You have been invited to participate in a Virtual Event. The host of the event has sent you a registration link for you to register and build out your profile.

This guide will walk you through that process as well as what the event will look like on event day and some best practices to help you.

We hope this guide will make your setup easy and quick!
Start of the Registration Process

On the registration page click on the register button. This will then take you to the area where you will be setting your credentials and username.
Register as Attendee

Once you click on register you will be brought to the Authentication Page where you will be setting up your Username and Password. Click on Register as an Attendee and then enter your email and create your password. Lastly, check off the terms and conditions and select Register.
Step 1
Personal Information

Once you have selected register the system will automatically walk you into the Set-Up wizard.

This step will be where you will be providing your First and Last name, your most recent Job Title, City, State, Zip and Phone.
Step 2
Upload Photo

This step will be where you can upload your professional head shot if you choose to.

Images must be .jpg, .jpeg or .png files.
Step 3
Adding your experience

In this step, you can add your past and present job experience.

This is a good way for recruiters to learn more about your past job experience.
Step 3
Adding your experience

Once you click the edit button, it will open all types of industry experience and certifications. You may pick up to 10. Each category you click on will open another layer of more specific experience.

When done, press confirm.
Step 4
Adding your Resumes

In this section you will be uploading your **PDF** Resume. You can also upload a cover letter or additional resumes for industry specific jobs.

Once uploaded press continue.
Step 5
Answer Registration Questions

The host of the event may ask Attendee Registration Questions. If the host has questions for you to answer you will see them in this step.

Questions will vary for each event you attend.
Step 5
Answer Registration Questions

On the last question you will see COMPLETE REGISTRATION.
You Are Now Registered!

Premier Virtual Tutorial
Hosted by Premier Virtual

Welcome to the Premier Virtual Tutorial Event

As an Attendee, you will have an opportunity to visit multiple Organization Booths. In those booths, you will be able to read Organization Bios, view Job Vacancies and see the other content the Organization has added to their booths. If the Organization is of interest to you, you may reach out and chat by text to the recruiters working the booth. The recruiters may ask you to video chat, so please be prepared and ready!

Once again, thank you for taking part in Premier Virtual Tutorial Event and we wish you the best of luck in finding your next career!
Making Changes to your Profile and Resumes after Set Up
After you have gone through the Set-Up Wizard, if you need to make any changes or additions to your profile you may do so through the My Profile Gear Wheel and then click Edit Profile. Here you will be able to Edit any portion of your profile.
Adding your Bio

When you go into your profile, you can ADD your Bio to tell recruiters about yourself.
Adding your Video Resume

When you go into your profile, you can ADD a Video Resume to your profile. The Video Resume is 4 questions, and you get to record your responses. Select Record Answers to begin.
Adding your Video Resume

You will need to accept Camera & Mic Usage and then press Start Interview.
Adding your Video Resume

Press play on the left to hear the question. When you are ready hit Start Recording to answer the question. Press Submit to move to the next question.

Repeat the process for all 4 questions.
Entering the Lobby

Once you enter the Lobby of the event, you will be able to visit booths that you may find laid out in the lobby, or they may be separated out into categories.
Entering a Category and Visiting a Booth

Once you click into a category you will find all the companies that fit that criteria. Click on a Company Logo to visit that booth.
Visiting a Booth

Once in the booth feel free to view the content provided by the organization. You can click on Job Vacancies to view and apply to jobs, and you can chat with a recruiter.
Applying to a Job

Once you click on Job Vacancies you will see all jobs the organization has available. Click into a job to view the details and apply.
Disposition a Company

Once you have finished with the organization, you can click on Leave note to write a note to yourself about this company. You can also rank the company and leave a Status. Any disposition you do will be for you to view only. The company will not see your notes, ranking or status. After the event, the disposition notes will be in the My Journey tab of your Dashboard.
Text and Video Chat

All Chats are one on one and not in a group setting. Recruiters can reach out to you as well as you reaching out to them. They may also request you to join them on a face-to-face video chat. Text chat will follow you everywhere you go in the platform. If you go from a booth back to the lobby your chat will always be on your right side. This allows you to continue talking with recruiters no matter where you are in the event.
Receiving a Video Call from a Recruiter

A recruiter can send you a one-on-one video chat request. You can either accept the chat or deny the chat. Below you will see what this looks like. It is very important to accept Camera and Video usage.

Incoming Video Request

IMPORTANT
You Must Accept Camera and Microphone Usage
Attendee My Journey

For each event that you attend, you will have a My Journey tab in your Dashboard. This will track your actions in the event and assist with your follow up after the event is over. Here you can review your Notes, Company Ranking, Status and Chat Logs from the booths that you visited. The My Journey is a great tool to follow up with companies you spoke with at the event.
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Click through these 4 tabs to review
Attendee Best Practices
Tips to help you have a successful event

- Review training videos in the training tab of your dashboard to ensure you are ready for your event.
- Prepare and upload your well polished and most recent resume to your profile.
- Be ready to respond to all recruiters reaching out to you. This will be your chance to show them you are the best choice.
- Perfect your Elevator Pitch prior to the event so you are able to sell yourself to the recruiters you speak with.
- Dress for success! You may be asked to join a recruiter by video chat so be prepared and ready.
- Take time to fill out all your information in your profile. An incomplete profile will show the recruiter that you may not be the best fit.
- After speaking with a company, take a second to take a note, rank and fill in a status. This is found at the bottom of each booth.
- Utilize the My Journey after the event to start your follow up with companies you are interested in.
Have a GREAT Event and Good Luck from The Premier Virtual Team