



**Albers Virtual Grad Career  
Connections  
Student Instructions**

# ➔ Pre-Registering for the Event

1. Go the event website: <https://hopin.com/events/albers-virtual-grad-career-connections-2021> and click **Join Event**
2. Hopin will require you to create an account (or login if you already have an account) and then you should receive a confirmation email that you're registered
3. Remember your login information as you will need to login to Hopin to attend the event
4. You should receive a confirmation email for your registration (check your junk mail just in case)



Find events

Help ▾



## Albers Virtual Grad Career Connections 2021

📅 Apr 20, 4:30AM to Apr 20, 6:00AM PDT



Students--feeling the need to connect and have some quality conversations? Join us to chat with Albers grad alumni, mentors and local business professionals, as well as your fellow grad students! Get helpful career advice, learn from other's experiences, and build your professional network.

### 🔑 Tickets

Albers Virtual Grad Career Connections  
This will be a great opportunity for Albers alumni, mentors, students and employers to connect virtually to Free talk about careers, offer advice or just relax and chat... all from the comfort of your favorite chair!

Join event



Hosted by  
Seattle University



Click to Register

# Attending the Event

1. To get into the event on April 20<sup>th</sup>, click on the event link:  
<https://hopin.com/events/albers-virtual-grad-career-connections-2021>
2. If you have already pre-registered, click **Login to Access the Event**
3. If you have not pre-registered, click Join Event and set up an account



Log in Sign up

## Albers Virtual Career Night 2021 - TEST

Feb 10, 2:15PM to Feb 10, 3:00PM PST



Description

Schedule

An opportunity for all Albers undergrad and Bridge MBA students to grow their professional community and virtually mingle with alumni, mentors, and employers from a variety of industries to enhance their career planning and exploration. Represented industries include accounting, business analytics, consulting, economics & finance, international business, management, marketing, and sales.

**Students**--feeling isolated during this challenging time? Join us to connect with professionals in a non-pressuring, conversational environment from the comfort of your own home. Get helpful career advice,

Tickets

Already registered? [Log In to access the event](#)

Albers Virtual Career Night Ticket Free

Join event

Hosted by Seattle University

Pre-Registered

Not Pre-Registered

# Navigating the Event

1. Once the event starts, you will be taken to the Reception Page. Please review the instructions and information on the page

The screenshot shows the event interface. On the left, a vertical navigation menu is visible with icons for Reception (circled in red), Stage, and Sessions. A blue bracket groups these icons, and a text box labeled "Main navigation menu for event" points to it. Below the menu, a red arrow points from a text box labeled "Important details and instructions about event" to a blue speech bubble icon. The main content area features a video feed of a virtual meeting on a laptop screen, with four participants visible. Below the video, the event title "Albers Virtual Career Night 2021 - TEST" is displayed, along with "Hosted by Seattle University" and a "Time Left 47m" indicator. A "Description" section follows, containing the text: "Welcome to the Albers Virtual Career Night! We are so glad you are here. Feel free to stay as long as you are able. Please refer to the below instructions and schedule to know how to navigate the event." On the right side of the interface, there is a chat window with tabs for "Chat", "Polls", and "People". The chat area is currently empty, with a "Start typing..." prompt and a "500" character limit indicator.

# Welcome/Introduction

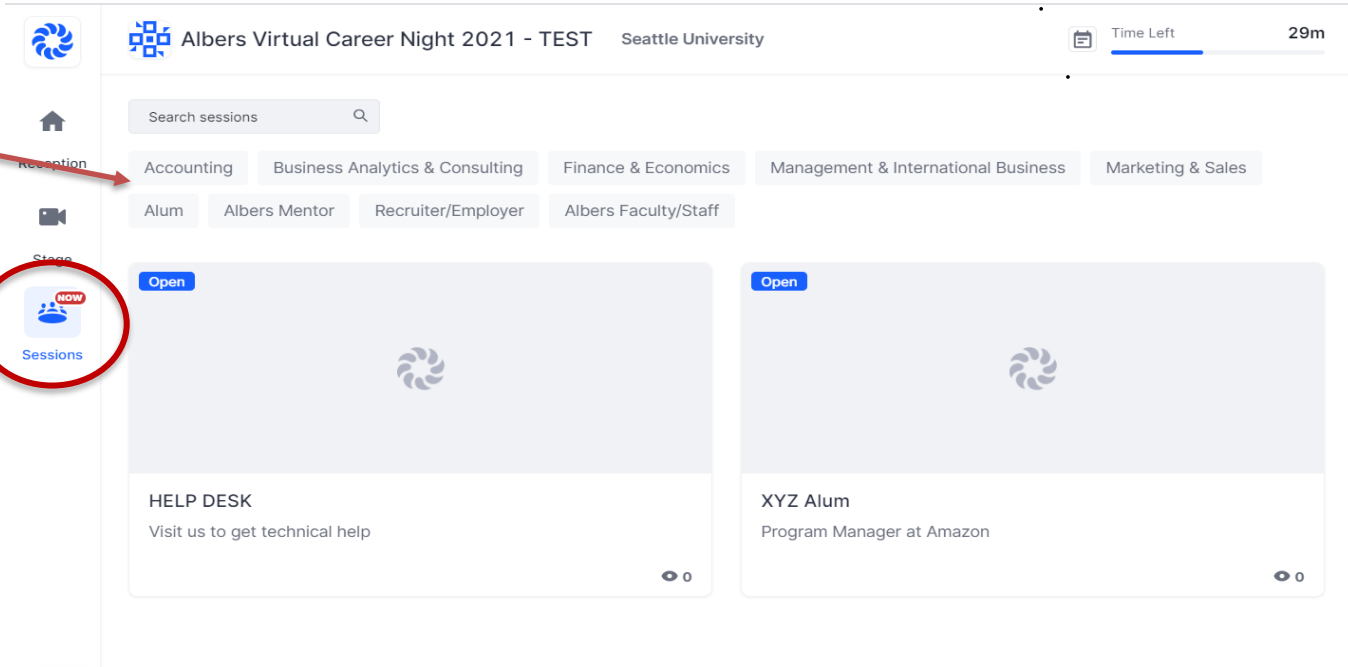
1. 4:30-4:45pm: Welcome and Introduction on the Stage portion of the event  
(Use the left hand menu to navigate to the Stage)

The screenshot displays a virtual event interface. At the top, the event title is "Albers Virtual Career Night 2021 - TEST" by Seattle University. A "Time Left" indicator shows 44 minutes remaining, and a participant count shows 1 person. The main video player area shows a "Welcome/Introduction" stream starting on 10 February at 2:15 PM. The video content shows a laptop screen with a Zoom meeting. On the left-hand navigation menu, the "Stage" option is circled in red. The bottom right corner features a chat input field with the text "Start typing..." and a "500" character limit indicator.

# Meet & Mingle with Professionals

1. 4:45-6pm: Each professional will have their own session. Students will be able to go in and out of sessions to meet alums, employers and Albers mentors to ask questions, get advice, etc.  
(Use the left hand menu to navigate to Sessions)
2. Search for specific professionals by name in the search bar. Or click on the tags under the search bar to filter professionals related to your grad program, industry or career interests.
3. Share your video and audio when you enter a session so the professional can interact with you
4. When you are ready to leave a session to go to another one, click on Leave and then Sessions again on the left hand menu to go back to the main dashboard

**Filter the list by clicking on Tags at the top**



Albers Virtual Career Night 2021 - TEST Seattle University

Time Left 29m

Search sessions

Accounting Business Analytics & Consulting Finance & Economics Management & International Business Marketing & Sales

Alum Albers Mentor Recruiter/Employer Albers Faculty/Staff

Open

HELP DESK  
Visit us to get technical help

Open

XYZ Alum  
Program Manager at Amazon

Reception

Stage

SESSIONS NOW

Sessions

# Example of a Session

To go to another session, click leave and then Sessions

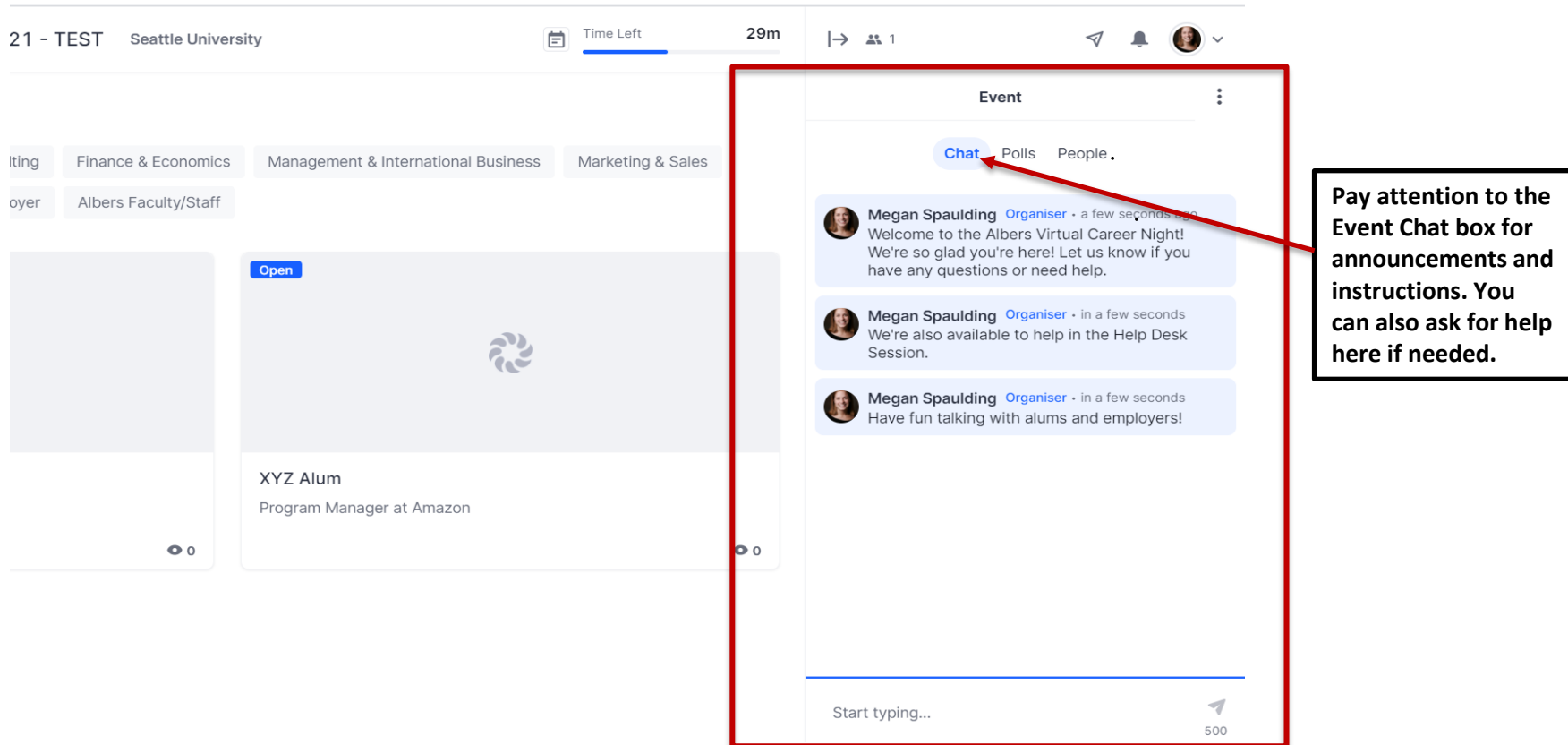
Chat box for the session

The screenshot displays a Zoom meeting interface. At the top, the meeting title is "Albers Virtual Career Night 2021 - TEST (2)" and the host is "Seattle University". The "Time Left" is 35 minutes. A "Leave" button is visible in the top right of the video grid. The left sidebar shows navigation options: "Reception", "Stage", and "Sessions". The right sidebar shows "Event" and "Session" tabs, with "Chat" selected. The chat input field at the bottom right says "Start typing...".

Control your audio & video

# Chat Box

1. The Chat Box is on the right side of your screen throughout the event. There is a Chat Box for the entire event, the stage and each session
2. Pay attention to the Event Chat Box for important announcements and reminders during the event. You can also type in there if you have questions or are having any difficulties and a staff member will help you



21 - TEST Seattle University

Time Left 29m

Chat Polls People

Megan Spaulding **Organiser** · a few seconds ago  
Welcome to the Albers Virtual Career Night! We're so glad you're here! Let us know if you have any questions or need help.

Megan Spaulding **Organiser** · in a few seconds  
We're also available to help in the Help Desk Session.

Megan Spaulding **Organiser** · in a few seconds  
Have fun talking with alums and employers!

Start typing... 500

**Pay attention to the Event Chat box for announcements and instructions. You can also ask for help here if needed.**



# »» Tips and Best Practices

- There will be 3 students max plus the professional in each session room at a time. If a room is full, try to visit another professional and come back later.
- Please spend only about 10 minutes with each professional to give all students equal access.
- There will be a session entitled Help Desk. Visit that session if you have questions, are lost, or are having technical difficulties. The Albers Placement Center will be there to assist you!
- Hope you have fun and thanks for joining us!



# Troubleshooting

- Trouble accessing the event:  
<https://support.hopin.to/en/articles/4686957-how-to-access-an-event-as-an-attendee>
- Audio or video issues:  
<https://support.hopin.to/en/articles/3351271-i-m-having-video-audio-problems>
- Browser issues:  
<https://support.hopin.to/en/articles/3426611-i-can-t-join-a-session>
- Other issues:  
<https://support.hopin.to/en/collections/1945014-using-hopin-as-an-attendee>
- Contact the Albers Placement Center at [apc@seattleu.edu](mailto:apc@seattleu.edu)