Welcome to EducationJobFairs.com! The following are some common questions posed by employers who have participated in an online event with EducationJobFairs.com (www.educationjobfairs.com).

How can I access by virtual booth?

To access your booth, visit www.educationjobfairs.com. On the left hand side of the home page, there is a login box titled, “Exhibitor Login”. To login, enter the username and password provided by the EJF Events Manager in the “Exhibitor Login” box. Once logged in, you will be taken to your virtual Exhibitor Lounge, which allows you to access all the services provided by EducationJobFairs.com (see below).

How can I edit by booth information?

You have full control on customizing the content in your booth. You can change the information about your organization and customize the visitor welcome message. You can add local or regional links as well as upload documents, which job seekers can access when they visit your booth. To edit any component of your booth, click on the “Edit” link under the booth heading, which is on the right hand side of your Exhibitor’s Lounge page.
Once you have clicked on “Edit”, you will be in your Booth Wizard, as illustrated below. Click on the red “edit” link to change any component of your booth. When you have changed a section, be sure to click on the “Save” icon before proceeding out of the Booth Wizard. Once you have saved a section, you can edit the next section of your booth by clicking on the “Next” icon. If you are done editing your booth, you just click on the red “X” in the upper right of the Booth Wizard screen or click the “close” icon (located under Step 7).

How do I schedule a chat session?

To chat with job seekers who are visiting your booth, you need to schedule a chat session. To schedule a chat, go into the Booth Wizard, as outlined above, and click on “edit” beside Chat Schedule. In the next screen, once again, click on “edit” and you will be taken to a page that looks like the one below. Just fill out the form as presented below. When done, click on the “Save” icon. You can then repeat the process 4 more times. You can have up to 5 chat sessions scheduled at one time. This does not limit you to 5 sessions. If you want more sessions, once a session is over, go into your edit mode for your booth. Click on the “edit” icon beside Chat Schedule and then click on the “remove” link.
How do I chat?

Once your chat schedule is set up and your scheduled chat time approaches, log into your Exhibitor Lounge. Once in your lounge, under Chat Schedule, you will see 3 usernames. To access your chat room, simply click on one of the usernames. If that does not work, click on “Click Here for Your Chat Sessions” and when prompted to do so, input one of your usernames and the password chat.

A chat window like the one below will appear. When a visitor signs in, their name will show up in the white column on the left. You then highlight the individual’s name and, in the center window, click on the “Pick Up” button. The chat is set up so that you talk to each individual job seeker separately. As you pick up additional job seekers, light blue tabs will show up under the chat box, (the big white area in the large blue section below). The tabs will list the job seeker’s name and when they have typed something the tab will flash. Just click on the tab to chat with the individual.
Once the chat is done, click on the red “X” in the upper right of the chat window.

Three different people from your organization can chat at one time but they will have to login using different usernames and passwords, which are provided under the Chat Schedule in your Exhibitor Lounge.

**How come I can’t access the chat?**

Our chat program is a flash application. If you can't access the chat, it can be due to:

2. Your network is blocking flash applications. If this is the case, then you will have to contact your network administrator and have them allow you to access flash application specifically for [www.educationjobfairs.com](http://www.educationjobfairs.com).
3. Also, have your network tech open up ports 8969 and 8988 on your network.

**How do I access my message board/forum?**

If a job seeker misses a chat session or would just like to leave you a question, they can contact you via your booth’s message board. You can even leave introductory and welcome messages on this forum for job seekers to access. To post a message and/or reply to those left by job seekers, click on the red text under the Message Board heading in your Exhibitor Lounge. These can be found on the left hand side of your virtual lounge. When you click on the red text, you will automatically be taken to your message board.

To add a message, click on the “Post new Topic” link in the upper right of the board page.

To reply to a topic, click on the topic title then click on the “Post Reply” link.
Downloading Resumes

A valuable function of your virtual booth is the ability to view and download resumes of job seekers who have visited your booth. Job seekers can upload their resumes for your review via your online booth. Viewing and downloading resumes is very simply. All you have to do is, under the “Resume” heading along the right-hand side of your Exhibitor Lounge, click on the job seeker’s name.

For additional information, please visit EIF or contact Employer Services at employers@educationjobfairs.com.