



# Exhibitor Navigation Guide



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## Southeastern Illinois College Virtual Job Fair 2021

Wednesday, April 21 2021

Live 9:00am

[Register Now](#)

[Click Here to Login](#)



Wednesday, April 21,  
2021  
Live 9:00am



**NO TRAVEL NEEDED**  
Participate from wherever you  
are.



**EMPLOYER  
SPOTLIGHT**  
Interested in quality employees



**LEARN & NETWORK**  
Explore resources, chat with  
hiring managers  
and grow your network.

## Southeastern Illinois College Virtual Job Fair 2021



## Getting Started:

This manual aims to guide you so you can make the most of your participation in the Southeastern Illinois College Virtual Job Fair 2021! The manual will elaborate on how you can navigate through the virtual platform.

## Main Page:

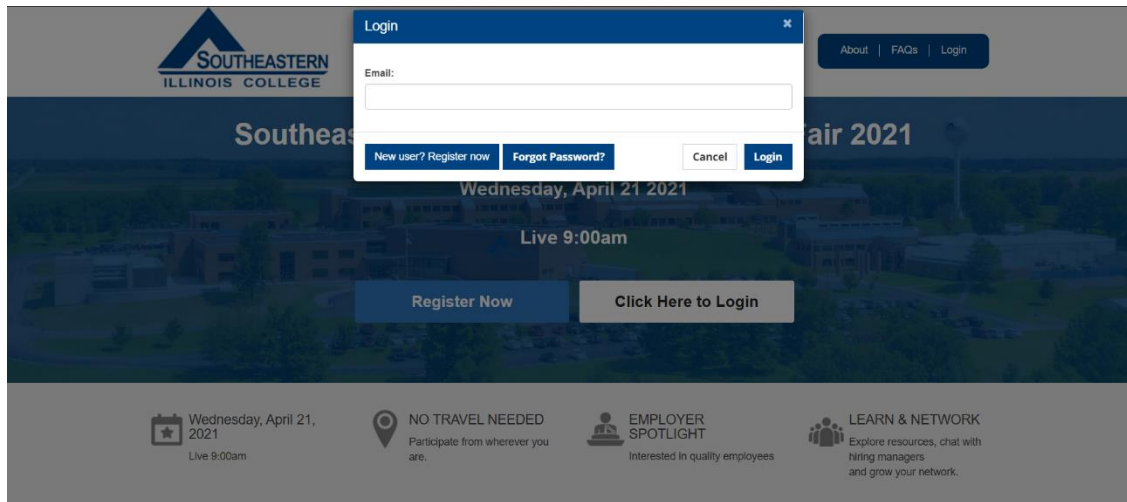
Type in the URL: <https://sicvirtualcareerfair.vfairs.com/> in the address bar of your browser to visit the virtual platform. We recommend that you use either Chrome, Safari or Firefox for best performance.





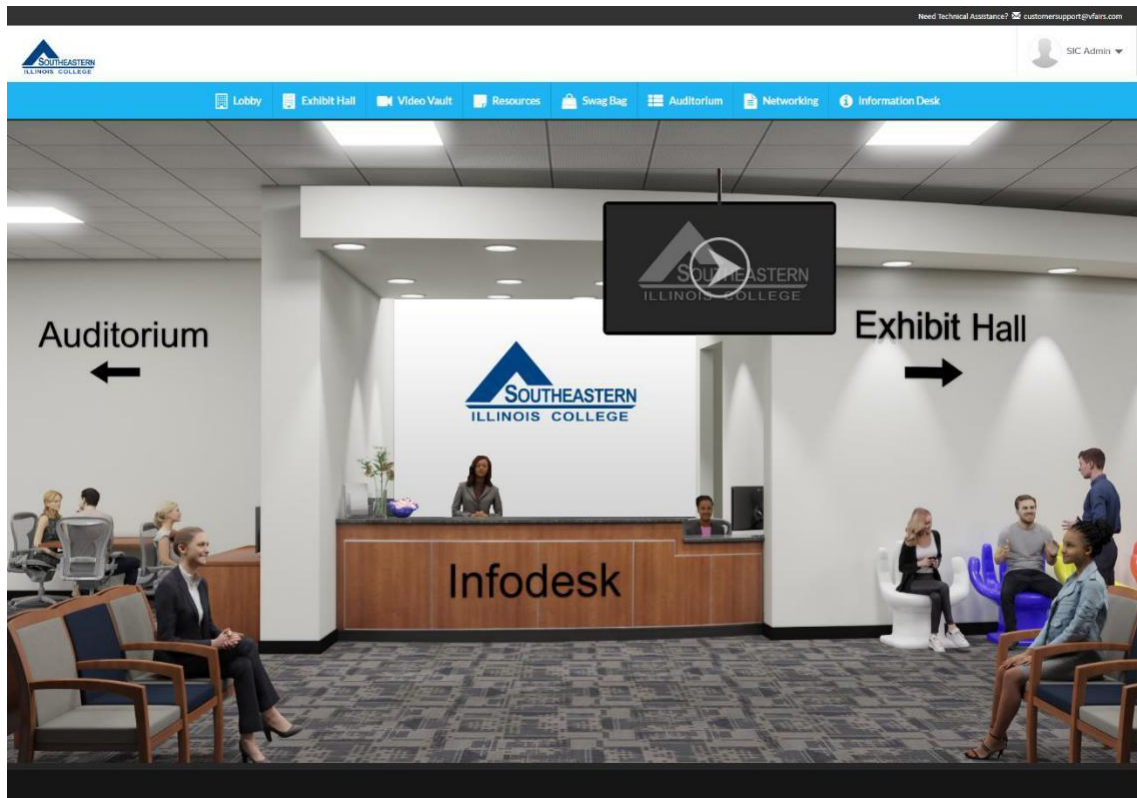
## Login:

Click on the Login button on the Homepage. It will open up a popup asking for your Username and Password. Enter your registered email and password to login.



## Lobby:

Once you have successfully Logged In, you enter the Virtual Lobby.

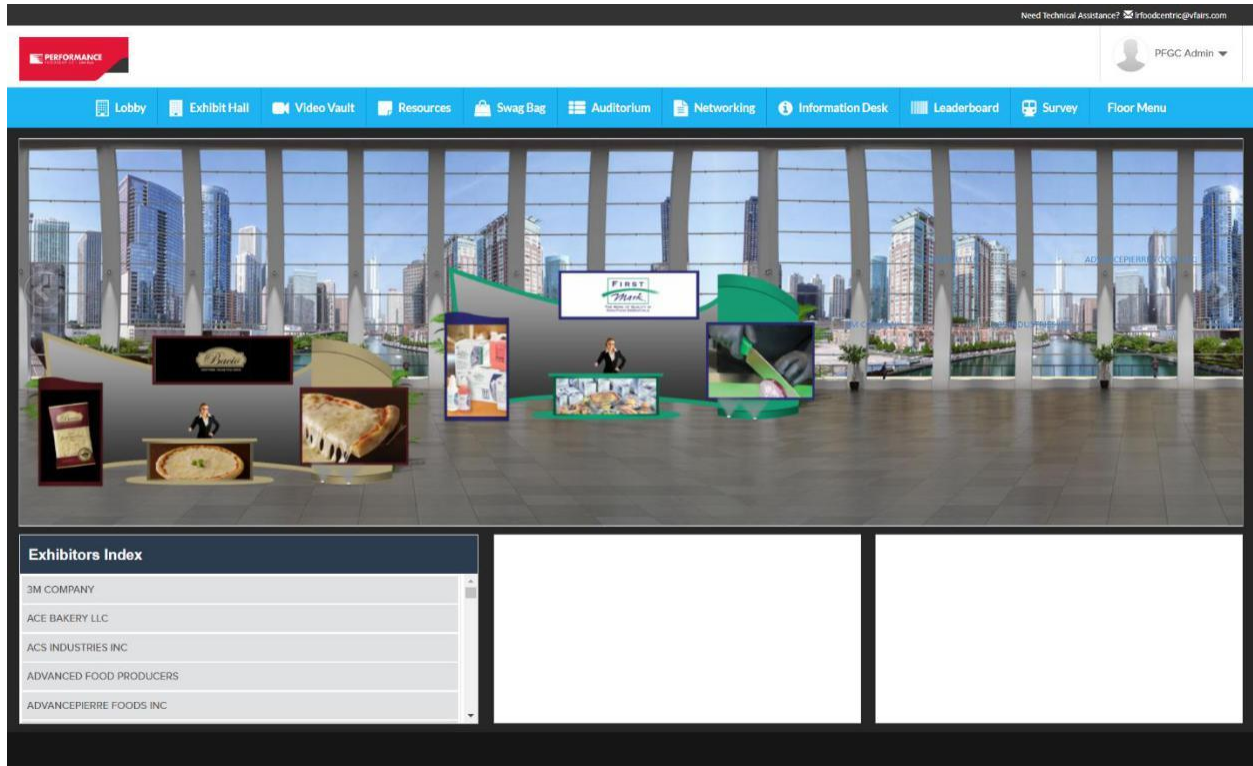




To find your booth, visit the Exhibit Hall.

## Exhibit Hall:

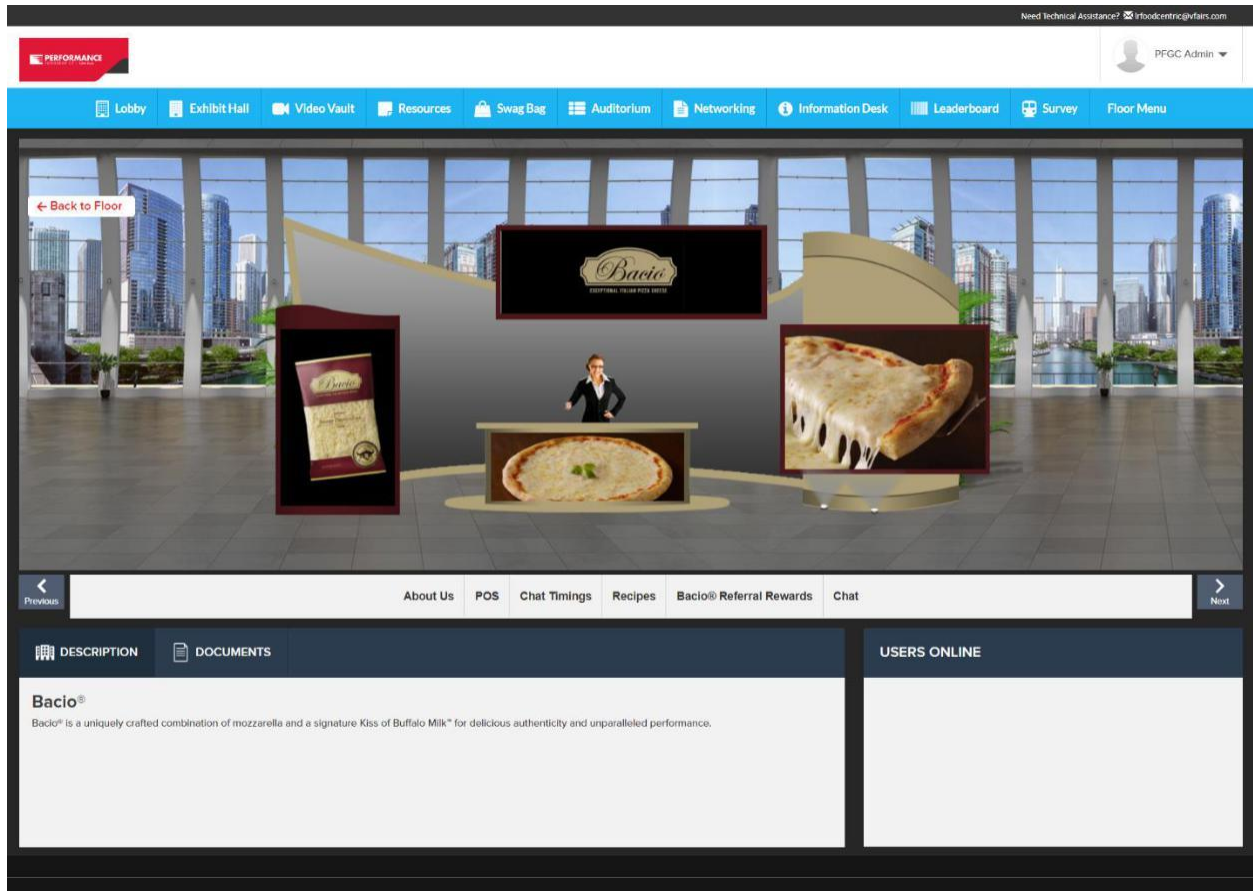
Clicking on the Exhibit Hall button in the top navigation bar will take you to the Exhibition Hall where all Exhibitor Booths are located.



You can simply scroll left or right in the Exhibit Hall to find your booth. You can also find your booth using the Exhibitors Index in the bottom right. All booths are listed alphabetically in the Exhibitor Index.



To enter your booth, simply click on that booth in the Exhibit Hall or the name of the booth in the Exhibitors Index.



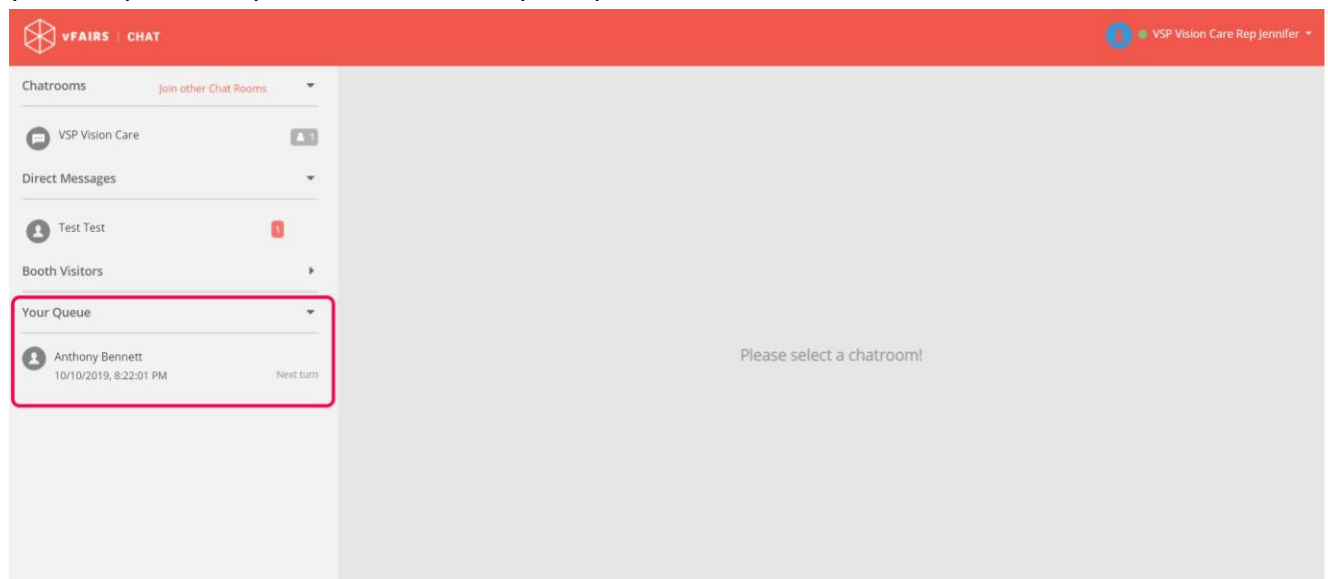
When you are in your booth, click on the Chat button to launch the chat window.

## Networking:

Clicking on the Chat button will take you straight to your chatroom.

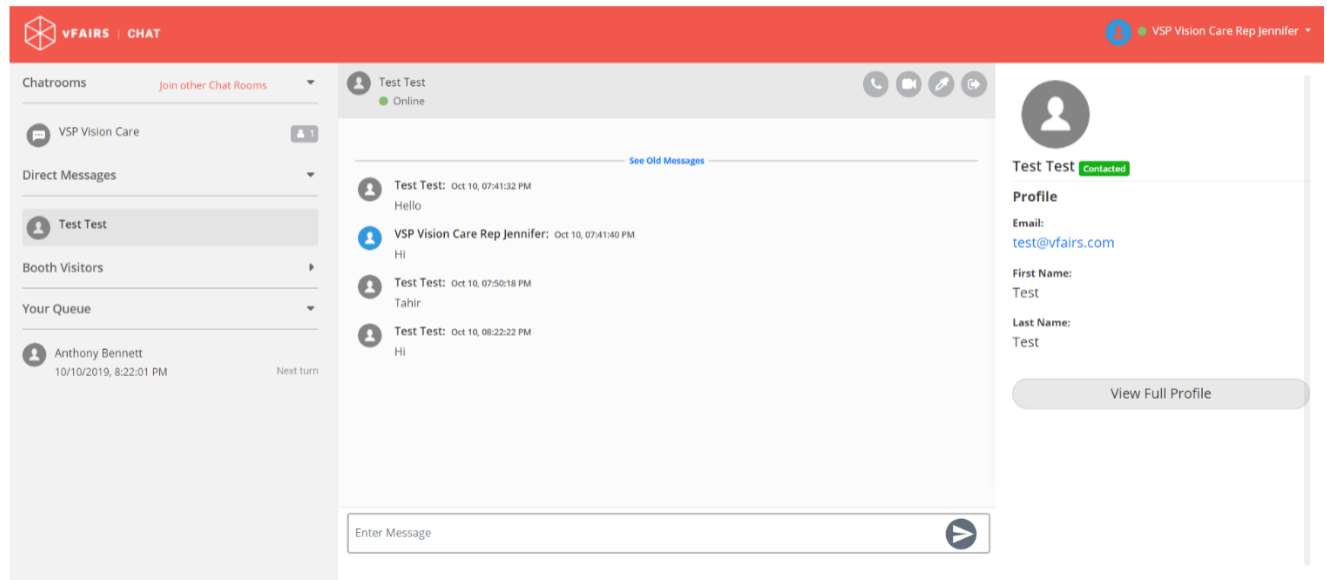


Once you are in your chatroom, event attendees who are visiting your booth will know you are available for chat. If an attendee wants to initiate chat with you, they will be able to send you a request and you will see them in your queue.

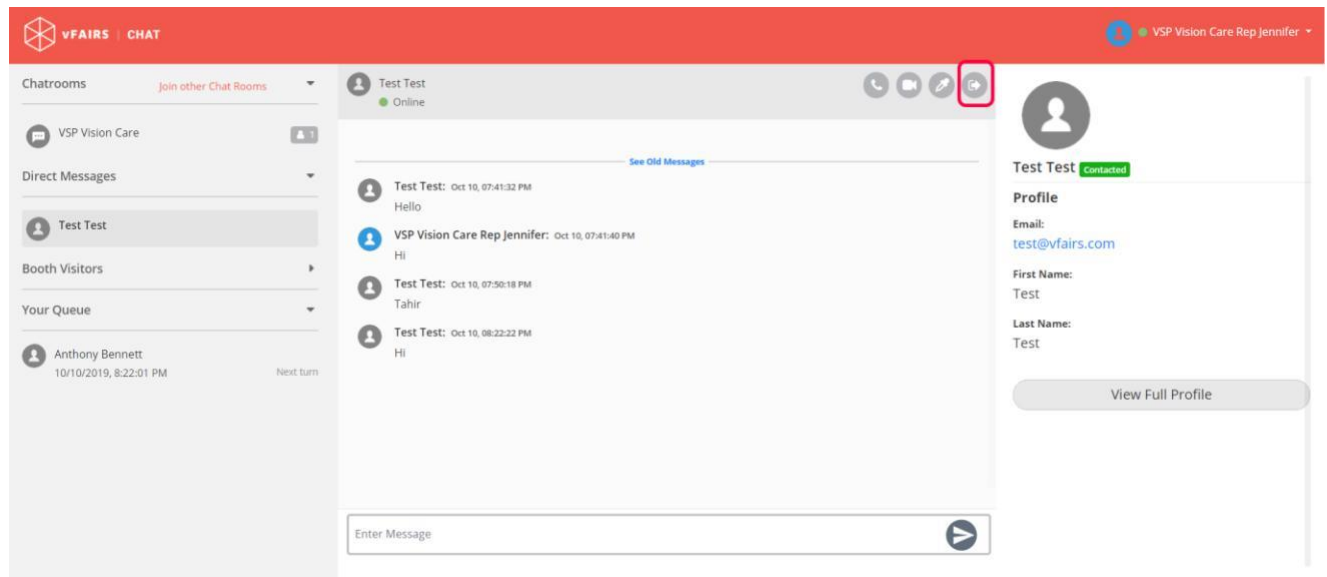


To start talking to someone, simply click on his/her name in your queue and that person will get moved to the **Direct Messages** list from where you can start the chat.





After you have finished the conversation, you can simply click on the Exit Button to end that chat.



You will be able to see the list of attendees that visit your booth at any particular time and can send them a direct message by simple hovering over their name and clicking on the 'Chat now' button.

## Information Desk:

Information Desk: In case you have any technical queries, please visit the Information Desk to talk to the technical reps available online to help you. In case you have any questions, write an email to [sic@getvfairs.io](mailto:sic@getvfairs.io) and we will be happy to assist you.