

## Step 1

### Registration

An employer will email you a link to register for their networking event. Click **Get Started**, fill in your basic information, and click **Continue**. If an employer is requesting candidate documents, it is during this step that you will upload your materials. Click **Finish Profile**.



## Step 2

### Create your schedule

Select your time slot(s) and click **Submit**.

#### Select Timeslots

Please select up to 3 timeslots below to chat with member(s) of Example Demo. You may be joined by other participants.

VIEW T

Ashley Alford	TBD	Elizabeth De La Garza
5/3/21 9:00 AM - 9:15 AM CST 1 out of 1 space left	5/3/21 9:00 AM - 9:15 AM CST 1 out of 1 space left	5/3/21 9:00 AM - 9:15 AM CST 1 out of 1 space left
5/3/21 9:15 AM - 9:30 AM CST 1 out of 1 space left	5/3/21 9:15 AM - 9:30 AM CST 1 out of 1 space left	5/3/21 9:15 AM - 9:30 AM CST 1 out of 1 space left
5/3/21 9:30 AM - 9:45 AM CST 1 out of 1 space left	5/3/21 9:30 AM - 9:45 AM CST 1 out of 1 space left	5/3/21 9:30 AM - 9:45 AM CST 1 out of 1 space left

Submit

## Step 3

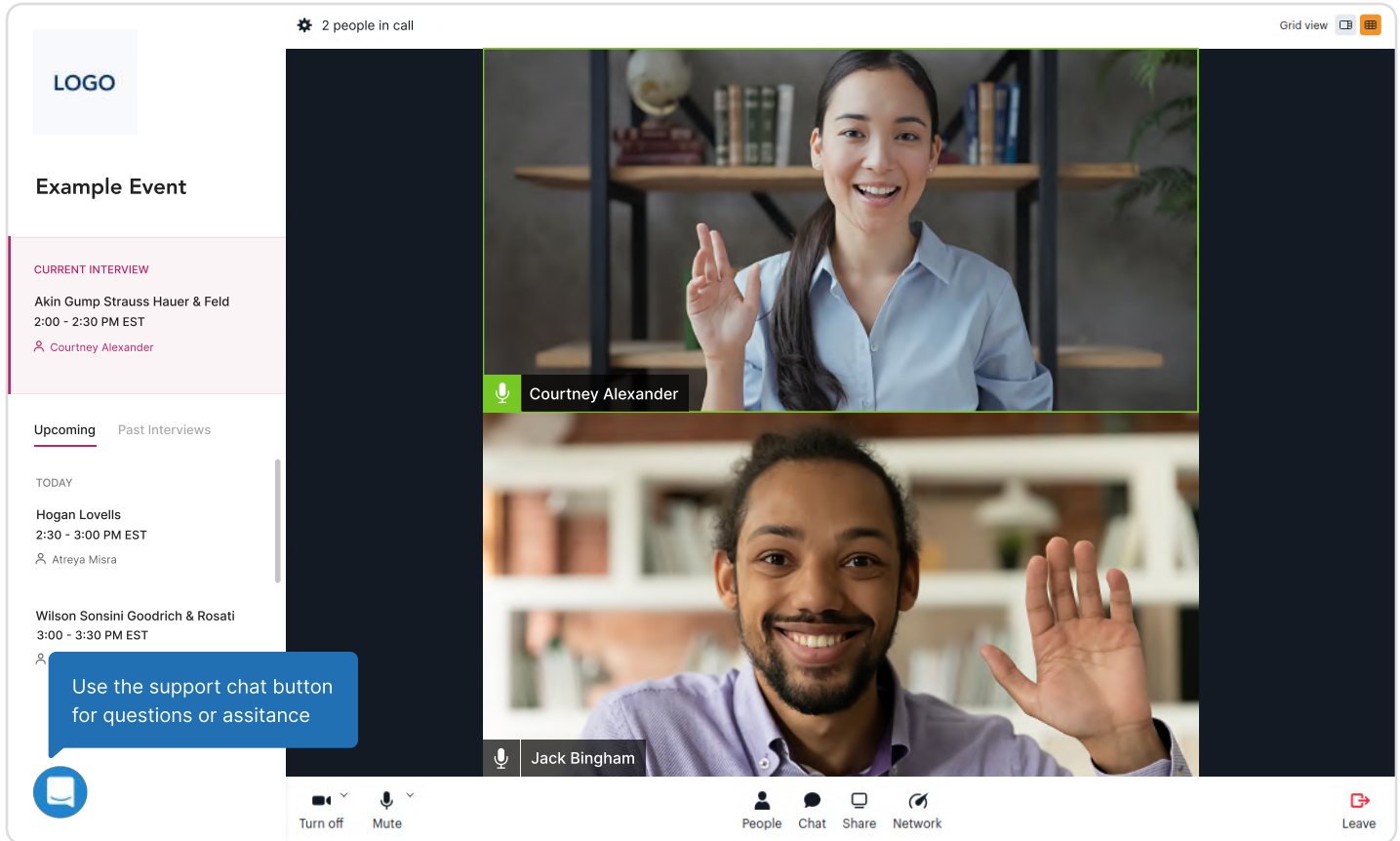
### Final schedule email

You will receive a final schedule email with your most up to date information, typically within two days of the event start (note: the employer controls when these emails go out). This email will contain links to your virtual room and to add sessions to your calendar.

## Step 4

### Join your virtual room

Click the **Join Virtual Room** button, or copy and paste the link into a browser tab to join your room or view your schedule prior to the event. Google Chrome is the recommended browser. Internet Explorer is not supported. Don't worry, this won't throw you into a meeting room just yet; it will take you to the "virtual lobby." You will see your schedule on the left. Two minutes before the start time, you will see a **Join Meeting** button in the middle of the screen. Click the button to be connected to your first meeting. You will be able to preview your video and audio before entering.

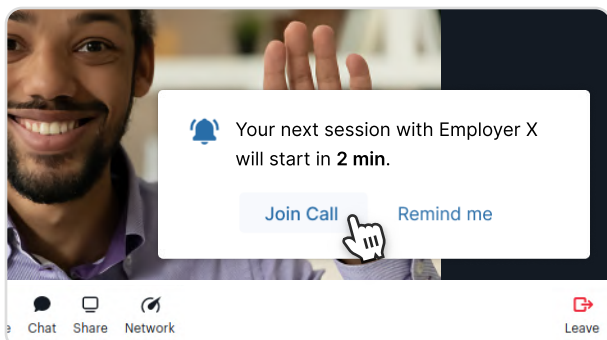


The screenshot shows a virtual meeting interface. At the top, it indicates "2 people in call" and "Grid view". On the left, there is a sidebar with a "LOGO" placeholder, an "Example Event" section, and a "CURRENT INTERVIEW" section for "Akin Gump Strauss Hauer & Feld" from 2:00 - 2:30 PM EST, featuring Courtney Alexander. Below this, there are "Upcoming" and "Past Interviews" sections. The "Upcoming" section lists "Hogan Lovells" (2:30 - 3:00 PM EST) and "Wilson Sonsini Goodrich & Rosati" (3:00 - 3:30 PM EST). A blue callout box says "Use the support chat button for questions or assistance". The main area shows two video feeds: Courtney Alexander (top) and Jack Bingham (bottom). The bottom control bar includes "Turn off" (video), "Mute" (audio), "People", "Chat", "Share", "Network", and "Leave" buttons.

## Step 5

### Move through meetings

The attorney(s) will join you in the virtual room. If you have back-to-back meetings, you will see and hear a two minute warning and notification prompting you to join the next meeting. Click **Join Call** to move you to the next meeting or **Remind Me** to snooze the notification for 1 minute. The red **Leave** button will take you back to the virtual lobby. After all meetings are complete, you can click **Leave** and exit the tab.



The screenshot shows a notification overlay on top of a video feed of Jack Bingham. The notification text reads: "Your next session with Employer X will start in 2 min." Below the text are two buttons: "Join Call" and "Remind me". A hand cursor is pointing at the "Join Call" button. The bottom control bar shows "Chat", "Share", "Network", and "Leave" buttons.