

Premier
V I R T U A L

User Guide for Organizations
Premier Virtual 2.0 Platform

Registration Page

You have been invited to participate in a Virtual Event. The host of the event has sent you a registration link for you to register and build out your Organization's Booth.


This guide will walk you through that process as well as what the event will look like on Event Day and some best practices. We hope this guide will make your set up easy and quick!

CLICK REGISTER TO EVENT
TO BEGIN

Premier Virtual Version 2.5.0 Login

Premier Virtual Tutorial

Hosted by Premier Virtual



[REGISTER TO EVENT](#)

Information

Premier Virtual Tutorial Event

Welcome to The Premier Virtual Tutorial Event

As an Organization, you will be able to see and speak with multiple candidates as they travel through the event, going from booth to booth! You will be able to view resumes, chat by text as well as inviting Attendees to one-on-one video chats. As you speak with Attendees, you will be able to see their profile, job titles and interests as well as the ability to rank your visitors to help with follow up. Premier Virtual also offers all Organizations, post-event reports. Please make sure to engage with your visitors.

Event ends in

99+ : 05 : 45 : 19
DAYS HRS. MINS. SECS.

Schedule

DATE	TIME	TITLE
Sep 07	02:00pm	LIVE
Sep 30	06:00pm	CLOSING

[Click Register](#)

Register as an Organization

On the Authentication screen:

Select Register as an Organization.

Enter your Email, Create your Password and Confirm password.

Select Terms and Conditions and then select REGISTER.

The screenshot shows a registration form for Premier Virtual. The form includes a 'SIGN IN' button and a 'REGISTER AS ORGANIZATION' button. Below these are three input fields: 'Email Address' (containing 'TownCentreBarandGrill@gmail.com'), 'Password' (with six dots), and 'Confirm Password' (with six dots). A checkbox labeled 'I have read the Terms and Conditions' is checked. At the bottom is a large blue 'REGISTER' button. Red arrows point to the 'REGISTER AS ORGANIZATION' button, the email and password fields, the terms and conditions checkbox, and the 'REGISTER' button.

REGISTER TO EVENT

SIGN IN

REGISTER AS ORGANIZATION

Email Address

TownCentreBarandGrill@gmail.com

Password

.....

Confirm Password

.....

I have read the Terms and Conditions

REGISTER

Register as Organization

Enter Email, Create Password & Check Terms & Conditions

Lastly, Hit Register

Next You Will Begin The Set-Up Wizard

Dashboard > Registration Page > Organization



REGISTERED FOR EVENT 

GO TO BOOTH

A very important note prior to starting the Set-Up Wizard

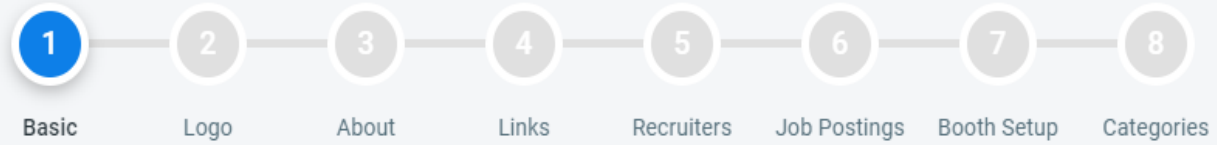
If you are going through the steps and you do not have all of the information readily available, you will be able to add information to your booth after you complete the Wizard under MY ORGANIZATION.

The most important part is to complete all the way through the wizard until you see "Registered To Event" under the Registration Page image.

Step 1 Basic Company Information

Enter Organization Name and the Owner of the account's name and press continue.

Owner of Account's Name



Please enter your Organization name and contact information

Organization Name *
Towne Centre Bar & Grill

Organization Contact Email *
TowneCentreBarandGrill@gmail.com

Country Phone Number
+1 561-880-0089

Owner First Name *
John

Owner Last Name *
Smith

Country
United States

City
Fort Lauderdale

State
Florida

ZIP Code
33334

CONTINUE

Click Continue

Company Name & Phone Number

Step 2 Adding Company Logo

Click on the CHANGE button to go to your files.


Ideal image size is 500x250 but the upload also allows you to zoom in and out of your image.


Images must be .jpg, .jpeg or .png file types.

Organization Setup Wizard

1 Basic 2 Logo 3 About 4 Links 5 Recruiters 6 Job Postings 7 Booth Setup 8 Categories


Please upload your organization's logo





Click Change to Select Image

Organization's logo
For best results, upload an image that is 500 x 250. If a larger image is uploaded, it will be downsized appropriately while maintaining the aspect ratio, so not to distort the image. Smaller images are not recommended.
Only image files of type **.jpg, .jpeg** and **.png** are allowed for placement in this location.

← PREVIOUS STEP 

Step 2 Adding Company Logo

Once the Image is in the box, click
UPLOAD IMAGE.

Organization Setup Wizard

1 Basic 2 Logo 3 About 4 Links 5 Recruiters 6 Job Vacancies 7 Booth Setup 8 Review

Zoom Background color

CANCEL **Click Upload then press continue** **UPLOAD IMAGE**

← PREVIOUS STEP CONTINUE

Step 3 Adding About Us

This step will create a tab that will be on your booth for candidates to learn about your company and why they would want to work for your organization.

This is where you get to tell candidates why it is so great to work for your Company!

The screenshot shows the 'Organization Setup Wizard' interface. At the top, a progress bar contains eight steps: 1. Basic, 2. Logo, 3. About, 4. Links, 5. Recruiters, 6. Job Postings, 7. Booth Setup, and 8. Categories. Step 3, 'About', is highlighted with a blue circle. Below the progress bar, a text box is titled 'Please enter a brief overview of your organization (HTML Box). This can be edited and changed later.' The text box contains the following text: 'The Town Centre Bar & Grill is a neighborhood hot spot and is known for it's Game Day Specials! We have over 100 TV's for our customers to watch their favorite teams while eating the most delicious food! We have been open and serving Town Centre since 2012! Our Employee's love the culture we provide and the environment they get to work in. We have Full and Part-Time positions available and ALL have healthcare options! We strive for long term employees and are proud to say we have been Ranked Top Restaurant to work for 5 years straight! Come join our Team and find out for yourself!'. A red arrow points from the text 'Add Company Bio' to the text box. At the bottom of the wizard, there is a blue 'CONTINUE' button and a '← PREVIOUS STEP' button. A red arrow points from the text 'Press Continue' to the 'CONTINUE' button.

Organization Setup Wizard

1 Basic 2 Logo 3 About 4 Links 5 Recruiters 6 Job Postings 7 Booth Setup 8 Categories

Please enter a brief overview of your organization (HTML Box). This can be edited and changed later.

Font Size Paragraph **B** U *I* ~~S~~

The Town Centre Bar & Grill is a neighborhood hot spot and is known for it's Game Day Specials! We have over 100 TV's for our customers to watch their favorite teams while eating the most delicious food! We have been open and serving Town Centre since 2012!

Our Employee's love the culture we provide and the environment they get to work in. We have Full and Part-Time positions available and ALL have healthcare options! We strive for long term employees and are proud to say we have been Ranked Top Restaurant to work for 5 years straight!

Come join our Team and find out for yourself!

← PREVIOUS STEP CONTINUE

Press Continue

Add Company Bio

Step 4 Adding Links

Add your Website, Social Media and Custom Links to your booth.

Custom links are a great area for you to showcase links and videos about your company.

Organization Setup Wizard

Basic Logo About Links Recruiters Job Postings Booth Setup Categories

Please add your website and any social media links you would like to appear in your booth.

Website
🌐

LinkedIn
in

Facebook
f

Instagram
📷


Youtube
▶

Twitter
🐦


You can add custom links to your booth that will allow you to direct visitors to sites (Ex. Youtube, Jobs, Company Culture, etc).

Link 1 Title <input type="text" value="Our Culture"/>	Link 1 URL 🔗 <input type="text" value="https://towncentrebarandgrill.com/Culture"/>
Link 2 Title <input type="text" value="Benefits"/>	Link 2 URL 🔗 <input type="text" value="https://towncentrebarandgrill.com/Benefits"/>
Link 3 Title <input type="text" value="Diversity"/>	Link 3 URL 🔗 <input type="text" value="https://towncentrebarandgrill.com/Diversity"/>


← PREVIOUS STEP →



Add Website and Social Media Links



Add Custom Links



Continue

Step 5 Adding Users /Recruiters

Here you will be adding additional recruiters, if you have them, setting their credentials and setting their permissions/roles.



Would you like to add any additional Users? (You can add them later)

Organization Users

EMAIL	NAME	ROLE
TowneCentreBarandGrill@gmail.com	John Smith	Administrator
Jim@towncentrebarandgrill.com	Jim Johnson	Administrator

ADD NEW USER

← PREVIOUS STEP

CONTINUE

Click Add New User

Step 5 Adding Users/Recruiters

3 User Roles

Administrator – Can do everything

Editor – Can make edits but not create new users

Representative – View Only, Can operate as a recruiter but can not make edits

You will then need to set password or press save, and an email will be sent to user to set their own password.

New Recruiter



First Name *

Jim

Last Name *

Johnson

Email Address *

Jim@TowneCentreBarandGrill.com

Set Role

Role

Representative

Manually set password

Set Password

Password *

Confirm Password *

SAVE CHANGES



Press Save

Step 6 Set Up Wizard

Adding Job Vacancies (3 Step Process)

You may add as many jobs as you need to. After each job is entered it will bring you back to job Vacancies in case you have more to enter.



Job Postings		
NAME	LOCATION	ACTIONS
Server	Town Centre	 

[ADD NEW JOB POSTING](#) ← **Click Here**

← PREVIOUS STEP [CONTINUE](#)

Step 6 Adding Job Vacancies

Enter Job name, Location, # of positions and Estimated Salary.

The Estimated Salary is optional and allows you to add test for Bonuses, Tips and Commissions.

New Job Vacancy

X

1

Information

2

Description

3

Review

Job Name

Server

Location

Town Centre

Available Positions

10

Est. Salary

\$9.00 /HR + Tips

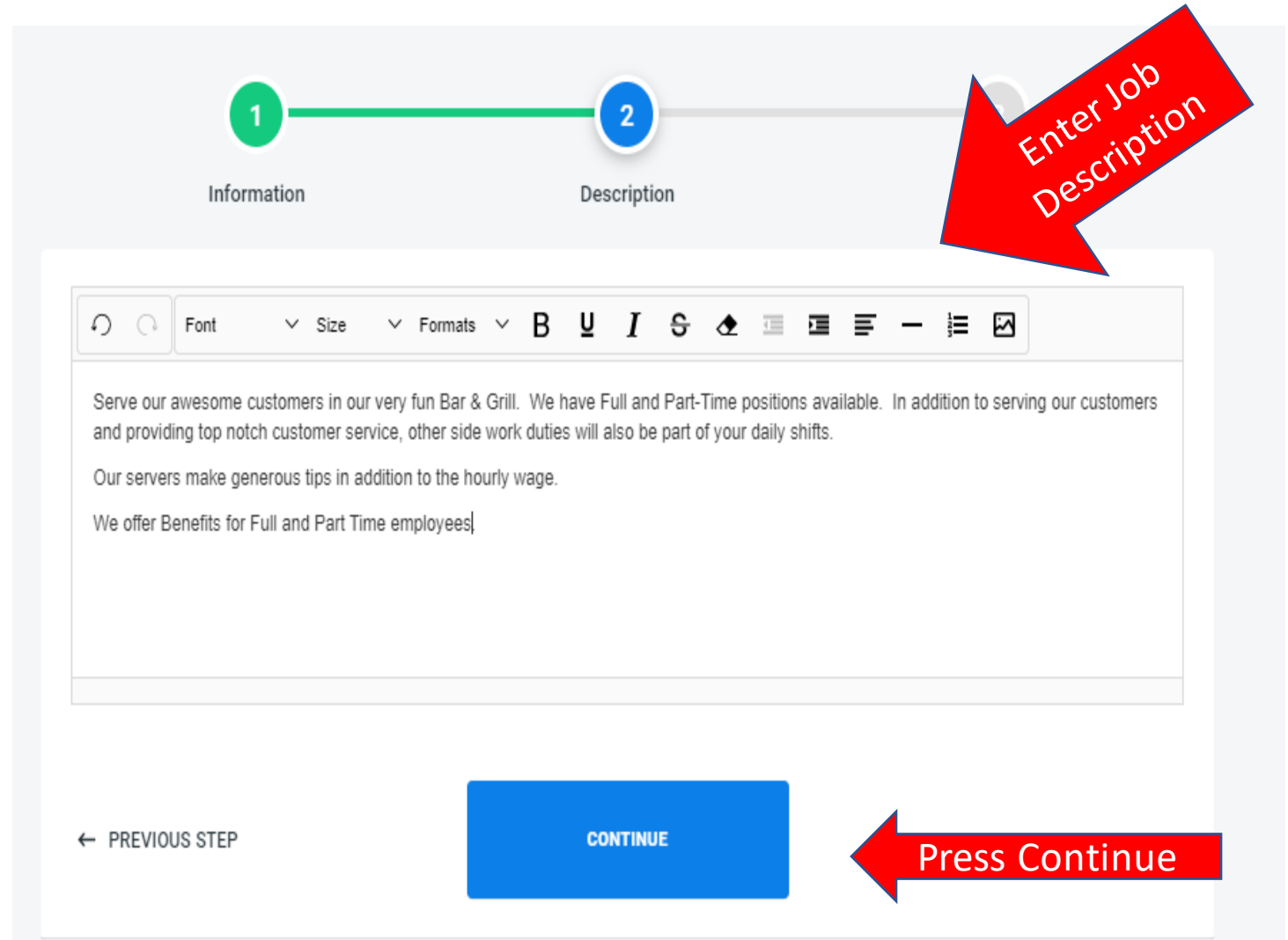
Enter Job Title,
Location, Positions
Available and Est.
Salary

Press
Continue

CONTINUE

Step 6 Adding Job Vacancies

Enter Job Description



The screenshot shows a two-step process for adding job vacancies. Step 1, 'Information', is completed and highlighted with a green circle and line. Step 2, 'Description', is the current step, highlighted with a blue circle and line. A red arrow points to the 'Description' step with the text 'Enter Job Description'. Below the step indicators is a rich text editor with a toolbar containing icons for undo, redo, font, size, formats, bold, underline, italic, link, unlink, bulleted list, numbered list, indent, and image. The text area contains the following text:

Serve our awesome customers in our very fun Bar & Grill. We have Full and Part-Time positions available. In addition to serving our customers and providing top notch customer service, other side work duties will also be part of your daily shifts.

Our servers make generous tips in addition to the hourly wage.

We offer Benefits for Full and Part Time employees|

At the bottom of the form, there is a 'PREVIOUS STEP' button with a left arrow, a blue 'CONTINUE' button, and a red arrow pointing left with the text 'Press Continue'.

Step 6 Adding Job Vacancies

Review and Complete.

Once you press complete it will take you back to Job Vacancies in case you have more to enter, if not press continue to move to Step 7.

1 Information 2 Description 3 Review

JOB NAME	LOCATION	POSITIONS AVAILABLE	SALARY
Server	Town Centre	10	\$9.00 /HR + Tips

DESCRIPTION

Serve our awesome customers in our very fun Bar & Grill. We have Full and Part-Time positions available. In addition to serving our customers and providing top notch customer service, other side work duties will also be part of your daily shifts.

Our servers make generous tips in addition to the hourly wage.

We offer Benefits for Full and Part Time employees.

COMPLETE

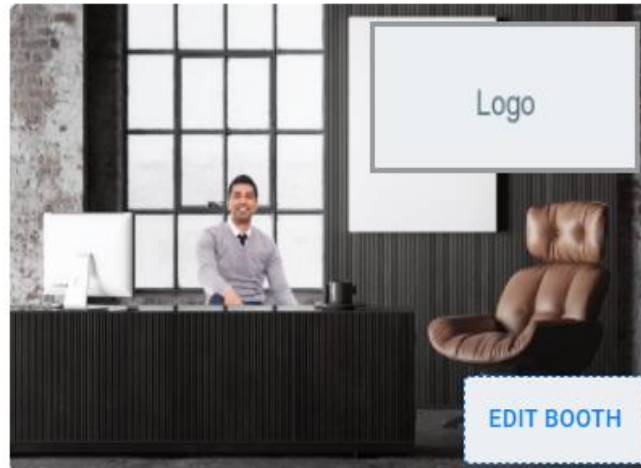
Complete

Step 7 Select Booth Design and Avatar

Organization Setup Wizard



To customize your booth click Edit Booth



Click Edit Booth for Design Options

← PREVIOUS STEP

CONTINUE

Step 7 Select Booth Design and Avatar

Category / Booth / Avatar / Review Booth

Office

Choose Design from Drop
Down List Then Choose
Avatar or No Avatar



Press Confirm

BACK

CONFIRM

Step 8

Select Categories

In this step, if the event you are attending has categories to separate companies by, please choose at least one. Please take your time in choosing as this is where your booth will show in the event.

YOU WILL NOT BE REGISTERED
IF YOU DO NOT HIT THE
COMPLETE REGISTRATION
BUTTON

1 — 2 — 3 — 4 — 5 — 6 — 7

Basic Logo About Links Recruiters Job Postings Booth Setup Categories

Select at least 1 category to participate in

LOBBY

HELP DESK & INFORMATION CENTER

NORTHERN FLORIDA

HEALTHCARE

FOOD SERVICE & HOSPITALITY

RETAIL & SALES

OTHER INDUSTRIES

SOUTHERN FLORIDA

FOOD SERVICE & HOSPITALITY

HEALTHCARE

RETAIL & SALES

OTHER INDUSTRIES

← PREVIOUS STEP **COMPLETE REGISTRATION**

Press Complete Registration

Congratulations!!!
Registration
Completed

Premier Virtual Tutorial

Hosted by Premier Virtual



REGISTERED FOR EVENT 

GO TO BOOTH

You are NOW
Registered!

The screenshot shows a user interface for 'My Organization'. At the top left is a profile picture of Jordan Ambers, Administrator. Below it is a 'MENU' section with options: Dashboard, Attendees, Events, Training, and SETTINGS. Under SETTINGS, 'My Organization' is highlighted with a red arrow pointing to the main content area. Another red arrow points to 'My Schedule' in the menu. The main content area features a large logo for 'The GRILL BAR' with 'Est. 2012' and a fork and knife. Below the logo is a form with the following details:

- ORGANIZATION NAME: Towne Centre Bar & Grill
- EMAIL: TowneCentreBarandGrill@gmail.com
- CITY: Fort Lauderdale, STATE: Florida, COUNTRY: United States, ZIP CODE: 33334
- PHONE: +15618800089
- DATE REGISTERED: Sep 28, 2021

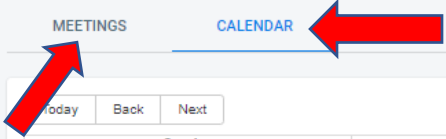
On the right side, there is an 'ABOUT US' section with text about the restaurant and a 'SOCIAL MEDIA' section with a globe icon.

Making modifications or additions after the Set-Up Wizard

Under Settings on the left side of your screen go to the Organization Tab. Here you can edit every aspect of your booth including general information, adding recruiters and job vacancies, booth selection and Booth Preview in the booths section. My Schedule allows you to set your availability during events.

MEETINGS

CALENDAR



Today Back Next

March 2022

Month Week Day Agenda

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02

Making modifications or additions after the Set-Up Wizard

My Schedule will provide you with a calendar to add your availability and the meetings tab will help you keep track of your meetings.

Adding Quick Replies to your Profile

Quick replies are short replies that you can enter in your profile. These messages will be available for you to use in your booth, and they will be a 1 touch and the message sends, reducing typing time during an event.

Dashboard > My profile

GENERAL QUICK REPLIES

Quick reply messages

Quick reply 1 text
Thank you for visiting our booth. Any questions?

Quick reply 2 text
Are you willing to do a video chat?

NEW MESSAGE

SAVE CHANGES

Add messages and press Save



John Smith
Administrator

Dashboard

Events joined as organization



Demo - Premier Virtual Tutorial

DEMO-TEAMPV

LIVE

Event ends in

99+ : 00 : 26 : 42
DAYS HRS. MINS. SECS.

Access Booth

MANAGE EVENT

ACCESS BOOTH



MENU

Dashboard

Attendees

Events

Training

Dashboard

Your Dashboard will show you your latest 4 registered events. On the right side you will see Manage Event and Access Booth. To enter your recruiter booth, click Access Booth

Visitors

Chats

Preview Booth as Attendee

Resume Submissions

Team Chat

Send a Message

Thank you for attending the Premier Virtual Tutorial...
We hope this tutorial will set you up for success for the event you will be attending

Event ends in 99+ : 07 : 00 : 24
DAYS HRS. MINS. SECS.

SUBMITTED RESUMES

Name	Applied for	Download
Jack Jobseeker JackJobseeker@Gmail.com	Server	
Jack Jobseeker JackJobseeker89@Gmail.com	Server	
Jack Jobseeker JackJobseeker77@Gmail.com	Server	

At the moment, there are no active visitors in your booth.

Internal chat
Jack Jobseeker
Jack Jobseeker
Glen TeamPV
Jack Jobseeker

Please select an Attendee from the list to chat with

SELECT PRESET MESSAGE ^

Message... SEND

Recruiter Booth Tour

Once in your recruiter booth, this is where you will remain for the duration of the event. You will see visitors enter in the visitor column. You can click on the attendee's name, and this allow you to text chat with your visitor. You will see resumes on the left as candidates apply to your jobs.

Video, Attendee Profile View and Settings

Each recruiter will have access to video chat. There will be an option for one-on-one video or video conference.

If you click on the person icon, this will take you into the attendee's profile.

The gear wheel will allow you to add additional Quick Reply Messages from your booth.

The screenshot displays a mobile application interface for a chat system. At the top, a blue header bar shows the user's name "John Smith" and a profile picture. Below this, a "Chats" section is visible, featuring a "MY CHATS" button and a "SHOW ALL" button. A list of chat entries follows, including "Internal chat" and several messages from "Jack Jobseeker", "James Smith", "James Jobseeker", "Glen TeamPV", and another "Jack Jobseeker".

The right side of the image shows a detailed view of a chat conversation. At the top of this view, there are icons for video chat, a person, and a gear. A red arrow labeled "Add Preset Messages" points to the gear icon. A red arrow labeled "Video Chat" points to the video chat icon. A red arrow labeled "View Attendee Profile and Disposition" points to the person icon. The chat messages include:

- A system message: "Are you willing to do a video chat?" with options for "One to one call" and "Video conference".
- A date separator: "Jan 28, 2022".
- A message from Jack Jobseeker: "Thank you for visiting our booth. Any questions for us?" (12:34 pm).
- A message from Jack Jobseeker: "Are you willing to do a video chat?" (12:38 pm).
- A date separator: "Today".
- A message from Jack Jobseeker: "hELLO" (12:13 pm).
- A message from John Smith: "Hello I will be with you in just a few minutes. Thank you for your patience!" (12:14 pm).
- A message from Jack Jobseeker: "Are you willing to do a video chat?" (12:18 pm).

At the bottom of the chat view, there is a "SELECT PRESET MESSAGE" button and a "Message..." input field with a "SEND" button.



MENU



SETTINGS



Navigation buttons: Back, Preview Booth

Event ends in: 99+ : 08 : 18 : 40
DAYS HRS. MINS. SECS.

VISITORS SUBMITTED RESUMES SCHEDULE

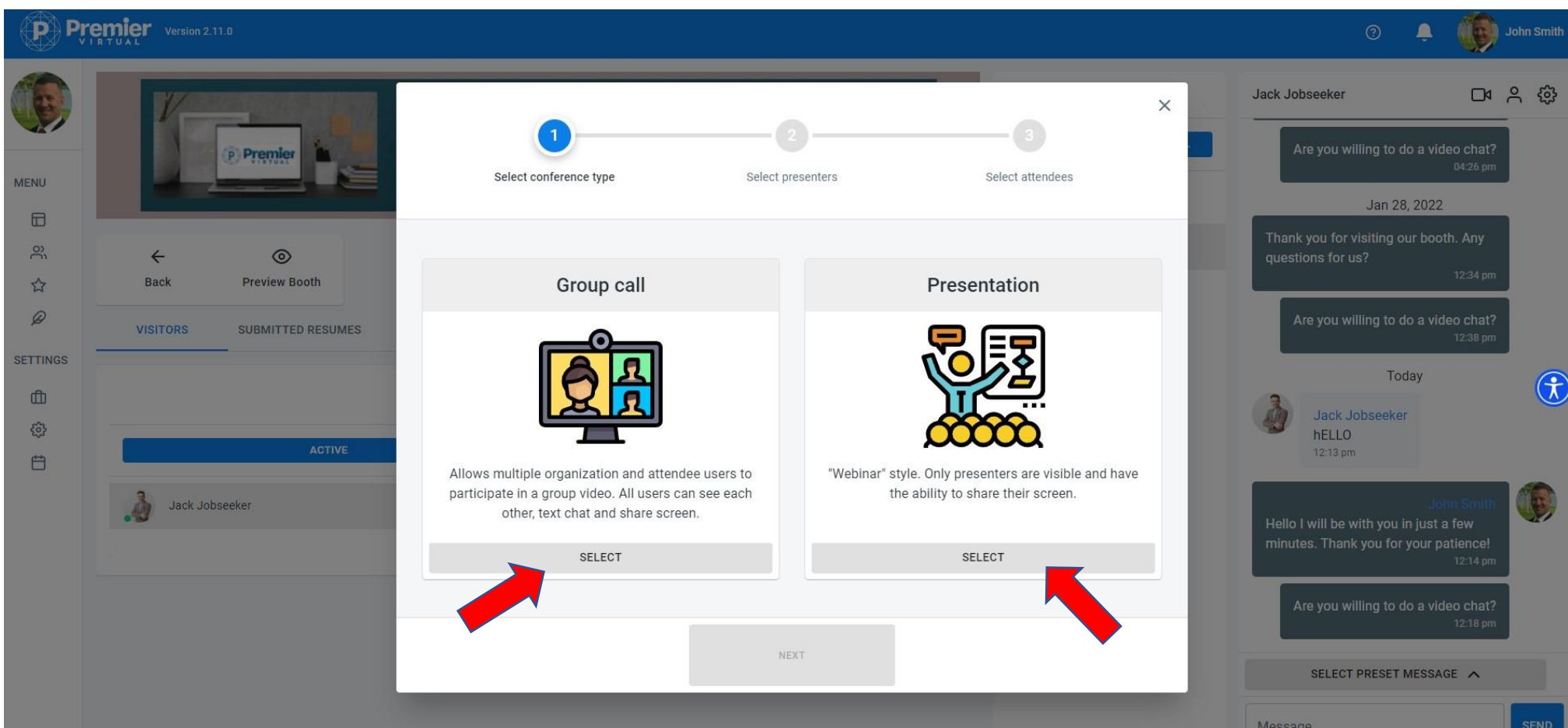
Visitors section with 'ACTIVE' and 'SHOW ALL' buttons, and a list entry for Jack Jobseeker.

Chats sidebar with 'MY CHATS' and 'SHOW ALL' buttons, and a list of chat participants including Jack Jobseeker, James Smith, and Glen TeamPV.

Chat window for Jack Jobseeker showing messages like 'Thank you for visiting our booth...' and 'Are you willing to do a video chat?'. A red arrow points to the 'Video conference' option in the top right menu.

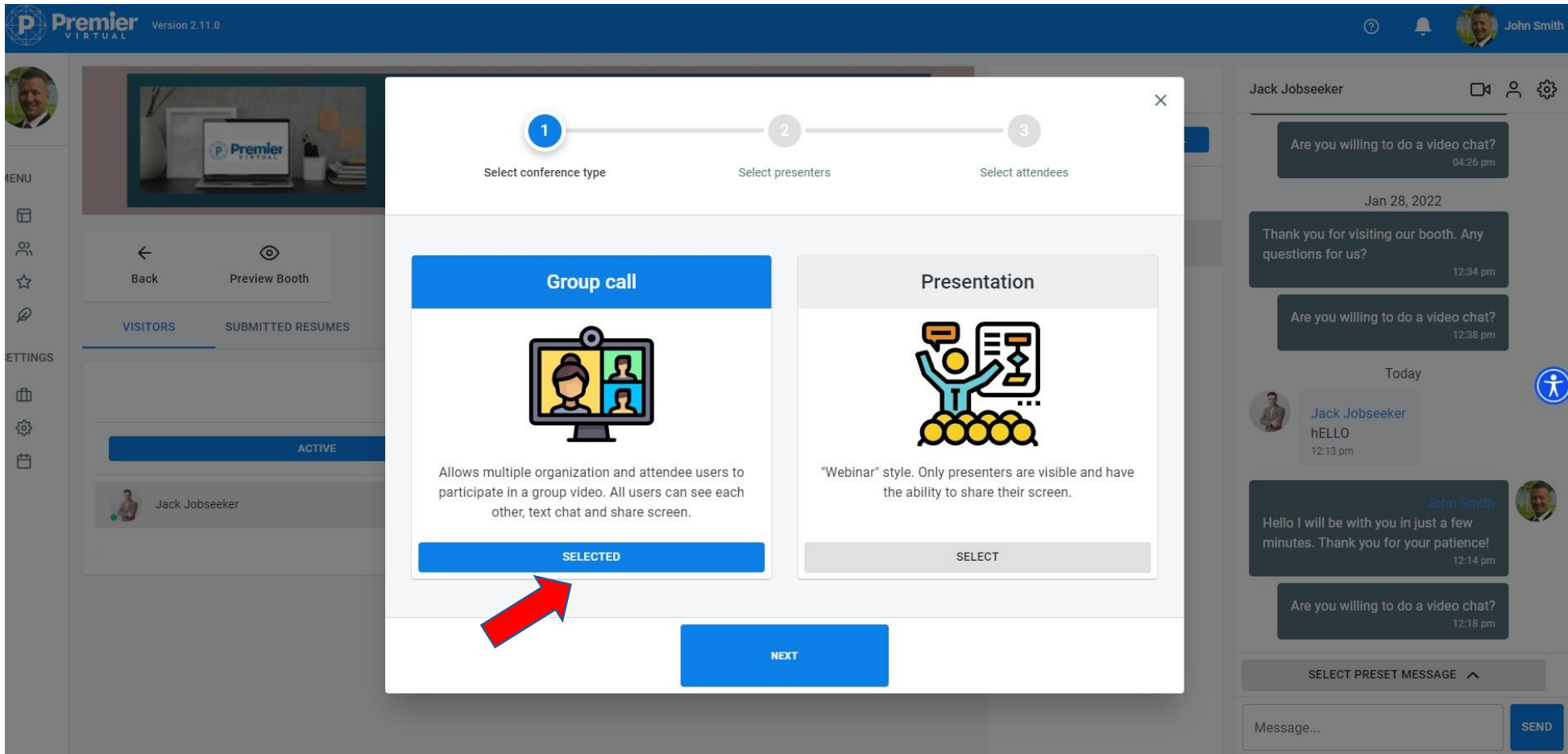
Video Conference

When you select this feature you will be able to select group video or presentation.



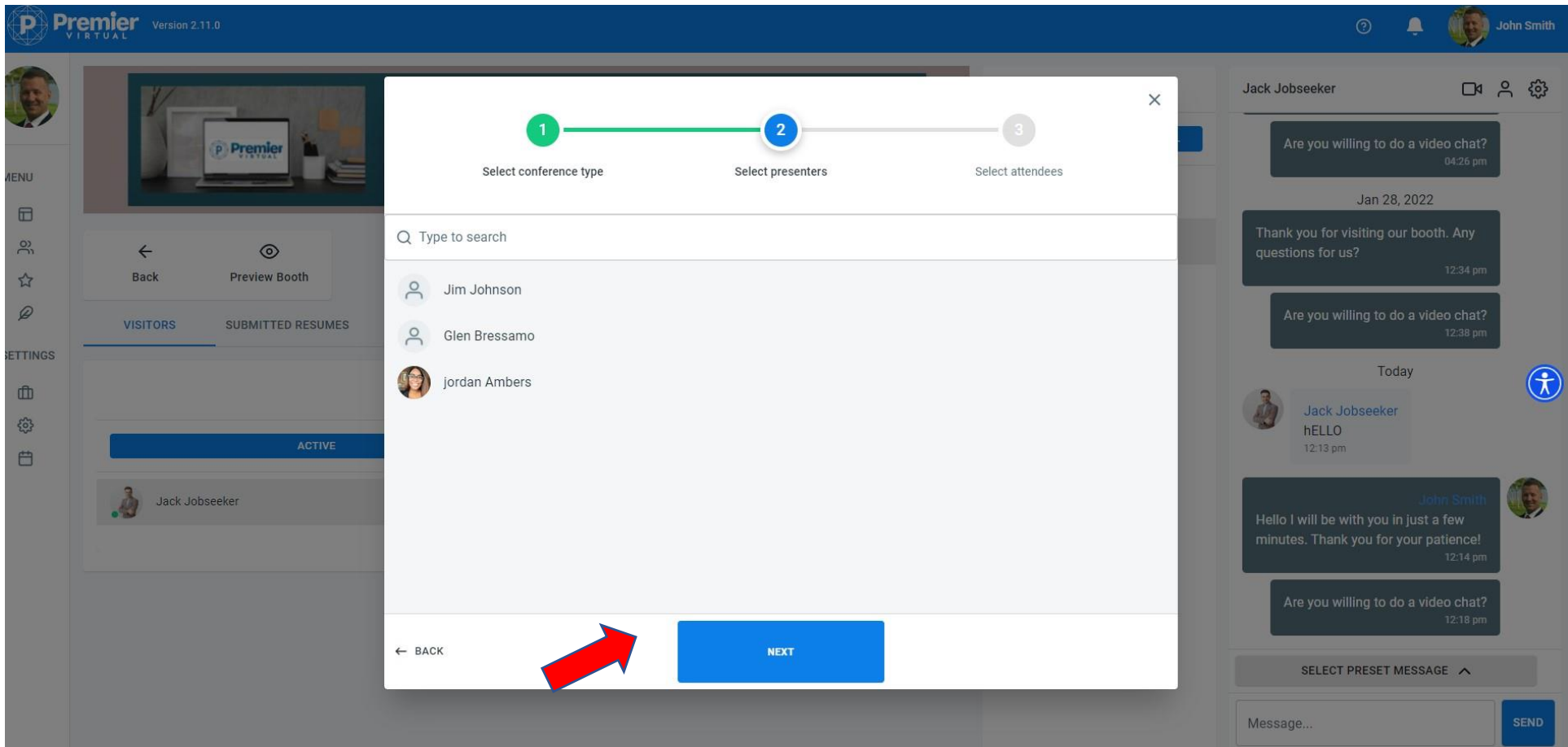
Video Conference

Select group call or presentation.



Video Conference

Group video allows multiple attendees and users of the organizations to participate in group video. All users can see each other, text chat, and share screen.



Video Conference

Select users from your organization to join as presenters.



- MENU
- Back
- Preview Booth
- VISITORS
- SUBMITTED RESUMES
- SETTINGS

Back Preview Booth

VISITORS SUBMITTED RESUMES

ACTIVE

Jack Jobseeker

1 Select conference type

2 Select presenters

3 Select attendees

- Glen TeamPV
- Jack Jobseeker
- James Smith
- James Jobseeker

Q Type to search

- Super Administrator
- Jack Jobseeker
- Jack Jobseeker

← BACK START



Jack Jobseeker

Are you willing to do a video chat? 04:26 pm

Jan 28, 2022

Thank you for visiting our booth. Any questions for us? 12:34 pm

Are you willing to do a video chat? 12:38 pm

Today

Jack Jobseeker hELLO 12:13 pm

John Smith Hello I will be with you in just a few minutes. Thank you for your patience! 12:14 pm

Are you willing to do a video chat? 12:18 pm

SELECT PRESET MESSAGE ^

Message... SEND

Video Conference

Select attendees to join then click start.

Premier VIRTUAL Version 2.11.0

Glen Bressalmo

Live video active

Demo One, a minute ago
Hello Everyone

Glen Bressalmo, a minute ago
Good Afternoon

Josh PV Tech Support, a few seconds ago
hello!

Enter your message here

0/160 characters

SETTINGS Leave Note Rank Company Status Message... SEND

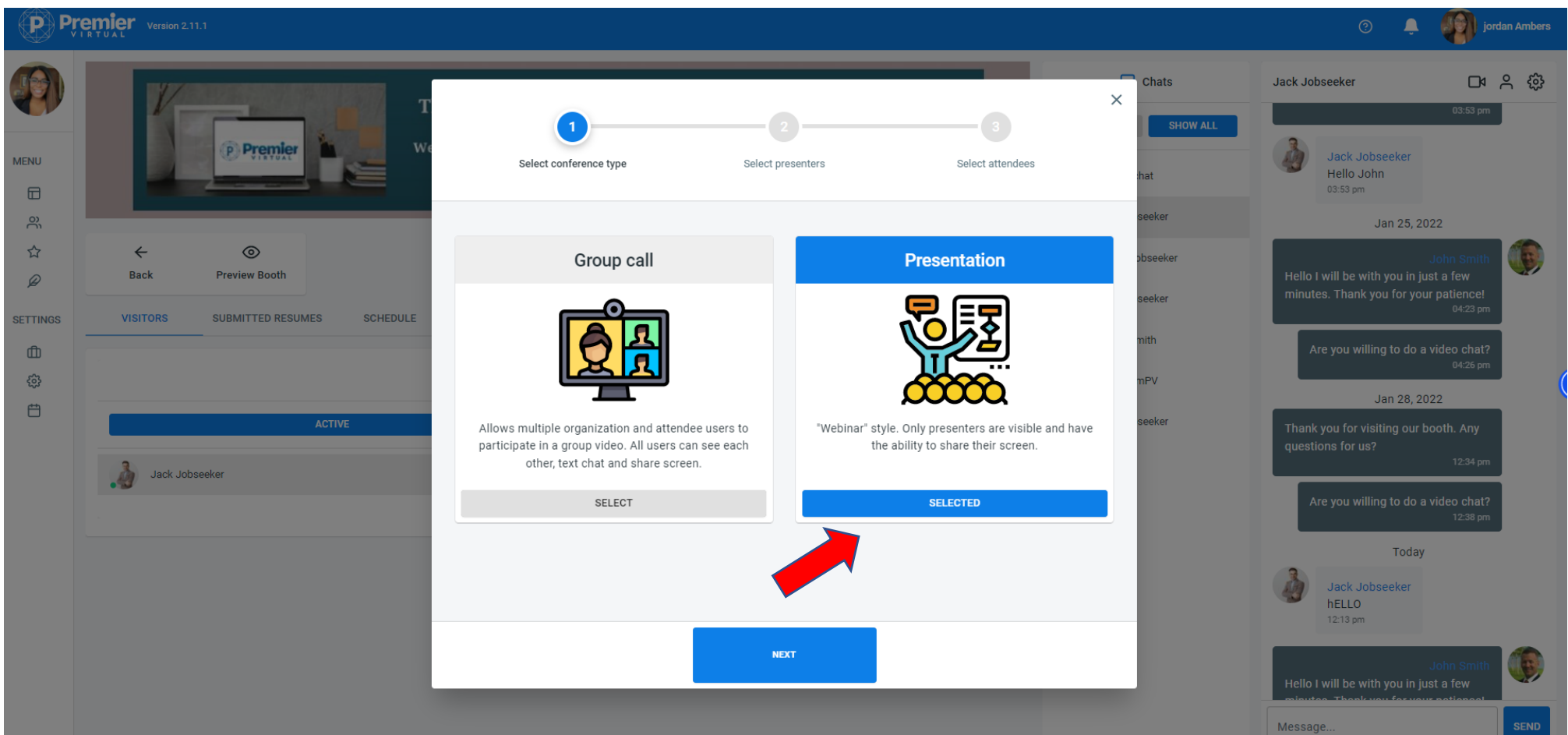
 Toggle Video

 Microphone

 Camera

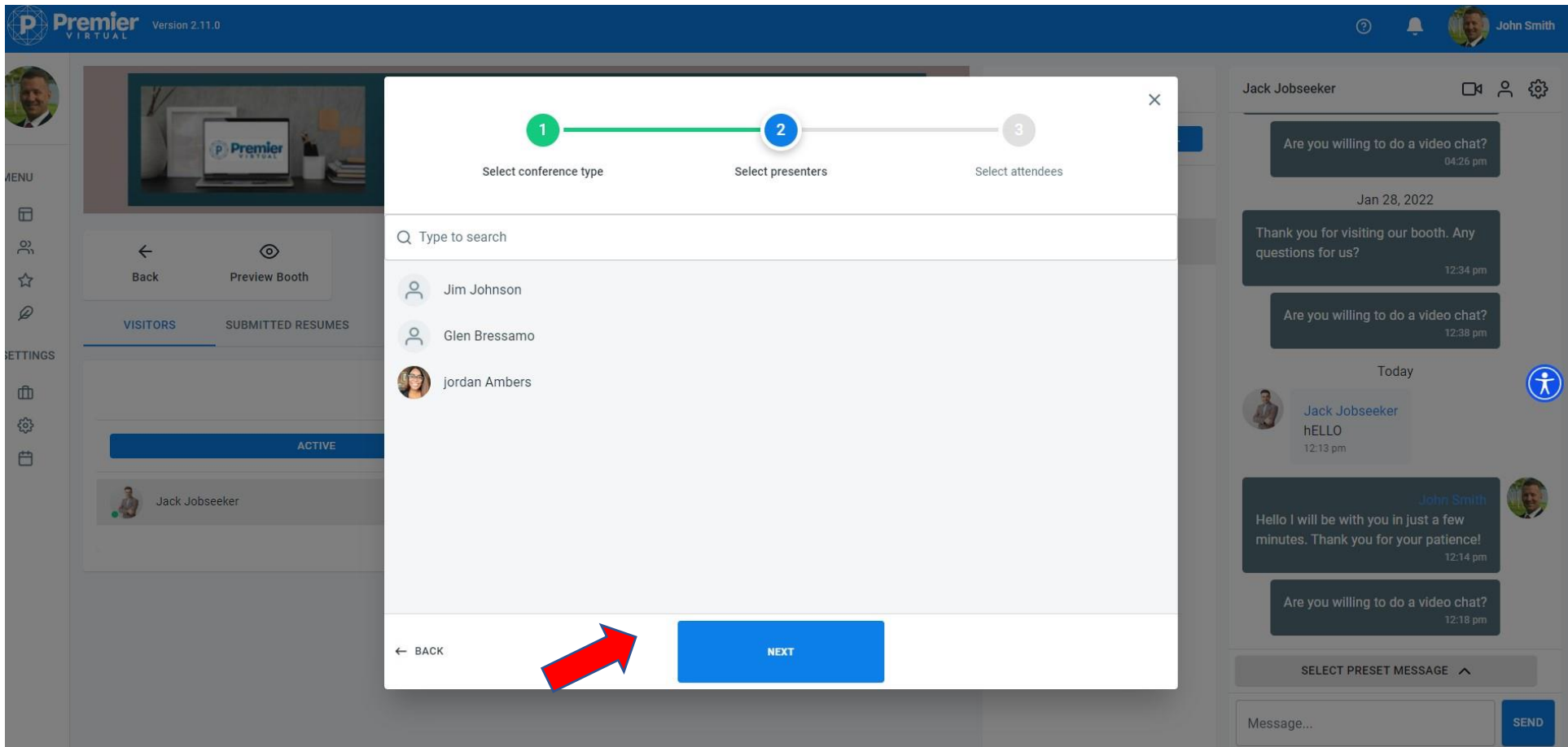
 Group chat

 Leave conference



Video Conference

Presentation is a webinar style presentation. Only presenters are visible and have the ability to share their screen.

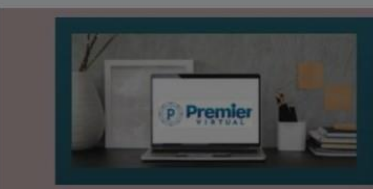


Video Conference

Select users from your organization to join as presenters.



- MENU
- Back
- Preview Booth
- VISITORS
- SUBMITTED RESUMES
- SETTINGS



Back Preview Booth

VISITORS SUBMITTED RESUMES

ACTIVE

Jack Jobseeker

1 Select conference type

2 Select presenters

3 Select attendees

- Glen TeamPV
- Jack Jobseeker
- James Smith
- James Jobseeker

Q Type to search

- Super Administrator
- Jack Jobseeker
- Jack Jobseeker

← BACK START



Jack Jobseeker

Are you willing to do a video chat? 04:26 pm

Jan 28, 2022

Thank you for visiting our booth. Any questions for us? 12:34 pm

Are you willing to do a video chat? 12:38 pm

Today

Jack Jobseeker hELLO 12:13 pm

John Smith Hello I will be with you in just a few minutes. Thank you for your patience! 12:14 pm

Are you willing to do a video chat? 12:18 pm

SELECT PRESET MESSAGE ^

Message... SEND

Video Conference

Select attendees to join then click start.

Version 2.11.0

Choose what to share
app.premiervirtual.com wants to share the contents of your screen.

Live video active

Glen Bressalmo, a few seconds ago
Hello Steve

Regina Zhyldyzbekova, a few seconds ago
Good afternoon!!!!

Enter your message here

Share system audio

Share Cancel

Entire Screen Window Chrome Tab

Screen 1 Screen 2

0/160 characters

Live video active

Demo One, 2 minutes ago
Hello Everyone
Hello Everyone

Glen Bressalmo, 2 minutes ago
Hello Steve

Regina Zhyldyzbekova, 2 minutes ago
Good afternoon!!!!

Enter your message here

0/160 characters

Hi! Are you interested in hosting a virtual event?
Enter your message...

 Toggle video

 Microphone

 Camera

 Group chat

 Leave conference

 View joined attendees

 Add participants

After Event Reports

After the event, go to your dashboard and click **MANAGE EVENT**.

Here you will find a tab for your reports.

We offer 3 reports to companies, Visitor Log, Chat Log and Resumes.

Click on the report and then click generate.



Glen Bressalmo
Administrator

MENU

Dashboard

Attendees

Events

Training

SETTINGS

My Organization

My Profile

Dashboard > Events List > Event

[TO REG. PAGE](#)

[ACCESS BOOTH](#)

DETAILS

ATTENDEES

REPORTS

REPORT TYPE

Select which report types you wish to generate.

Visitors

List attendees in the event.

Chats

List chat messages in the event.

Resumes

List every jobseeker that applied to any organization's offer in the event.

[GENERATE REPORT](#)

GENERATED REPORTS

TYPE	DATE	ACTION
------	------	--------

Get started by selecting a report you wish to generate.

Recruiter Best Practices

Tips to help you have a successful event

Review

- Review training videos in the training tab of your dashboard to ensure you are ready for your event.

Finalize Booth

- Finalize and review your booth and job vacancies

Prepare Team

- Prepare your recruiters and team with any training videos and team plans for the event. Sign in early and remain in your booth during the event

Quick Replies

- Add and use your Quick Reply Messages

Internal Chat

- Utilize your Internal Chat to talk with your team during the event.

Review Attendee Profile

- Take time to review the candidate's profile by clicking on the person icon at the top of your chat box. Take a minute to disposition your candidate once you are done speaking with them

Be Patient

- If a candidate does not respond right away, remember they are reading your companies Bio and Job Vacancies. Be patient as it may take them time to respond.

Utilize

- Utilize your reports found in the Manage Event for follow up with your potential candidates.



Have a GREAT Event and
Good Luck from The
Premier Virtual Team!!!

