



WEST COAST VIRTUAL FAIRS
Career, Volunteer & Graduate Schools

STUDENT & ALUMNI GUIDE

How to Navigate the Virtual Fair

Did you attend our previous fair?

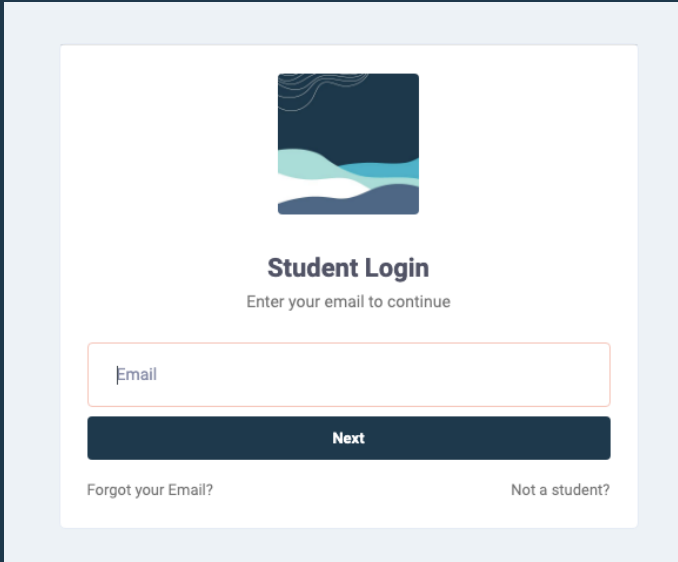
Step 1: Click on the link provided by your institution to navigate to the event page.

Step 2: Once you are on the EventUs platform, insert the email and password you used at the previous fair.

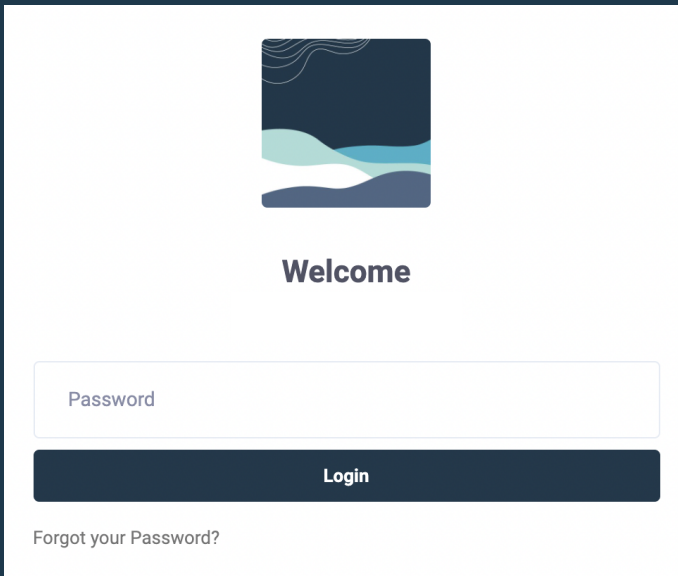
If you cannot remember your email, click on "[forgot your email?](#)" and follow the instructions on the page.

If you remember your email but cannot remember your password, insert your email and click next.

On the next page, click "[forgot your password?](#)" and follow the instructions on the page.



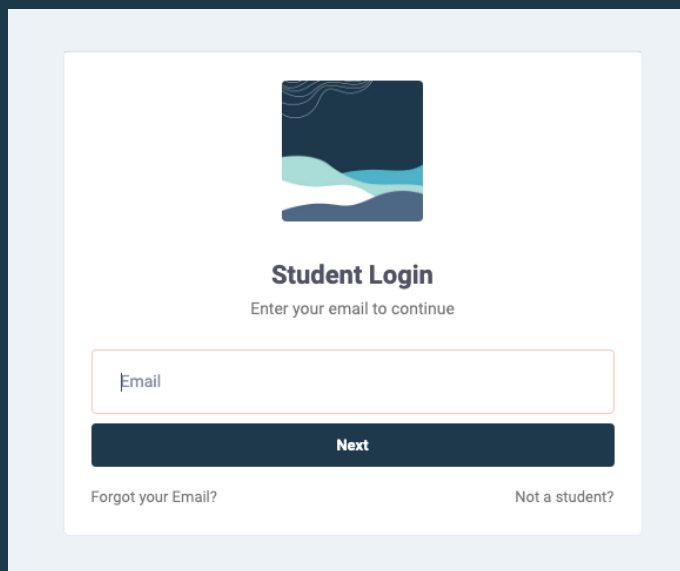
The screenshot shows a login page with a logo at the top consisting of a dark blue square with white wavy lines above a teal and blue wave graphic. Below the logo, the text reads "Student Login" and "Enter your email to continue". There is a text input field labeled "Email" with a red border. Below the field is a dark blue button labeled "Next". At the bottom, there are two links: "Forgot your Email?" on the left and "Not a student?" on the right.



The screenshot shows a login page with the same logo as the previous page. Below the logo, the text reads "Welcome". There is a text input field labeled "Password". Below the field is a dark blue button labeled "Login". At the bottom, there is a link: "Forgot your Password?".

How To Register / Create Your Profile

Step 1: Click on the link provided by your institution to navigate to the event page.



Step 2: Once you are on the EventUs platform, create your profile and upload your resume (optional).

Note: Your profile information will be visible to representatives that you book 1:1 or group sessions with.

Email* You'll be using this to log in.

test@test.com

Password*

[Click here to Change Password](#)

Full Name*

John Doe

Preferred Name Provide your preferred name (If applicable)

John Doe

Institution/School* Please select your institution

Not yet set

Faculty* Please select your faculty

Not yet set

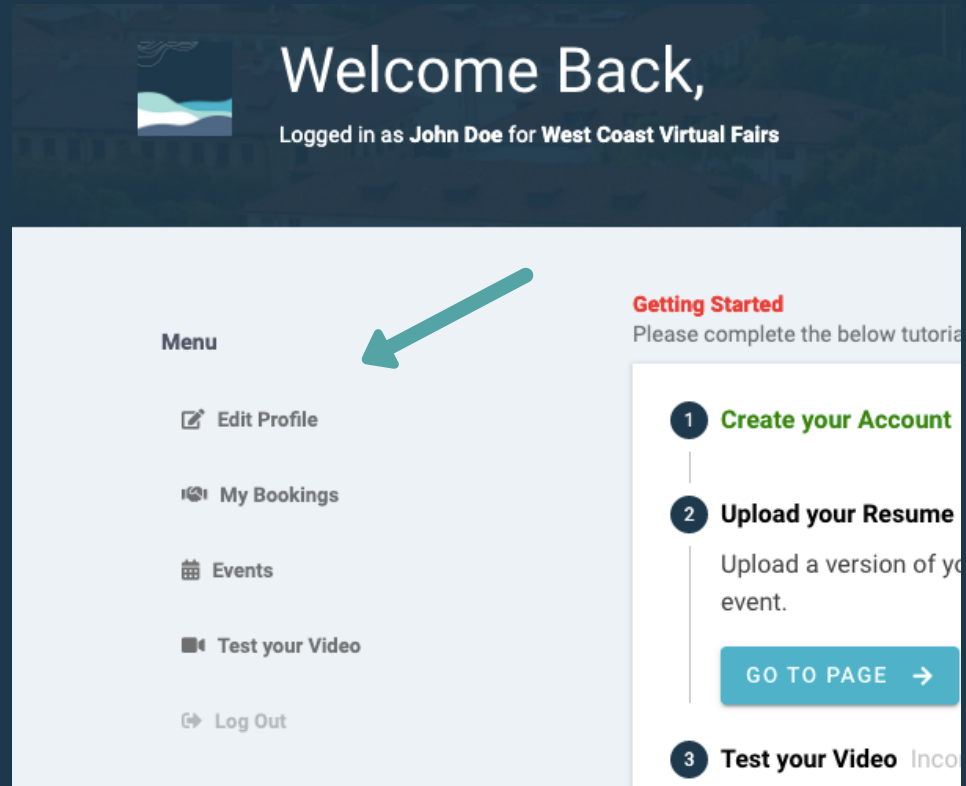
Resume (Optional)

[Upload a File](#)

How To Register / Create Your Profile

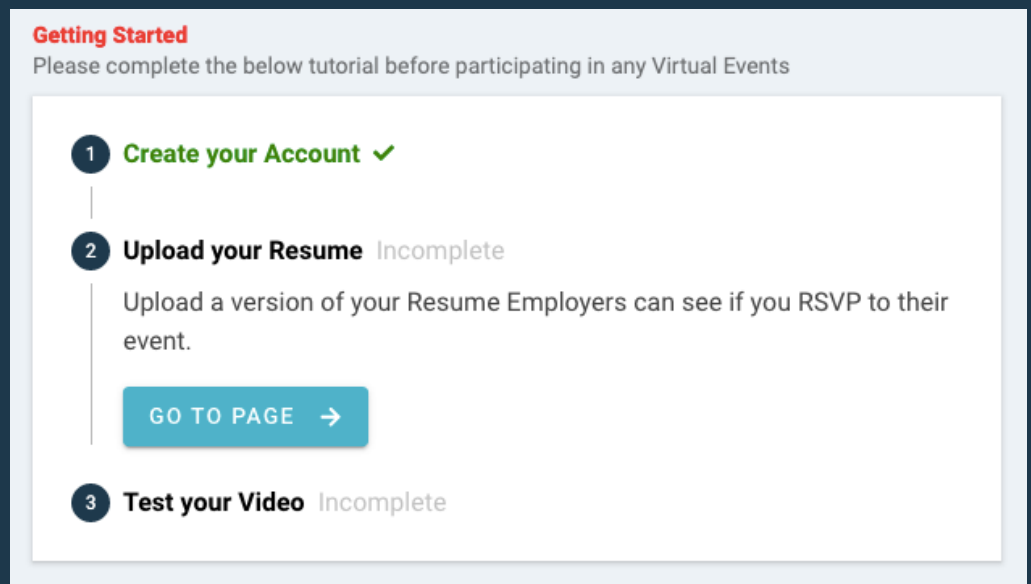
Step 3: After creating your profile, you will be redirected to the "Home" page.

Here you can edit your profile, view your bookings and test your video through the menu bar.



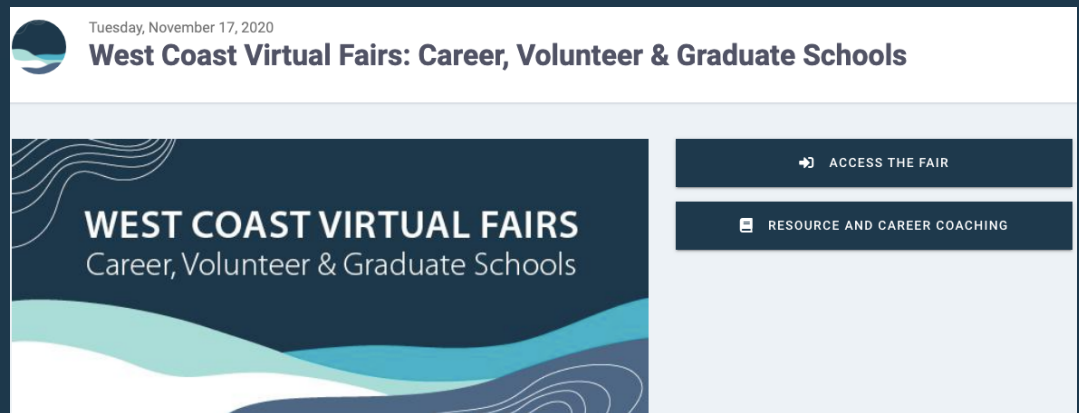
Step 4: Make sure to complete the tutorial before the day of the fair.

Note: "Test your Video" applies to the video conferencing tool embedded within Eventus for 1:1 sessions. Employers will be using other platforms for group sessions (e.g. Zoom, MS Teams, etc.)

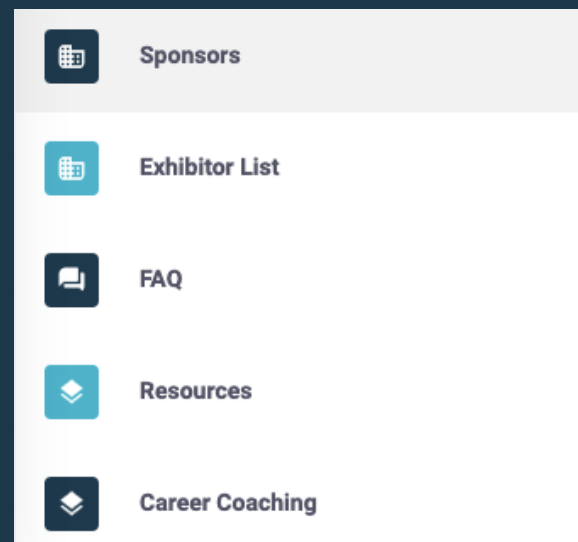


How To Navigate the Eventus Platform

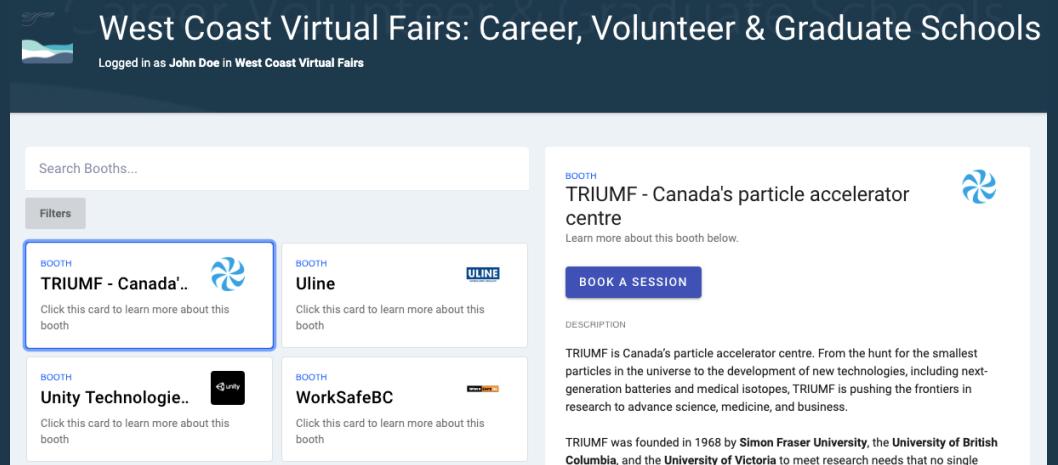
Step 1: Once you have created your profile on the platform, you can choose either "Access the Fair" or "Resource and Career Coaching."



Step 2: "Resource and Career Coaching" contains resources to help you get the most out of the fair (e.g. FAQ, list of exhibitors) and day of career coaching support.

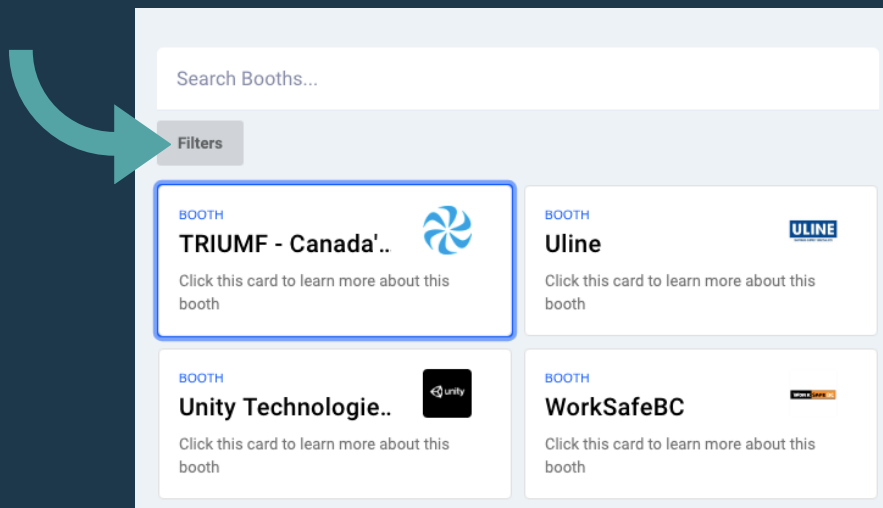


Step 3: "Access the fair" takes you to the main event page with all the exhibitors.



How To Use the Filtering Feature

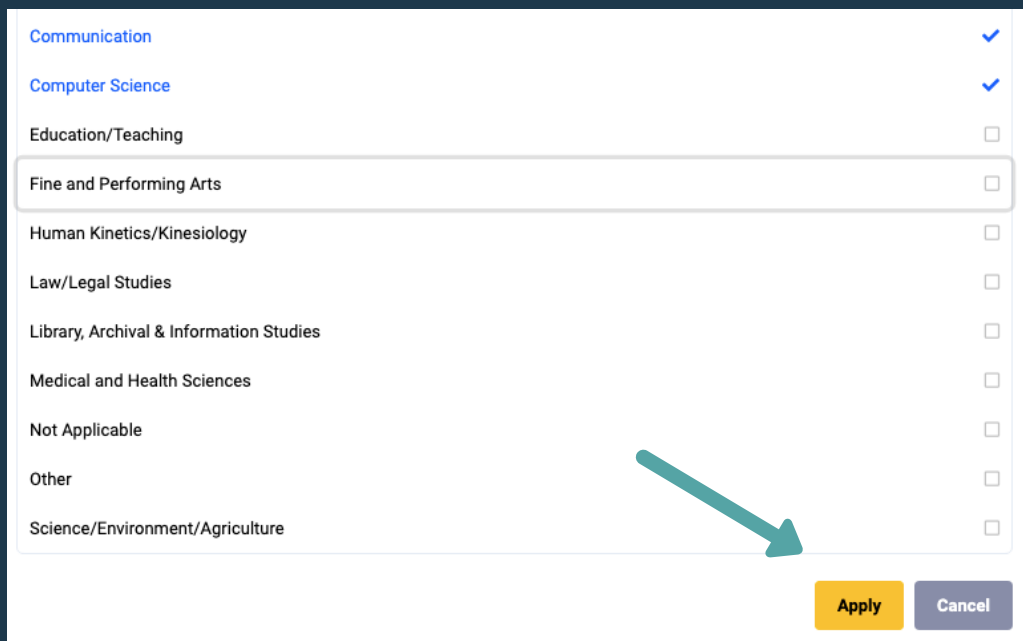
Step 1: Once you are on the main event page, click on "Filters".



Step 2: You can filter by:

1. type of opportunities
2. sector/industry
3. skills required
4. location
5. career field
6. graduate program field

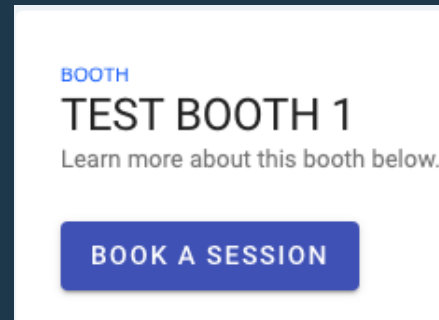
Step 3: Select "Apply" for the filters to work.



How To Book 1:1 Sessions or Group Sessions

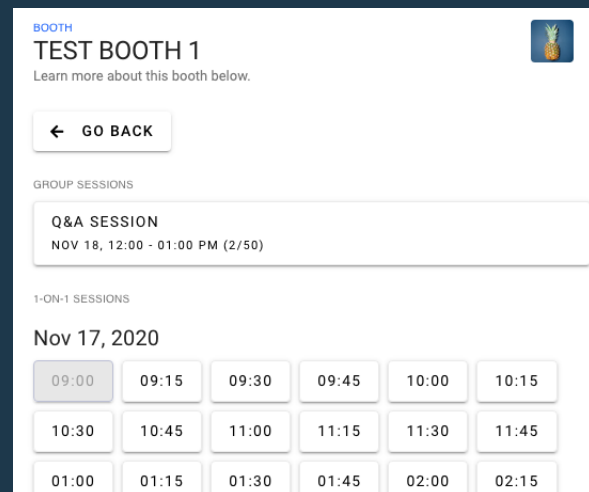
Step 1: Visit a virtual booth

Step 2: Select "Book a Session"



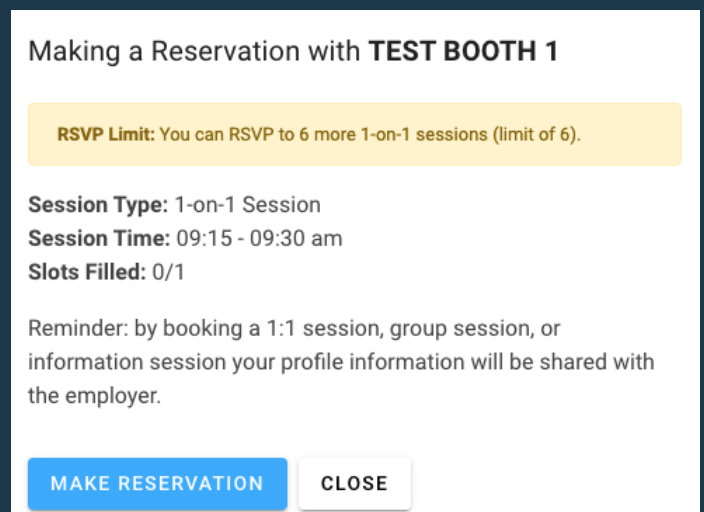
Step 3: Choose the time slot that you are available for.

Slots that are already booked will appear in grey.



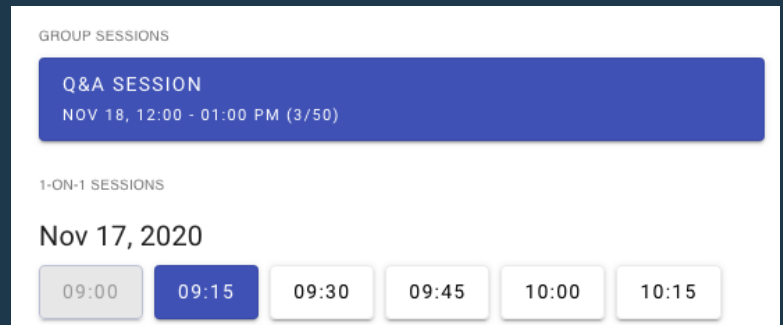
Step 4: Select "Make Reservation."

Note: You can only RSVP for up to six (6) sessions in advance of the virtual fair. This restriction will be removed the day before the fair so you can book more sessions if desired.



How To Book 1:1 Sessions or Group Sessions

Note: Sessions you've signed up for will be shaded in purple.



GROUP SESSIONS

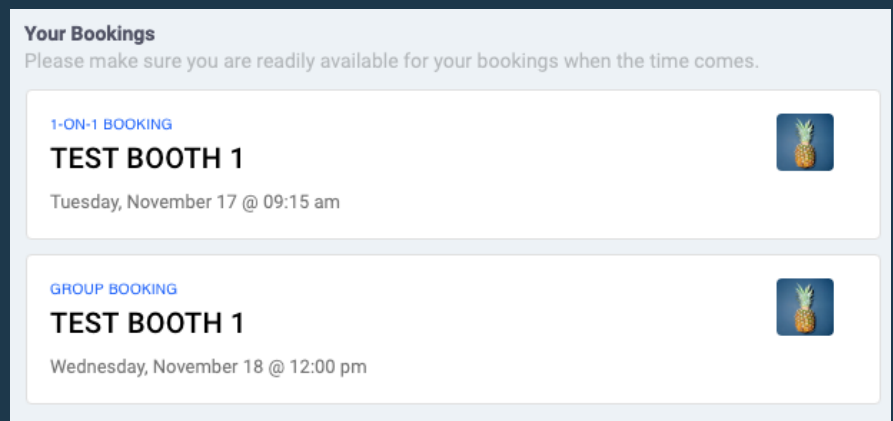
Q&A SESSION
NOV 18, 12:00 - 01:00 PM (3/50)

1-ON-1 SESSIONS

Nov 17, 2020

09:00 09:15 09:30 09:45 10:00 10:15

Step 5: Navigate to "Home" to view your booked sessions.



Your Bookings
Please make sure you are readily available for your bookings when the time comes.

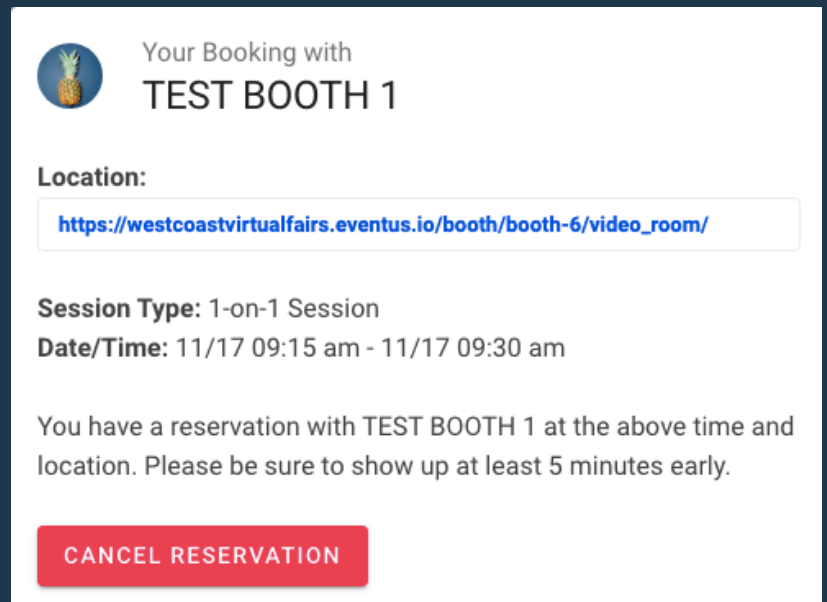
1-ON-1 BOOKING
TEST BOOTH 1
Tuesday, November 17 @ 09:15 am


GROUP BOOKING
TEST BOOTH 1
Wednesday, November 18 @ 12:00 pm

Note: You will also be able to **cancel** a session here.

To do that, click on the session you want to cancel.

Select "Cancel Reservation."



 Your Booking with
TEST BOOTH 1

Location:
https://westcoastvirtualfairs.eventus.io/booth/booth-6/video_room/

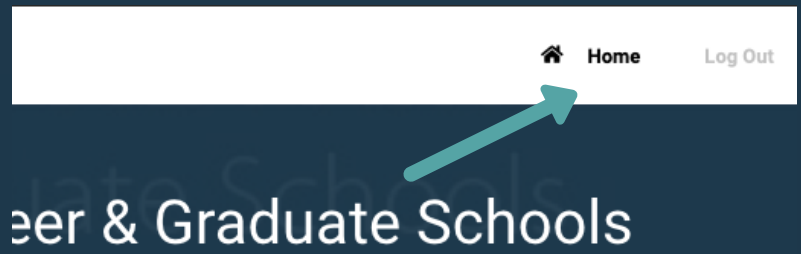
Session Type: 1-on-1 Session
Date/Time: 11/17 09:15 am - 11/17 09:30 am

You have a reservation with TEST BOOTH 1 at the above time and location. Please be sure to show up at least 5 minutes early.

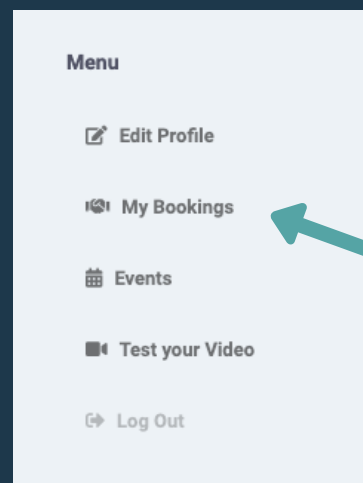
CANCEL RESERVATION

Attending a 1:1 Session or Group Session

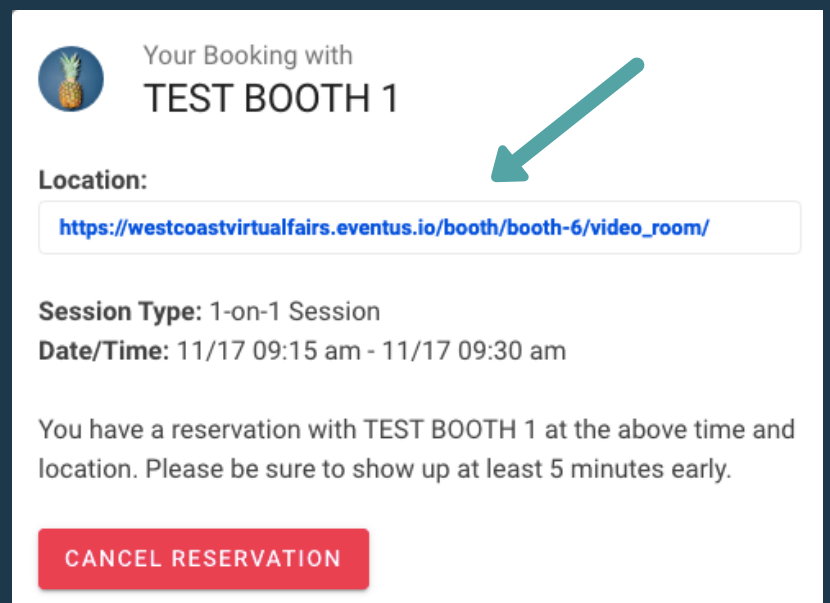
Step 1: Return to the Home Page by clicking on the icon in the top right corner.



Step 2: Click on "My Bookings" in the left-hand side menu.



Step 3: Click on the booked session you want to attend.



Step 4: Click on the link in the "Location" bar.

Need Support During the Fair?

Career Coaching

Staff from each institution (SFU, UVic, and UBC) will be hosting a virtual support room. If you have questions about the fair or are not sure how to approach an employer, you can chat with a career educator to get helpful tips.

Visit [Resource and Career Coaching > Career Coaching](#) for more information.



Technical Support

For technical support during the fair, please visit [Resource and Career Coaching > Technical Support](#)

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