

Quick Guide to Changing Video Conversations and Managing your Team

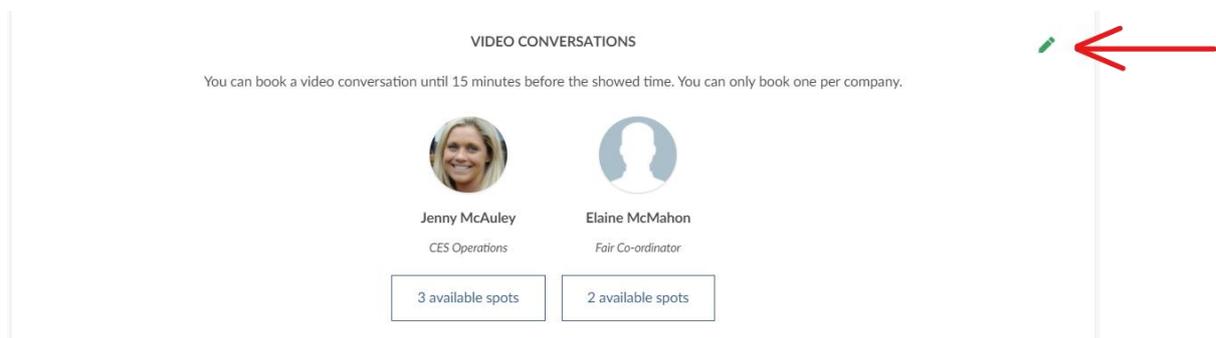
Watch: [Add Video Conversations to your stall](#)

Download: [User Guide for your Virtual Stall](#)

Visit: [Our Event webpages for tips and help.](#)

1. Adjusting Video Conversations

In your stall settings, scroll down to the Video Conversations Section and click on the pencil, as indicated below to edit this section.



VIDEO CONVERSATIONS

You can book a video conversation until 15 minutes before the showed time. You can only book one per company.



Jenny McAuley
CES Operations

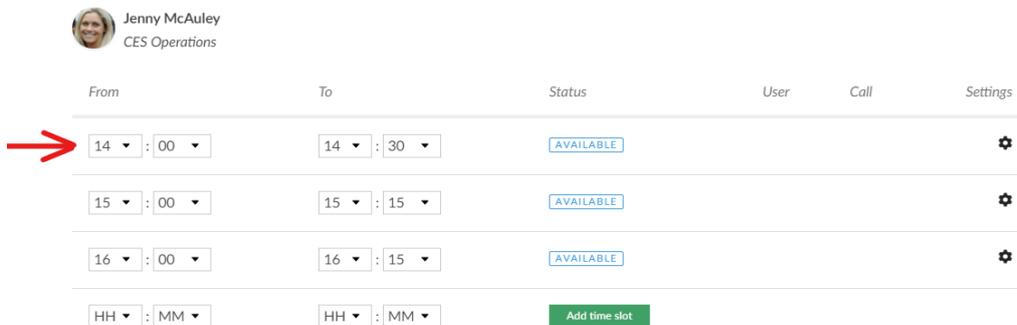
3 available spots



Elaine McMahon
Fair Co-ordinator

2 available spots

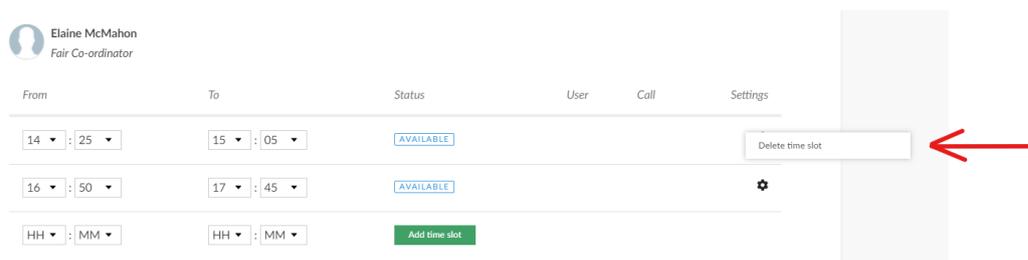
To change the times, click into the team member and edit the times in the boxes as indicated below.



Jenny McAuley
CES Operations

From	To	Status	User	Call	Settings
14 : 00	14 : 30	AVAILABLE			⚙️
15 : 00	15 : 15	AVAILABLE			⚙️
16 : 00	16 : 15	AVAILABLE			⚙️
HH : MM	HH : MM	Add time slot			

To delete a slot click on the settings clog as indicated below and select "Delete time slot".



Elaine McMahon
Fair Co-ordinator

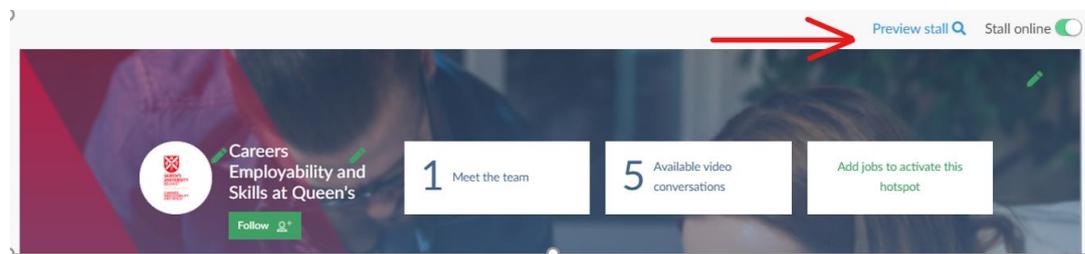
From	To	Status	User	Call	Settings
14 : 25	15 : 05	AVAILABLE			⚙️ Delete time slot
16 : 50	17 : 45	AVAILABLE			⚙️
HH : MM	HH : MM	Add time slot			

If you need to cancel a Video Conversation which a student has already booked, please provide us with the name of the student, the time of the slot booked and indicate whether you will be making other slots available so we can make the necessary contact with the student. You can then delete the slot as indicated below.

Jenny McAuley
CES Operations

From	To	Status	User	Call	Settings
14 : 15	14 : 30	AVAILABLE			⚙️
14:30	14:50	BOOKED	Jenny McAuley, Queen's University Belfast	Join	Delete time slot 
15 : 00	15 : 15	AVAILABLE			⚙️
16 : 00	16 : 15	AVAILABLE			⚙️
16 : 30	16 : 45	AVAILABLE			⚙️
HH : MM	HH : MM	Add time slot			

You can preview your stall as usual to check the student view of the Video Conversations.



2. Managing Team Members

In your stall settings, scroll down to your team and click on the pencil to edit team members.

TEAM



Jenny McAuley
CES Operations



Remove a colleague from your event team by clicking on the delete icon beside their name.

Note: This will not remove their Video Conversation slots, you will have to delete these as well!



Team ✕

ADD COLLEAGUES

Search colleague ▾

ADDED COLLEAGUES

	Elaine McMahon Fair Co-ordinator	
	Jenny McAuley CES Operations	

SAVE

Add colleagues by searching and selecting team members already on the system

Team ✕

ADD COLLEAGUES

Search colleague ▾

Jenny McAuley

Operations Expert

If you need to add a new team member click to invite them as below.

Team ✕

ADD COLLEAGUES

S.SC ▾

[+ It seems like there is no match, click here to invite them](#)

	Jenny McAuley CES Operations	
--	---------------------------------	--

Complete the details as below and ask your colleague to look out for their confirmation email and complete their registration by adding a password to their account, they may need to use the “forgot password” function to do so. Once they access their profile, they can add their profile picture.

Invite new team member ✕

FIRST NAME
Type your first name

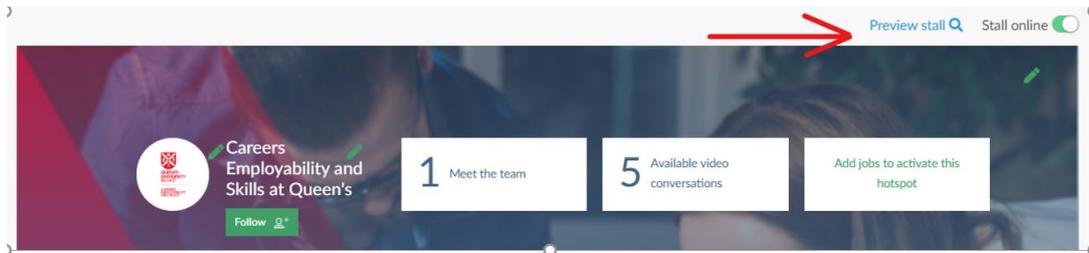
LAST NAME
Type your last name

EMAIL
Type your email address

YOUR JOB ROLE
Type your job role
0 / 40 characters

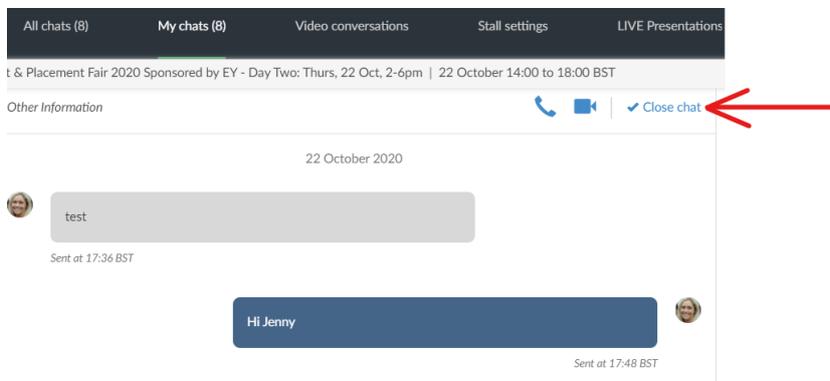
INVITE TO EVENT

Don't forget you can preview the student view to check the team appears as it should.



3. Managing Team Member's Availability for Incoming Chats

Incoming chats are managed through the chat topics. If a member of your team can only attend for part of the event, students will not be able to communicate with them until they have been assigned or have claimed a chat. Where a team member needs to sign off early, we recommend they close all active chats before leaving the platform so students cannot continue the discussion with them. You can also delete the team member from the team once they have signed off if you want to remove the visibility of their profile on the student view as per the instructions above.



Watch: [Managing incoming chats at the event](#)

Please contact Elaine McMahon at careersfairs@qub.ac.uk or by telephone on 07814731963 if you need any further assistance.