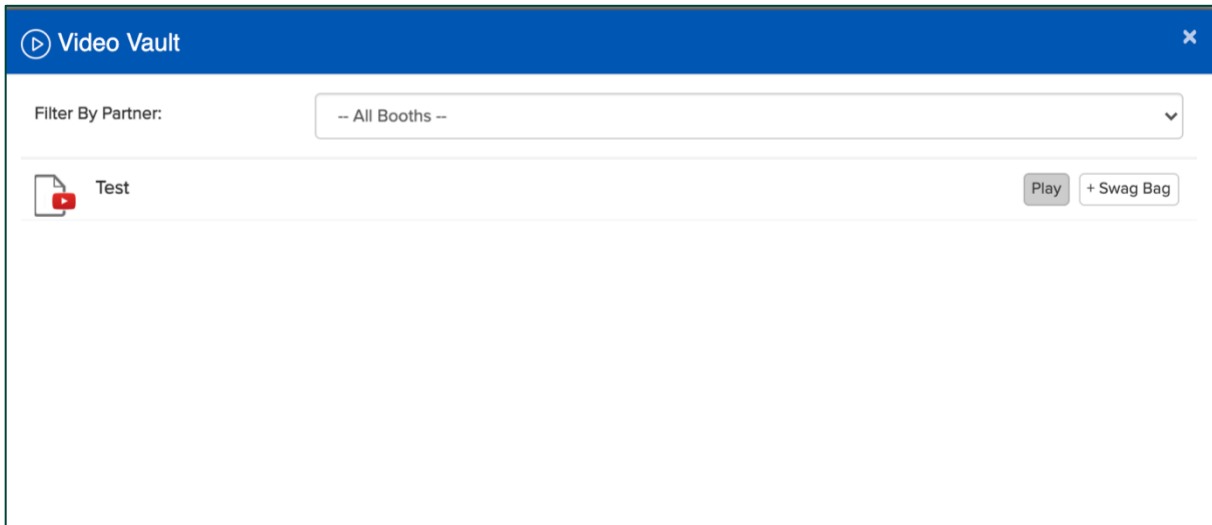
Resources:

The Resources section contains all the documents available in the event. You can filter the documents by booth.
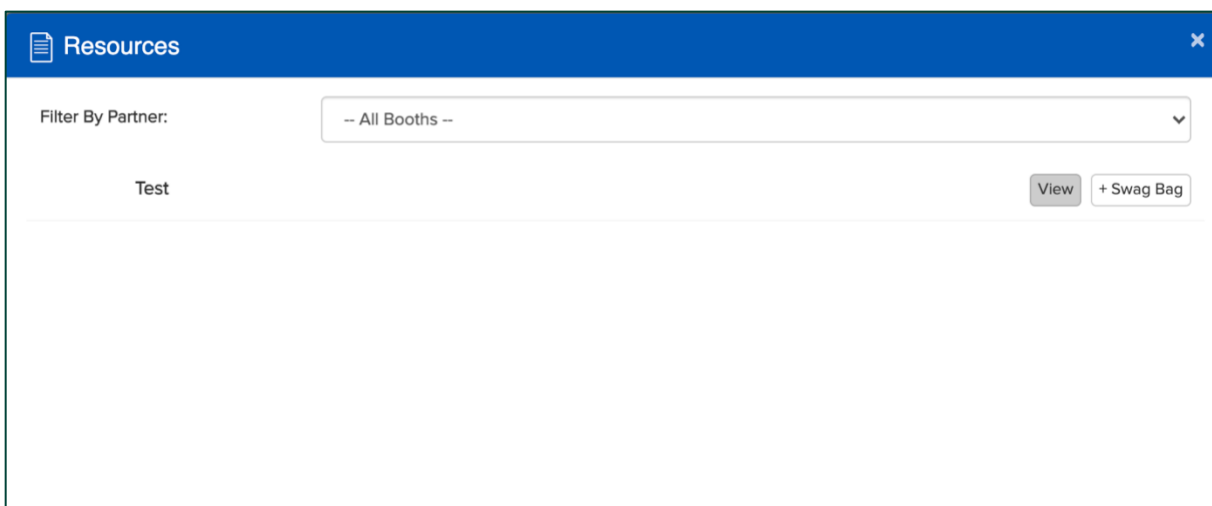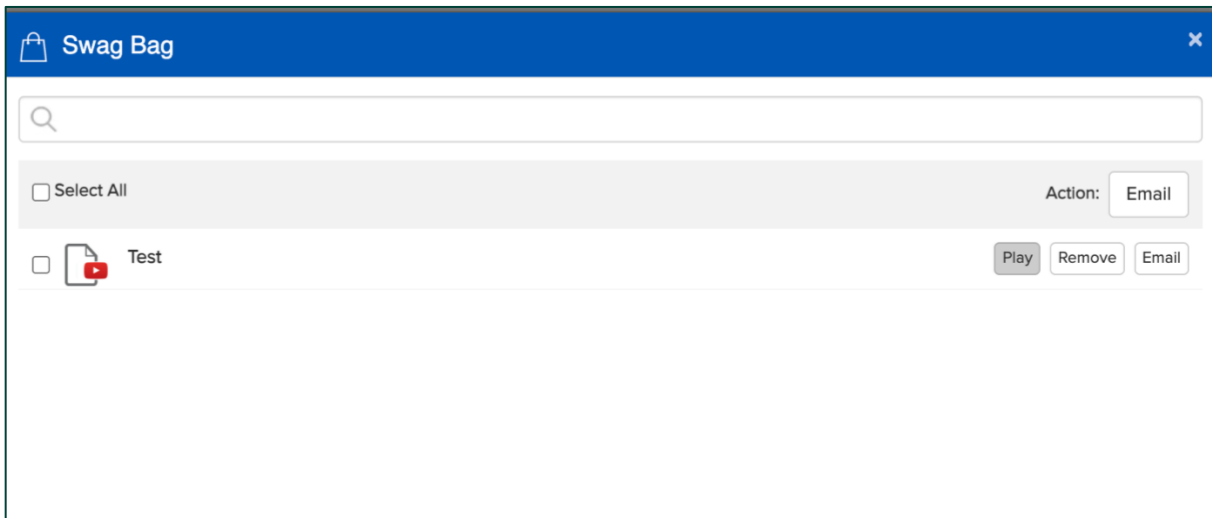
Video Vault:

The Resources section contains all the documents available in the event. You can filter the documents by booth.

Swag Bag:

Using the Swag Bag section, you can email yourself all the documents and videos available in the event. You can filter the documents/videos by booth.

Technical Support:

In case you have any technical queries, you can click on "Technical Support" in the Navigation Bar in Lobby and it will take you to the Help Desk Chatroom. In case you have any questions, write an email to jvstoronto2021@getvfairs.io and we will be happy to assist you.