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)
Attending the Event

1. To get into the event on April 20th, click on the event link: [https://hopin.com/events/albers-virtual-grad-career-connections-2021](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
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.

**Main navigation menu for event**

**Important details and instructions about event**
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)
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.
Example of a Session

To go to another session, click leave and then Sessions

Chat box for the session

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.

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