Instructions Manual

FAPAC – 36th National Leadership Training Program

May 25th – 27th, 2021

GETTING STARTED

This manual aims to guide you so you can make the most of your participation in the **FAPAC 36th National Leadership Training Program**. This manual will elaborate on how you can navigate through the virtual platform as an attendee.

MAIN PAGE

Type in the URL: https://fapac.vfairs.com/ in the address bar of your browser to visit the online event. We recommend using either Chrome or Firefox for best performance.

Log-in

To login to the virtual Fair, click on the 'Login' tab, enter your email and click on 'Login' button.

Advancing Leaders

FAPAC

May 25

12:00 - 05:00 PM EST

Register Now

Login

Login ✖

Email:

New user? Register now   Cancel   Login
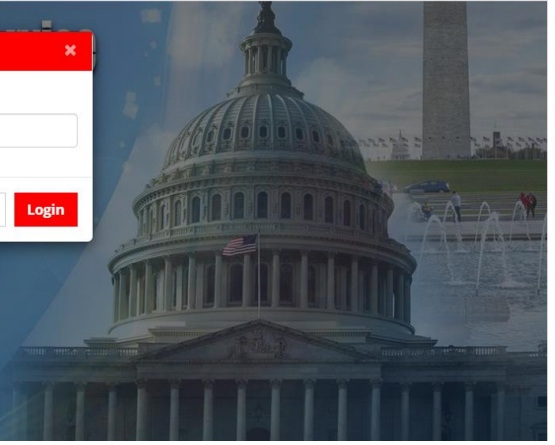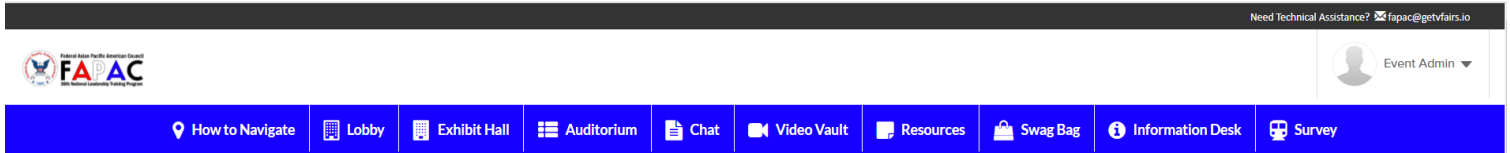
# Navigating your way around the virtual fair

Navigation Bar:

The navigation bar contains the list of all the places to visit. Exhibitors & Attendees can click on any of the tabs & it will lead them to that specific area of the environment.

Provided below are brief descriptions of all the navigation bar tabs.

1. Exhibit Hall:

All exhibitor booths can be seen in the Exhibit Hall area. You can scroll right or left in order to find your desired booth. Once done, click on the desired booth to open all its contents.
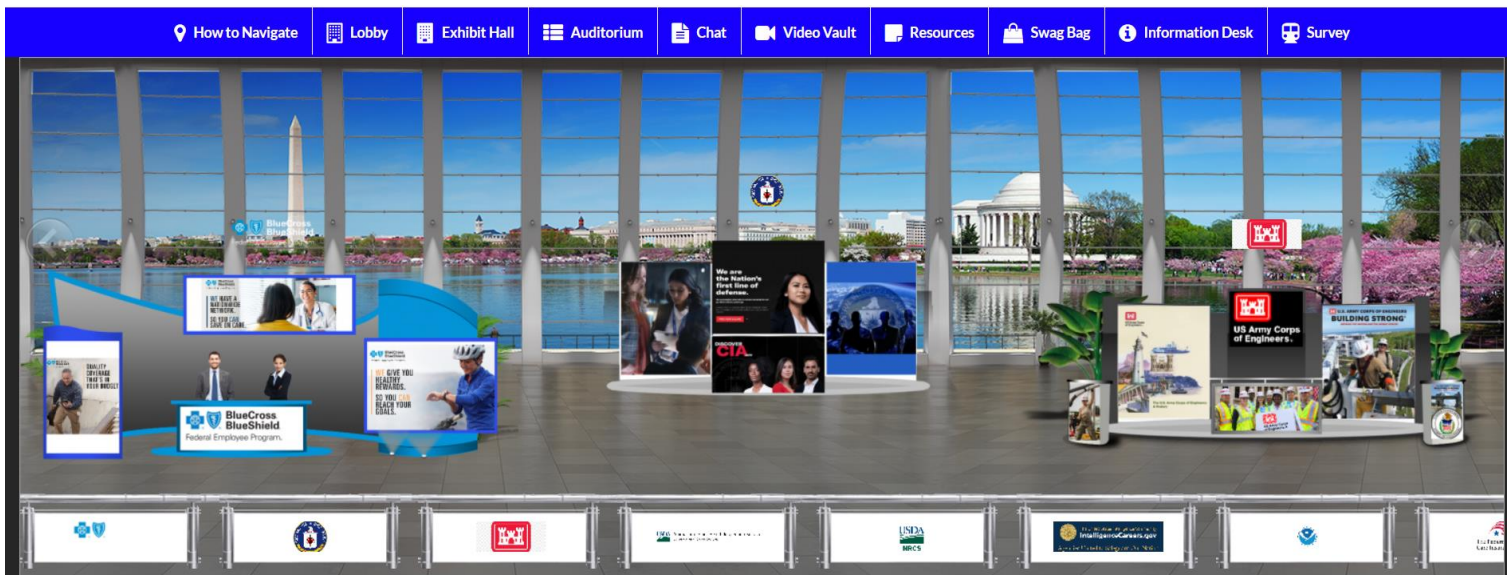
Alternatively, the list of all booths is also available in the **"Exhibitors Index"** in the Exhibit Hall, you can also go to your booth by clicking on the name of your booth in the Exhibitors Index.

Exhibitors Index

Blue Cross Blue Shield (BCBS)
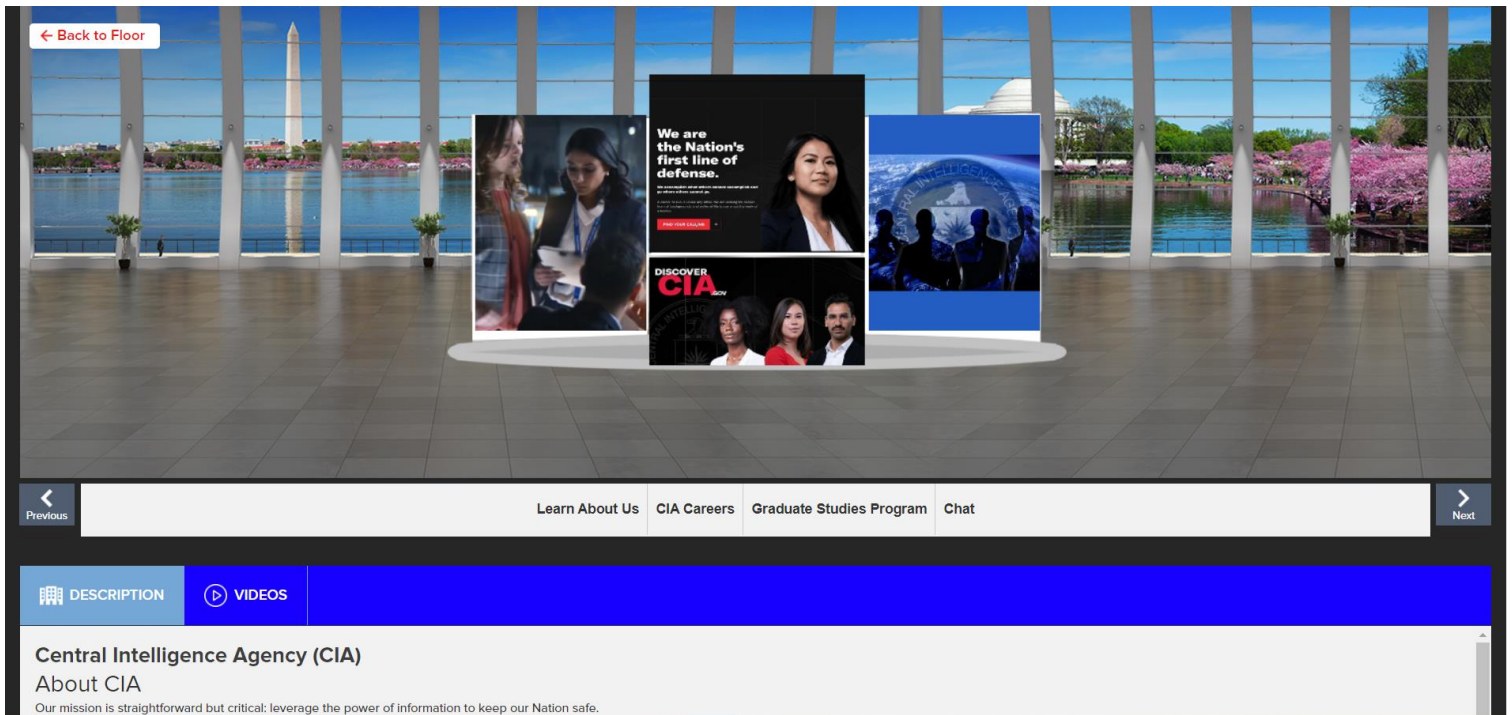
Central Intelligence Agency (CIA)

Concerted Solutions

Department of Housing and Urban Development (HUD)

FAPAC Membership

Booth View:

Clicking on a booth name will take you inside that exhibitor's booth as seen below:

1. **Description**: A brief profile of the company/firm.
2. **Documents/Videos:** Displays a list of Documents/Videos available which can be viewed by clicking on the view button.
3. **Chat:** Clicking on the chat button will take you to the new window "Live Chat Room".

CHAT INSTRUCTIONS:

Public Chat

Click on the 'Chat' tab and you'll be taken to the Public Chat Room. Booth Reps and visitors can have public as well as private chat.
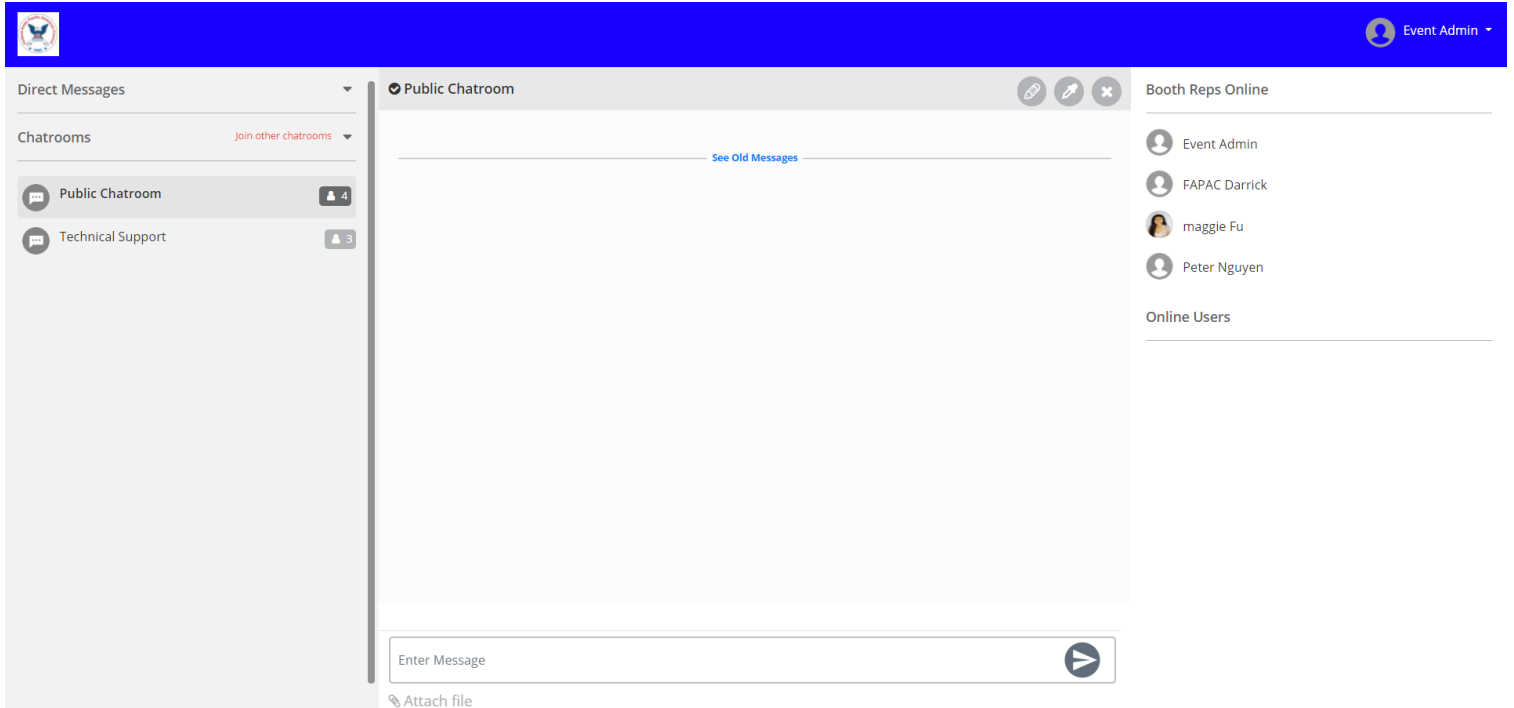
Center space seen above is for public chat where anyone can send message. Messages sent in public chat area will be visible to all.

Private Chat

To initiate a private chat, click on an online user (visible on right hand side under "online users" heading) and start chatting as this will be your private one to one chat.
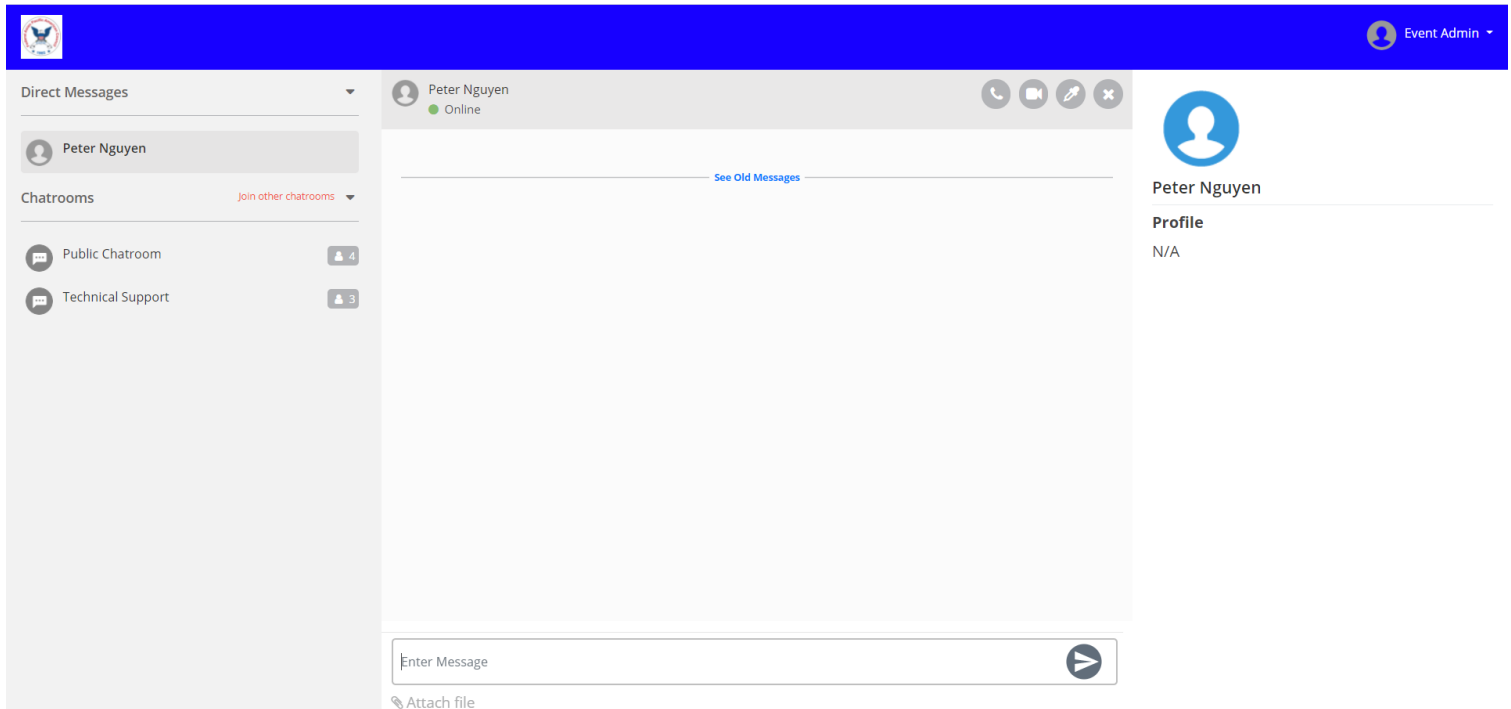
**Adding an Announcement on Top of a Chatroom (for exhibitors only)**

If you wish to make an announcement on top of your chatroom, you need to click on the first icon you see in front of the name of the chatroom. Clicking on it will open a pop-up box. You can write anything in that box and save it. Later, if you wish to remove the announcement/change it, click on the same icon and makes the required changes.
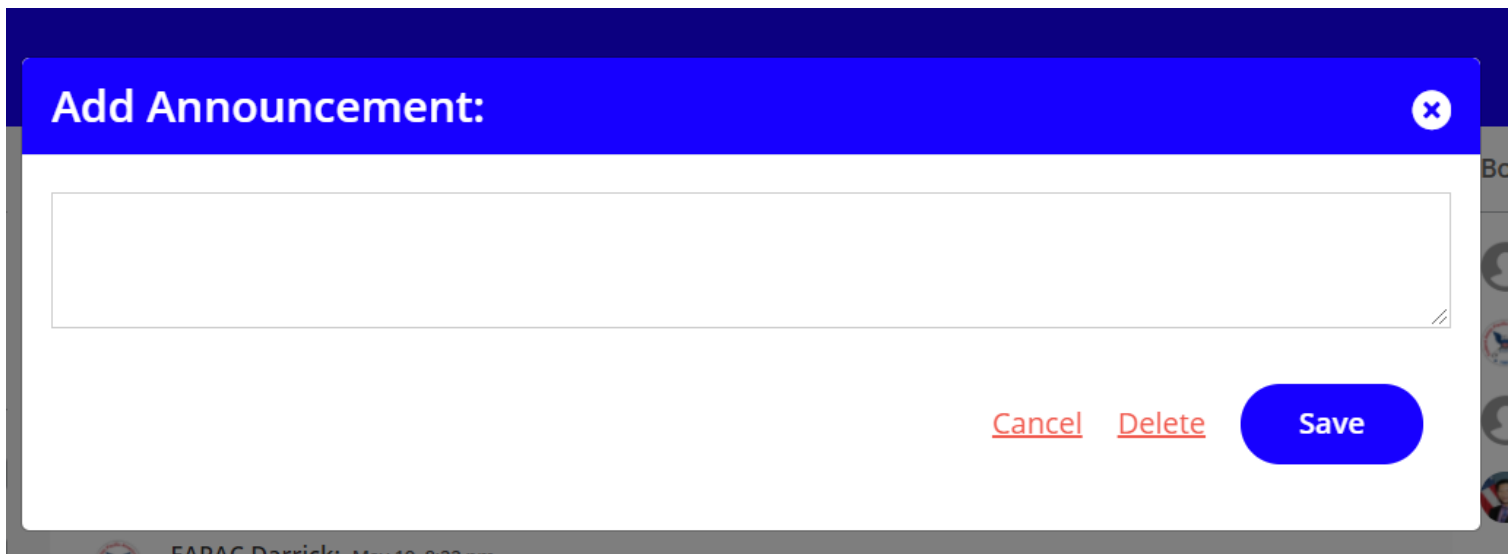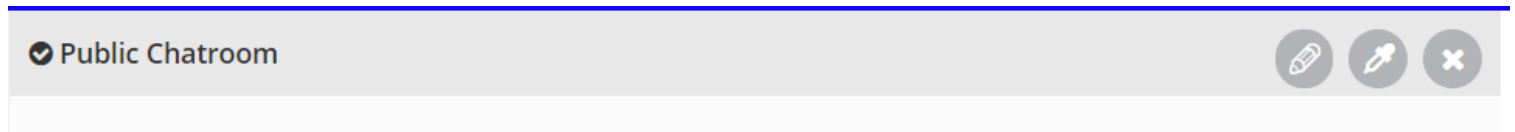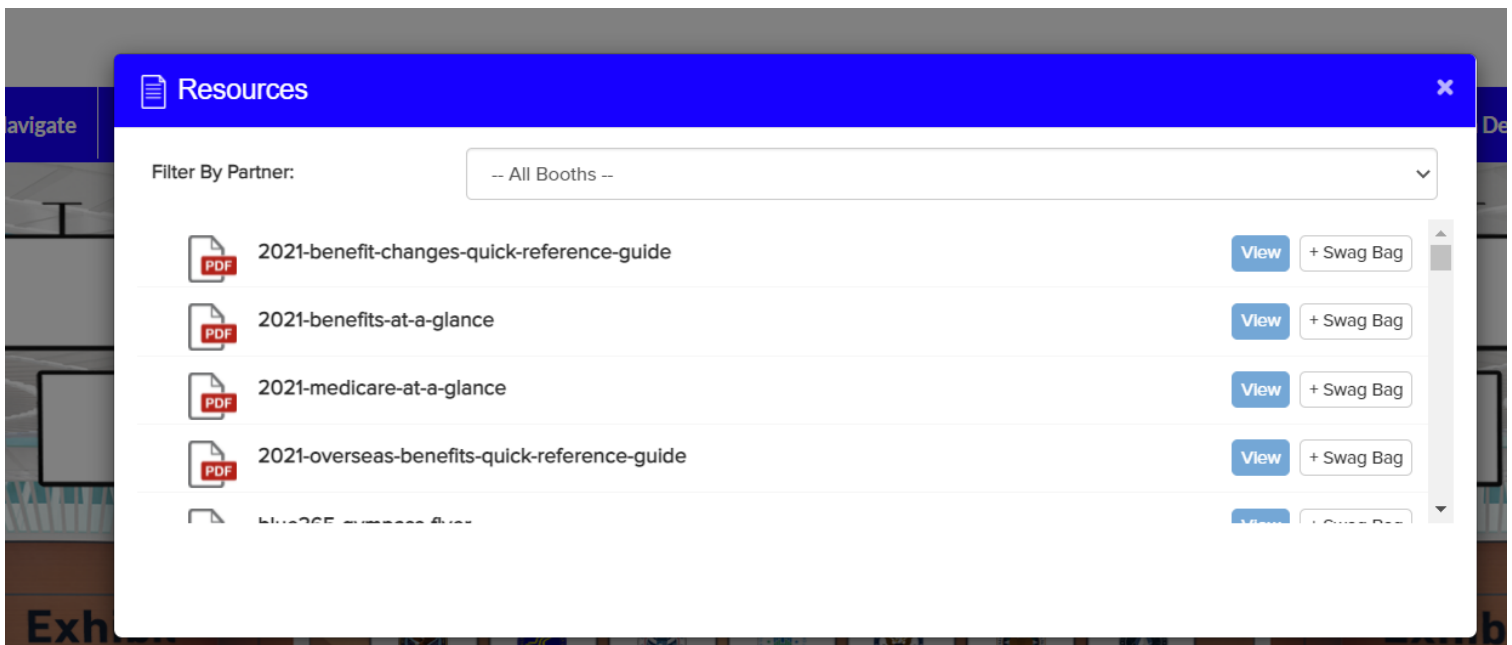
2. Video Vault:

The video vault is an area which accumulates all the videos uploaded by different exhibitors participating in the event in one place. If you don't want to visit all exhibitor booths – use the video vault to filter out videos from exhibitors that interest you.
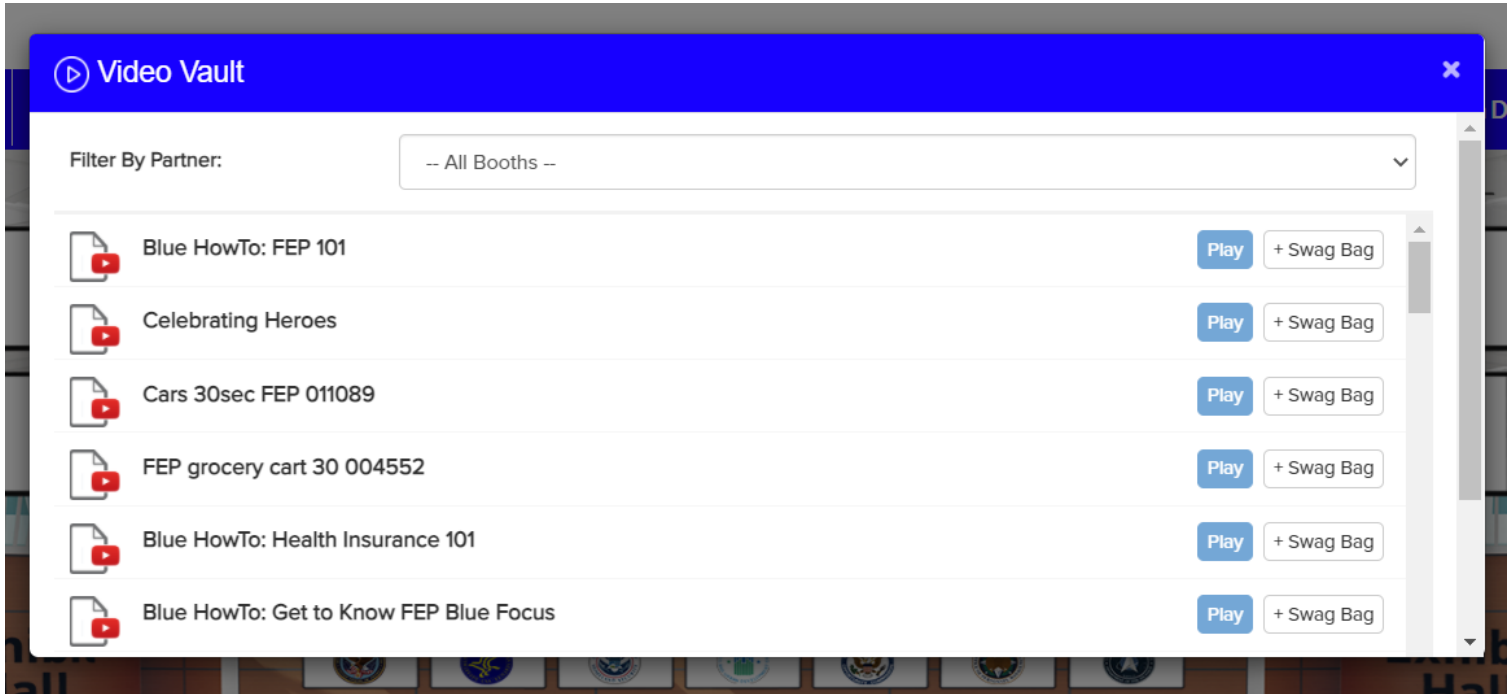

3. Resources:

Like the video vault, the resources tab accumulates all the documents/presentations uploaded by different exhibitors participating in the event in one place.

4. Swagbag:

Swagbag is a counterpart to the shopping bag. To add documents in your swagbag, go to Resources/Video Vault tab, click on **+Swagbag** option visible in front of each listed document/video & it will be added into your bag– from where you can email yourselves the selected documents/videos.
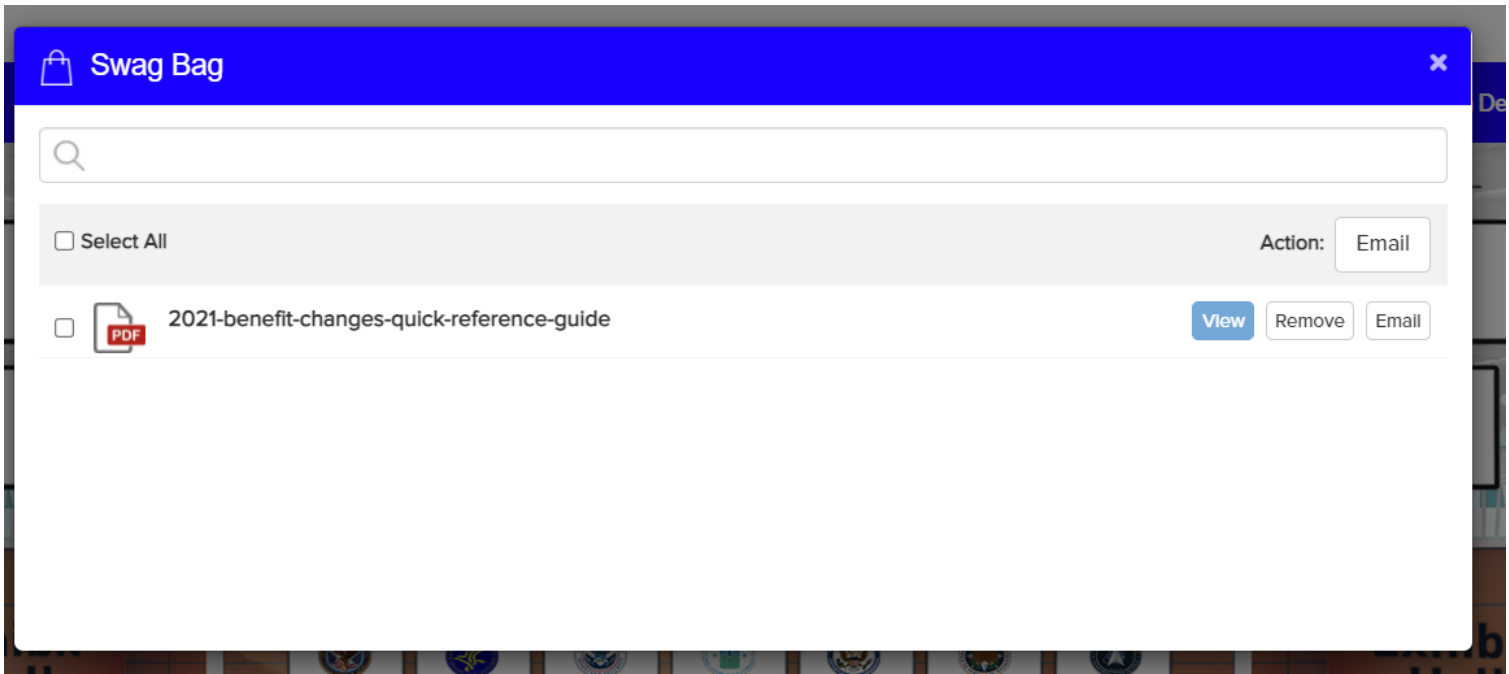
5. Auditorium:

Auditorium is where you would find all the live and pre-recorded sessions on the day of the event. Go to the 'Auditorium' from the navigation bar. You will be guided to this space where you would have to click on the screen on the wall:
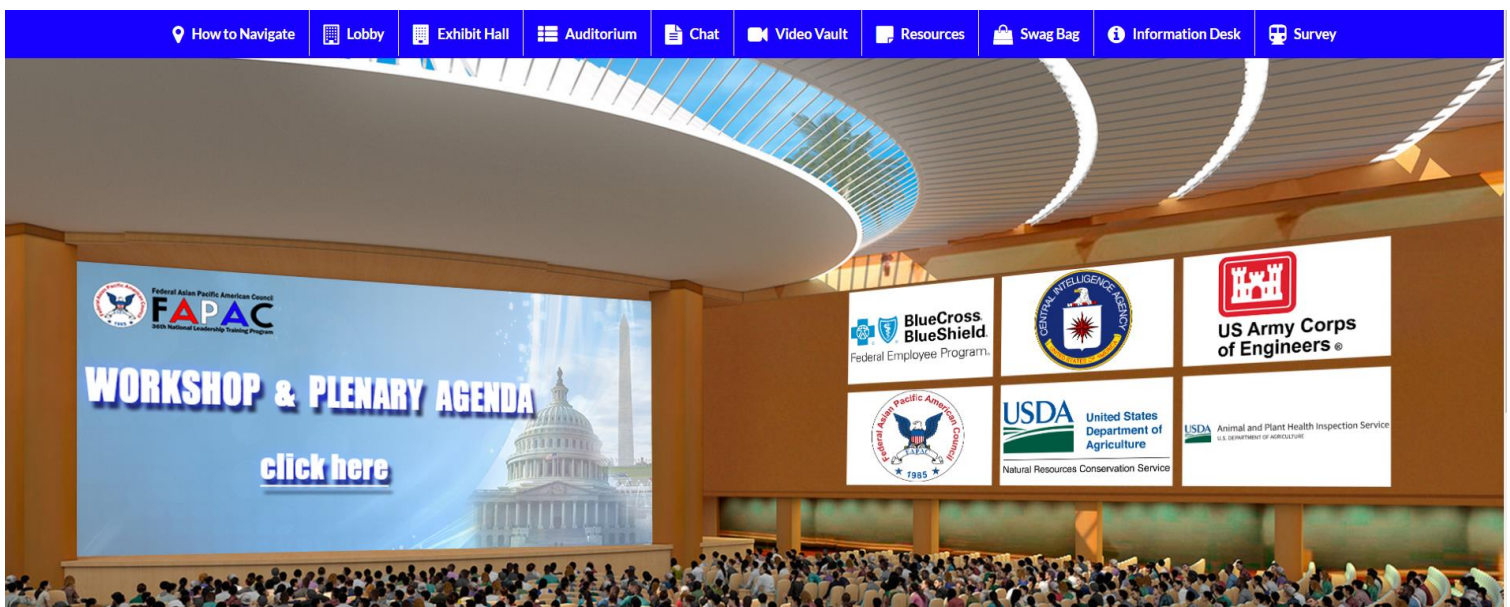
Following this, you will see the sessions listed and on the go-live date you will see a 'Join' button in front of

these sessions. Click on that button to join the session you wish to:

6. **Info Desk:**

Info-desk is the technical chat room where during the event vFairs rep will be available to answer any questions regarding the virtual environment & how to access it. Just click on the banner which says "**Click Here to Chat About Technical Issues**" & it will lead you to the Tech support chat room. All other banners are clickable as well and take you to various chatrooms/meetings/website pages.
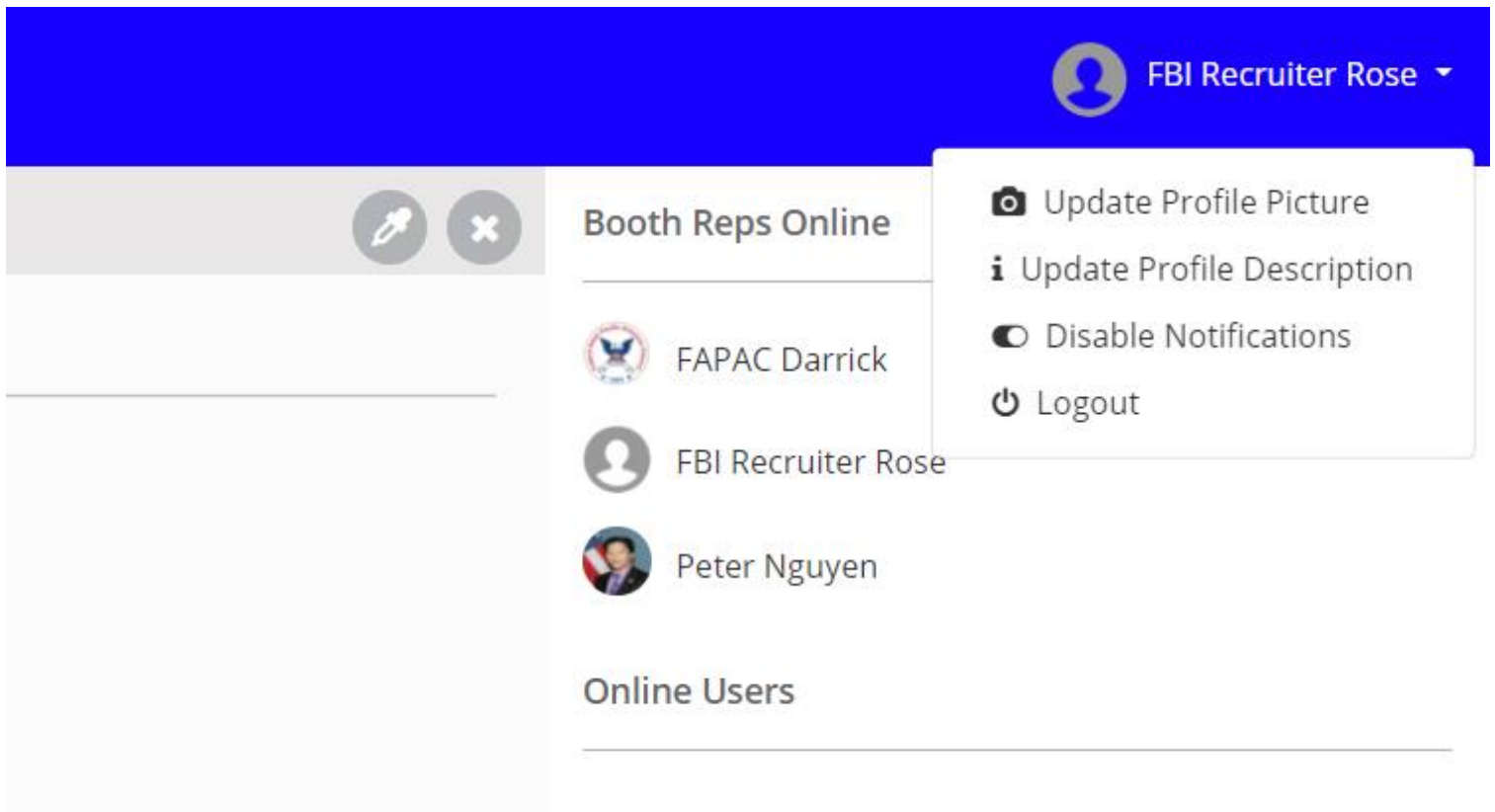
7. **Survey**

   You can click on the survey tab in the navigation bar. It will redirect you to an external link where you can fill in the survey and receive your Certificate of Completion

Adding Profile Picture/Editing Profile

   You can edit your profile or add a profile picture from any chatroom that you join. Once you are inside a chatroom, you will see your name on the top right corner. With your name would be a little arrow. Click on that and you will see a drop down menu. Click on 'Update Profile Picture' to add/change a picture.

   To edit or add anything to your profile, click on 'Update Profile Description'. In case you wish to mute the notifications that you keep receiving in the form a sound whenever you receive a new message, you can click the toggle that is on the left of 'Disable Notifications'.