



Work
Source
MAINE

Virtual CareerCenter

Maine's Statewide Virtual Hiring Event

Booth Setup

This document serves as a guide to assist in your booth setup for Work Source Maine Virtual CareerCenter hiring event.

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Booth Setup

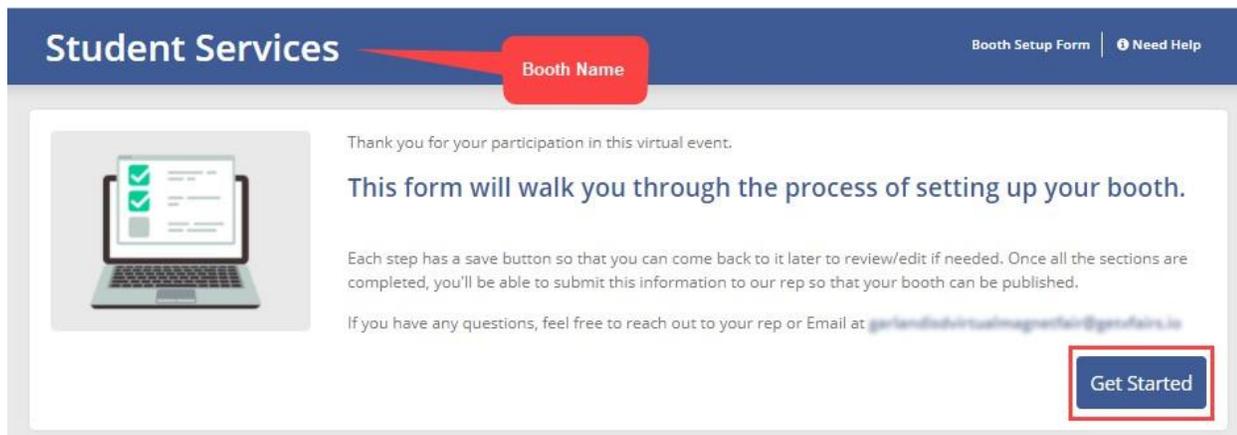
Note: Don't forget to click the Save and Continue button on every step before moving onto the next step.

Booth Setup Link

IMPORTANT if you need assistance: Alyson and Andrea have reserved time to assist you with setting up your booth. We can set up a TEAMS meeting and guide you through each step. **Please respond to this email** and include what day works best for you and 3 or 4 available times, it will take about 30 mins. We will send you a Teams invite and a list of items to have ready.

Let's Get Started

Click on the link to open the booth setup form. The following screen will appear. Click the "Get Started" button to begin the booth setup process.



Booth Setup Instructions

Once you click on the "Get Started" button, 7 steps will appear on the left of the screen.

Step 1 Basic Information

Step 2 Booth Graphics

Step 3 Content Links

Step 4 Documents / Videos

Step 5 Job Vacancies

Step 6 Booth Rep Accounts

Step 7 Review/Finalize

Before We Start!

Here are some sample screenshots of booth designs we've created in the past. This will give you an idea of what a completed booth looks like and what we're aiming to do with the information we'll collect from you.

Step 1: Basic Information

In the step 1, you need to enter the basic information of your booth.

- **Booth Name:** It is the title of the booth – the name of the business.
- **Booth Description:** It is the information about the booth that appears on the frontend for the attendees to read and get acquainted with your booth/company. Since, this is HTML content, images can also be inserted, and the text can also be formatted.

Let's Get Started ...
Tell us more about your booth

Booth Name
Student Services

This is the name that will be displayed on your booth and also in the list of exhibitors. Usually, this is your company/department name.

Upload company logo (110x30px)
Student Services

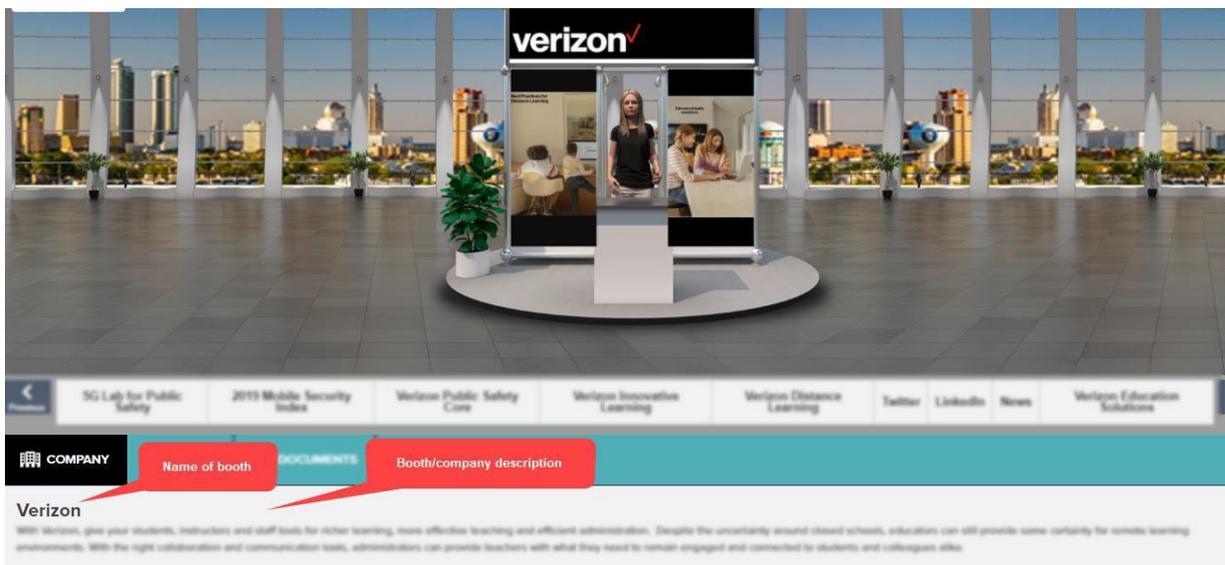
Drop a file here to upload!

Booth Description

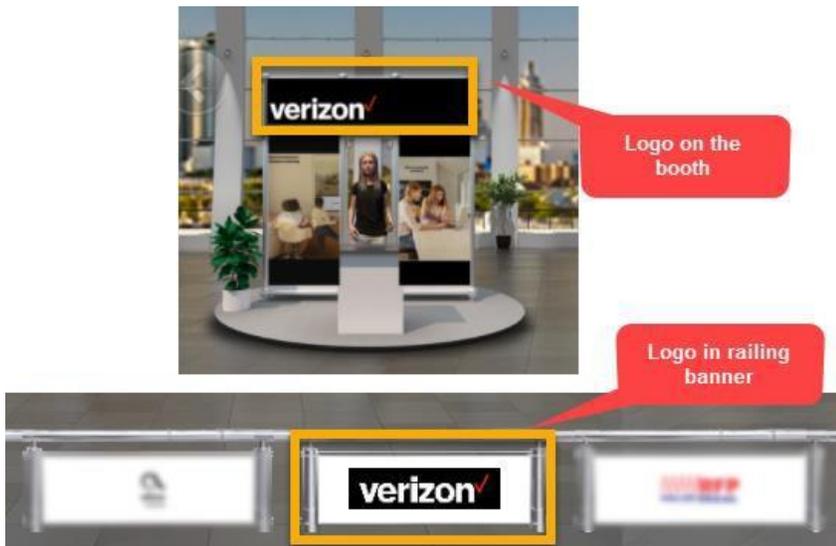
Example:

This is like an 'About Us' section that you can use to provide more information about your company/department. It can be as short or long as your prefer (but we recommend at least a few lines of text at a minimum)

Save and Continue



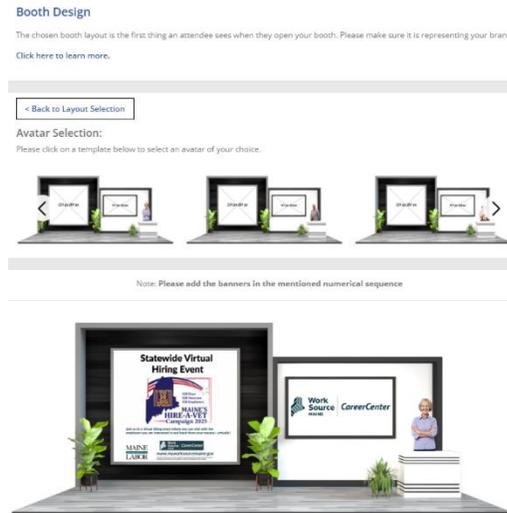
- **Booth Logo:** It is the logo of your company/brand, which is displayed on the booth, as well as in the railing banner. Click on the Drag a file here option to upload and choose an image from your local device.
 - The type of image must be either .jpg or .png.
 - The dimensions of the logo image should be 110px(width) and 30px(height).
 - **Note: You must upload your company logo here. But you will be asked to upload it again in step 2.**



Click the Save and Continue button before moving on to the Step 2.

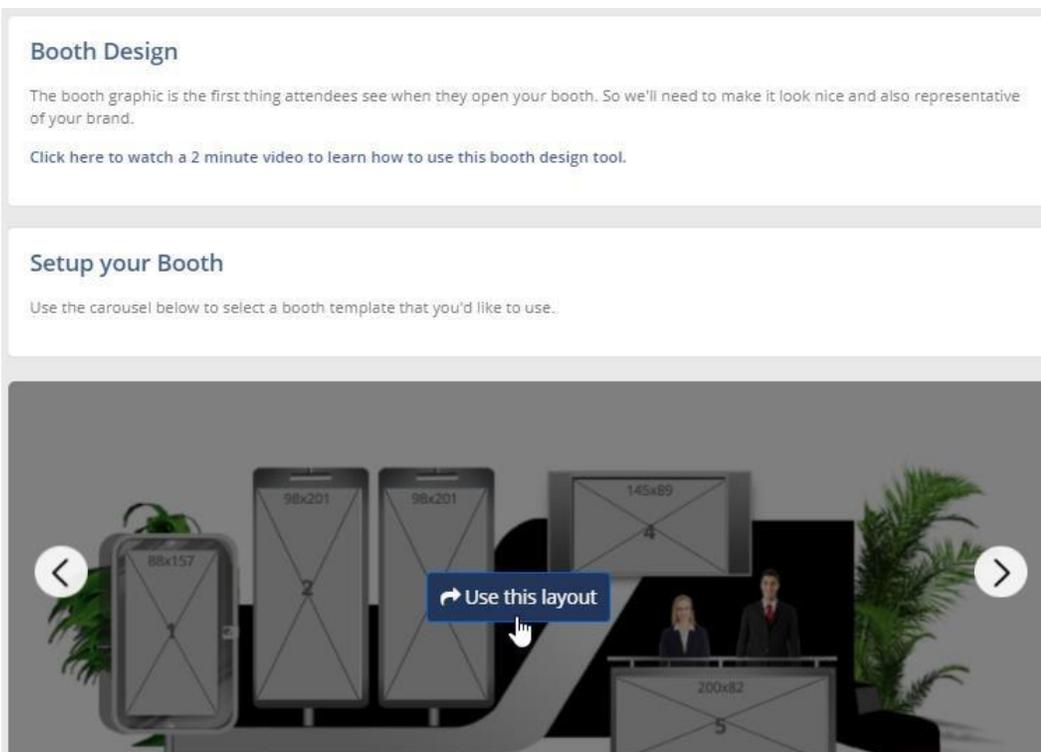
Step 2: Booth Graphics

In this step, you are required to select any of the existing booth layout templates. Use left and right arrow icons to view different layout designs. **Note: You can use any layout you would like, but we are going to suggest the template pictured below.**



Once you select the template that fits your needs, click on the **Use this layout** button to begin adding the images to your booth.

Note: Different templates have different numbers of image placeholders.



Once you have selected your desired booth template, the options for Avatar Selection will appear. Use the right and left navigation arrows to find the avatar of your choice for your booth.

[< Back To Layout Selection](#)

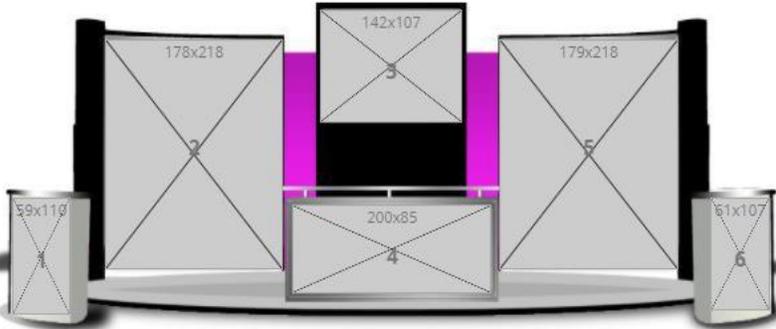
Avatar Selection:
Please click on a template below to select an Avatar of your choice.



The image shows three booth templates arranged horizontally. Each template features a curved booth with a central counter and a large screen. A female avatar is positioned behind the counter in each. The first template has a left navigation arrow, and the third has a right navigation arrow.

Upload Banner Images

Checkmark the **Show Dimensions** checkbox to upload the banner images on the selected booth template. You may or may not have color options based on the booth you selected.



The diagram shows a booth layout with six numbered banner placeholders: 1 (59x110), 2 (178x218), 3 (142x107), 4 (200x85), 5 (179x218), and 6 (61x107). Below the diagram are color selection options for the back and front panels, and a checked 'Show Dimensions' checkbox.

Select the booth wall colors

Back Panel Color:

Front Panel Color:

Show Dimensions:

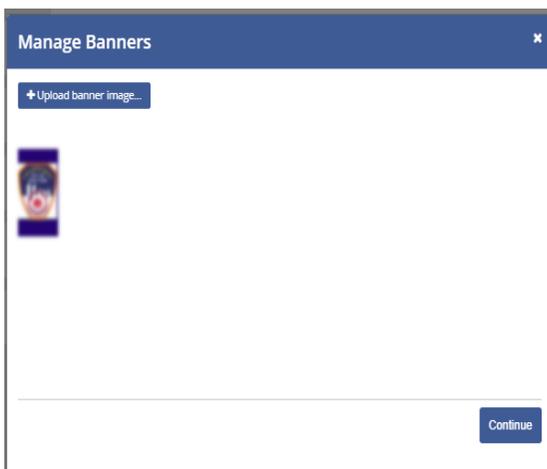
On each placeholder, the size (in pixels) required for the banner image will be mentioned. Click on the placeholder to upload a banner image. The Banner Editor popup window will appear.

Note: Upload the banner images in ascending order i.e., a banner labelled as "1" should be uploaded before the banner labelled as "2", and so on.

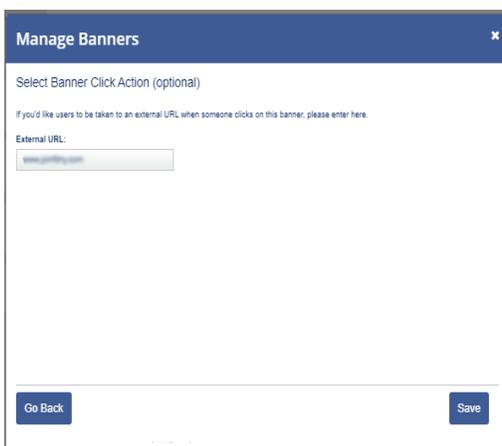
1. On the Manage Banners popup window, click the +Upload banner image and choose an image from your local device. The selected banner image will appear below the button to preview. A booth banner should have static banner image.
2. When the desired banner is selected, the sizing can be adjusted with the "+|- " buttons near the bottom of that window – adjust accordingly until the image fits within the outlined box

Note: The file size of each image should not exceed 5MB. Otherwise, the image will not be uploaded. Also, the size of the image should be equal to that of the banner placeholder space, so that the image fits into the placeholder space and the banner display is not distorted.

Click the Continue button to move on to the next step in this section.



On the Select Banner Click Action window, enter the URL which should be opened upon clicking the banner image. This link will open up in a new tab. If you don't want to redirect the attendees to any external link upon banner click, then leave the External URL field blank.



Note: Opening to a URL is the only option for this hiring event.

- Open URL

Click the Save button to save the banner image settings.

As soon as the banner images are added to the booth, the booth banner placeholders are updated in the layout section to preview, as shown in the image below.

Note: Please add the banners in the mentioned numerical sequence



Step 3: Content Links

This feature can be used to set up the booth content tabs that appear just below a booth display on the front end as demonstrated in the image below.



Link Title: This is the name of the content tab that will appear on the navigation bar on the booth frontend.

Url: Enter the external link to which you want the attendees to be redirected.

Note: You can continue adding content links by clicking the **Add another link** option given at the bottom right corner.

Note: The maximum number of content tabs that can be setup for a booth is 11, but it is recommended to add maximum of 7 content tabs so that the navigation bar does not look congested.

Please provide your Content Links

Link Title:	URL	
<input type="text" value="What You Need to Know about joining FDNY"/>	<input type="text" value="https://www.j"/>	Delete Translations
Link Title:	URL	
<input type="text" value="Meet #FDNY @ Ladder 28 Firefighter Sarina"/>	<input type="text" value="https://www.y"/>	Delete Translations

[+ Add another Link](#)

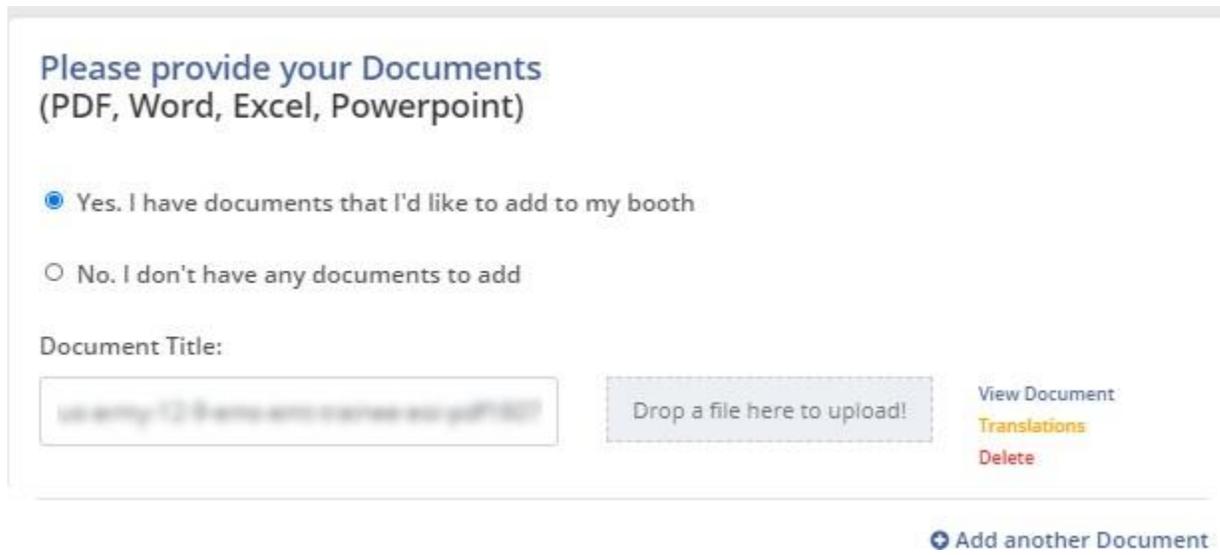
Step 4: Documents/Videos

If you want some documents available for the attendees to view on your booth, select the first option *Yes. I have documents that I'd like to add to my booth* and follow the steps mentioned below.

1. **Document Title:** It is the name of the document that will be displayed on the frontend.
2. To upload a document, click on the Drop a file here to upload, and choose a file from your local device.
3. Once the file is attached, the file name will be populated in the Document Title field. You can edit the name. Also, the options of View Document and Delete will become available indicating that the file has been successfully uploaded.
4. Click on Add another Document to continue uploading documents.

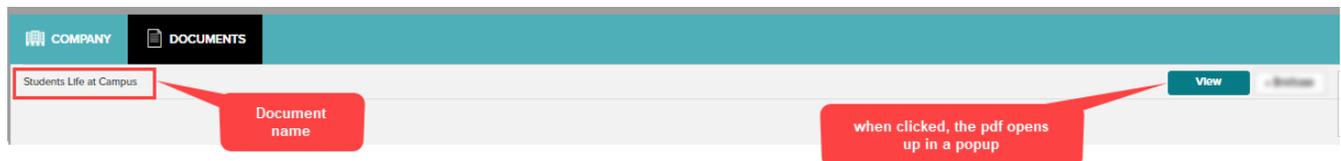
Note: It is recommended to use a pdf file so that it can be viewed within the booth. Also, the size of the pdf file should not exceed 5MB.

Note: Unlimited documents can be attached.



The screenshot shows a web form titled "Please provide your Documents (PDF, Word, Excel, Powerpoint)". It has two radio button options: "Yes. I have documents that I'd like to add to my booth" (selected) and "No. I don't have any documents to add". Below the options is a "Document Title:" label and a text input field containing "Students Life at Campus.pdf". To the right of the input field is a "Drop a file here to upload!" button. Further right are three links: "View Document", "Translations", and "Delete". At the bottom right of the form is a button with a plus icon and the text "Add another Document".

The image below demonstrates how a document filed appears on the Documents tab on the booth frontend.

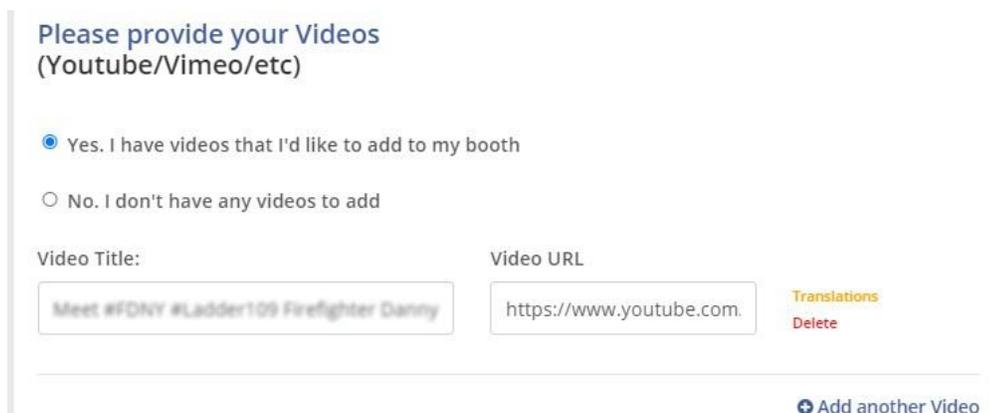


Adding Videos

If you want some videos available for the attendees to watch in your booth, select the first option *Yes. I have videos that I'd like to add to my booth* and follow the steps mentioned below.

1. Video Title: Enter the name of the video that will be displayed on the front end.
2. Video URL: Provide a YouTube/Vimeo video URL here. The uploaded video will be opened up in a popup window on the front end.
3. Click on Add another Video to continue adding videos.

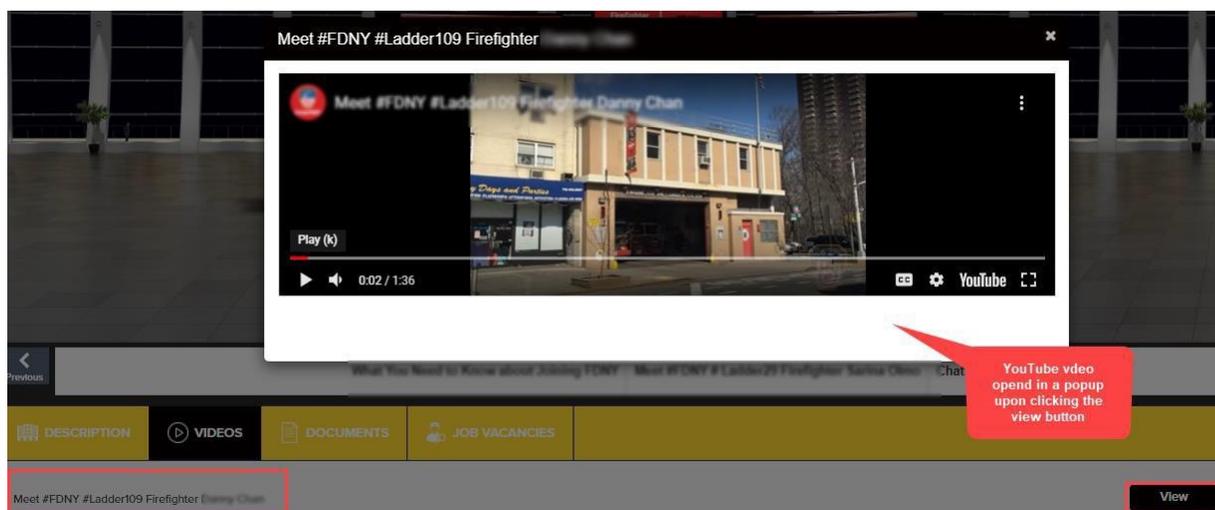
Note: Unlimited videos can be added.



The screenshot shows a form titled "Please provide your Videos (Youtube/Vimeo/etc)". It has two radio button options: "Yes. I have videos that I'd like to add to my booth" (selected) and "No. I don't have any videos to add". Below the options are two input fields: "Video Title:" with the text "Meet #FDNY #Ladder109 Firefighter Danny" and "Video URL:" with the text "https://www.youtube.com.". To the right of the URL field are two links: "Translations" and "Delete". At the bottom right of the form is a button labeled "Add another Video".

Note: If you want to share a video URL other than YouTube/Vimeo, the video will not be opened in a popup on frontend. Instead, it will be opened in a new tab.

The image below shows how a video appears on the Videos tab of the booth on the frontend. Also, the video popup is displayed in the image below.



Step 5: Job Vacancies

If you want to post job vacancies on your booth, then click on the Add Vacancy button to add a job.

On the Add Vacancy popup form, provide the following details:

Title	Location	Description	Vacancies	Actions
FDNY Career Paths	New York City	Learn How You Can Serve		

- **Job Title:** Enter the title of the job post that you want to display on the frontend. This is a mandatory field to fill in.
- **Location:** You can enter region/city name where the job is being offered for the applicants' knowledge.
- **Job Description:** Using this text area, you can write the details on job requirements, responsibilities, and eligibility criteria.
- **Number of Vacancies:** You can enter the total number of vacancies available against a particular job type. It is an optional field.

Add Vacancy

Job Title:

Location:

Job Description:

Number of Vacancies:

Apply Method

Allow users to apply on my booth and email me whenever someone apply.

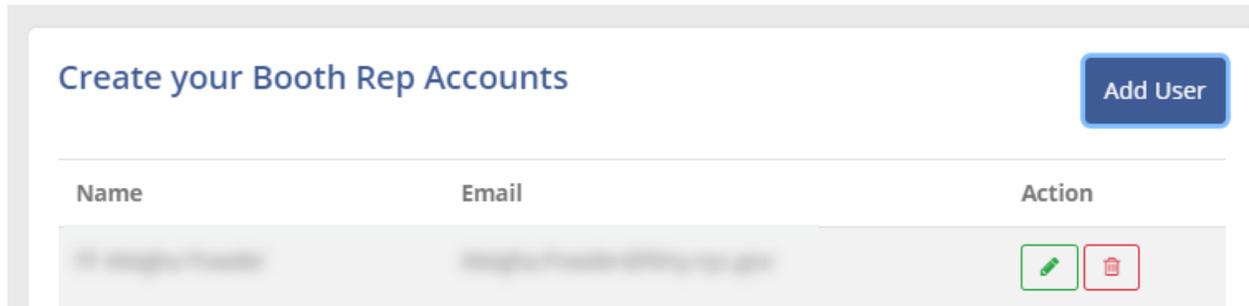
Take users to another website to apply (usually on your company's careers page)

- **Apply Method:** At the bottom of the job setup form, you will see the application method options. **Note: Please select "Take users to another website to apply (usually on your company's careers page)". Currently this is the only available option.**
- **Take users to another website to apply (usually on your company's careers page):** By clicking the "Apply for Job" button, the applicants will be redirected to the external link which is mentioned in the field URL.

Step 6: Booth Rep Accounts – Really important to add chat times

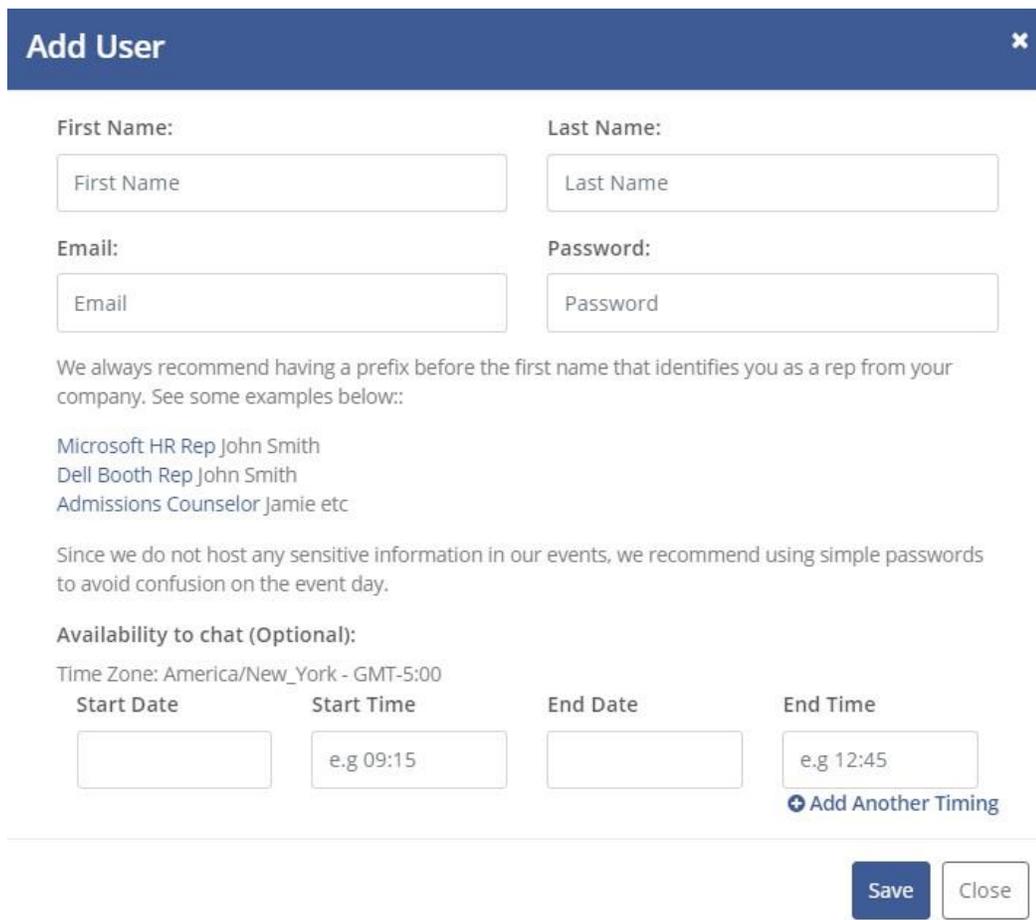
The Booth Rep Accounts are for the booth representatives who are responsible for entertaining attendees' queries in a booth chatroom. The names of the booth reps appear on the right side under the section "Booth Reps Online" in the booth chatroom. One booth can have multiple booth representatives. Also, there is no defined limit on the number of booth reps that can be added against one booth.

To add a booth rep, click on the Add User button.



Name	Email	Action
		 

On the Add User popup form, enter the required information as explained below.



Add User [X]

First Name: Last Name:

Email: Password:

We always recommend having a prefix before the first name that identifies you as a rep from your company. See some examples below:

- Microsoft HR Rep John Smith
- Dell Booth Rep John Smith
- Admissions Counselor Jamie etc

Since we do not host any sensitive information in our events, we recommend using simple passwords to avoid confusion on the event day.

Availability to chat (Optional):

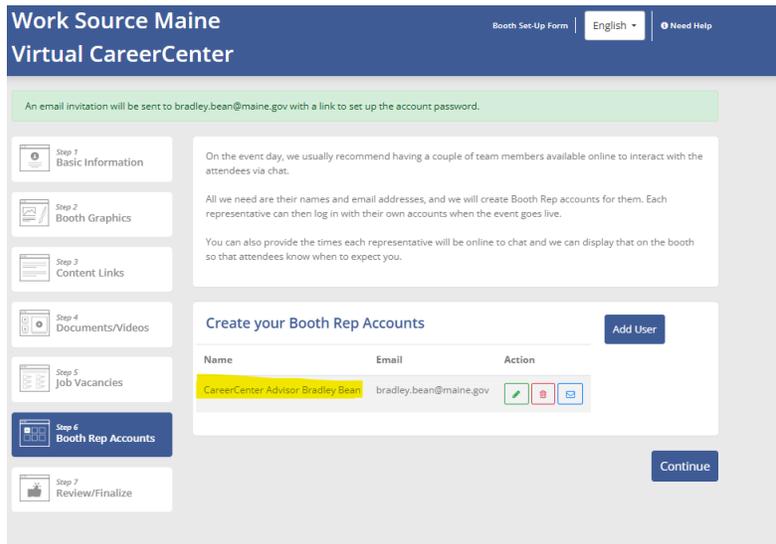
Time Zone: America/New_York - GMT-5:00

Start Date	Start Time	End Date	End Time
<input type="text"/>	<input type="text" value="e.g 09:15"/>	<input type="text"/>	<input type="text" value="e.g 12:45"/>

[+ Add Another Timing](#)

Save

- **First Name:** To distinguish a booth representative, always keep the first name as “booth name Rep”. For example, if the booth name is Booth A, then the first name will become “Booth A Rep”. This helps the attendees to identify the booth representative of a specific booth if the booth admins of other booths are also active in the same booth chatroom.
- **Last Name:** Here you can enter the actual name of the booth representative. The image below shows how the booth representative’s name appears on the front end (in the booth chatroom).



- **Email:** It can be the username or email address of the booth representative using which the booth rep can log in to the event. This email id will remain private and will not be visible to the attendees on viewing the booth rep’s profile.
- **Password:** Set up a password that the booth rep will use to log in to the event.

Availability to chat

By mentioning a specific Start Date, Start Time, End Date, and End Time, you can let the booth visitors/attendees know about your chat availability timings. Click on Add Another Timing button to mention multiple chat availability time periods.

#	Start Date	Start Time	End Date	End Time	Meeting Duration
1	2025-10-02	13:00:00	2025-10-02	15:00:00	01:00:00

Step 7: Review/Finalize

Click on this last step to review the booth details you have provided in the previous steps. The comprehensive summary will contain the following sections:

- Event Access details: The event URLs, and the registered booth admins' email ids.
- Review Booth Information: The booth layout image, booth description, and the navigation tabs information.
- Links of any attached documents.
- Links to any videos uploaded.
- Titles of any jobs added.
- Information on the products, if added.

If everything looks in order, please proceed to click on the Submit Booth to submit all the information of your booth.

Even after submitting your booth information, you may come back any time to edit any part of your booth. Also, you can jump to any step on the booth setup form to make necessary changes. Don't forget to save the edits.

Good Luck in building your virtual booth! 🟡

You're done.
Here is an overview of your booth.

You can come back any time to make modifications to your booth.

Click on the big blue button at the bottom of this page to have this preview sent to you via email.

If you need any assistance, click on the help link at the top right corner of this screen.

Event Access:
Visit the event URL: [myworksourcemaine.vfairs.com](https://www.myworksourcemaine.vfairs.com)

Name	Email
CareerCenter Advisor Bradley Bean	bradley.bean@maine.gov

Review Booth Information:
Here is a screenshot of your online booth.

We are displaying the following information on your booth

Description:

Ready for your next career move?

Join our virtual career fair. It is the perfect place to connect with hiring employers, submit your resume, and get an inside look at their job openings. This is your chance to discover exciting opportunities and find the perfect fit for your skills. Get ready to advance your career from the convenience of your own home. Ready for your next career move?

Join our virtual career fair. It is the perfect place to connect with hiring employers, submit your resume, and get an inside look at their job openings. This is your chance to discover exciting opportunities and find the perfect fit for your skills. Get ready to advance your career from the convenience of your own home.

Virtual CareerCenter: <https://www.myworksourcemaine.gov/>

Veteran Resources: <https://www.myworksourcemaine.gov/resources/veteran-services>

Upcoming Workshops: https://www.myworksourcemaine.gov/events?distance%5Bsource_configuration%5D%5Borigin_addresses%5D=&distance%5Bvalue%5D=&start%5Bdate%5D=&end%5Bdate%5D=&format=All&type=25

Hiring Events: https://www.myworksourcemaine.gov/events?distance%5Bsource_configuration%5D%5Borigin_addresses%5D=&distance%5Bvalue%5D=&start%5Bdate%5D=&end%5Bdate%5D=&format=All&type=26

Maine JobLink: <https://joblink.maine.gov/>

Maine Apprenticeship Program: <https://apprenticeship.maine.gov/>

HTML Content: CareerCenter Advisor Bradley Bean : 2025-10-02=>14:00:00 - 2025-10-02=>14:20:00

Chat:

Video:
Following video has been added to your booth:
🎥 Maine Hire-A-Vet

Jobs:
Following job vacancies have been added to your booth:
✓ Work for the State of Maine
✓ Search Jobs on MJL

Submit Booth