



### BEFORE EVENT

- Complete your organization profile
- Add organization chat room hours
- Create 'Stored Messages' for chat room
- Edit your personal profile
- Review candidates and identify 'Favorites'
- Invite registered candidates to your chat room through 'Message' tab
- Ensure your device and system settings meet site requirements - [Details](#)
- Test chat room functionality by clicking 'Chat Now' on your dashboard



### DURING EVENT

- Establish a strategy to engage with candidates (e.g., have a moderator interacting in the main chat while other reps are conducting private chats)
- In the chat room, view candidates' details / resumes, 'Add to Favorites' and 'Invite to Private Chat' by clicking  next to their name
- Broadcast audio / video or share your screen with main chat room attendees
- Conduct individual sessions with one-to-one private video chats
- View icons to manage the chat room participants
  -  Indicates chat participants in a private chat with another team member
  -  Indicates chat participants with whom you are in a private chat

### AFTER EVENT

- Download reports, resumes and chat room transcripts
- Unlimited access to all registered candidates, even if they did not visit your chat room

### ADDITIONAL RESOURCES

#### [FAQs](#)

[Virtual Event Management Tutorial PDF / Video](#)  
[Chat Tool Tutorial PDF / Video](#)