Workflow with

vFair App Exhibit Booth Setup

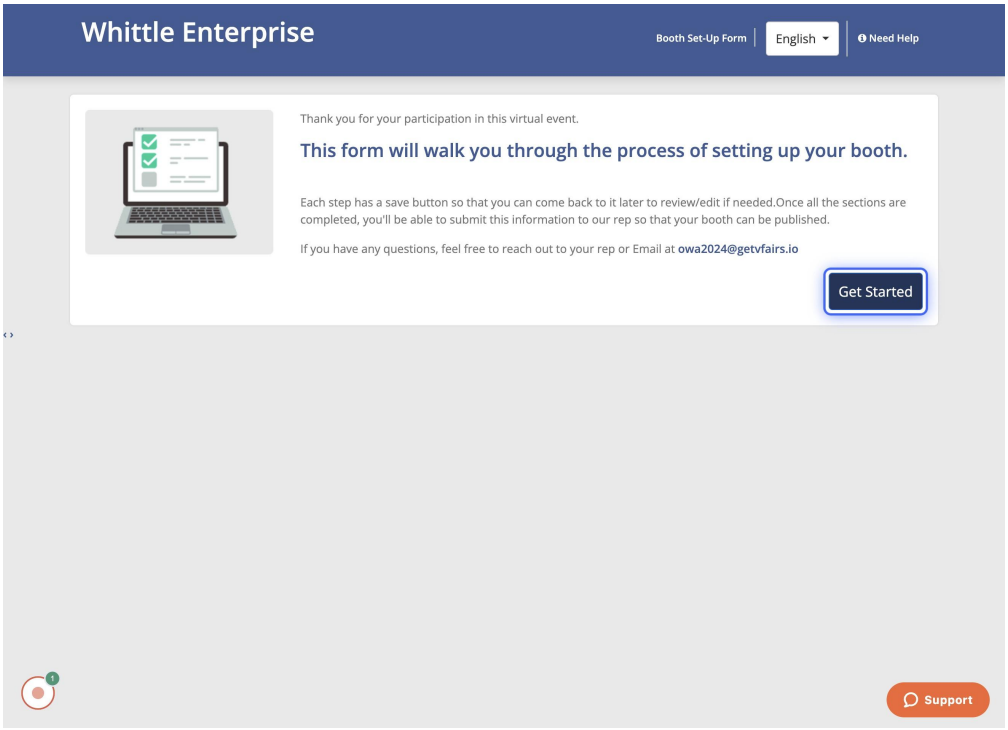
Link to current version

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

Step 1

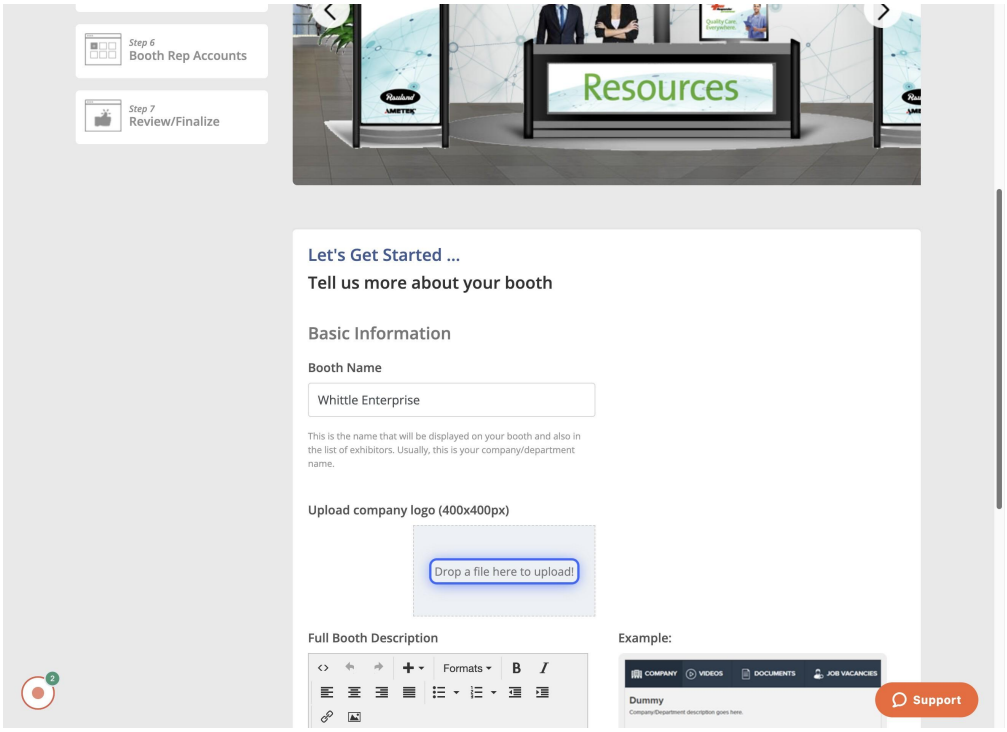
Go to OWA Career Expo Booth Setup Link and Click on Get Started

The booth setup link was sent in an email.



Step 2

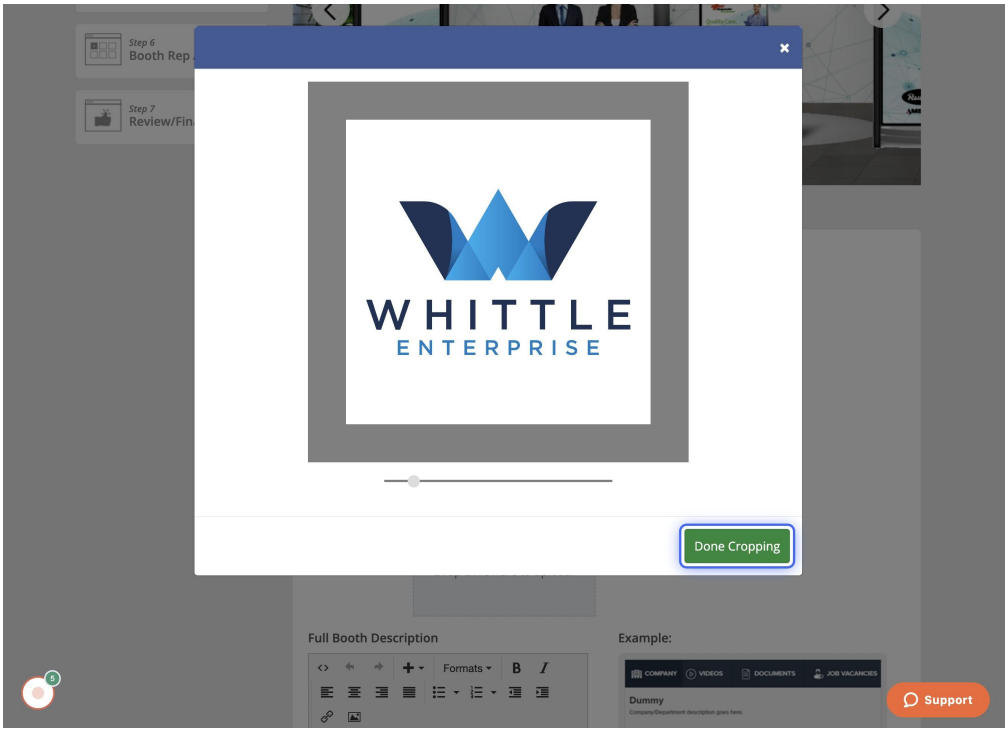
Click on Drop a File Here to Upload a Company Logo



Step 3

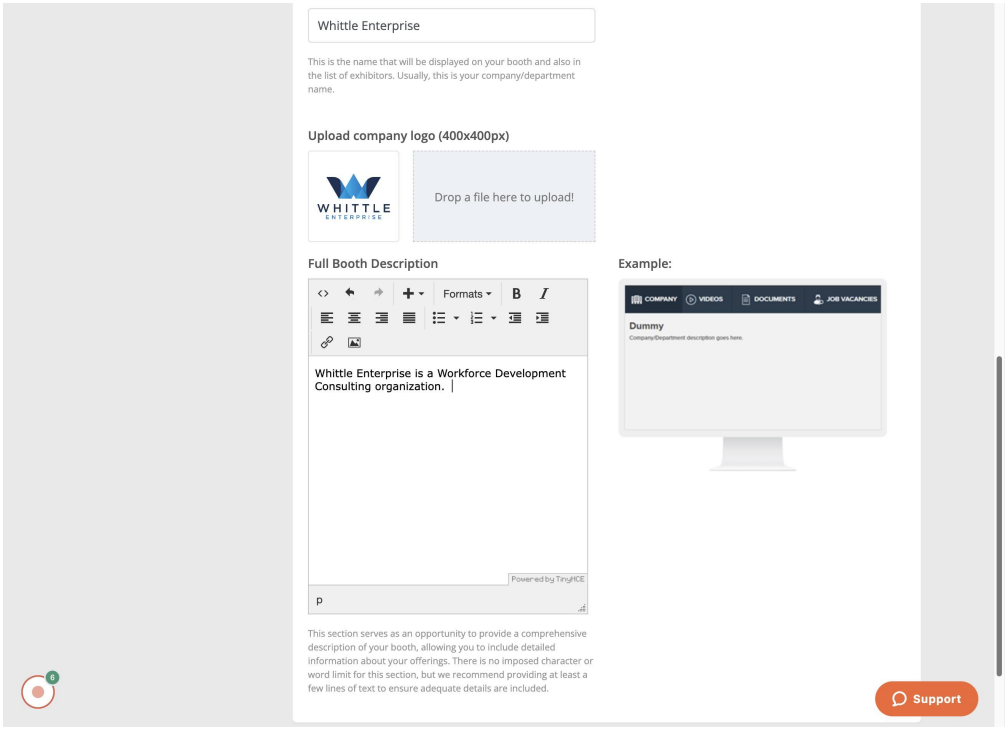
Click on Done Cropping

Resize the image if necessary and click on done cropping.



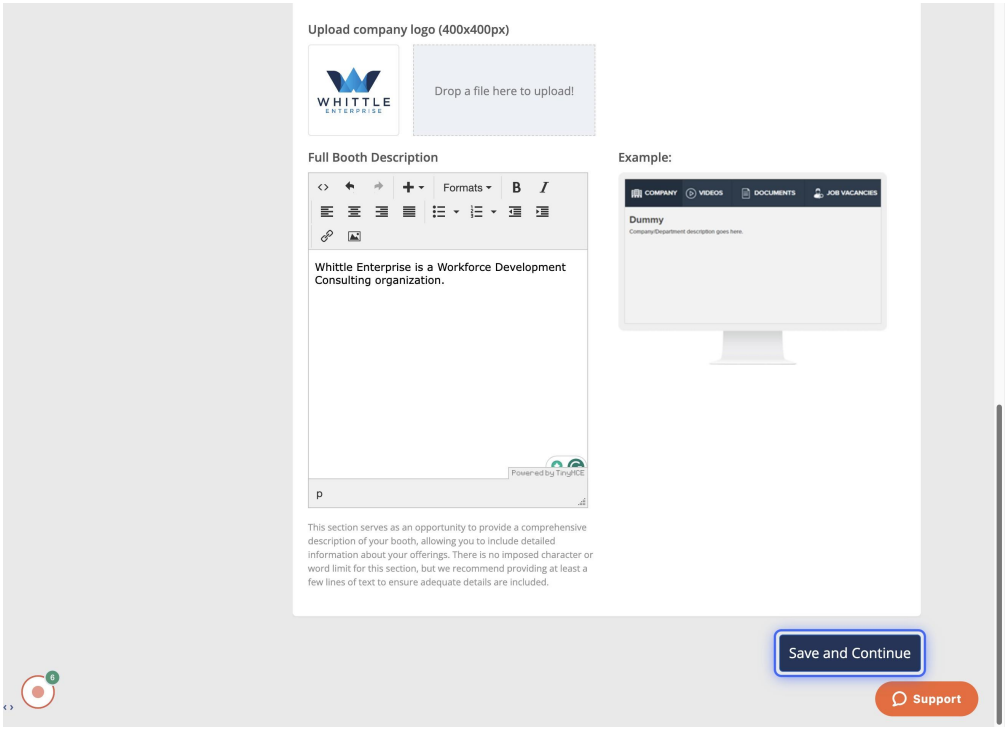
Step 4

Type a Booth Description



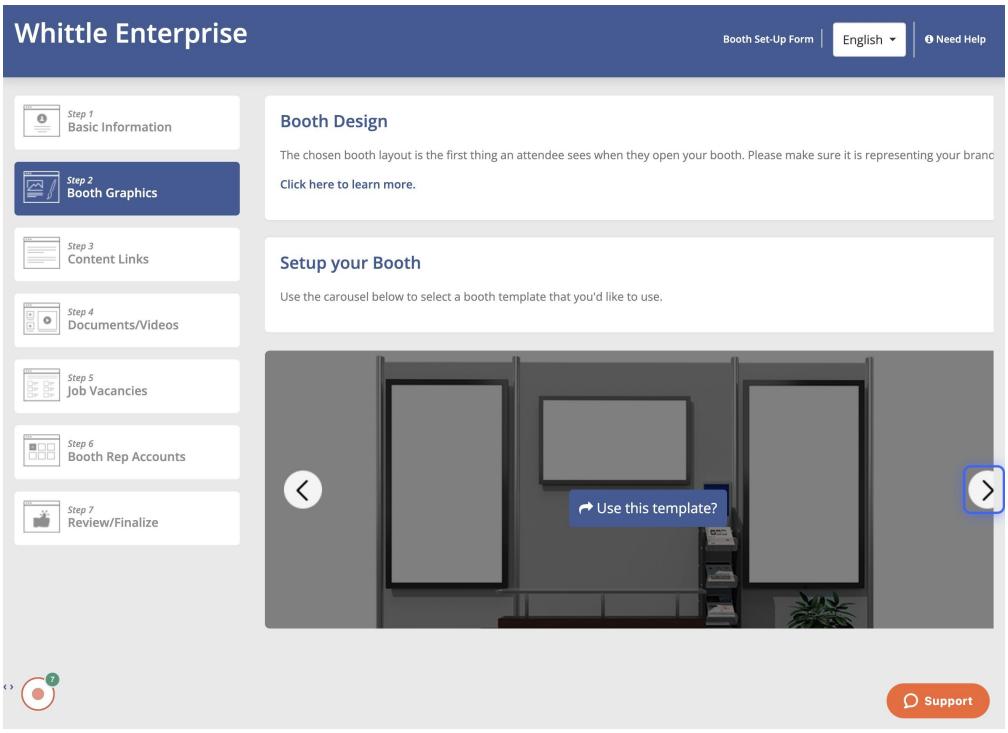
Step 5

Click on Save and Continue



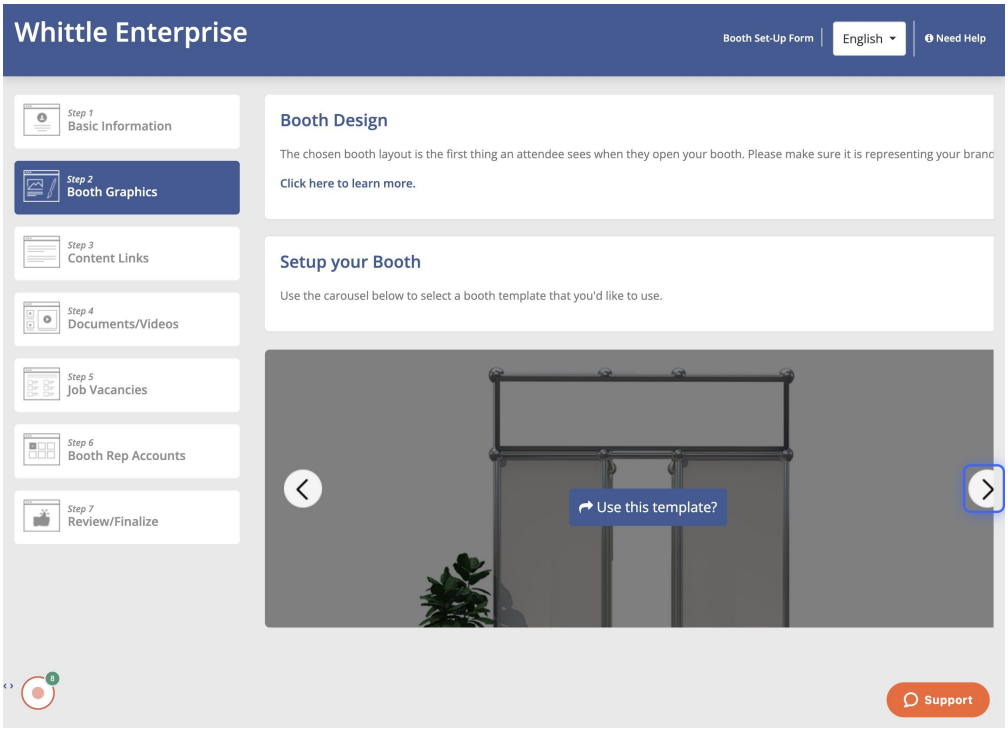
Step 6

Click on the Arrows to Choose a Booth Template



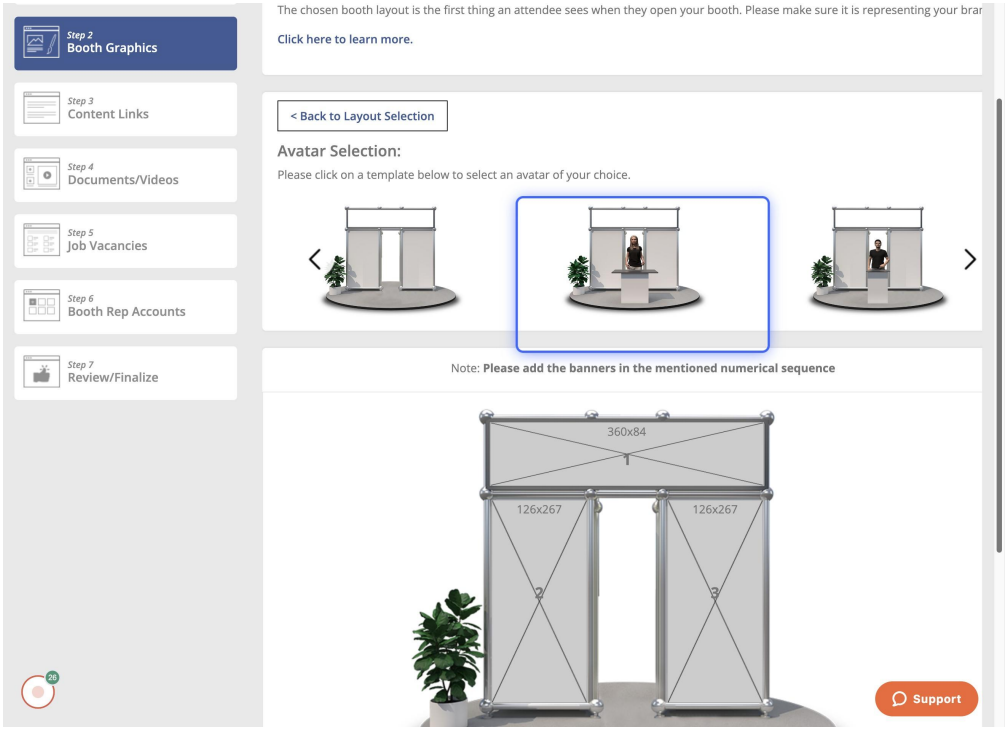
Step 7

Click on Use This Template



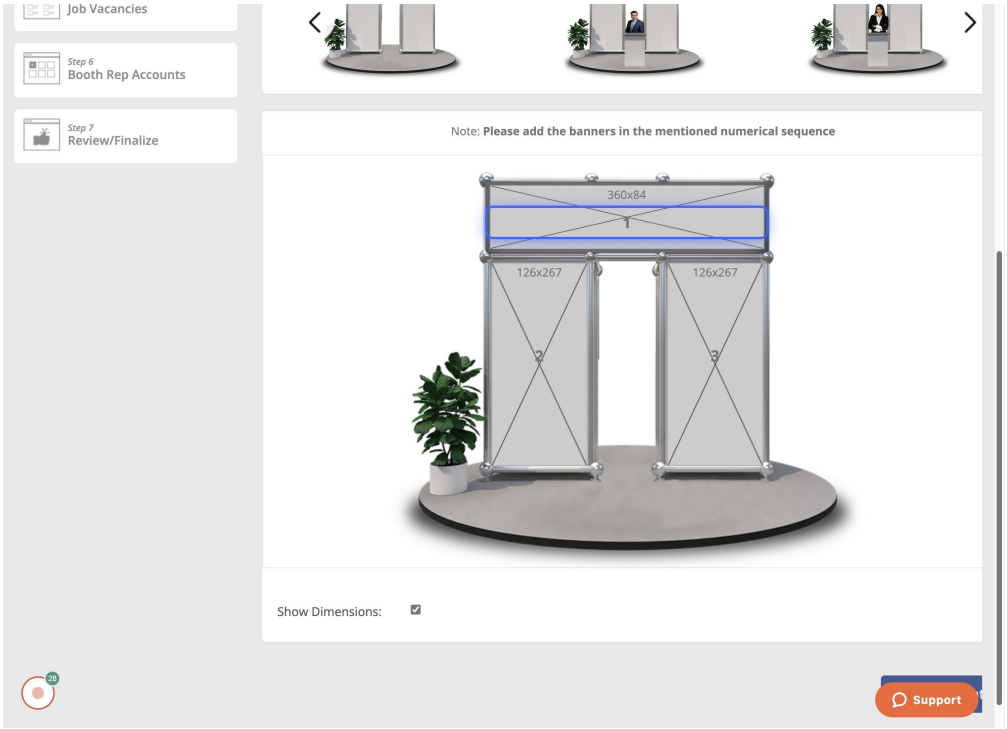
Step 8

Click on an Avatar Option



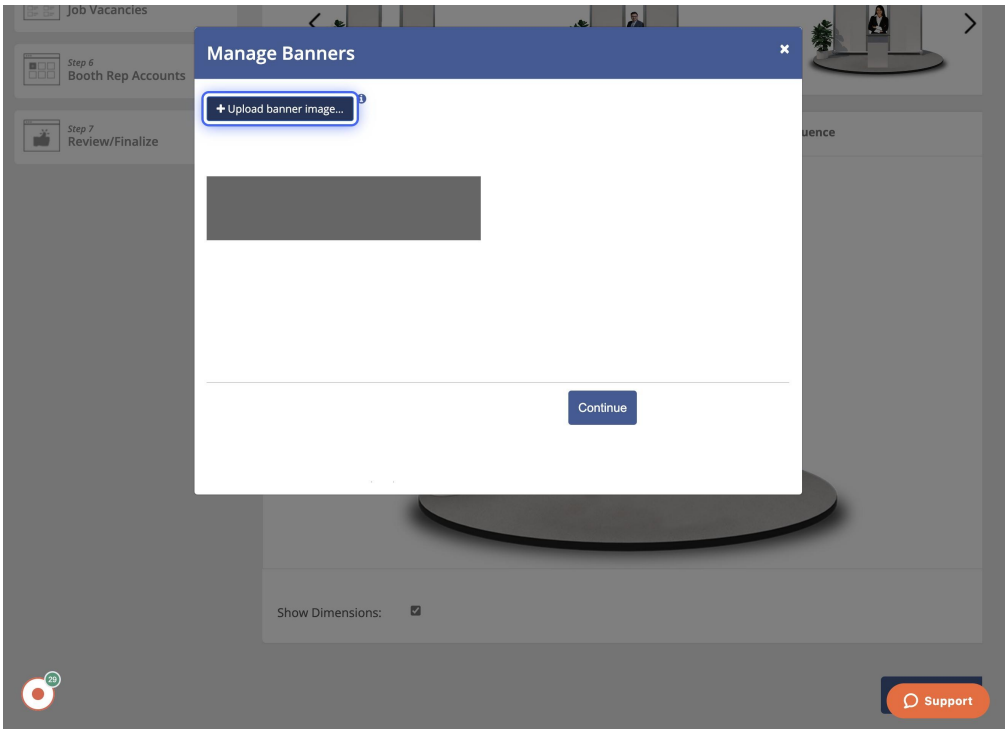
Step 9

Click on a Banner to Upload an Image



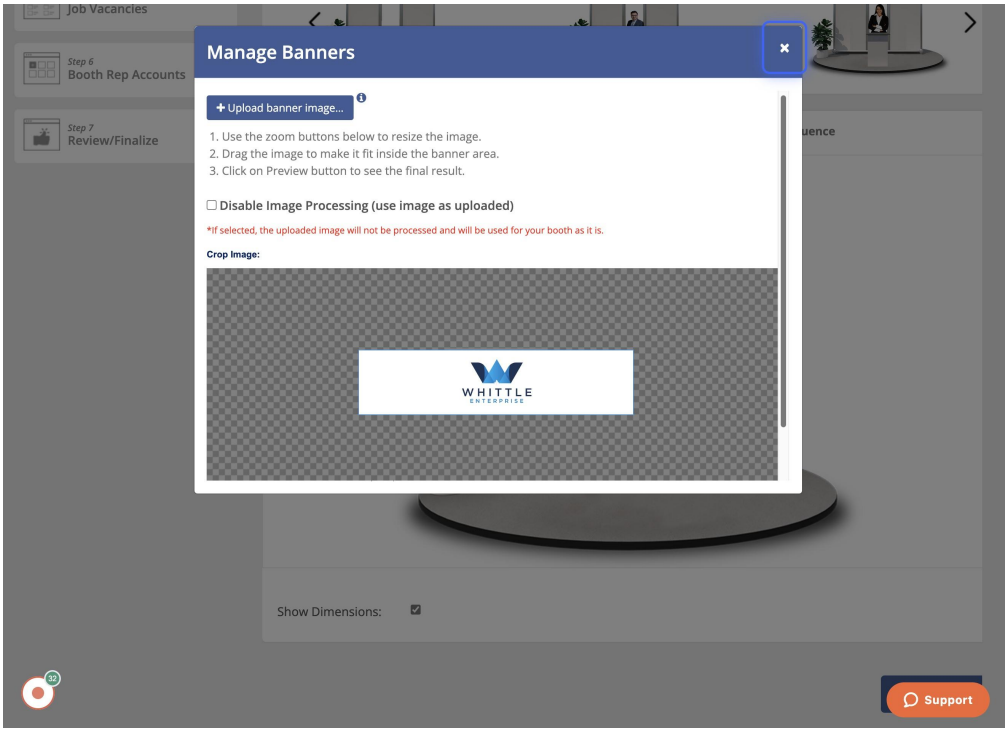
Step 10

Click on Upload Banner Image to Select an Image



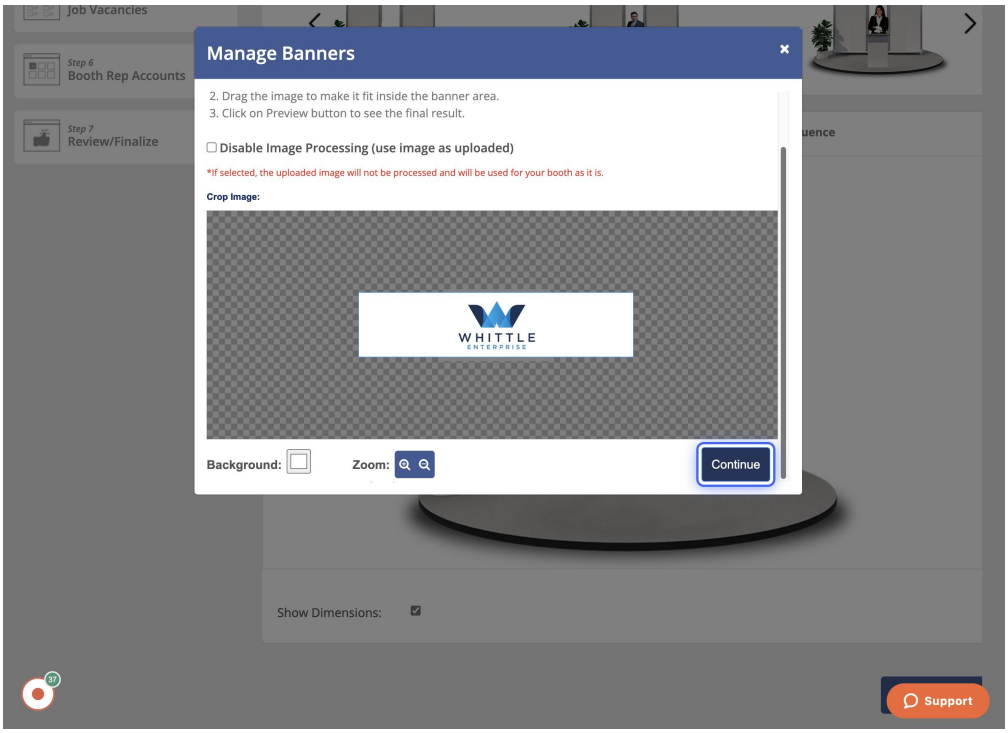
Step 11

Adjust the Image Size and Crop if Necessary



Step 12

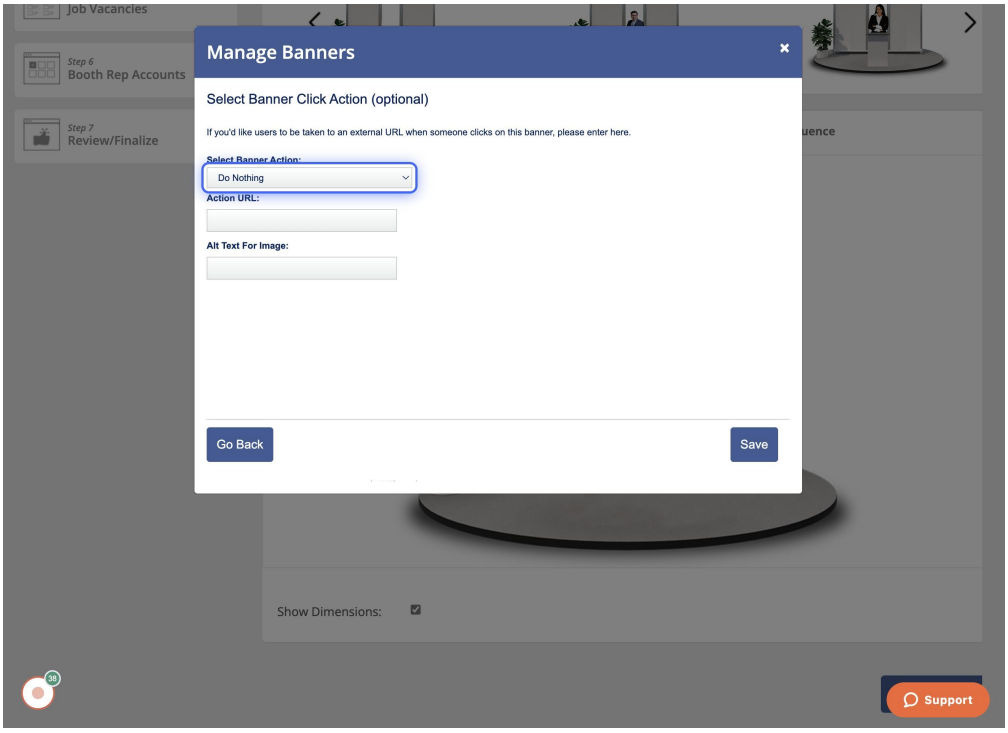
Scroll Down and Click on Continue



Step 13

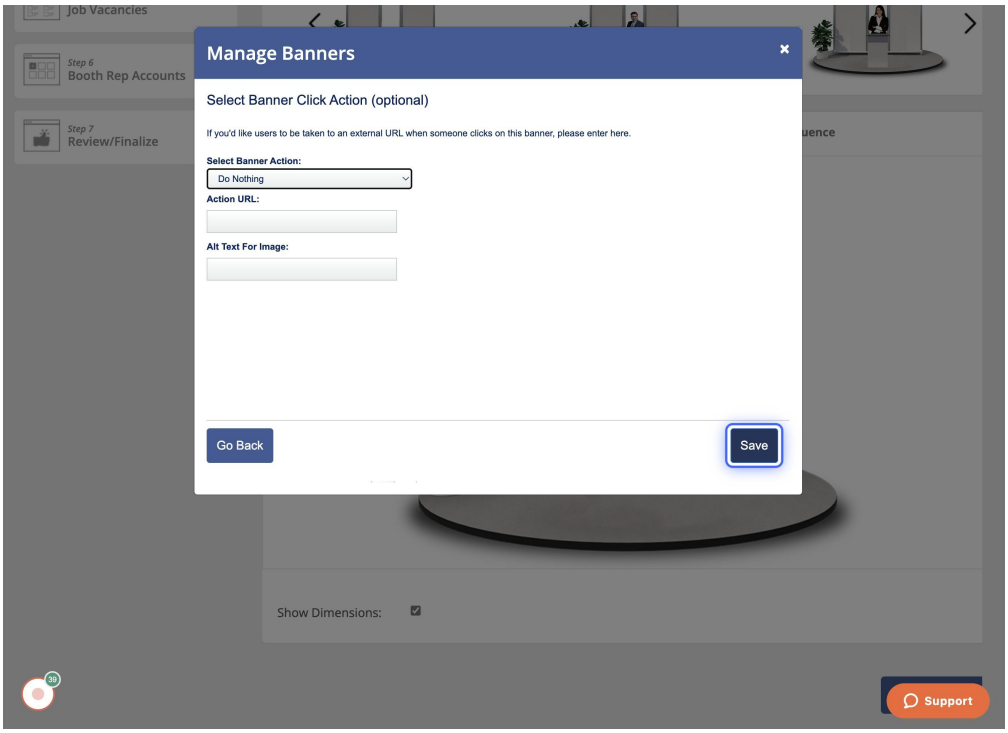
Select the Banner Click Action (optional)

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



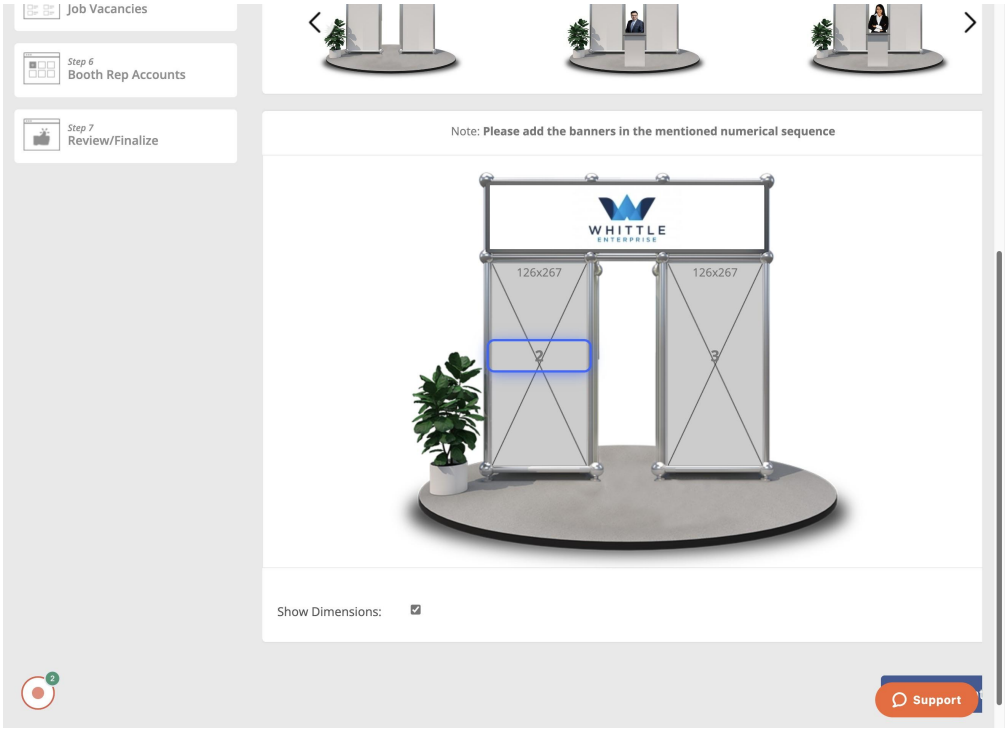
Step 14

Click on Save



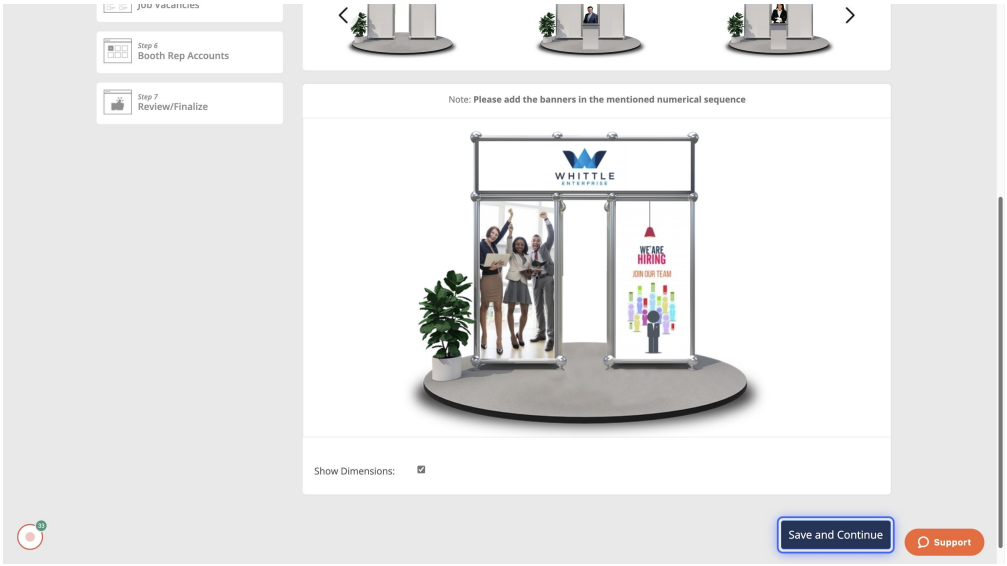
Step 15

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



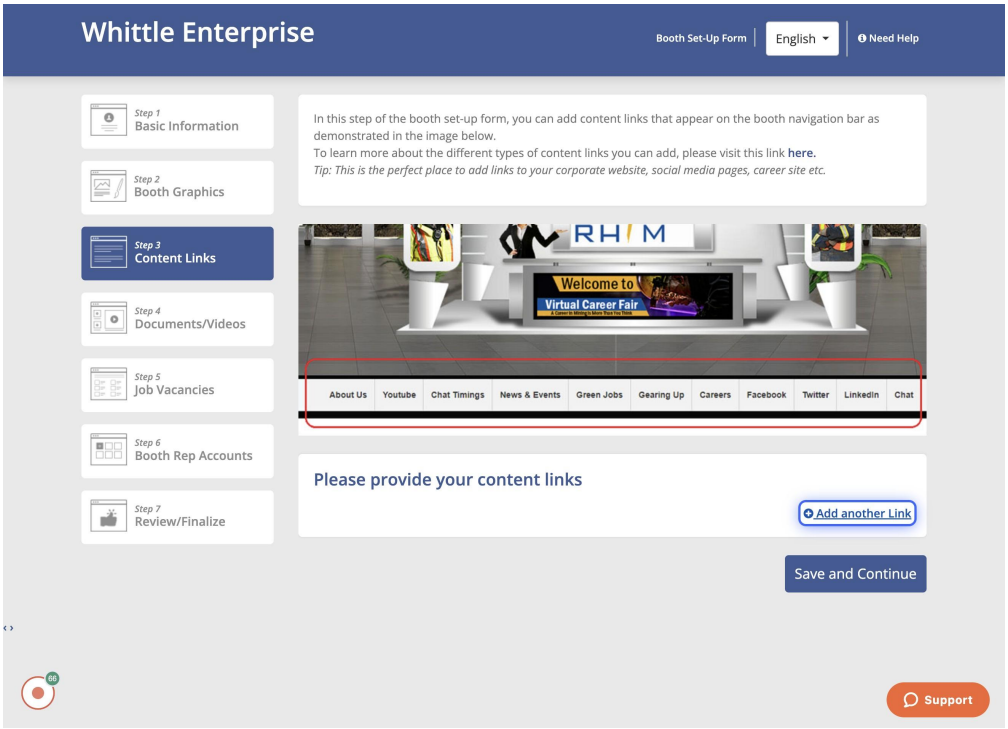
Step 16

Click on Save and Continue



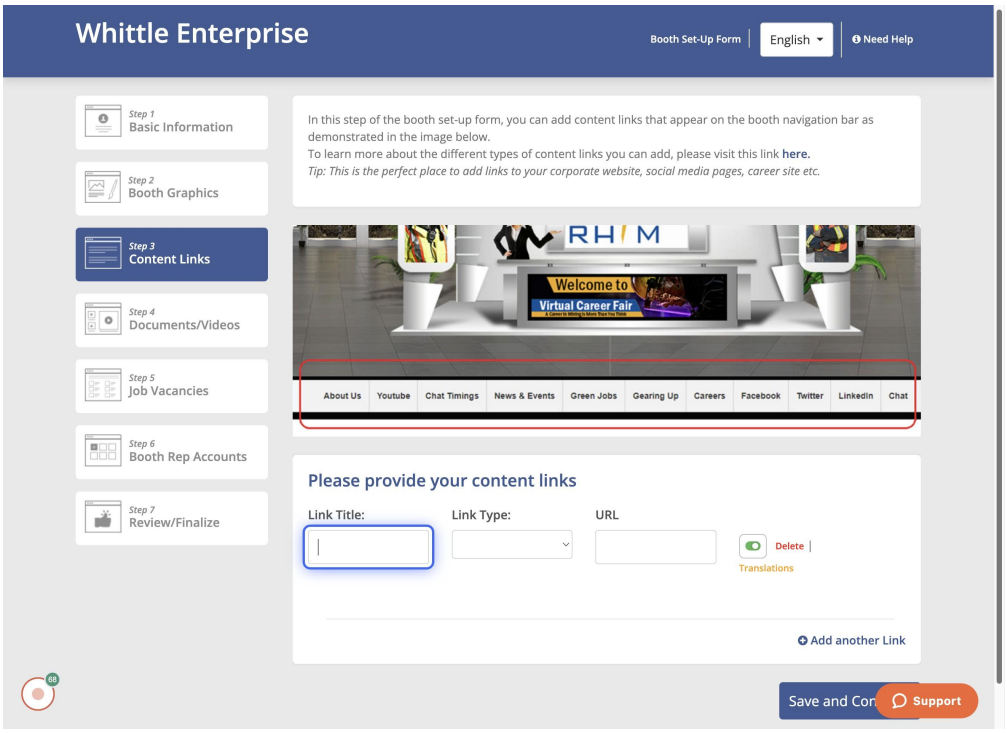
Step 17

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



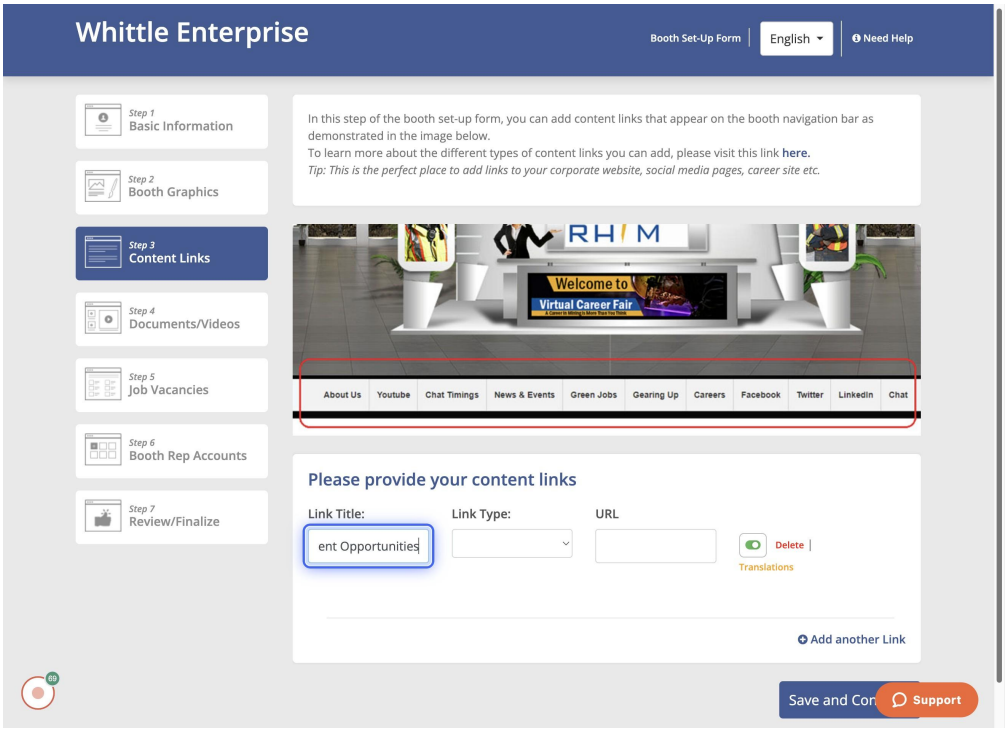
Step 18

Click on the Link Title Input Field



Step 19

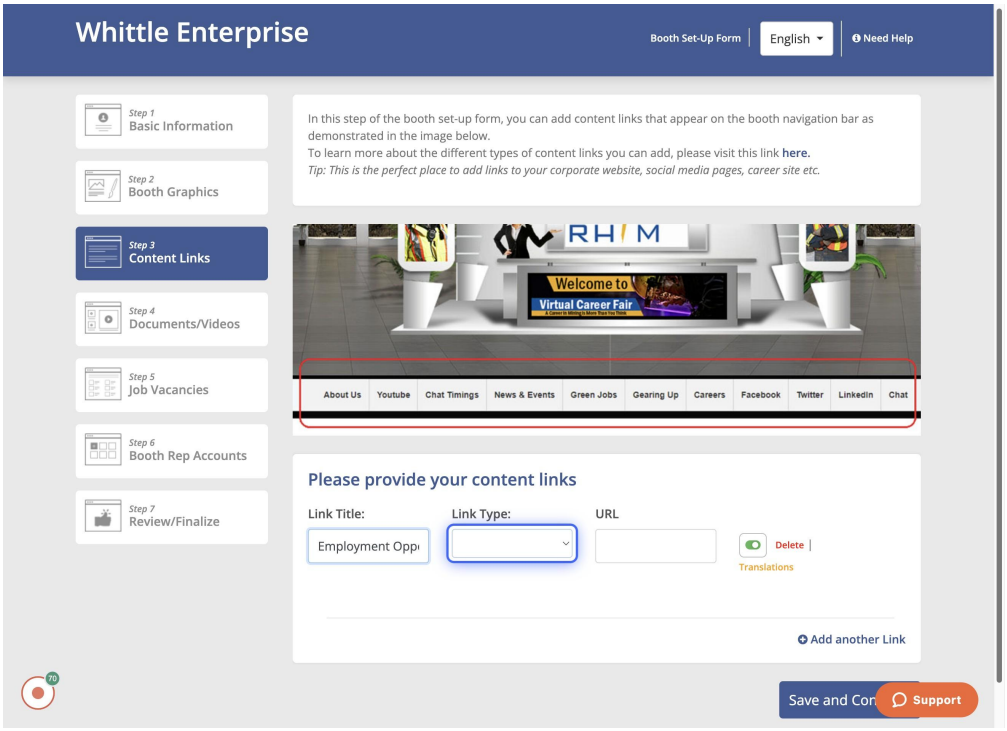
Type the Name of the Link



Step 20

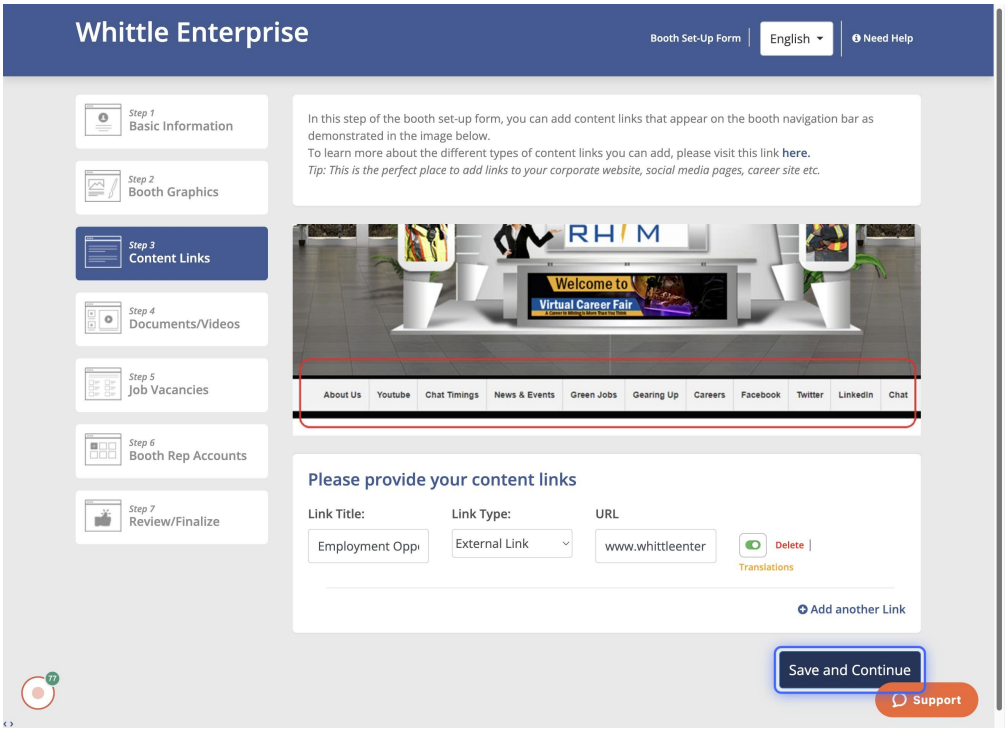
Select the Link Type

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



Step 21

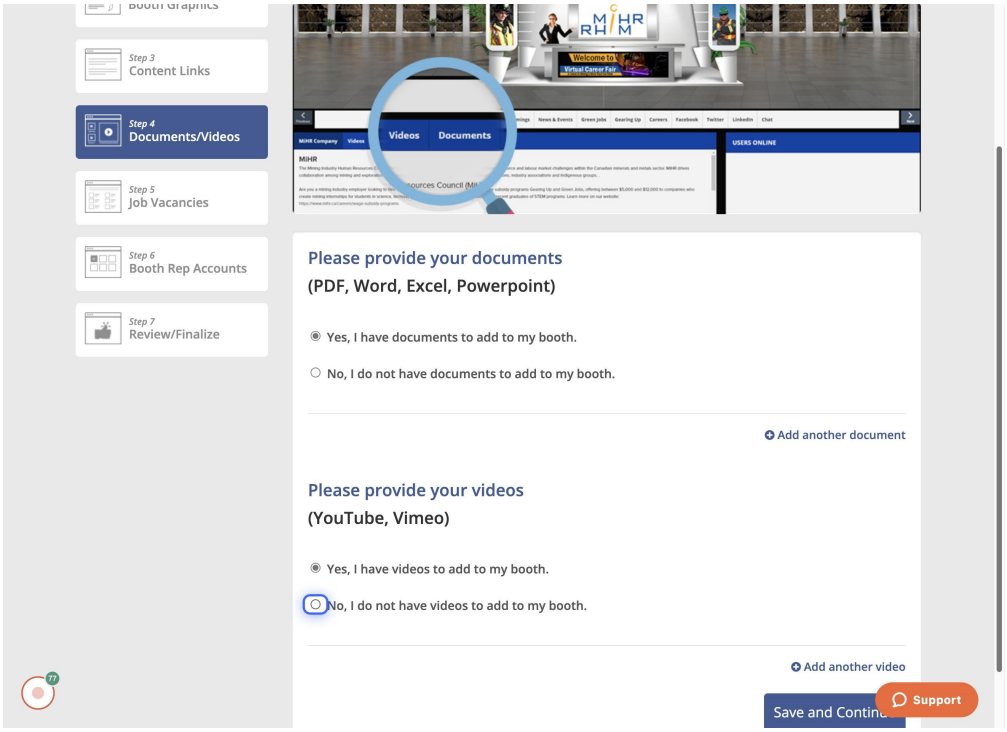
Click on Save and Continue



Step 22

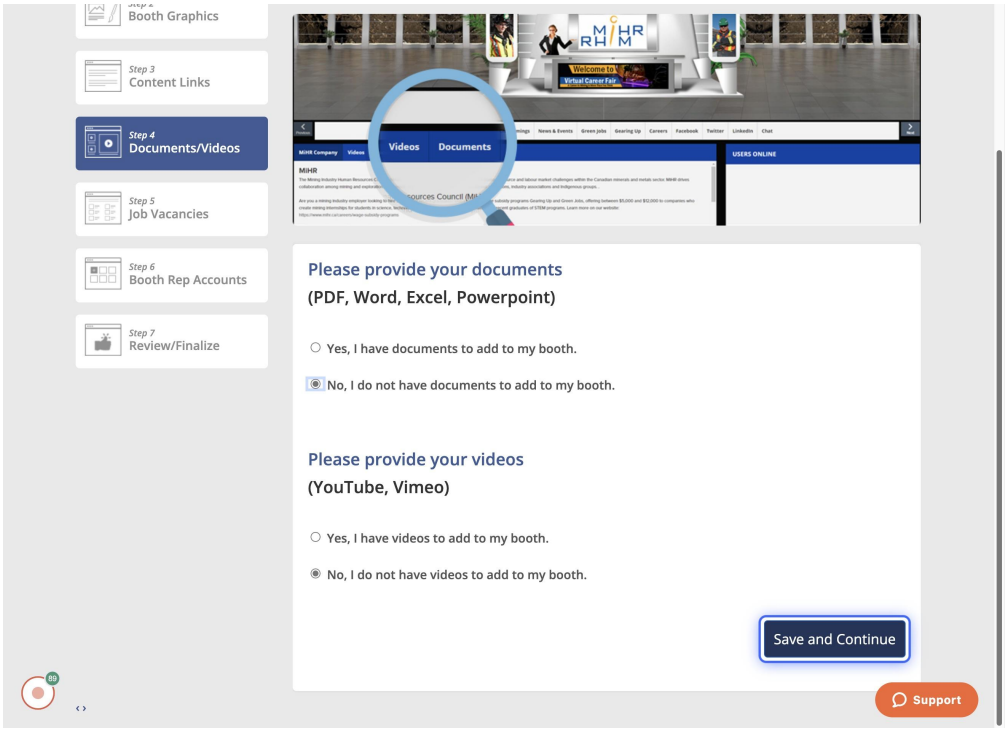
You Have the Option to Add Document Links and Video

Follow the onscreen instructions to add documents or videos.



Step 23

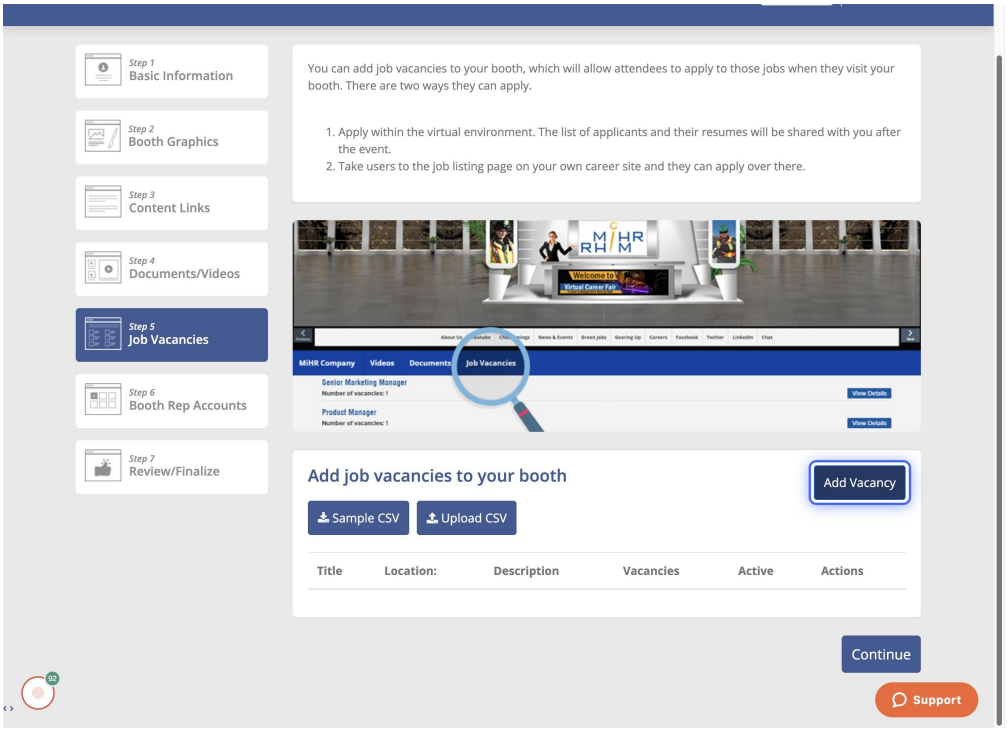
Click on Save and Continue



Step 24

Add Job Openings by Clicking on Add Vacancy

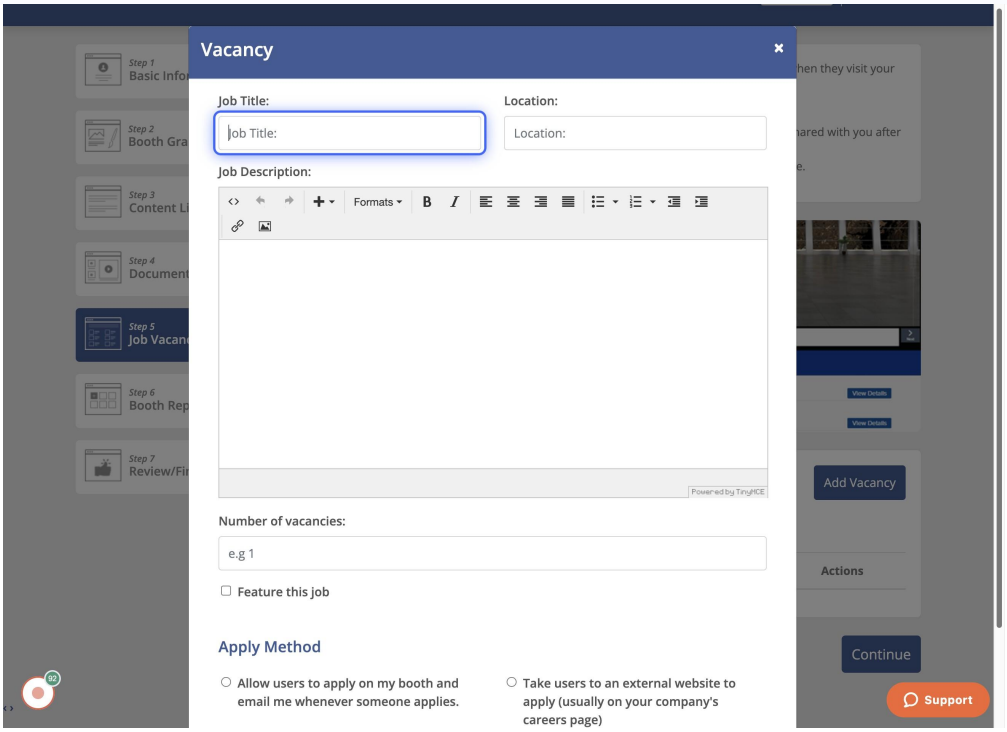
You have the option of adding a link to the company's career page or adding job vacancies to your booth.



Step 25

Click on Job Title:

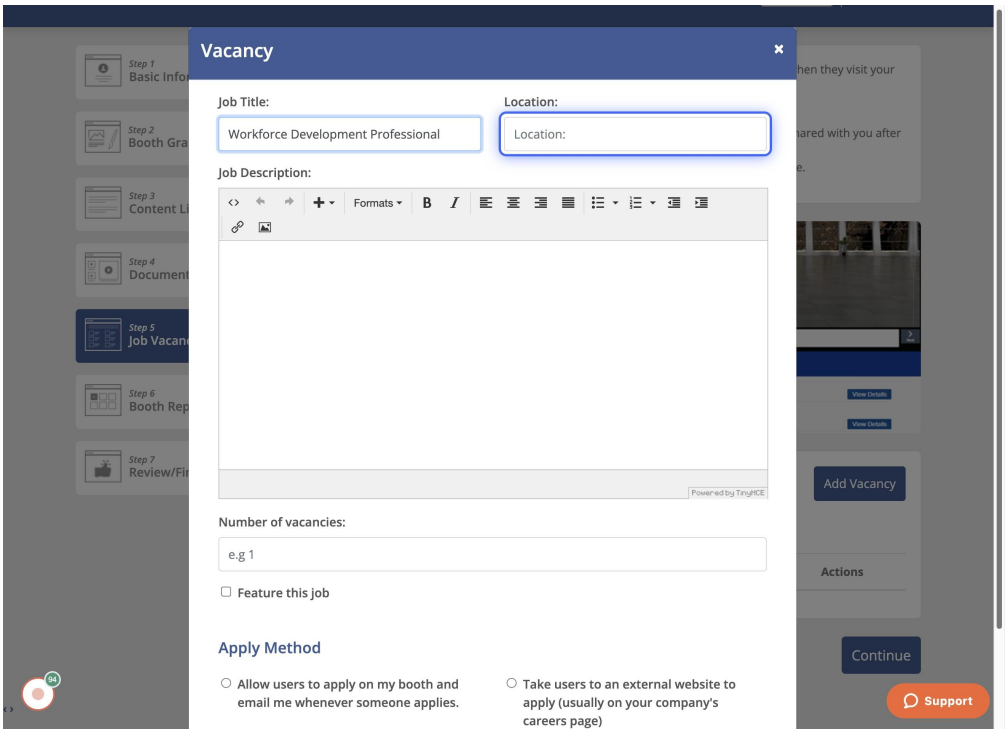
Add a job title



Step 26

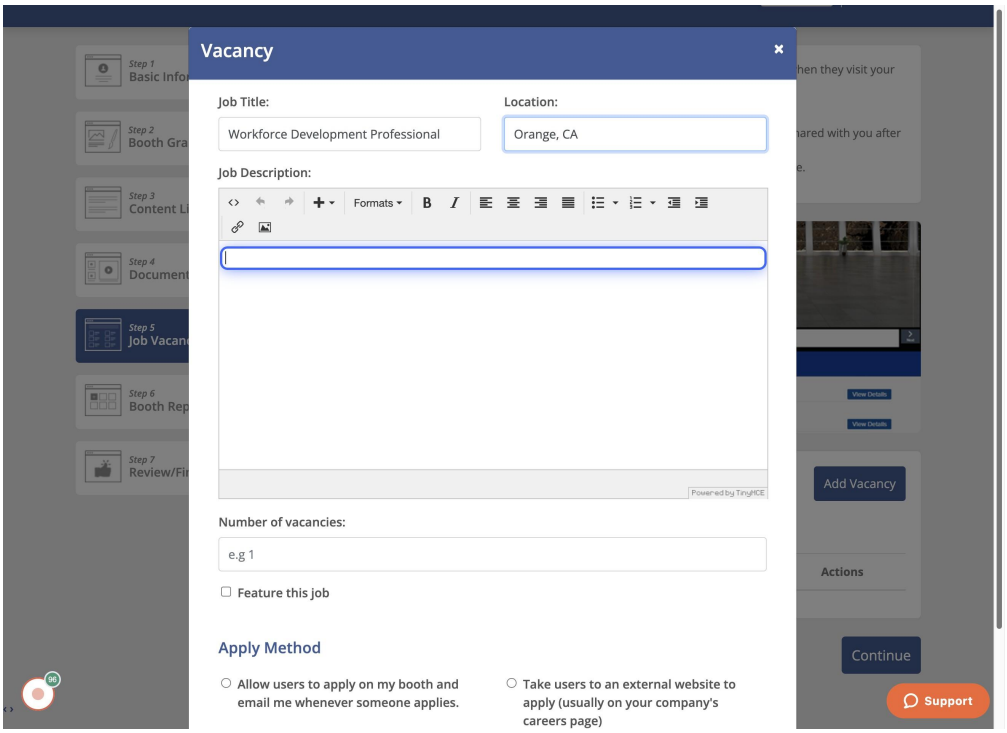
Click on Location

Add a location



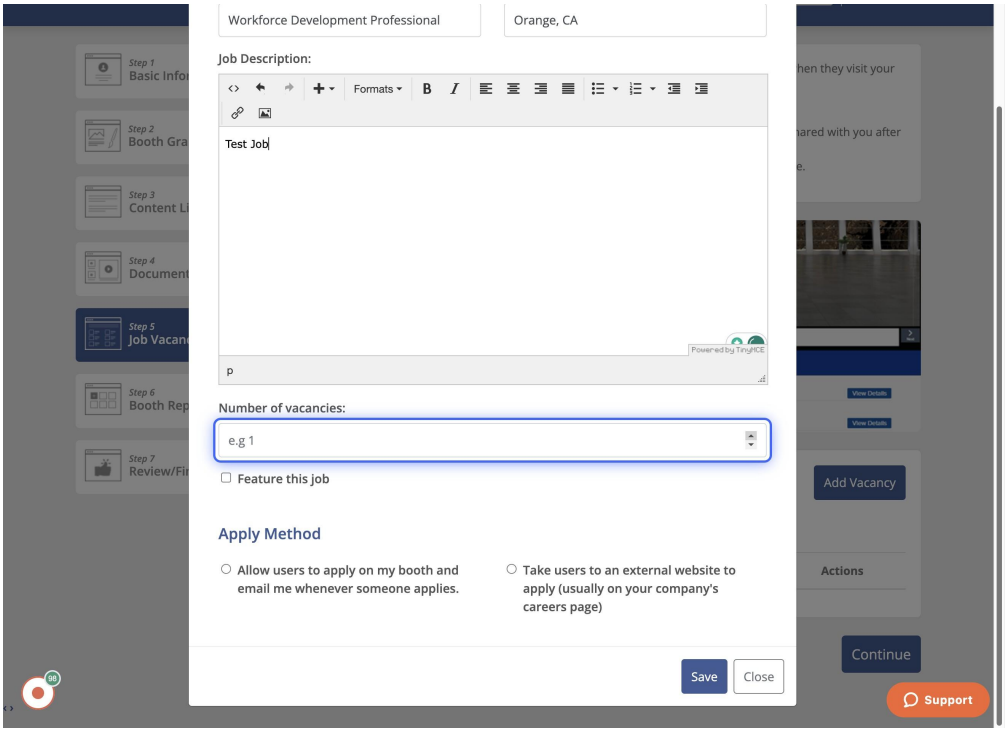
Step 27

Add a job description.



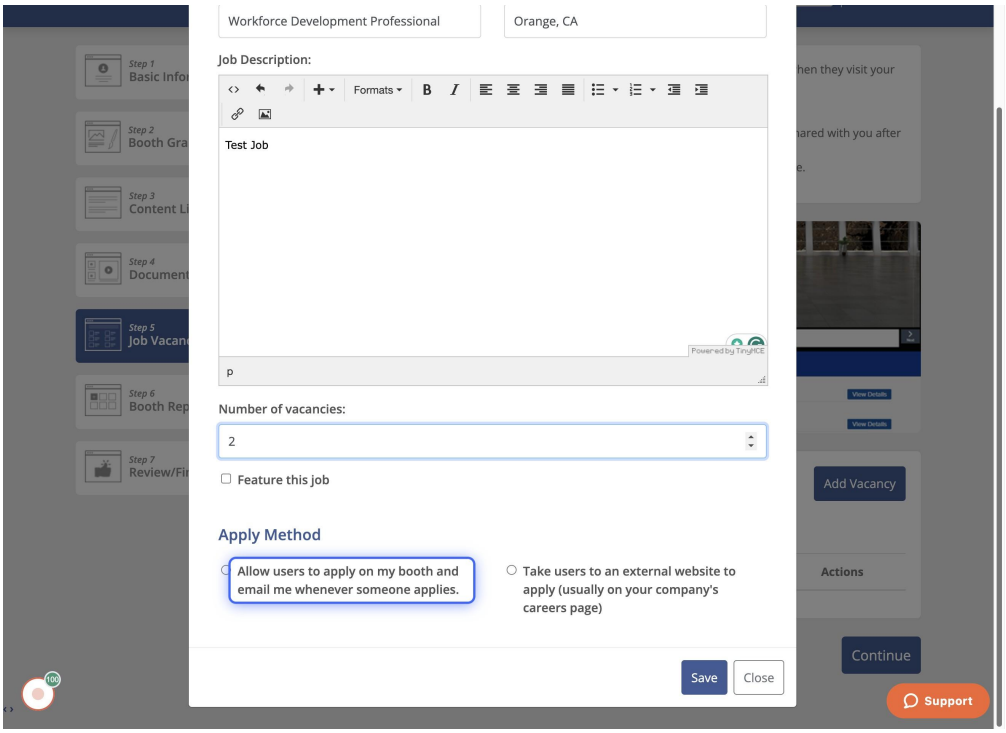
Step 28

Add the Number of Vacancies



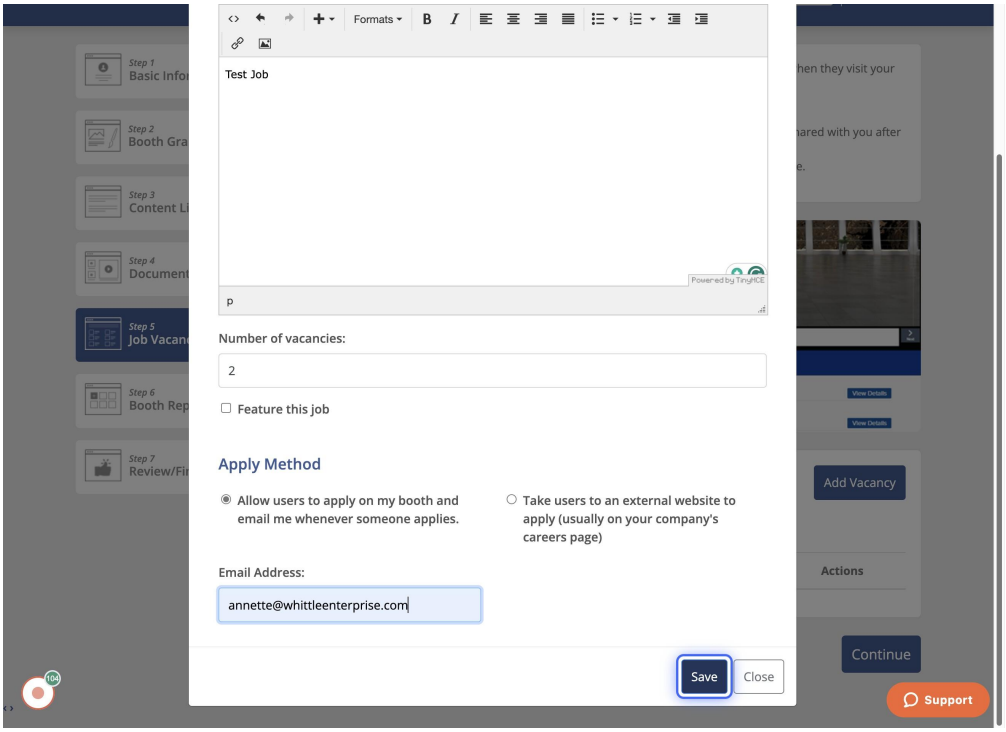
Step 29

Select an Apply Method



Step 30

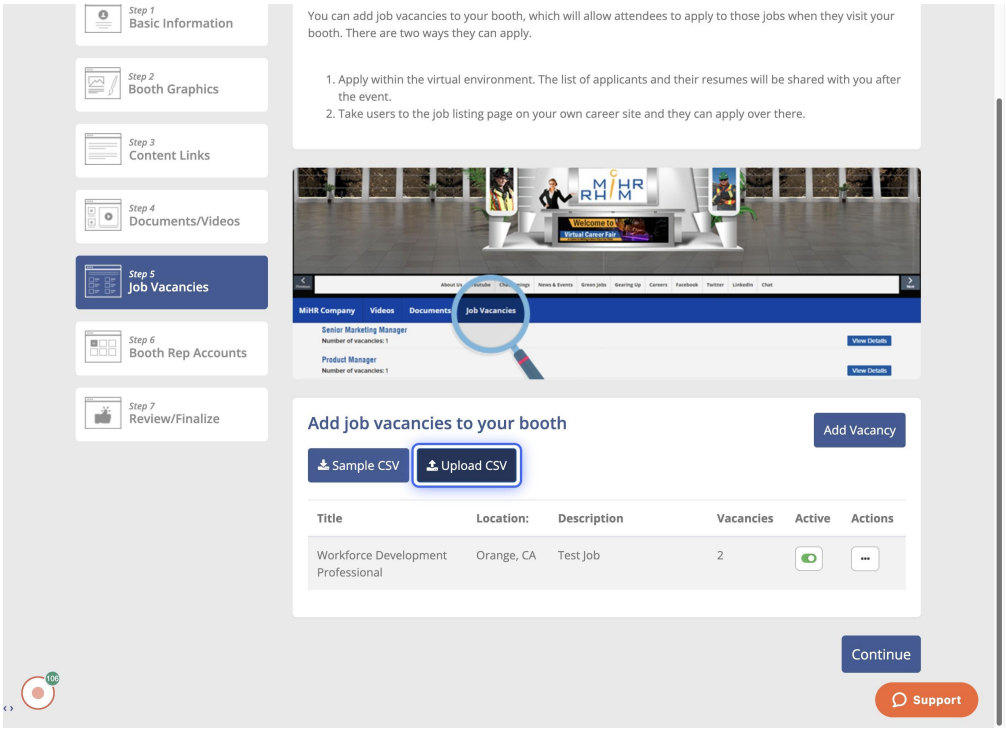
Click on Save



Step 31

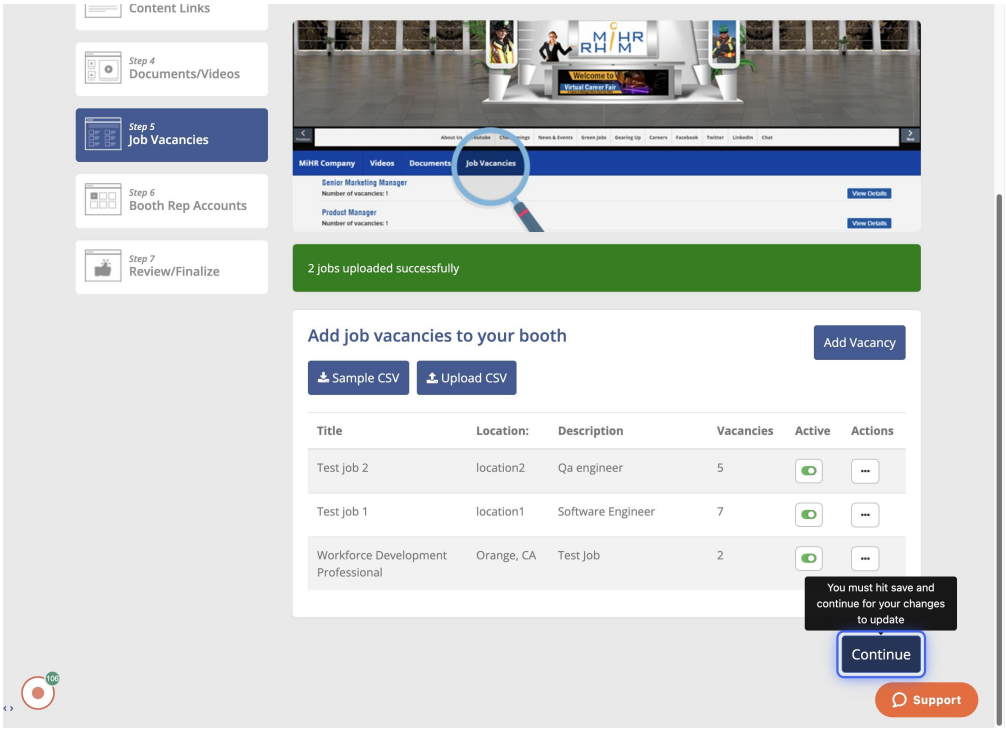
Click on Upload CSV

You can also upload a CSV



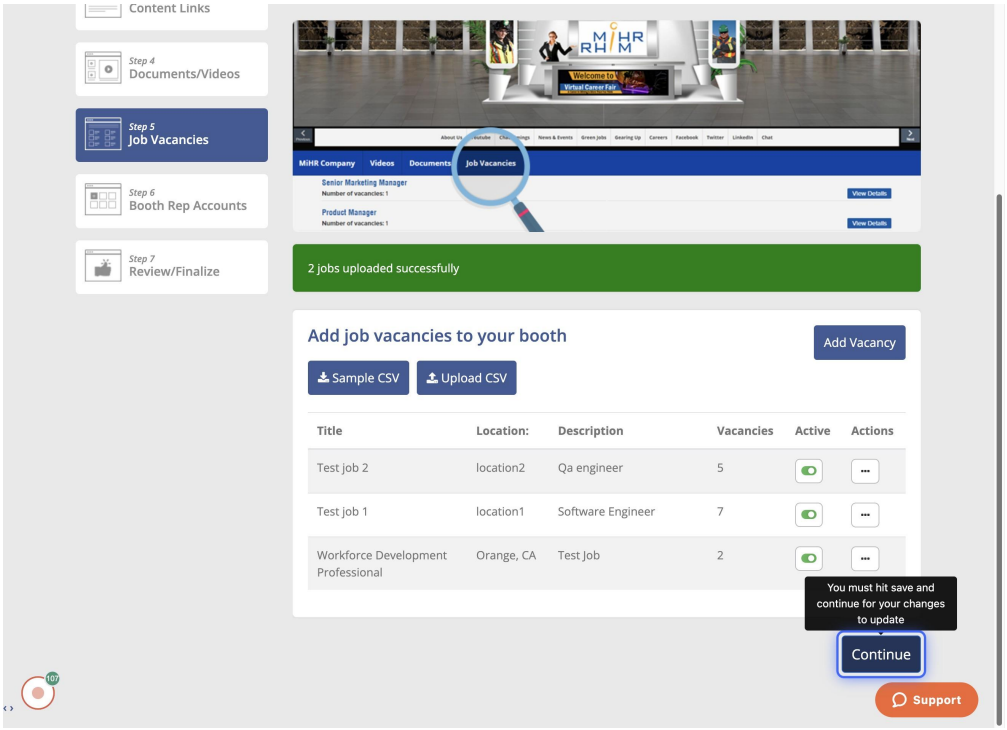
Step 32

Click on Continue



Step 33

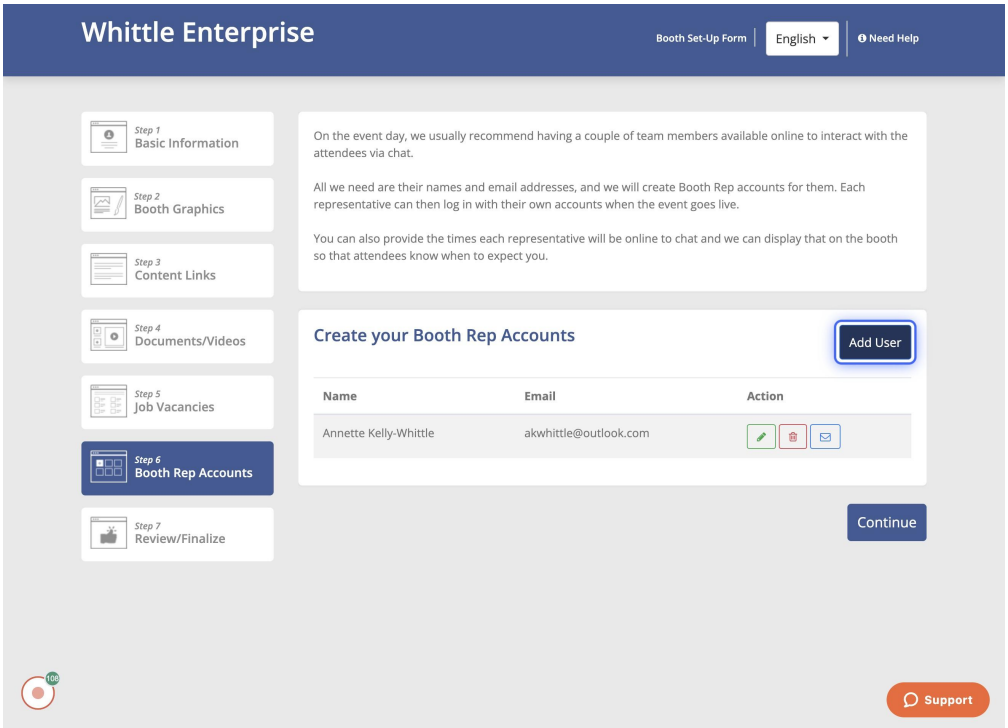
Click on Continue



Step 34

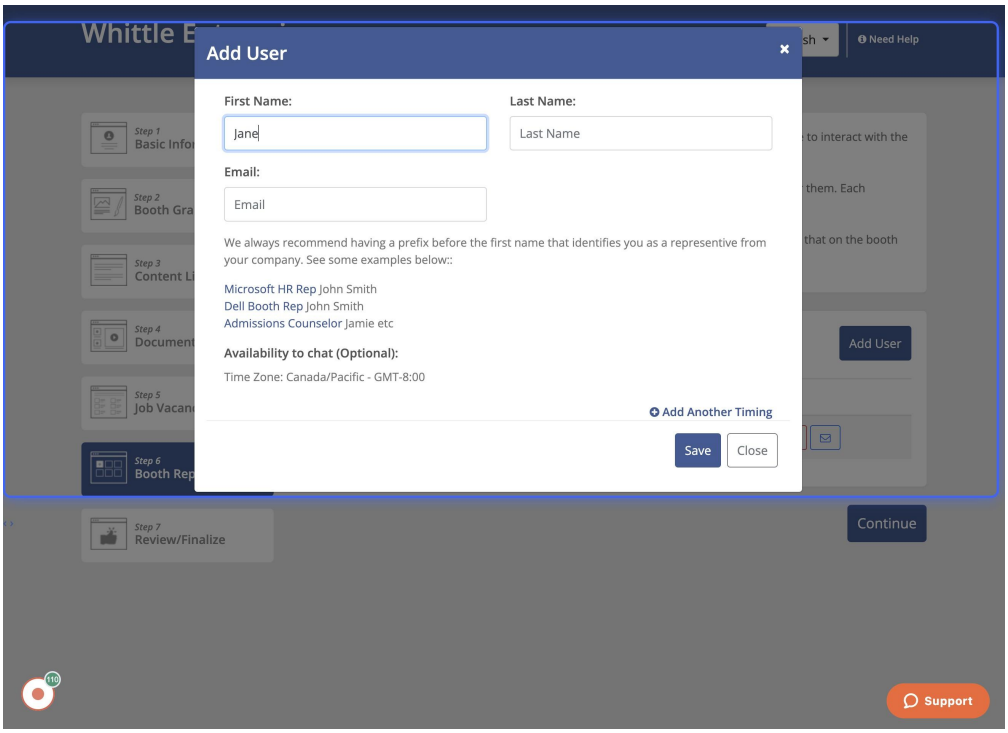
Click on Add User

You can add additional representatives



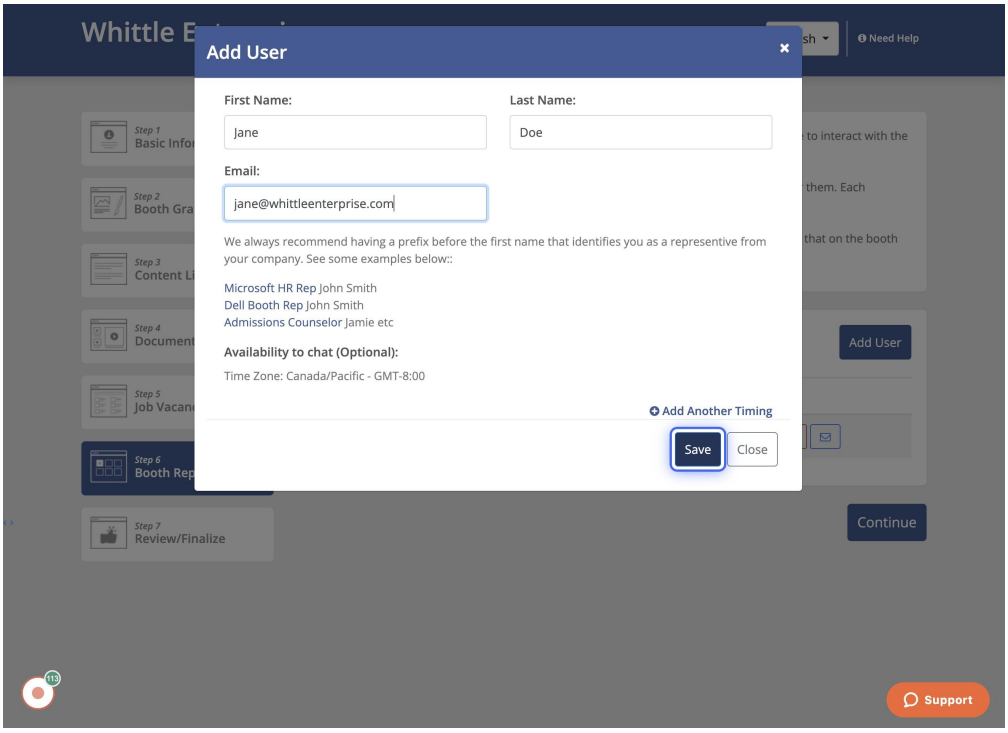
Step 35

Enter their First and Last Name and Email Address



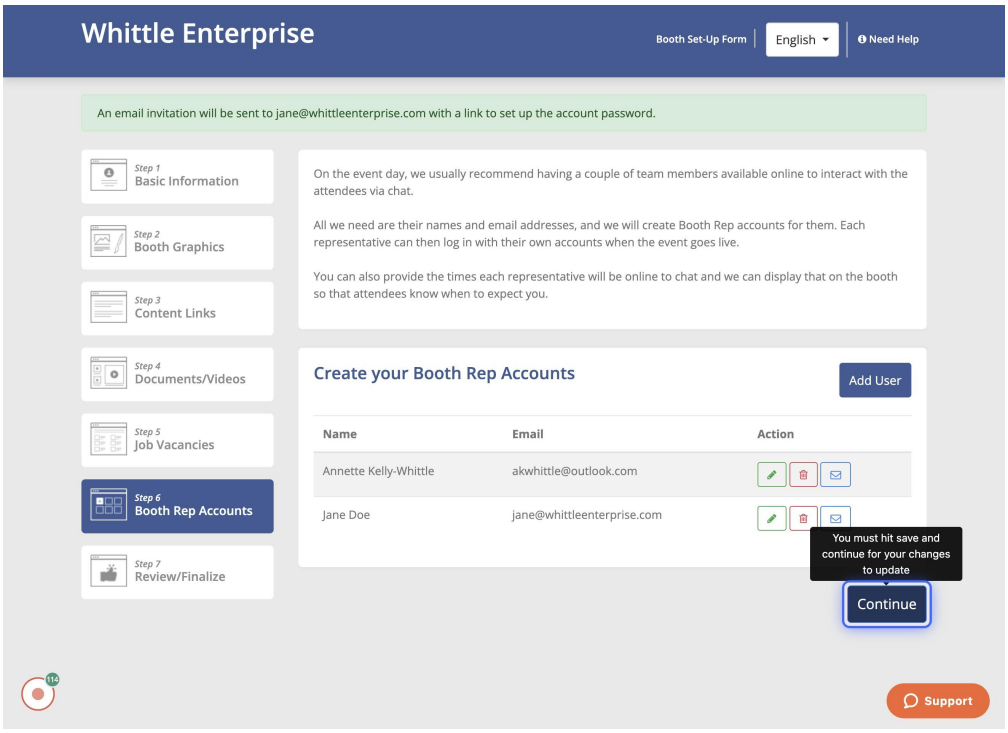
Step 36

Click on Save



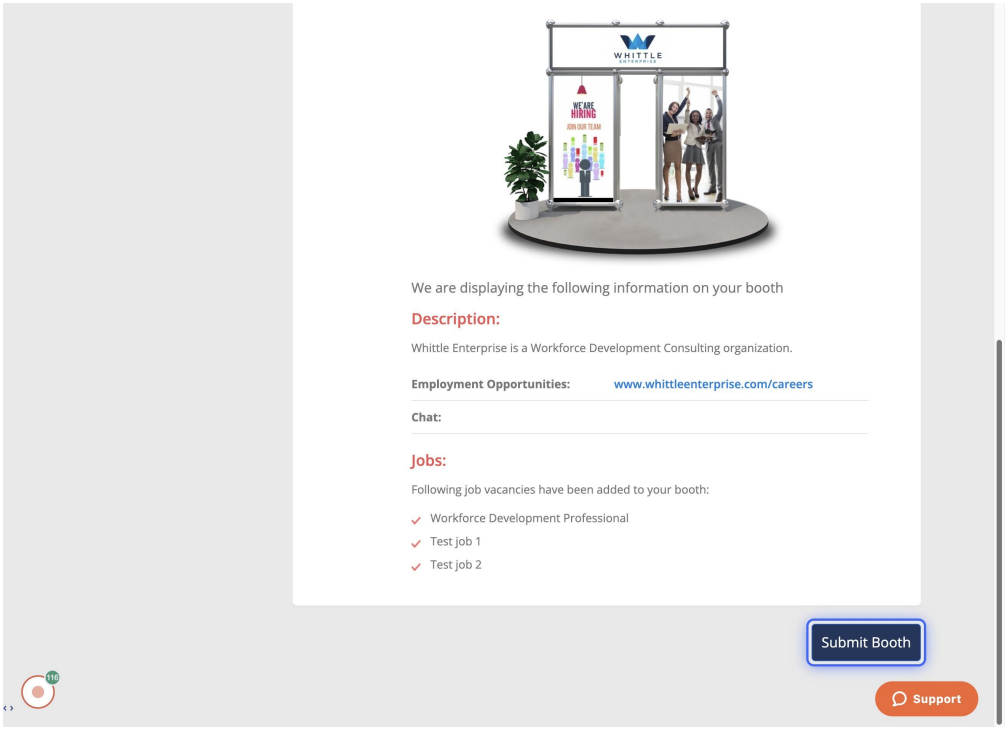
Step 37

Click on Continue



Step 38

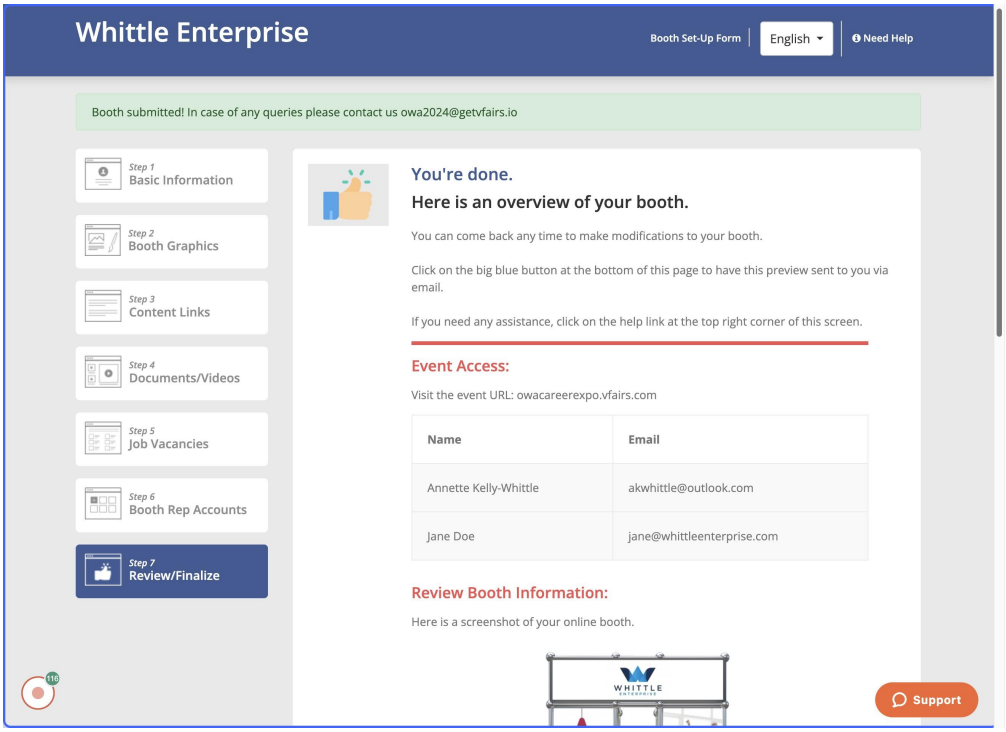
Click on Submit Booth



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.



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