

Joining Instructions: Live Online Jobs Fairs

Please ensure you have edited your stand before the day of the next live fair. If you edit your profile during a live fair your stand will disappear from the website until it is reapproved.

1. Log in to your account: www.greaterlincsjobsfair.co.uk/login

- Please use Google Chrome wherever possible
- If you are having trouble with links, copy and paste it into your browser, or type afresh into a new browser window
- Alternatively, go to the main website, scroll down to the very bottom of the page and click on 'employer login/sign up'
- Use the email address and password you registered with. The email address may not be yours, it could be a generic organisation email address or it could be a colleague's.

2. Live Fair Commences at 10am

- At 10am the messaging functions will go live, refresh your page if you do not immediately see the message tab appear.
- Once in the message centre, please toggle to 'online' so that visitors can see you are available to chat
- Please do not edit your profile during the fair as this will temporarily remove your stand from the site until it is approved again
- Your browser tab will flash if you receive a message

3. During the Fair

- Look out for yellow notifications that will pop up on your screen. We will be sending out messages to everyone so that you know how many visitors are on the site.
- Explore the fair by having it open in a new tab. Please take a look at the other stands and watch the videos on the Main Stage.
- We will be tweeting and sharing information on social media during the fair, please do the same or share our posts (@greaterlincslep)

4. After the Fair

- You will receive engagement stats for your individual stand and some overall information on the number of visitors
- Dates for future events are on the [website](#).
- To confirm your attendance at future fairs, go to 'Settings' in your profile and choose 'I'm attending'
- You can also choose 'I'm not attending' or 'Delete profile'.
- You will receive marketing materials for future events in due course

If you have any questions or problems on the day, please contact jobsfair@lincolnshire.gov.uk – this inbox will be constantly monitored.

Thank you for supporting the Greater Lincolnshire Online Jobs Fair series.