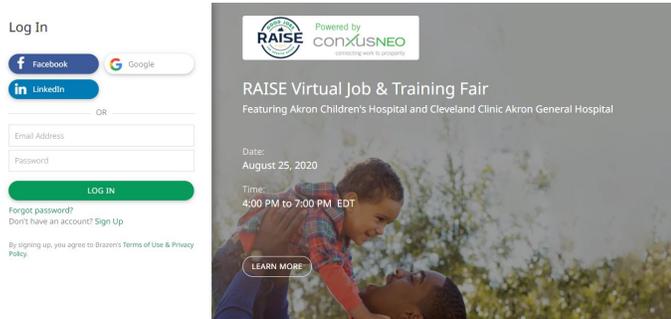


RAISE: Good Jobs for Greater Akron Virtual Job & Training Fair

Two-Step Registration

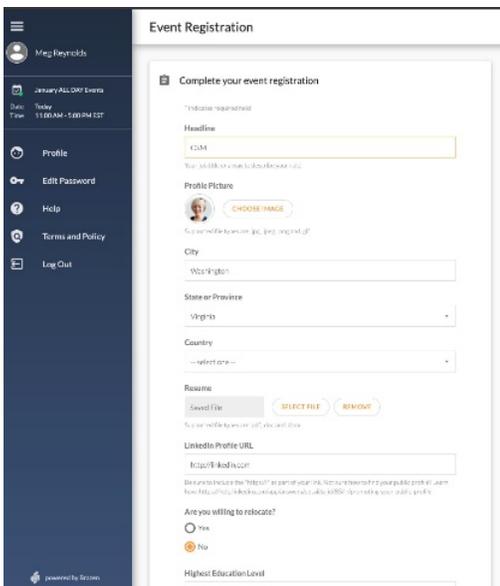
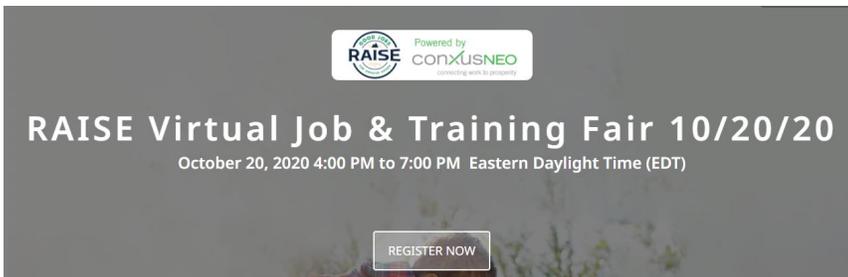
Step 1: Create a Brazen account by [clicking here](#)

Sign Up to create an account with your name, email address, and password. Remember your password because you will need it to sign into or log into the live event.



Step 2: Register for the job fair

Click the **"Register Now"** icon shown in the picture below and you will be taken to the **"Event Registration Form."**



The **"Event Registration Form"** will ask you to provide various pieces of information.

Your contact, education, & employment information will be shared with employers.

Other demographic information will be kept confidential and will help us track statistics that are required by our funders.

You may upload your resume and/or provide a link to your LinkedIn profile.

Click **"Continue"** when you are done. You will be building a profile that can be used for other events.

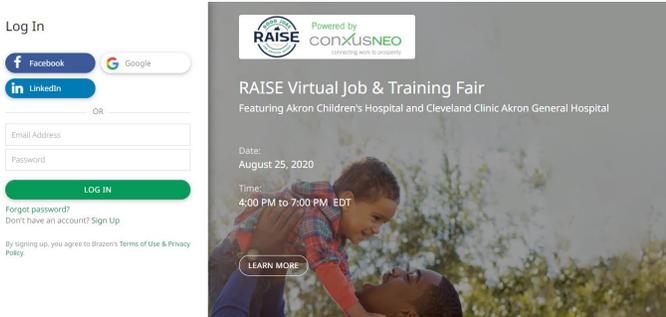
You will receive a **confirmation email with a link to enter the live event.**

Participate in the Live Event

You should dress appropriately for an interview because you may have an opportunity to do a video chat with recruiters. The video chat will work only if the computer or device you are using has a camera and a microphone.

Log In:

1. Click on the **link shown in your confirmation email**. The screen below is what you will see first.



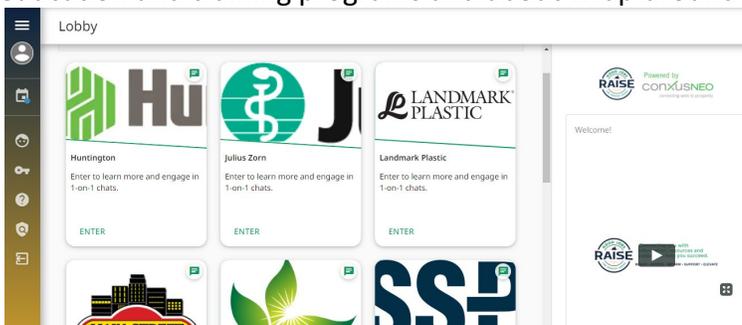
2. **Log In** by entering your Email and Password.
Note: If you cannot remember your password, you can click the "Forgot Password?" link in the lower left-hand corner of the login panel in order to reset it.
3. Click the **Login Button** when you're done and you will see the second screen (below). Click the **Enter Event Button** and you will automatically enter the live event.



4. Then, you will automatically be taken to the **Welcome Message**.

Review Booths:

Next, you will be automatically directed to the **Event Lobby**, pictured below. In the **Event Lobby**, you will be able to see the booths that you can visit. In addition to the companies (who will have recruiters available to talk with you about job openings), you'll see more booths. The other booths will provide information about education and training programs and about wrap-around services.



Request Chats:

Decide which booths you want to visit and begin to **request chats** with representatives in those booths. You have **two options**:

- (1) Click the green **Enter** button on a **booth**. After you enter the booth, click the green **Chat** button at the upper right **OR**
- (2) Use your **Manage Chats** option in your **navigation bar** at the left of your screen. You can request a chat in multiple booths at the same time there.

Some booths will require you to specify an opportunity of interest before entering the chat line. You will need to click the opportunity that makes the most sense for you.

Next, you will be required to answer a few questions about the opportunity you specified. These questions will help the booth representatives prepare for your chat. When you're done answering the questions, you will be taken back to the booth. If you decide you don't want to chat, you can press the cancel button.

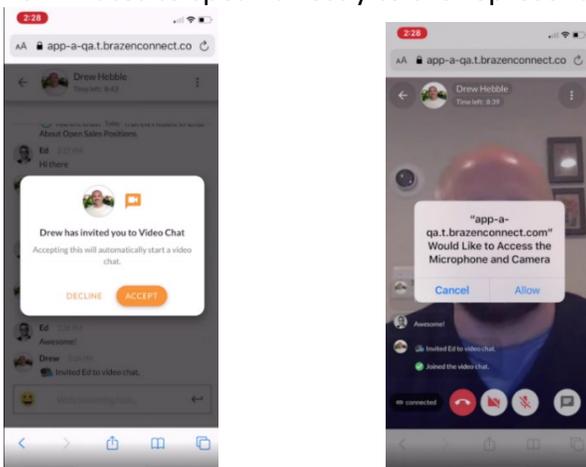
NOTES:

- In order to chat with booth representatives, the **chat availability button** in your navigation panel profile on the left side of your screen must be in the **on** position.
- If you're in the middle of a chat with one booth representative and another booth contacts you to chat, you will automatically be contacted again to begin the chat with that booth after you're first chat is completed. *Don't worry, you will have the chance to reconnect.*
- If you need to step away, you can click it to **Away**.
- If you are in line for chats and you set your status to **Away**, your place in line will be held for you.
- You can get in line to chat in multiple booths during the event. Just repeat these steps for each booth you are interested in.

Start Chatting:

You will hear a noise like a "ping" when it is your turn to chat with a representative. You will be taken automatically to the chat screen. ***Please make sure to respond to the chat invitation promptly, as the chat will time out if the invitation is not accepted promptly.*** You will chat, by typing, directly with a representative while on this page.

At some point the representative may ask you for an **audio or video chat**. When the representative invites you to an audio or video chat, you'll see a notification pop up on your screen asking if you'd like to **accept or decline the invitation**. If you accept, click on **allow** when the second screen appears, and you will have up to 10 minutes to speak directly to the representative. The pictures below illustrate steps in the chat process.



Video and audio chats are timed – you and the representative will both be able to see the timer countdown as you engage in your chat. If the chat timer runs out during a video or audio chat, the chat will automatically end, and you will be brought to the rating screen.

After You Complete Each Chat:

You will be taken to a **chat conclusion page** when your conversation has ended. This page will allow you to send a follow-up message to the booth representative. It will also allow you to rate your chat and take notes about the representative or anything that was discussed.

When you are done, click the **"Finished"** button to return to the **Event Lobby**. **From the Lobby, you will be able to visit other booths until the event ends at 7 pm.**

You can access your **chat history** for at least 6 months by clicking **History** in the blue Navigation Panel. To access the lobby after the event, enter the event just as you would if it were live. **You will need to log into or sign into your account again.**

Note: It's important to add notes and rate your chat, especially if you participate in more than one conversation.

The screenshot shows a web interface for a chat conclusion page. On the left is a 'Chats' sidebar with a list of chat sessions, including one with 'S. Steiner'. The main content area is titled 'Your chat with Sarah Steiner has ended'. It asks 'How would you like to proceed with Sarah?' and provides a 'Next Step' dropdown menu. Below this is a 'Notes' section with a text area for adding notes. At the bottom are two buttons: 'FINISHED' and 'FOLLOW UP +'. On the right is a profile card for Sarah Steiner, an IT Specialist from Fredericksburg, VA. It includes sections for 'Chat Details', 'Transcript', and 'Personal Profile'. The personal profile lists her LinkedIn URL, relocation status (Yes), highest education level (Bachelor's Degree), and job interests (IT and Engineering).