

Workflow with

vFair App Exhibit Booth Setup

[Link to current version](#) 

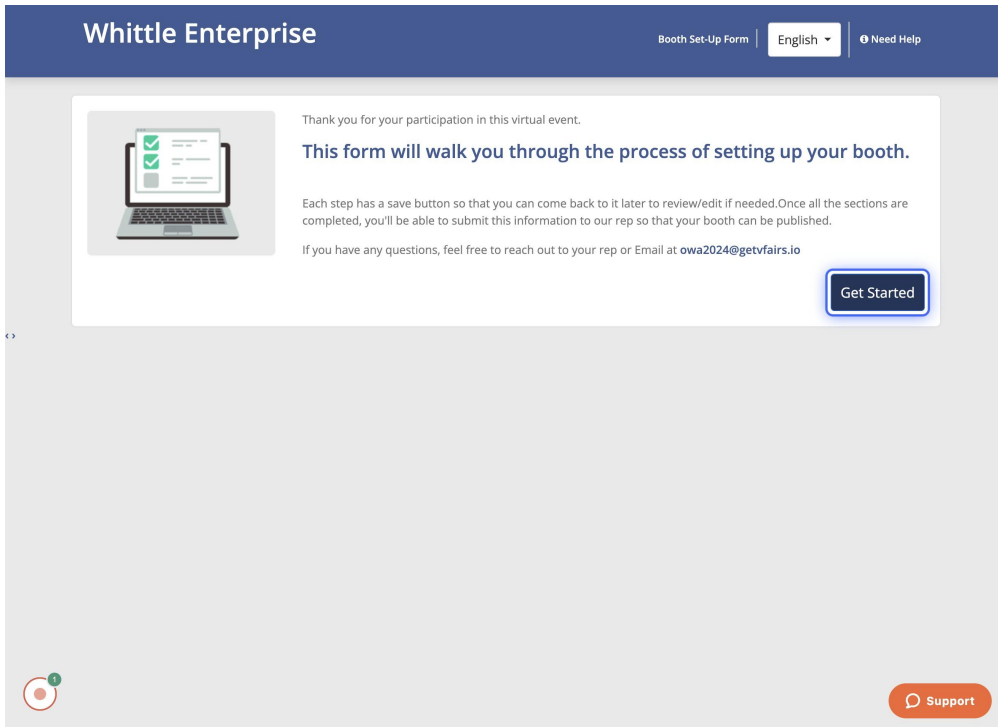
CREATED	STEPS	CREATED	MODIFIED
Annette Kelly-Whittle	39	Oct 01, 2024	Oct 01, 2024



Step 1

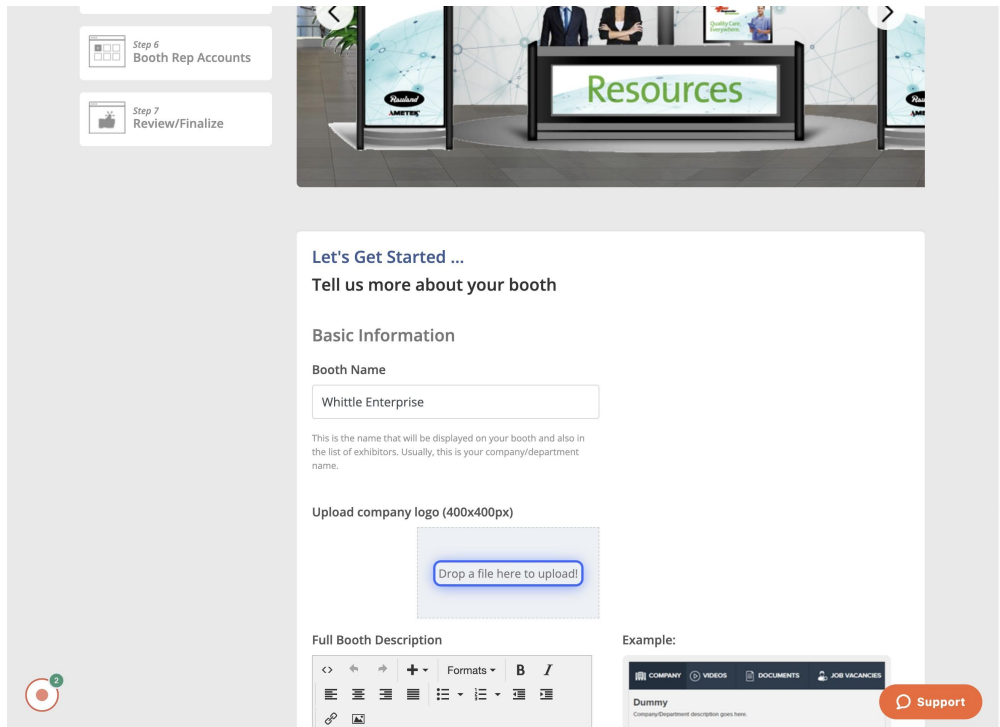
Go to OWA Career Expo Booth Setup Link and Click on Get Started

The booth setup link was sent in an email.



Step 2

Click on Drop a File Here to Upload a Company Logo

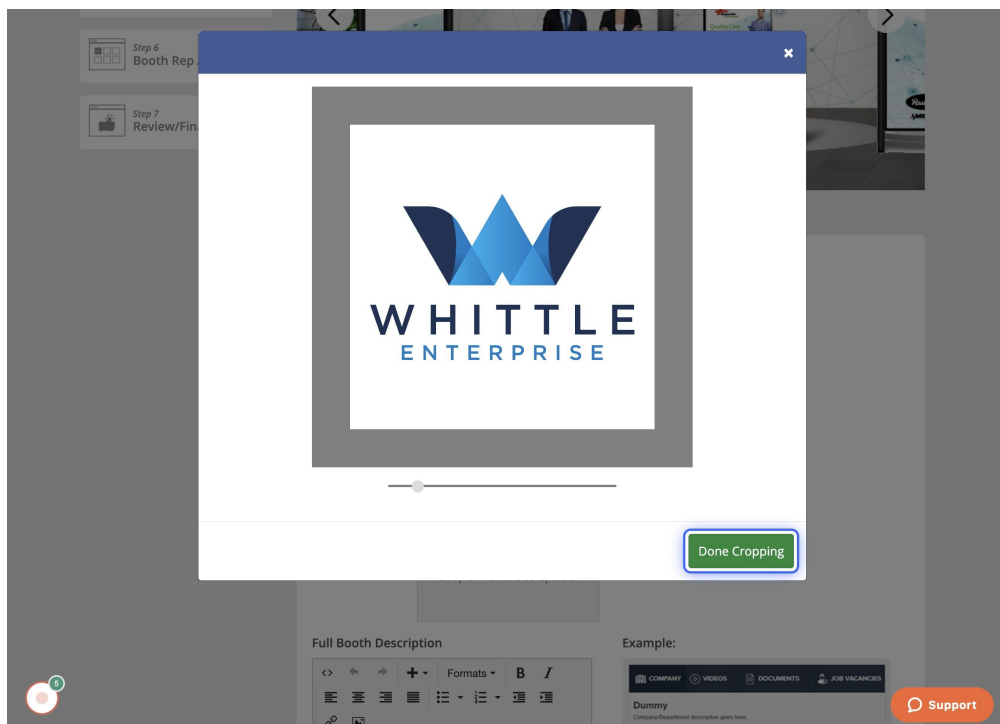


The screenshot shows a web-based interface for setting up a booth. At the top, there are navigation arrows and a preview of a booth with a 'Resources' sign. Below the preview, there are two steps listed: 'Step 6 Booth Rep Accounts' and 'Step 7 Review/Finalize'. The main content area is titled 'Let's Get Started ... Tell us more about your booth'. Under 'Basic Information', there is a 'Booth Name' field containing 'Whittle Enterprise'. Below that is a note: 'This is the name that will be displayed on your booth and also in the list of exhibitors. Usually, this is your company/department name.' The 'Upload company logo (400x400px)' section features a dashed box with a 'Drop a file here to upload!' button. Below this is a 'Full Booth Description' section with a rich text editor toolbar. To the right, there is an 'Example:' section showing a navigation menu with 'COMPANY', 'VIDEOS', 'DOCUMENTS', and 'JOB VACANCIES', and a 'Support' button.

Step 3

Click on Done Cropping

Resize the image if necessary and click on done cropping.



The screenshot shows the same interface as in Step 2, but with a cropping window overlaid. The window displays the Whittle Enterprise logo, which consists of a stylized 'W' made of blue and dark blue shapes above the text 'WHITTLE ENTERPRISE'. Below the logo is a horizontal slider for resizing. A green 'Done Cropping' button is highlighted in the bottom right corner of the cropping window. The background interface is dimmed, showing the 'Full Booth Description' and 'Example:' sections.

Step 4

Type a Booth Description

Whittle Enterprise

This is the name that will be displayed on your booth and also in the list of exhibitors. Usually, this is your company/department name.

Upload company logo (400x400px)

Drop a file here to upload!

Full Booth Description

Whittle Enterprise is a Workforce Development Consulting organization. |

Powered by TruICE

Example:

Dummy
Company/Department description goes here.

Support

Step 5

Click on Save and Continue

Upload company logo (400x400px)

Drop a file here to upload!

Full Booth Description

Whittle Enterprise is a Workforce Development Consulting organization. |

Powered by TruICE

Example:

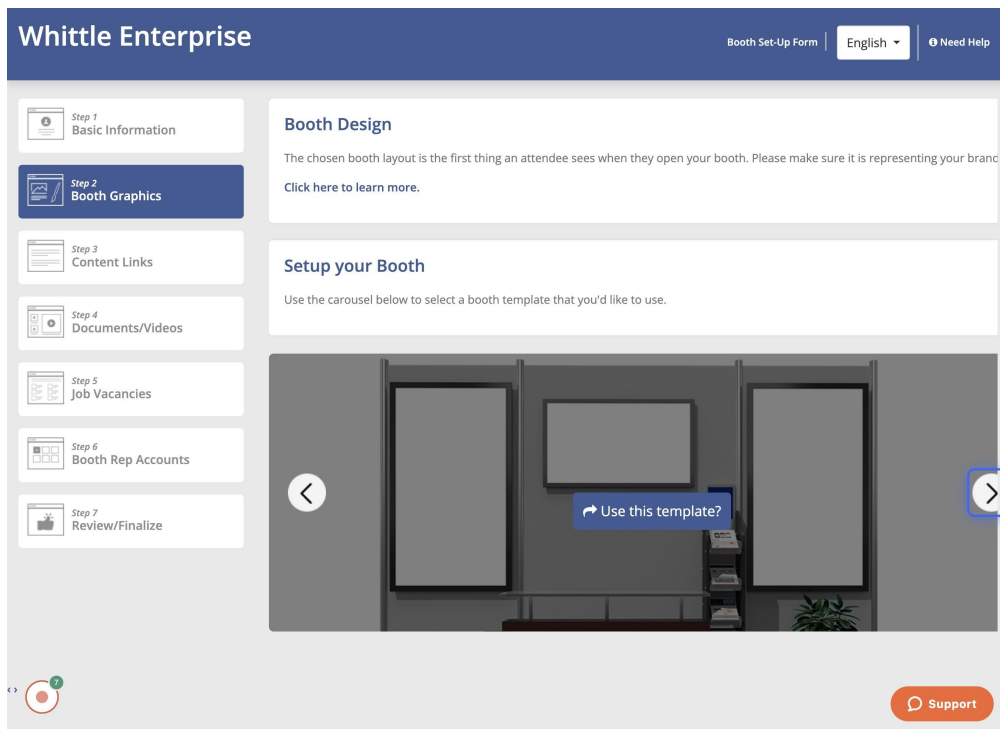
Dummy
Company/Department description goes here.

Save and Continue

Support

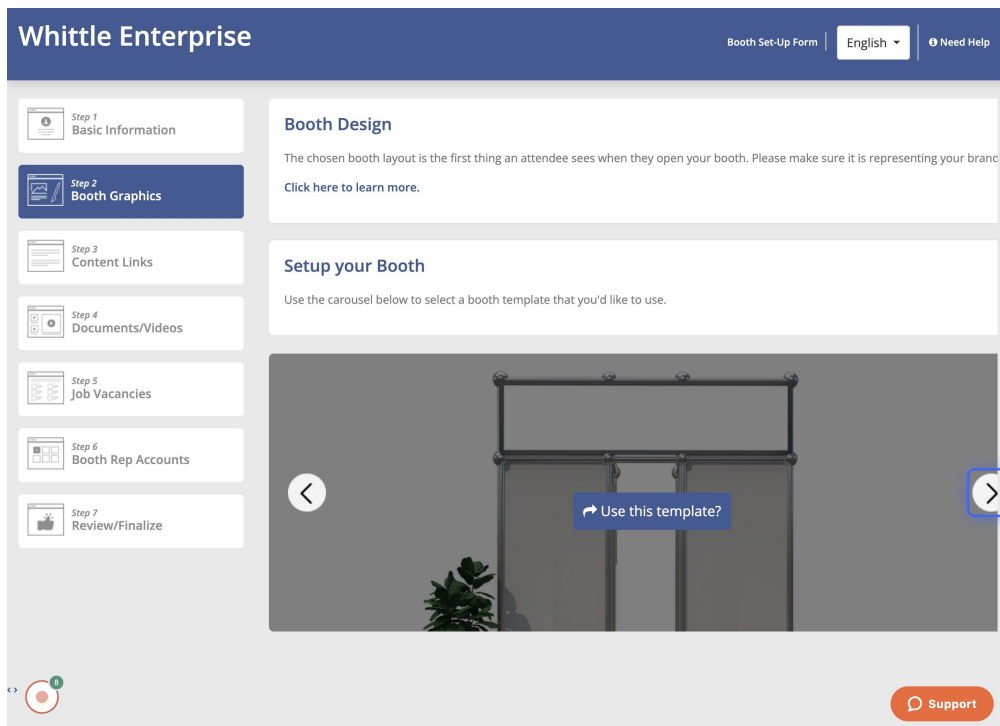
Step 6

Click on the Arrows to Choose a Booth Template



Step 7

Click on Use This Template




Step 8

Click on an Avatar Option


The chosen booth layout is the first thing an attendee sees when they open your booth. Please make sure it is representing your brand. [Click here to learn more.](#)

[< Back to Layout Selection](#)

Avatar Selection:
Please click on a template below to select an avatar of your choice.



Note: Please add the banners in the mentioned numerical sequence



[Support](#)


Step 9

Click on a Banner to Upload an Image

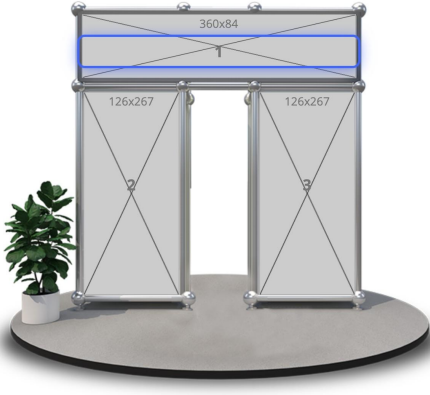
[Job Vacancies](#)

[Step 6 Booth Rep Accounts](#)

[Step 7 Review/Finalize](#)



Note: Please add the banners in the mentioned numerical sequence

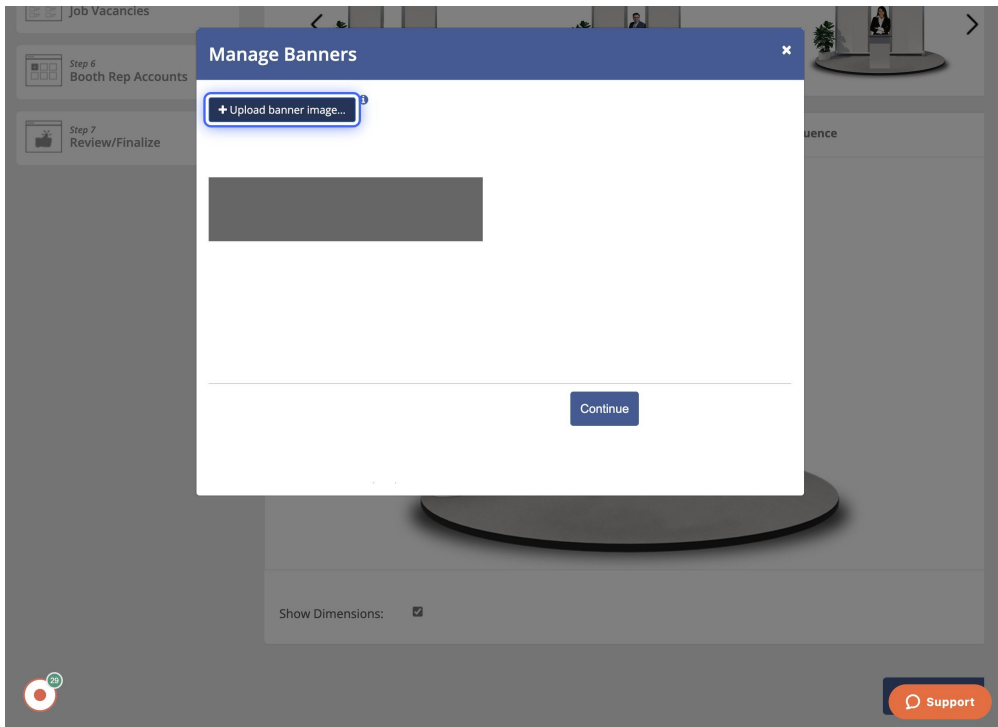


Show Dimensions:

[Support](#)

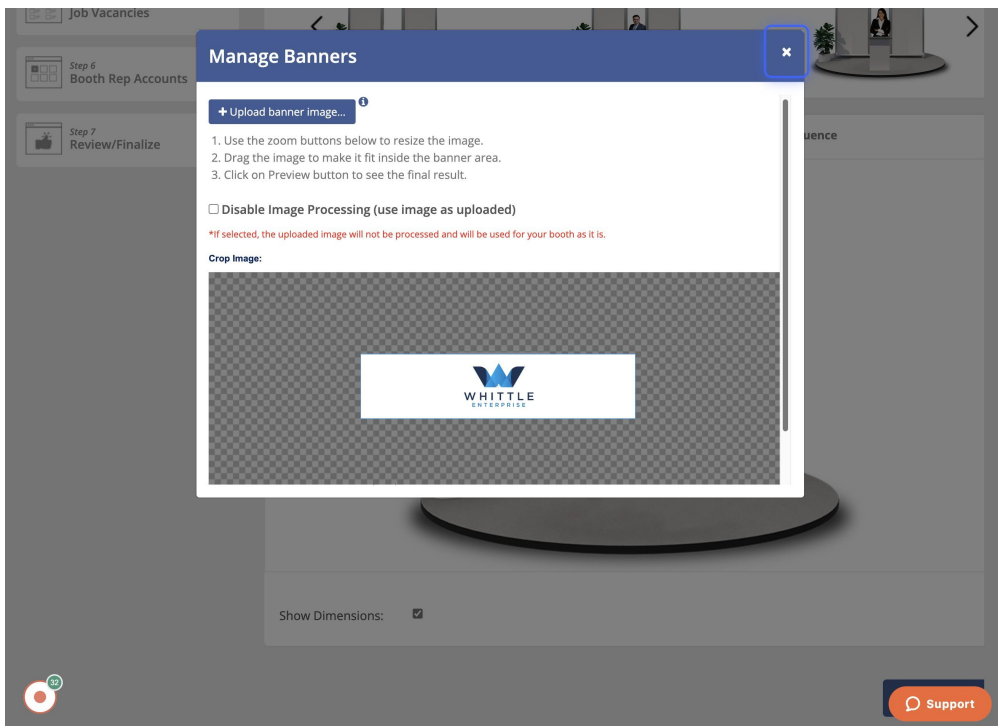
Step 10

Click on Upload Banner Image to Select an Image



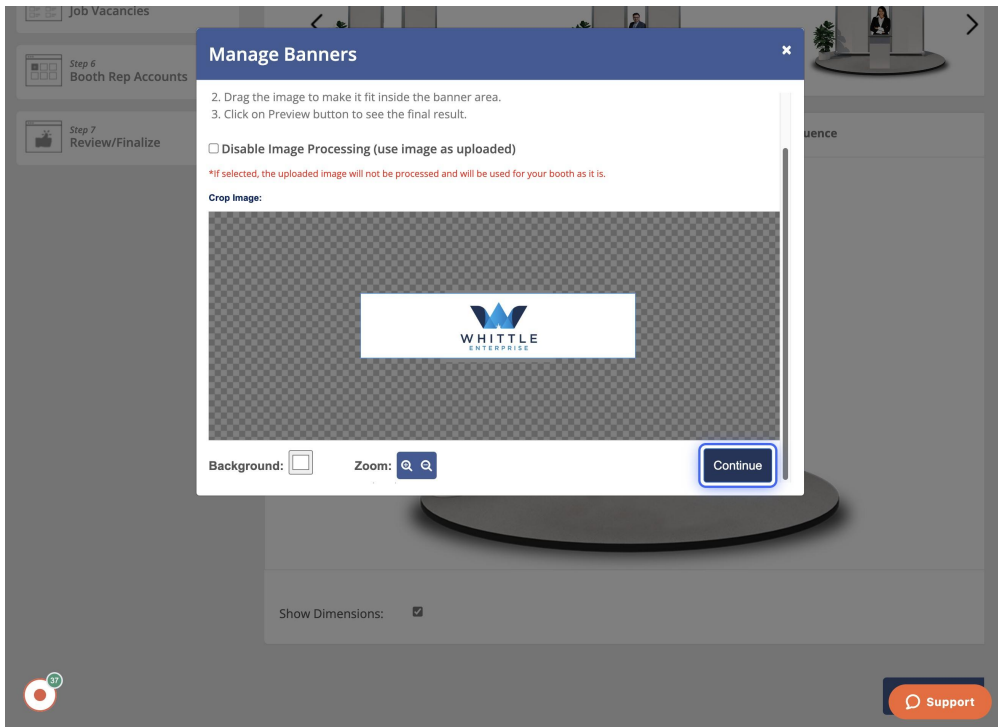
Step 11

Adjust the Image Size and Crop if Necessary



Step 12

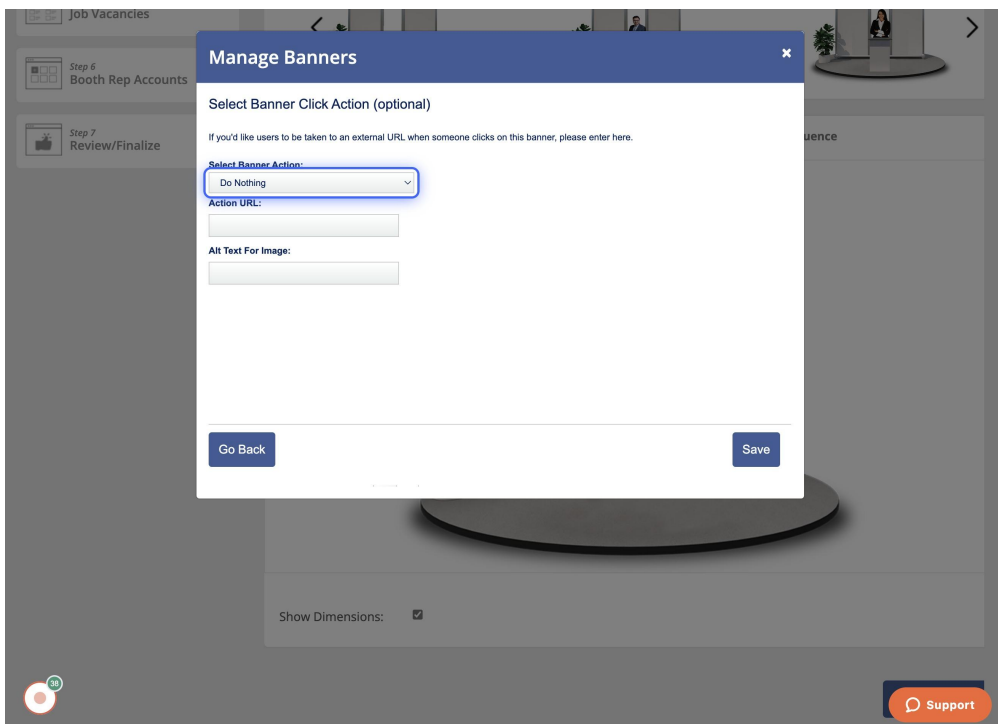
Scroll Down and Click on Continue



Step 13

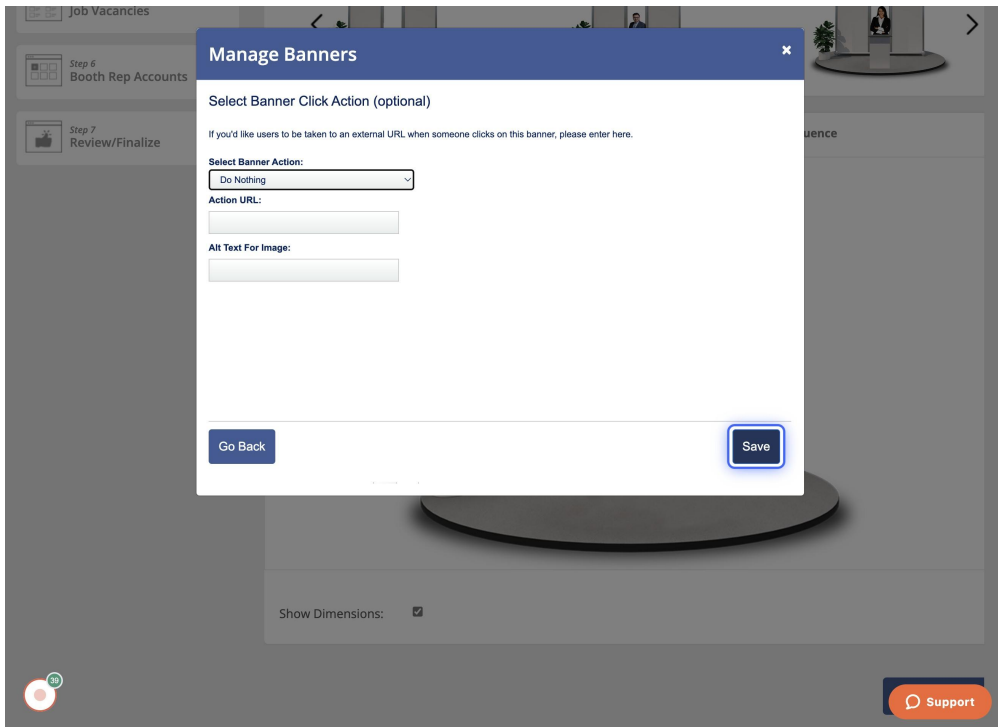
Select the Banner Click Action (optional)

Select the Banner Click Action. There are options to open a document, a video, or a web page.



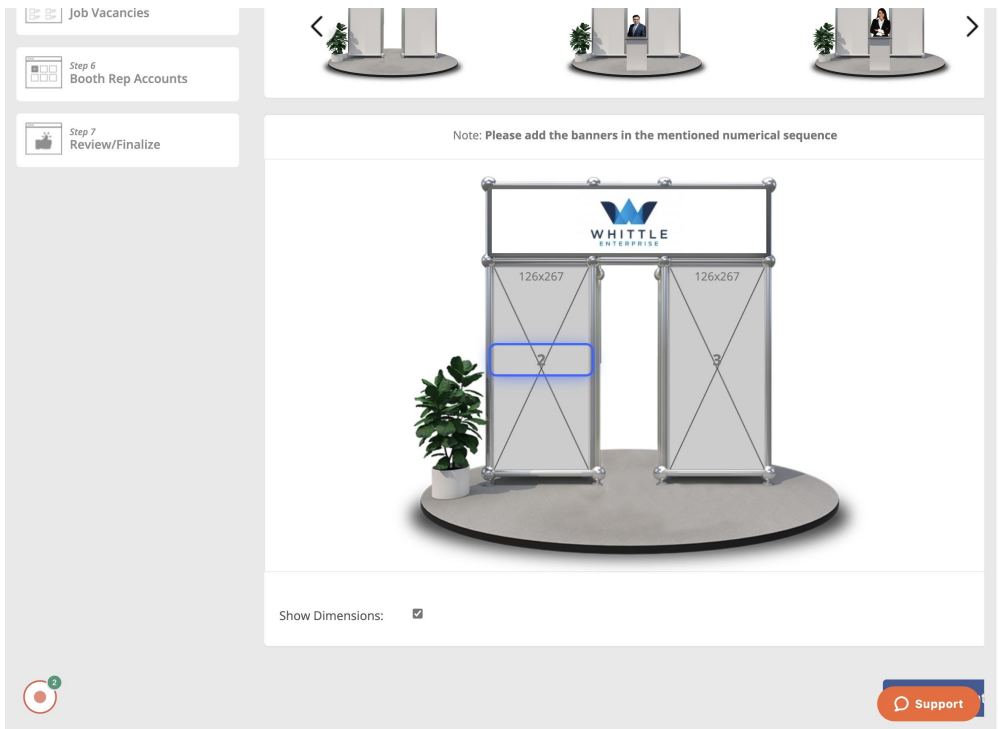
Step 14

Click on Save



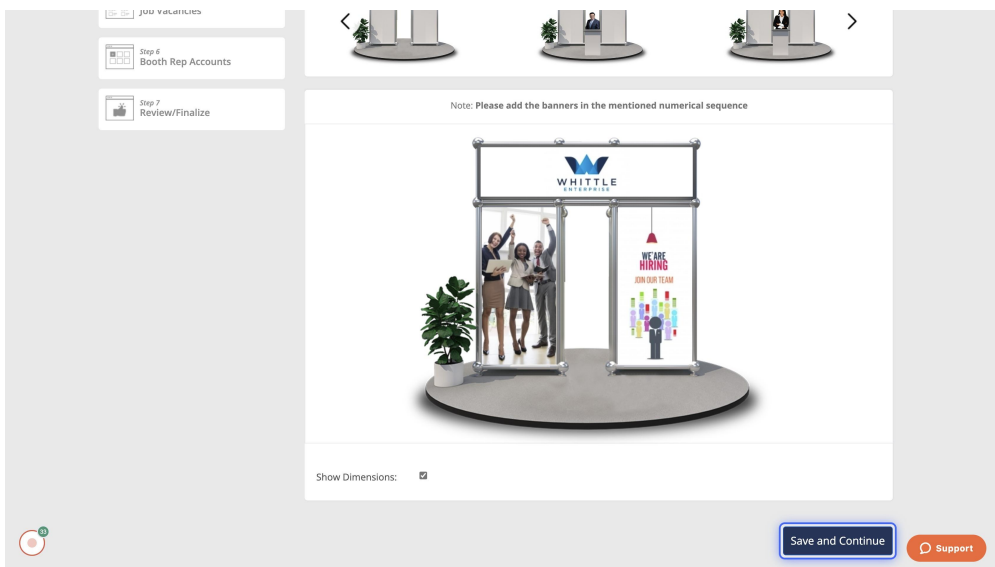
Step 15

Click on the Next Banner Image and Repeat the Steps 11-16 to Add More Images



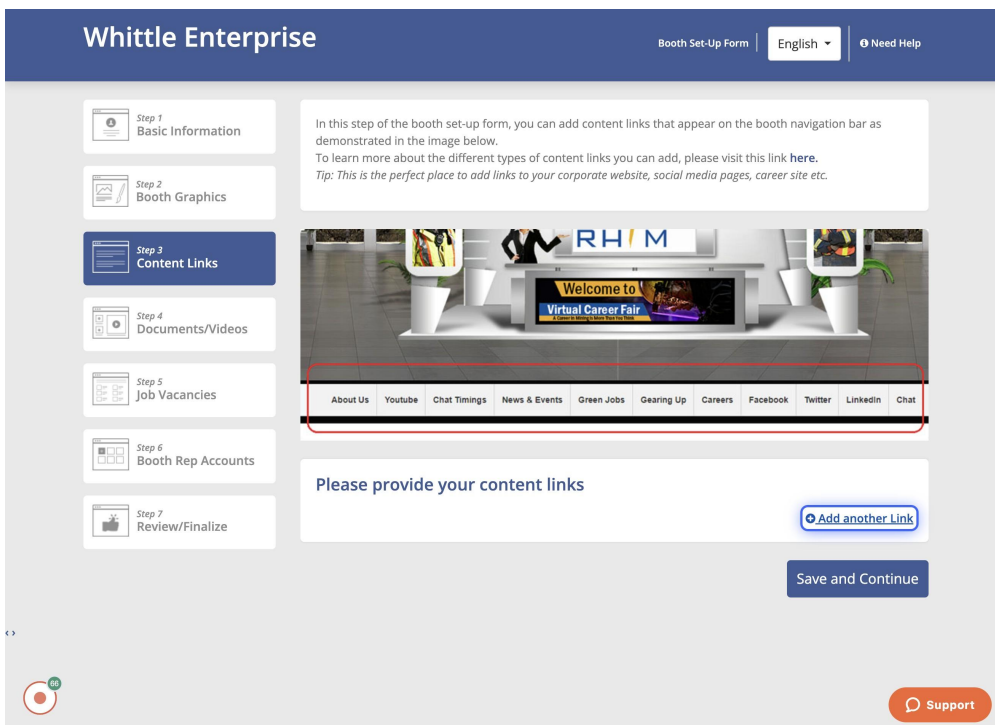
Step 16

Click on Save and Continue



Step 17

o Add Content Links to the Booth, Click on Add Another Link



Step 18

Click on the Link Title Input Field

Whittle Enterprise Booth Set-Up Form English Need Help

Step 1 Basic Information

Step 2 Booth Graphics

Step 3 Content Links

Step 4 Documents/Videos

Step 5 Job Vacancies

Step 6 Booth Rep Accounts

Step 7 Review/Finalize

In this step of the booth set-up form, you can add content links that appear on the booth navigation bar as demonstrated in the image below. To learn more about the different types of content links you can add, please visit this link [here](#).
Tip: This is the perfect place to add links to your corporate website, social media pages, career site etc.

Please provide your content links

Link Title: Link Type: URL: [Delete](#) | [Translations](#)

[Add another Link](#)

Save and Continue Support

Step 19

Type the Name of the Link

Whittle Enterprise Booth Set-Up Form English Need Help

Step 1 Basic Information

Step 2 Booth Graphics

Step 3 Content Links

Step 4 Documents/Videos

Step 5 Job Vacancies

Step 6 Booth Rep Accounts

Step 7 Review/Finalize

In this step of the booth set-up form, you can add content links that appear on the booth navigation bar as demonstrated in the image below. To learn more about the different types of content links you can add, please visit this link [here](#).
Tip: This is the perfect place to add links to your corporate website, social media pages, career site etc.

Please provide your content links

Link Title: Link Type: URL: [Delete](#) | [Translations](#)

[Add another Link](#)

Save and Continue Support

Step 20

Select the Link Type

Select the link type and follow the onscreen instructions for the next steps. Click add another link to add more links.

Whittle Enterprise Booth Set-Up Form | English | Need Help

Step 3 Content Links

In this step of the booth set-up form, you can add content links that appear on the booth navigation bar as demonstrated in the image below. To learn more about the different types of content links you can add, please visit this [link here](#).
Tip: This is the perfect place to add links to your corporate website, social media pages, career site etc.

Please provide your content links

Link Title: Employment Opp | Link Type: [Dropdown] | URL: [Empty] | Delete | Translations

[Add another Link](#)

[Save and Continue](#) | Support

Step 21

Click on Save and Continue

Whittle Enterprise Booth Set-Up Form | English | Need Help

Step 3 Content Links

In this step of the booth set-up form, you can add content links that appear on the booth navigation bar as demonstrated in the image below. To learn more about the different types of content links you can add, please visit this [link here](#).
Tip: This is the perfect place to add links to your corporate website, social media pages, career site etc.

Please provide your content links

Link Title: Employment Opp | Link Type: External Link | URL: www.whittleenter | Delete | Translations

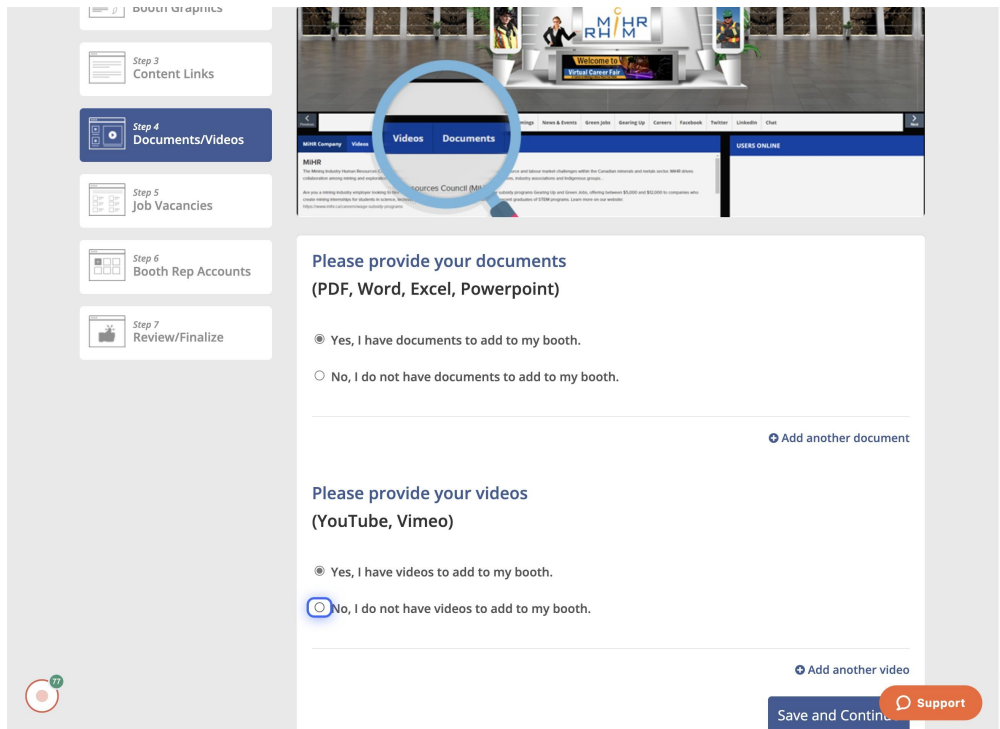
[Add another Link](#)

[Save and Continue](#) | Support

Step 22

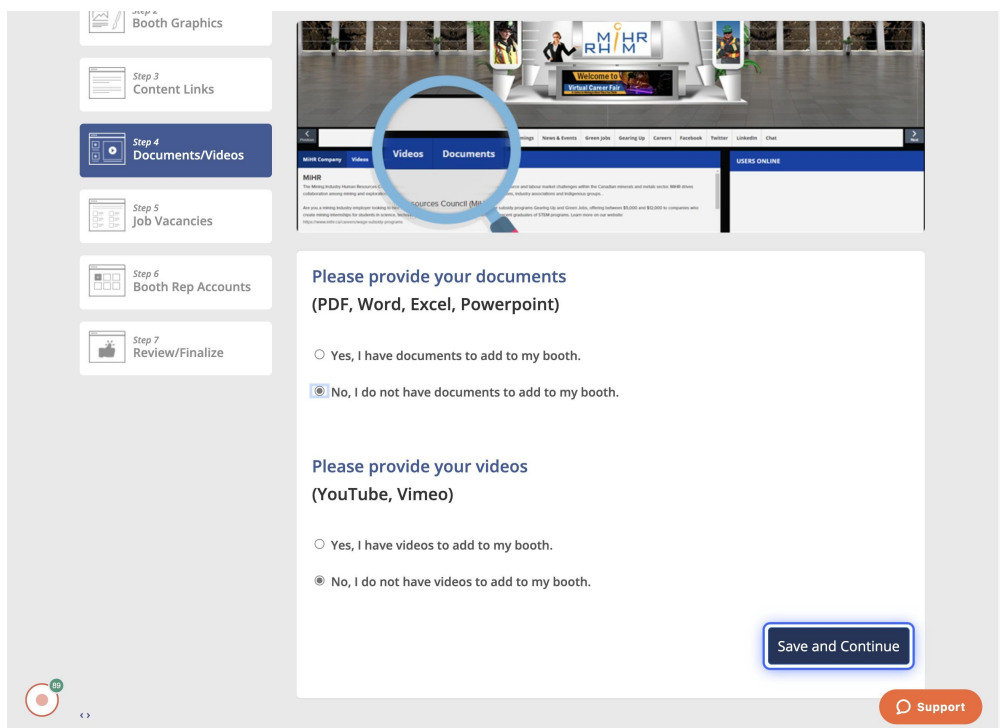
You Have the Option to Add Document Links and Video

Follow the onscreen instructions to add documents or videos.



Step 23

Click on Save and Continue



Step 24

Add Job Openings by Clicking on Add Vacancy

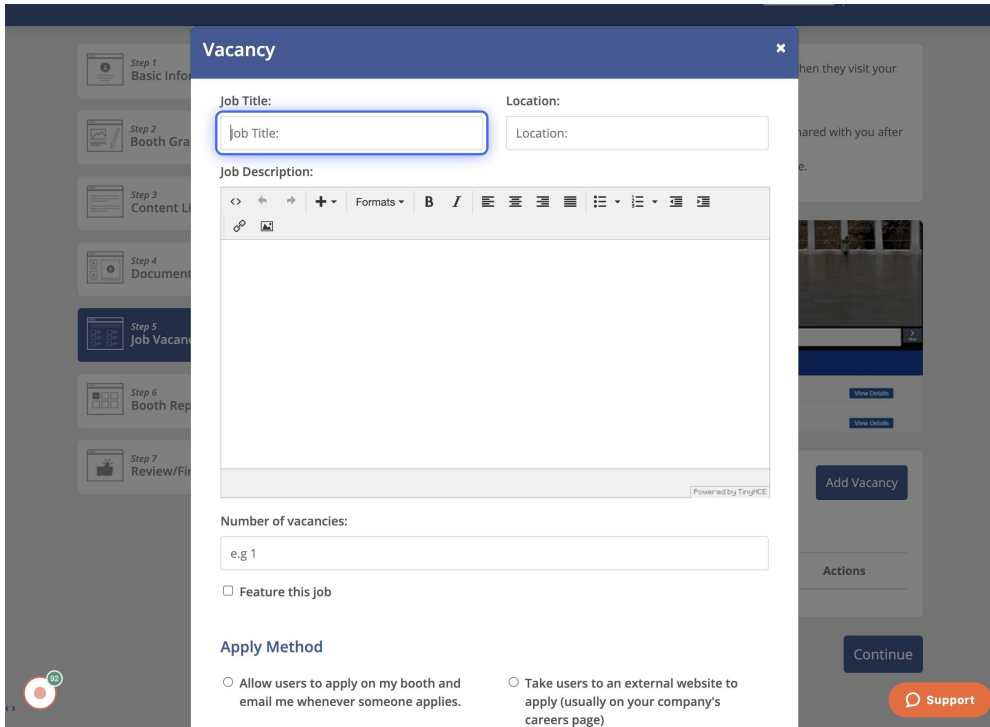
You have the option of adding a link to the company's career page or adding job vacancies to your booth.

The screenshot shows a multi-step process for setting up a virtual booth. On the left, a vertical sidebar lists seven steps: Step 1 Basic Information, Step 2 Booth Graphics, Step 3 Content Links, Step 4 Documents/Videos, Step 5 Job Vacancies (highlighted in blue), Step 6 Booth Rep Accounts, and Step 7 Review/Finalize. The main content area is titled 'Add job vacancies to your booth' and includes a 'Continue' button. Below this, there are two buttons: 'Sample CSV' and 'Upload CSV'. A 'Support' button is located in the bottom right corner. The central part of the screen displays a preview of a virtual booth for 'MIHR Company'. The booth has a blue header with navigation tabs for 'Company', 'Videos', 'Documents', and 'Job Vacancies'. The 'Job Vacancies' tab is active, showing a list of two job openings: 'Senior Marketing Manager' and 'Product Manager', each with a 'View Details' button. A magnifying glass icon is overlaid on the 'Job Vacancies' tab. Above the booth preview, there is explanatory text: 'You can add job vacancies to your booth, which will allow attendees to apply to those jobs when they visit your booth. There are two ways they can apply.' followed by a numbered list: '1. Apply within the virtual environment. The list of applicants and their resumes will be shared with you after the event.' and '2. Take users to the job listing page on your own career site and they can apply over there.'

Step 25

Click on Job Title:

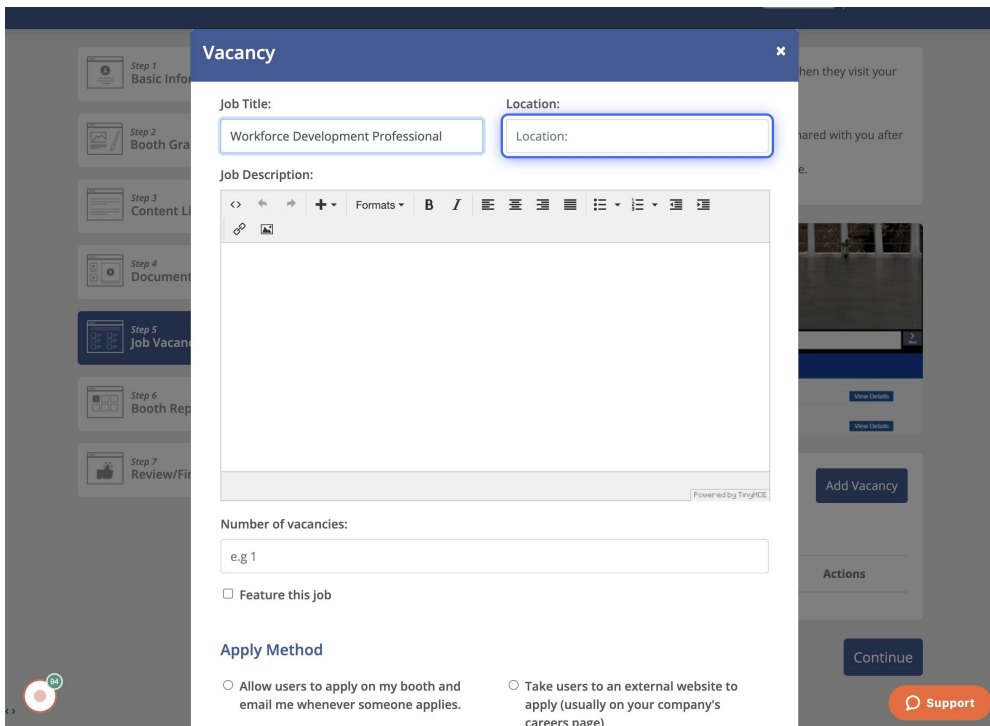
Add a job title



Step 26

Click on Location

Add a location



Step 27

Add a job description.

The screenshot shows a 'Vacancy' form with the following fields and options:

- Job Title:** Workforce Development Professional
- Location:** Orange, CA
- Job Description:** A rich text editor with a toolbar (bold, italic, link, image, list, etc.) and a large empty text area.
- Number of vacancies:** e.g 1
- Feature this job
- Apply Method:**
 - Allow users to apply on my booth and email me whenever someone applies.
 - Take users to an external website to apply (usually on your company's careers page)

Buttons: Add Vacancy, Continue, Support.

Step 28

Add the Number of Vacancies

This screenshot is identical to the previous one, but with the 'Number of vacancies' field highlighted. The field contains the text 'e.g 1'.

Buttons: Save, Close, Continue, Support.



Step 29

Select an Apply Method

Workforce Development Professional Orange, CA

Job Description:

Test Job

Number of vacancies: 2

Feature this job

Apply Method

Allow users to apply on my booth and email me whenever someone applies.

Take users to an external website to apply (usually on your company's careers page)

Save Close

Support

Step 30

Click on Save

Workforce Development Professional Orange, CA

Job Description:

Test Job

Number of vacancies: 2

Feature this job

Apply Method

Allow users to apply on my booth and email me whenever someone applies.

Take users to an external website to apply (usually on your company's careers page)

Email Address: annette@whittleenterprise.com

Save Close

Support

Step 31

Click on Upload CSV

You can also upload a CSV

You can add job vacancies to your booth, which will allow attendees to apply to those jobs when they visit your booth. There are two ways they can apply.

1. Apply within the virtual environment. The list of applicants and their resumes will be shared with you after the event.
2. Take users to the job listing page on your own career site and they can apply over there.

Add job vacancies to your booth Add Vacancy

Sample CSV Upload CSV

Title	Location:	Description	Vacancies	Active	Actions
Workforce Development Professional	Orange, CA	Test Job	2	<input checked="" type="checkbox"/>	...

Continue Support

Step 32

Click on Continue

2 jobs uploaded successfully

Add job vacancies to your booth Add Vacancy

Sample CSV Upload CSV

Title	Location:	Description	Vacancies	Active	Actions
Test job 2	location2	Qa engineer	5	<input checked="" type="checkbox"/>	...
Test job 1	location1	Software Engineer	7	<input checked="" type="checkbox"/>	...
Workforce Development Professional	Orange, CA	Test Job	2	<input checked="" type="checkbox"/>	...

Continue Support

You must hit save and continue for your changes to update

Step 33

Click on Continue

Content Links

- Step 4 Documents/Videos
- Step 5 Job Vacancies**
- Step 6 Booth Rep Accounts
- Step 7 Review/Finalize

Senior Marketing Manager
Number of vacancies: 1

Product Manager
Number of vacancies: 1

2 jobs uploaded successfully

Add job vacancies to your booth

Sample CSV Upload CSV Add Vacancy

Title	Location	Description	Vacancies	Active	Actions
Test job 2	location2	Qa engineer	5	<input checked="" type="checkbox"/>	...
Test job 1	location1	Software Engineer	7	<input checked="" type="checkbox"/>	...
Workforce Development Professional	Orange, CA	Test Job	2	<input checked="" type="checkbox"/>	...

You must hit save and continue for your changes to update

Continue

Support

Step 34

Click on Add User

You can add additional representatives

Whittle Enterprise

Booth Set-Up Form | English | Need Help

- Step 1 Basic Information
- Step 2 Booth Graphics
- Step 3 Content Links
- Step 4 Documents/Videos
- Step 5 Job Vacancies
- Step 6 Booth Rep Accounts**
- Step 7 Review/Finalize

On the event day, we usually recommend having a couple of team members available online to interact with the attendees via chat.

All we need are their names and email addresses, and we will create Booth Rep accounts for them. Each representative can then log in with their own accounts when the event goes live.

You can also provide the times each representative will be online to chat and we can display that on the booth so that attendees know when to expect you.

Create your Booth Rep Accounts

Add User

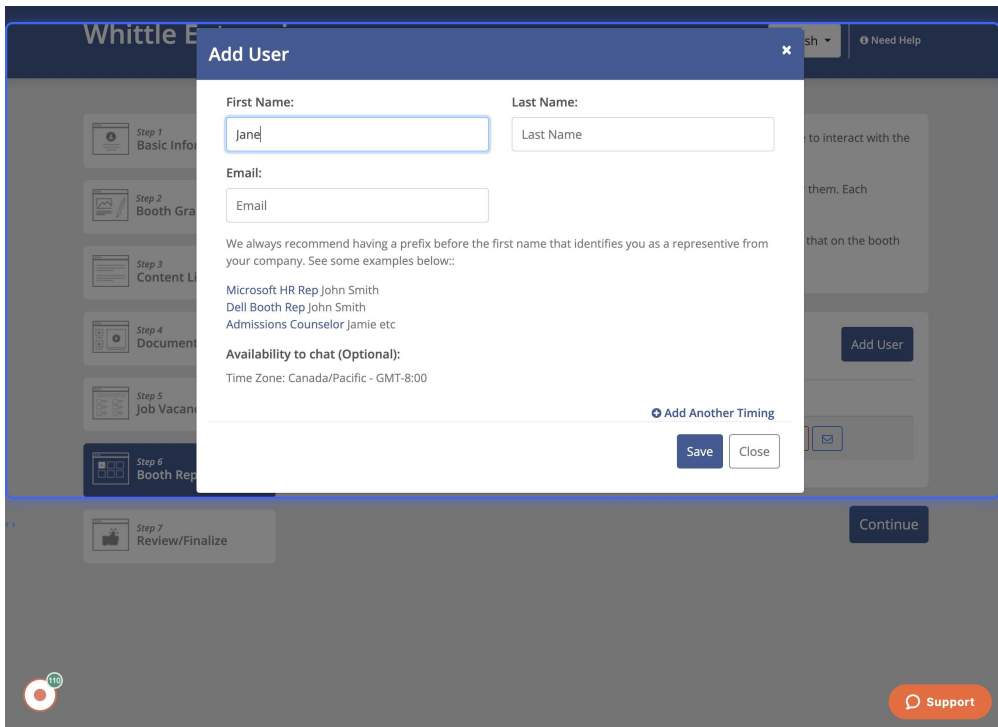
Name	Email	Action
Annette Kelly-Whittle	akwhittle@outlook.com	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Continue

Support

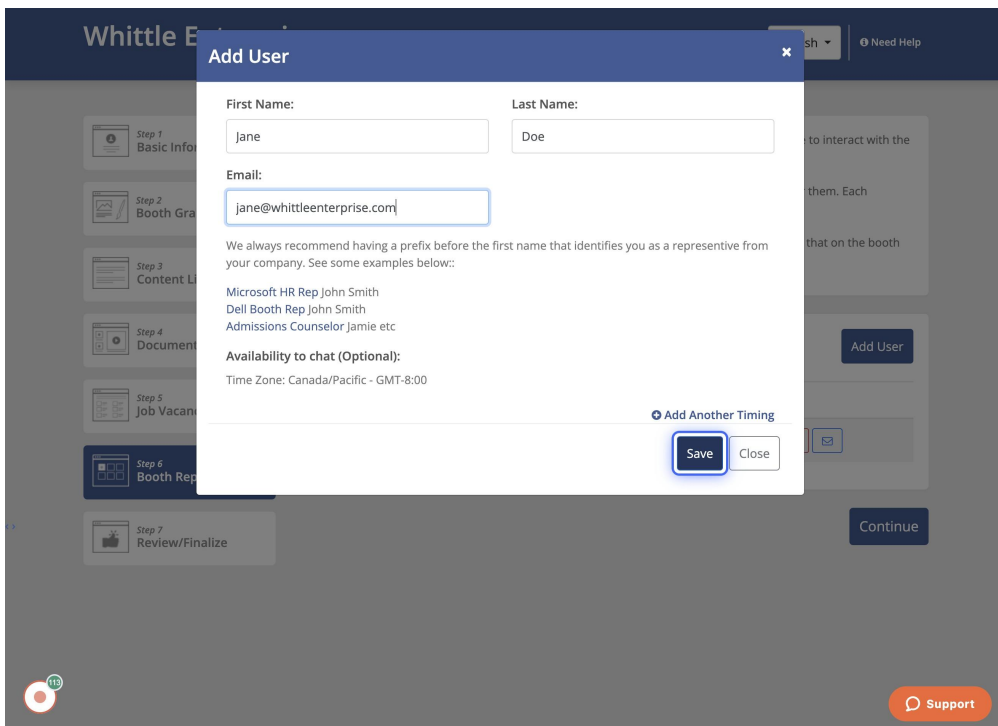
Step 35

Enter their First and Last Name and Email Address



Step 36

Click on Save



Step 37

Click on Continue

Whittle Enterprise Booth Set-Up Form | English | Need Help

An email invitation will be sent to jane@whittleenterprise.com with a link to set up the account password.

- Step 1 Basic Information
- Step 2 Booth Graphics
- Step 3 Content Links
- Step 4 Documents/Videos
- Step 5 Job Vacancies
- Step 6 Booth Rep Accounts**
- Step 7 Review/Finalize







On the event day, we usually recommend having a couple of team members available online to interact with the attendees via chat.

All we need are their names and email addresses, and we will create Booth Rep accounts for them. Each representative can then log in with their own accounts when the event goes live.

You can also provide the times each representative will be online to chat and we can display that on the booth so that attendees know when to expect you.


Create your Booth Rep Accounts

[Add User](#)

Name	Email	Action
Annette Kelly-Whittle	akwhittle@outlook.com	  
Jane Doe	jane@whittleenterprise.com	  


You must hit save and continue for your changes to update

[Continue](#)

 Support

Step 38

Click on Submit Booth



We are displaying the following information on your booth

Description:
Whittle Enterprise is a Workforce Development Consulting organization.


Employment Opportunities: www.whittleenterprise.com/careers

Chat:

Jobs:
Following job vacancies have been added to your booth:

- ✓ Workforce Development Professional
- ✓ Test job 1
- ✓ Test job 2

[Submit Booth](#)

 Support

Step 39

This Completes the Booth Setup

This completes the booth setup. If you need to make changes, feel free to visit the booth setup link.

The screenshot shows the 'Whittle Enterprise' Booth Set-Up Form. The header includes 'Whittle Enterprise', 'Booth Set-Up Form', 'English', and 'Need Help'. A green notification bar at the top states: 'Booth submitted! In case of any queries please contact us owa2024@getvfairs.io'. On the left, a vertical sidebar lists seven steps: Step 1 Basic Information, Step 2 Booth Graphics, Step 3 Content Links, Step 4 Documents/Videos, Step 5 Job Vacancies, Step 6 Booth Rep Accounts, and Step 7 Review/Finalize (highlighted in blue). The main content area features a thumbs-up icon and the text: 'You're done. Here is an overview of your booth. You can come back any time to make modifications to your booth. Click on the big blue button at the bottom of this page to have this preview sent to you via email. If you need any assistance, click on the help link at the top right corner of this screen.' Below this is a section titled 'Event Access:' with the URL 'owacareerexpo.vfairs.com'. A table lists booth representatives: Annette Kelly-Whittle (akwhittle@outlook.com) and Jane Doe (jane@whittleenterprise.com). Further down, it says 'Review Booth Information: Here is a screenshot of your online booth.' and shows a small image of a booth stand with the Whittle Enterprise logo. A 'Support' button is in the bottom right corner.

Whittle Enterprise Booth Set-Up Form English Need Help

Booth submitted! In case of any queries please contact us owa2024@getvfairs.io

- Step 1 Basic Information
- Step 2 Booth Graphics
- Step 3 Content Links
- Step 4 Documents/Videos
- Step 5 Job Vacancies
- Step 6 Booth Rep Accounts
- Step 7 Review/Finalize

You're done.
Here is an overview of your booth.

You can come back any time to make modifications to your booth.

Click on the big blue button at the bottom of this page to have this preview sent to you via email.

If you need any assistance, click on the help link at the top right corner of this screen.

Event Access:
Visit the event URL: owacareerexpo.vfairs.com

Name	Email
Annette Kelly-Whittle	akwhittle@outlook.com
Jane Doe	jane@whittleenterprise.com

Review Booth Information:
Here is a screenshot of your online booth.

Support

