

Guide to Participating in 2020 SPARTICIPATION

spartans.easyvirtualfair.com

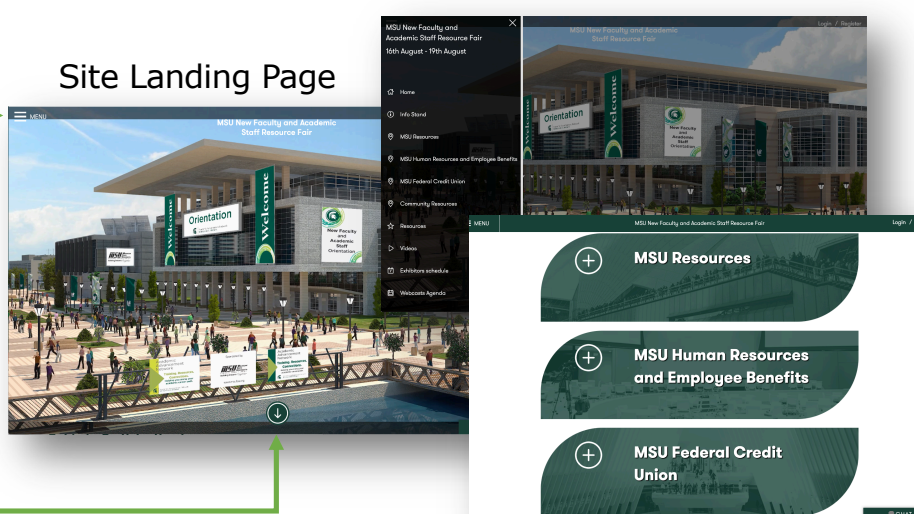
MICHIGAN STATE
UNIVERSITY

- > Pre-register at spartans.easyvirtualfair.com/prefair
- > Update your profile and upload a pic
- > Upload your resume if seeking to apply to open campus jobs
- > On event day, access live event at spartans.easyvirtualfair.com

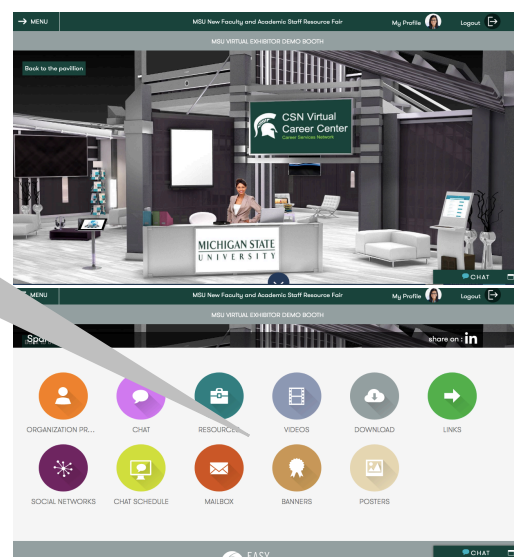
From the main site landing page, use the “**Menu**” link to view key event information and for shortcuts. You can also access the **Info Stand** for questions and support.

Scroll down as indicated by the arrow button in the bottom center of the page to access event pavilions and exhibit booths.

Site Landing Page



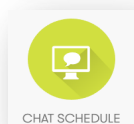
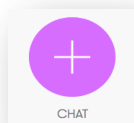
Click on exhibit booths to view **Resources** and information; use your scroll button to access information icons.



The **Chat** icon appears only when organization team members are online and available to chat.

Use **Mailbox** icon to send email communications to organizations when chat is not available.

Use **Chat Schedule** icon to view schedule of live chats hosted by organization. These may be in addition to official live chat scheduled for event.



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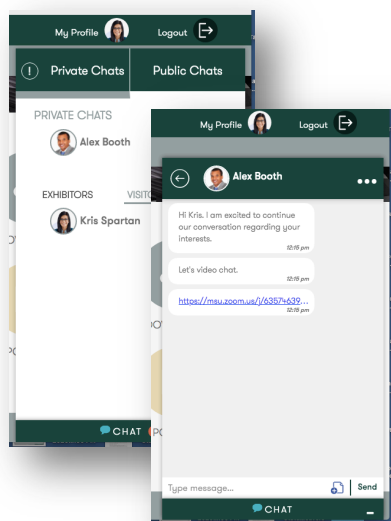
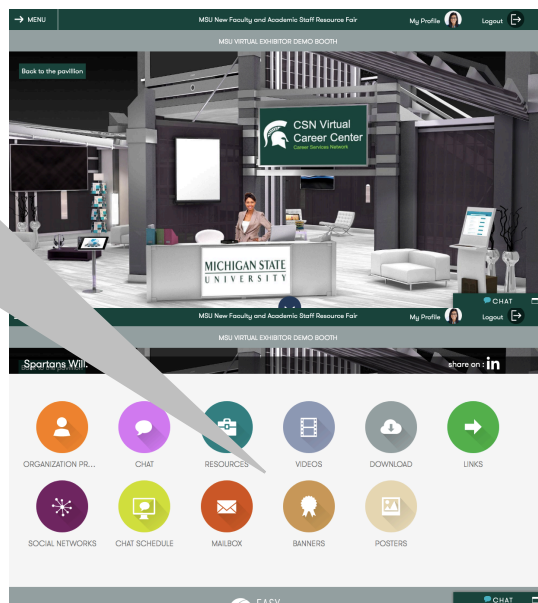


RESOURCES

The 'Resources' icon provides access to available membership information, postings, and other resources for which you can express specific interest.



Copies of posted resources may also be listed and accessed using the 'Download' icon. Downloads can be saved for future reference.



Public and Private Chat Options

Your Chat window includes options to participate in both Public and Private Chat within each organization booth.

Public Chat – View current and past conversations between other students and organization team members.

Private Chat – Participate in a 1:1 conversation with an organization team member to discuss interests privately. Organization members can also use private chat to invite you to discuss interests using a videoconference platform (i.e. Zoom). Click on organization member's name from the list to initiate chat.



HAVE QUESTIONS?

Visit the virtual INFO STAND for support and assistance. Access the INFO STAND from the main site menu.

