



## BROKEN ARROW PUBLIC SCHOOLS TEACHER JOB FAIR PARTICIPANT GUIDE

### USEFUL TIPS

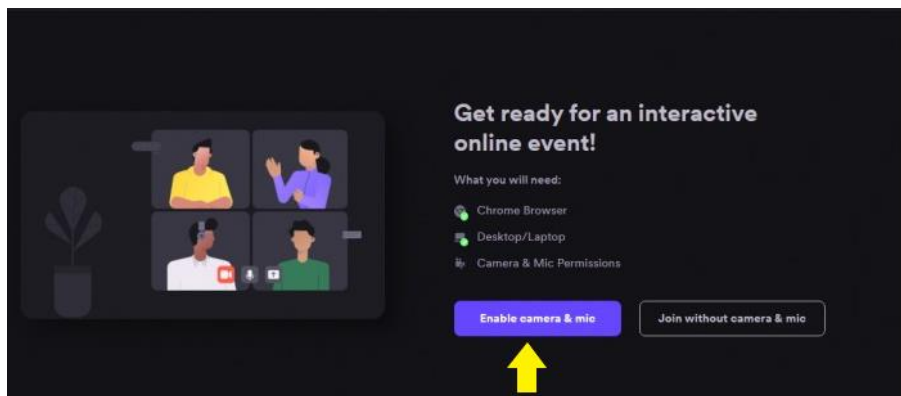
- Use Google Chrome and a laptop/desktop
- Have a stable and good internet connection
- Enable camera and microphone when prompted

### STEP 1: REGISTRATION



- Use the link located on the District’s website or click [here](#) to access the event’s registration page.
- Click on the “Register for this event” button. You’ll be requested to log in using your email or via LinkedIn/Google/Facebook/Twitter.
- Upon sign up, you will then have to confirm your details. Provide your name, designation, organization, and location details.
- Select “Next” to go to the following screen to check all your details. If things are good, select “continue” and you’re in!

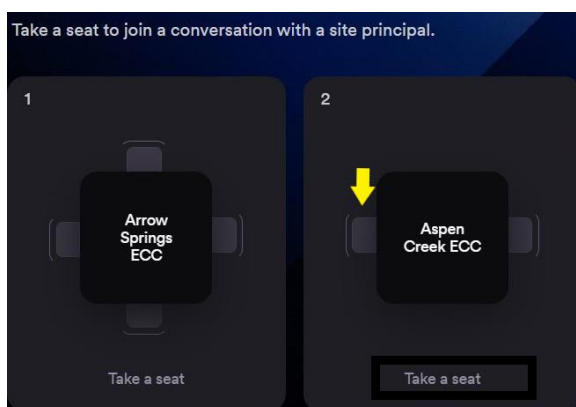
## STEP 2: ON THE DAY OF THE JOB FAIR



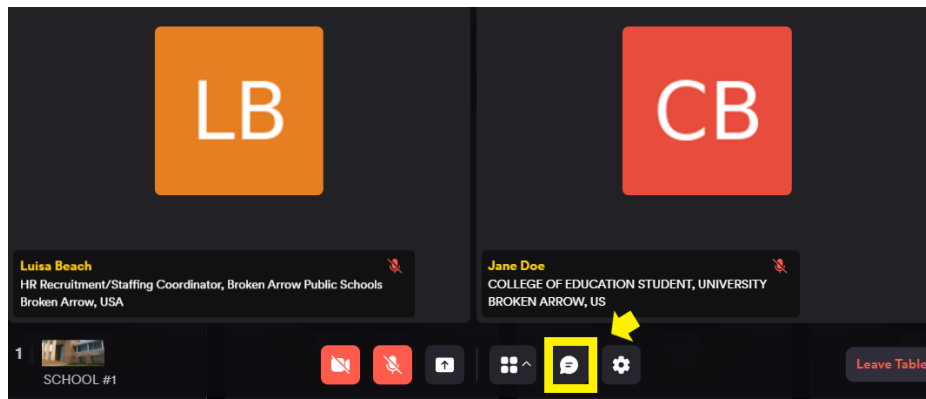
- Use the attendee registration link provided to you or the one found on our webpage to enter the event. Log in using your email or by using your preferred social media handle.
- Be sure to enable your microphone and camera when prompted. You will be taken through a quick tutorial and then you'll be able to access the Social Lounge filled with tables representing a different school site.

## STEP 3 INTERACTIONS IN THE SOCIAL LOUNGE

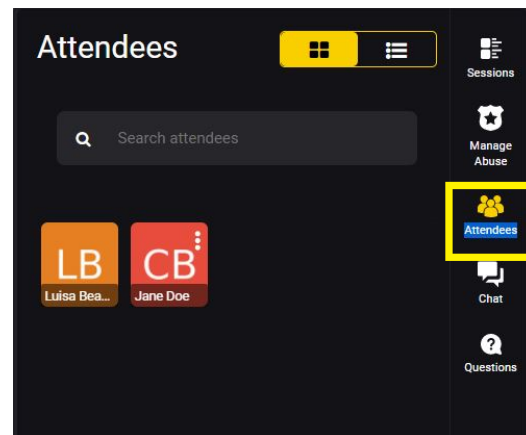
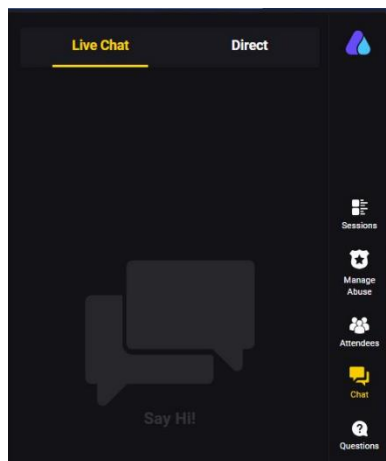
The Social Lounge area allows you to interact with site Administrators and hop between tables to discuss job opportunities at different school sites. You can experience the following features in the Social Lounge:



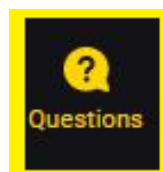
- **Join tables:** Find an open seat at the table of your choice and click on it to video conference with the site principal(s). Click on the “Leave table” button in the bottom of the window to leave the conversation.



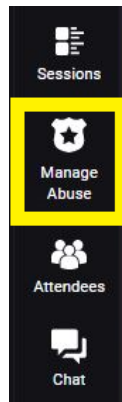
- **Table chat:** Use the speech bubble icon in the bottom control bar to chat with the site Principal(s) sitting at the table with you.



- **Live/Direct Chat:** Everyone who is in attendance can view the Live Chat. To have a private chat with a particular participant, hover over their display image on the “Attendees” section on the side bar and select “Direct message”. Any participant can choose to “Accept” or “Decline” the request for a private chat.



- **Ask a question:** You can use the question section on the side bar to ask questions. It is recommended you use this section to ask a question instead of using the live chat. You can also “upvote” a question already asked to help hosts pick up questions based on popularity.



- **Report a message:** If you come across a message with objectionable content, you can report it to the host(s) by clicking on the “Manage Abuse” section on the side bar.
- **Help:** The “Help” button (Question mark icon) on the bottom right takes you to Airmeet’s Technical support to assist you with any issues during the Airmeet.

## Reference

Saranya. (2020, July 4) A Step-by-Step Guide to Use Airmeet: For Participants. Airmeet. [www.airmeet.com/hub/product-blog/step-by-step-guide-use-airmeet-for-attendees/](https://www.airmeet.com/hub/product-blog/step-by-step-guide-use-airmeet-for-attendees/)