

Instructions Manual

Alaska Teacher Placement



Alaska Teacher Placement Spring Educator Expo

March 27, 2021, 9:00 am to 3:00 pm AK

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March 27th, 2021

GETTING STARTED

This manual aims to guide you so you can make the most of your participation in **Alaska Teacher Placement Spring Educator Expo**. The manual will elaborate on how you can navigate through the virtual platform as an attendee.

MAIN PAGE

Type in the URL: <https://atp.vfairs.com/> in the address bar of your browser to visit the online event. We recommend that you use either Chrome or Firefox for best performance.

Log-in

To login to the virtual fair, you need to click on 'Click Here to Login' tab or the 'Login' tab that you will see on the top right of the page.



Alaska Teacher Placement Spring Educator Expo

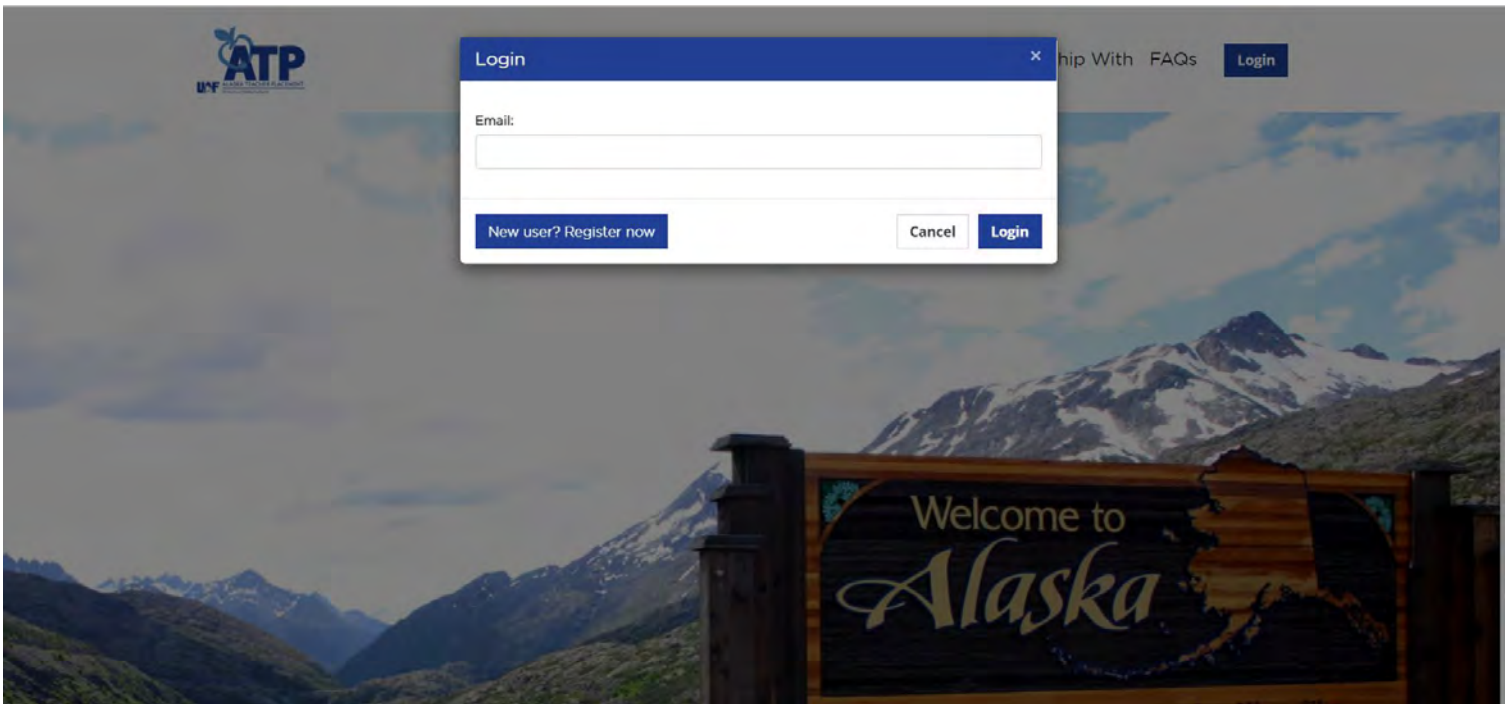
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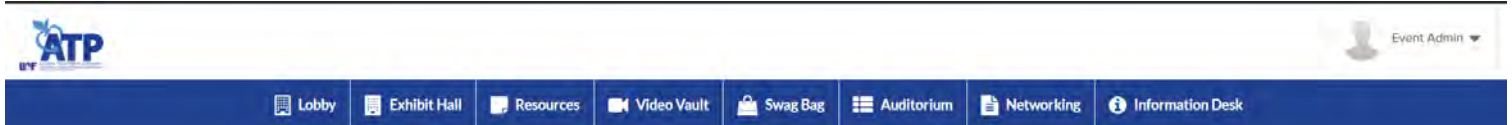
Enter your email, and click on 'Login' button.



Navigating Your Way Around the Virtual Fair

Navigation Bar:

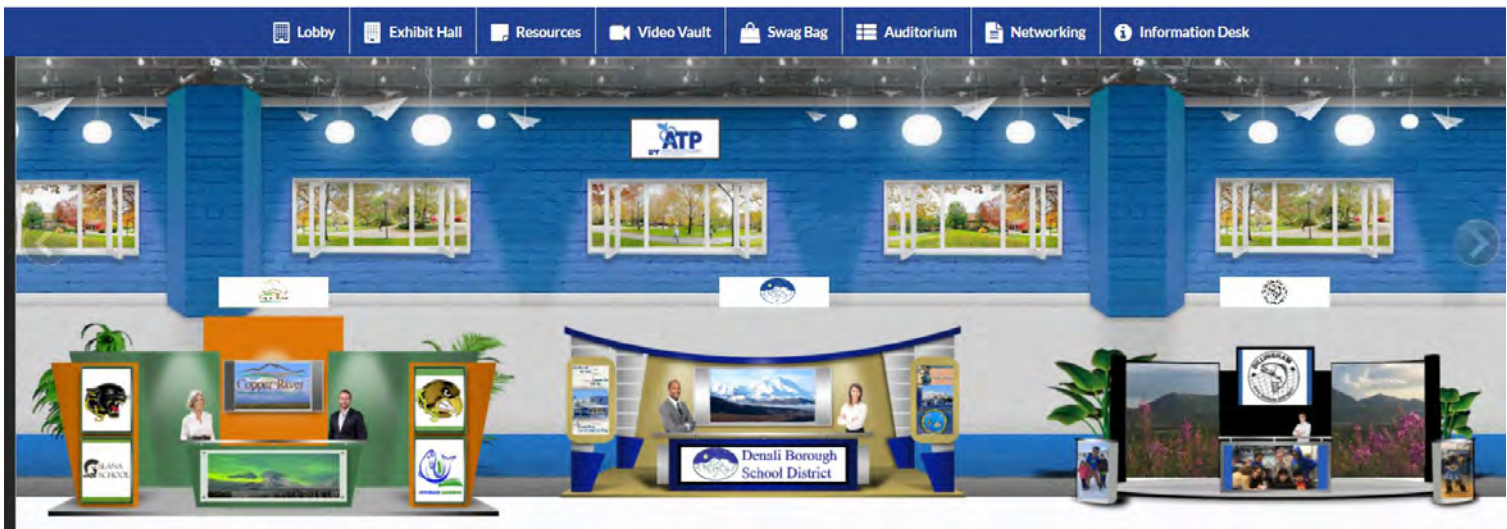
The navigation bar contains the list of all the functionalities enabled for the fair. Vendors & attendees can click on any of the tabs & it will lead them to that specific area of the environment.



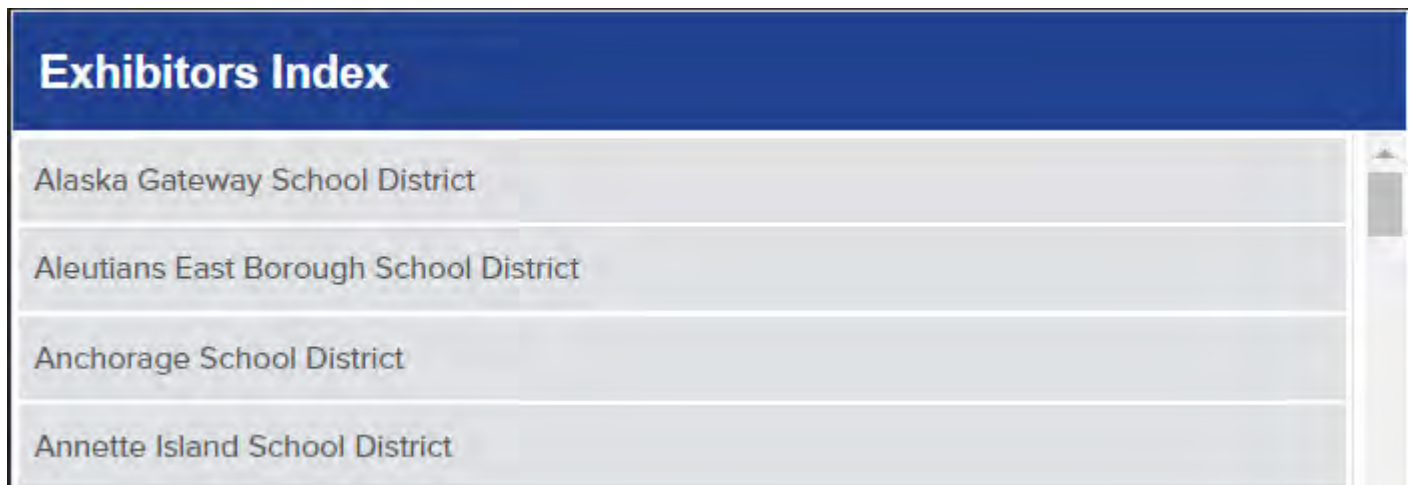
Provided below are brief descriptions of all the navigation bar tabs.

Exhibit Hall:

All district/school booths can be seen in the Exhibit Hall area. You can scroll left or right to look for a booth. Once you find your desired booth, click on it to have a look at it in detail.

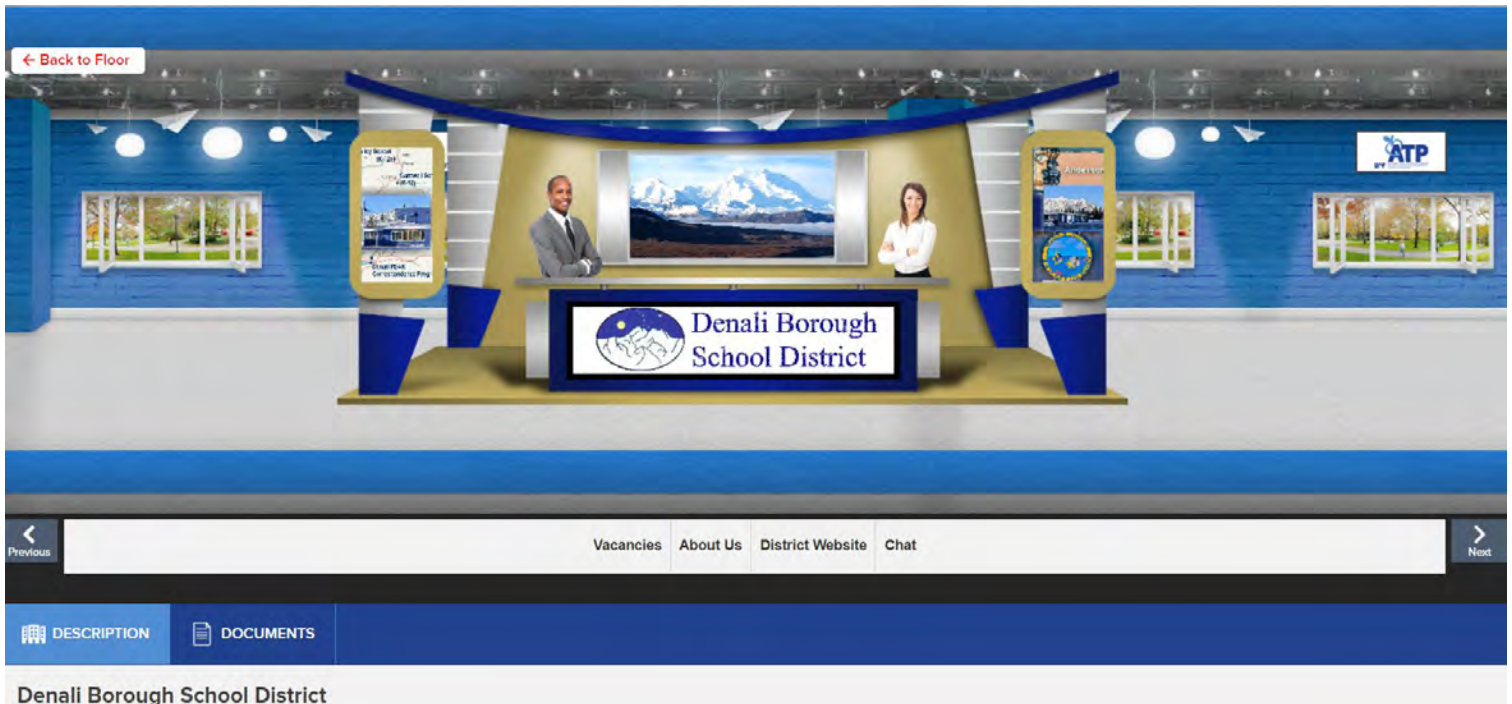


Alternatively, the list of all booths is also available in the “**Exhibitors Index**” in the Exhibit Hall. You can also go to your booth by clicking on the name of your booth in the Exhibitors Index.



Booth View:

Clicking on a booth name will take you inside that district/school 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 that would be a chatroom for that particular booth.

In case you wish to go back to where all the booths are, click on 'Back to Floor'.

CHAT INSTRUCTIONS:

Here are a couple of points that you need to know regarding the chat area:

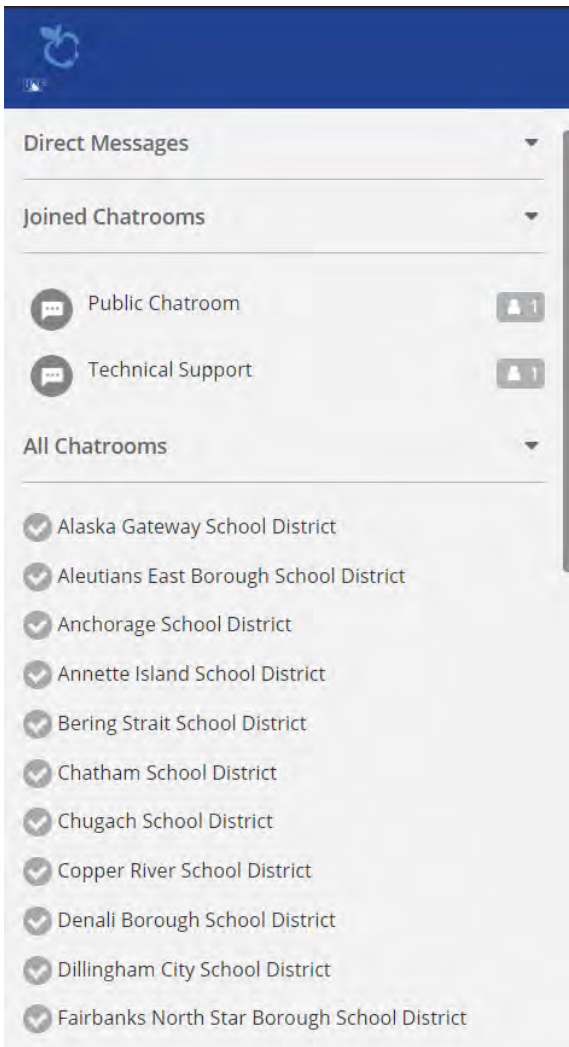
Please note that the options to make a video or audio call are not available in the public chat area. You can only use these options in the private chats

The attendees would appear under the 'Online Users' heading while the admins and booth admins would be visible under the 'Booth Reps Online' heading

Once you are inside a chatroom, you would see the online users on the right side for that particular chatroom

The names of the chatrooms that you have opened appear under the 'Direct Messages' heading on the left if it is a private chat and 'Joined Chatrooms' heading if it is a technical chatroom or public chatroom. Apart from that, all the booths' names appear under 'All Chatrooms' heading and you can click on any name to join that particular booth's chatroom.

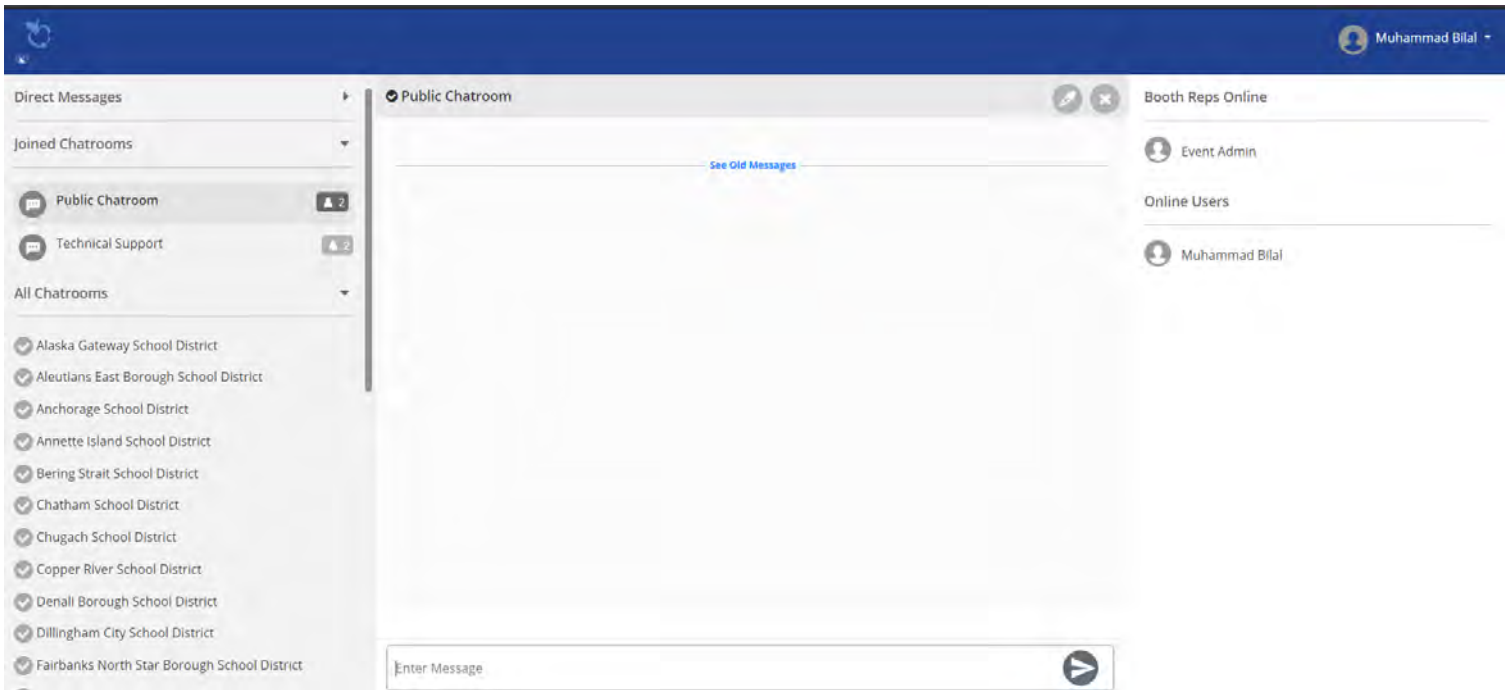
The number that you see in front of each chatroom in the left column indicates how many people are online in that chatroom. Please refer to the image below:



You can hover over the name of any chatroom in the left column and close it from the red cross sign that appears in case you do not wish to receive any notifications for that particular chatroom.

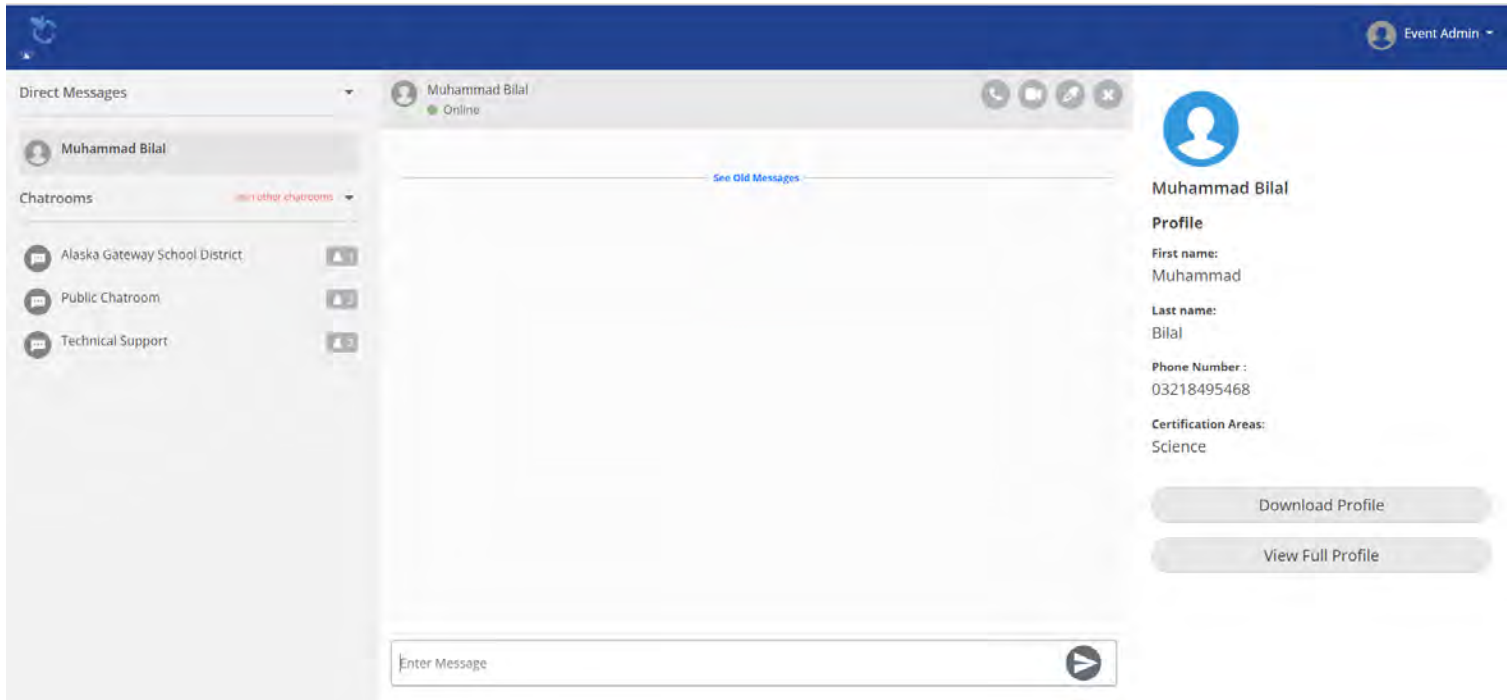
Public Chat

Clicking on the **'Networking'** tab would take you to the Public Chat Room. Exhibitors and attendees can have public as well as private chat here. Center space seen below is for public chat where anyone can send messages. Messages sent in public chat area will be visible to all.



Private Chat

To chat to a rep privately, you will have to hover over their name in the right column, a 'Chat Now' toggle will appear before their name, click on that and a new private chatroom will open for you in the same tab. To initiate a private chat, click on an online user (visible on right hand side under the 'Booth Reps Online' headings) and start chatting as this will be your private one to one chat.



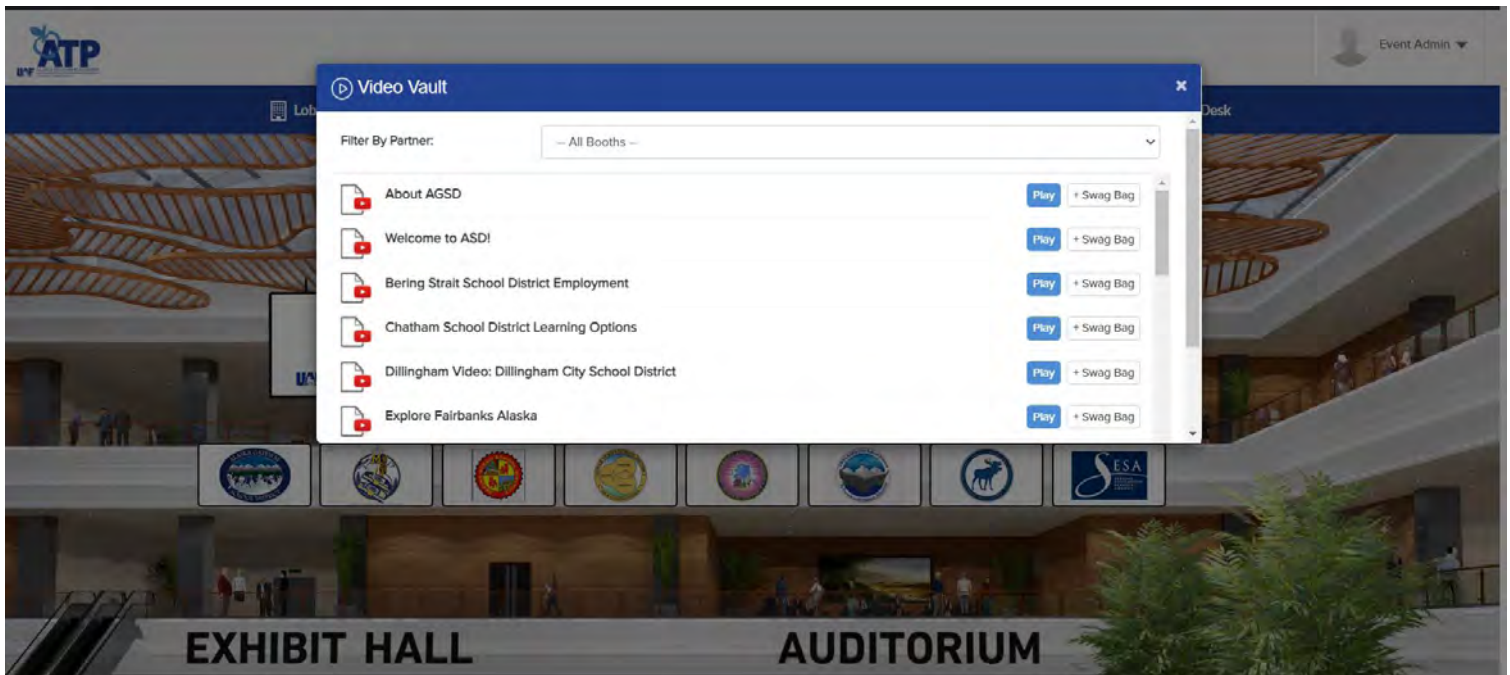
Mute Notifications

Whenever you receive a new message there would be a 'ping' sound. In this way you can know that you have a new message even if you have not opened the 'Chat' tab. However, if you think that this sound is annoying you, you can always mute it. Look for your name on the top right corner in the chat window and click on the little downward arrow besides it. You will see a 'Disable Notifications' option in the drop down. Click on that to mute the notifications.

Important: Keep refreshing your chat window every 15-20 minutes.

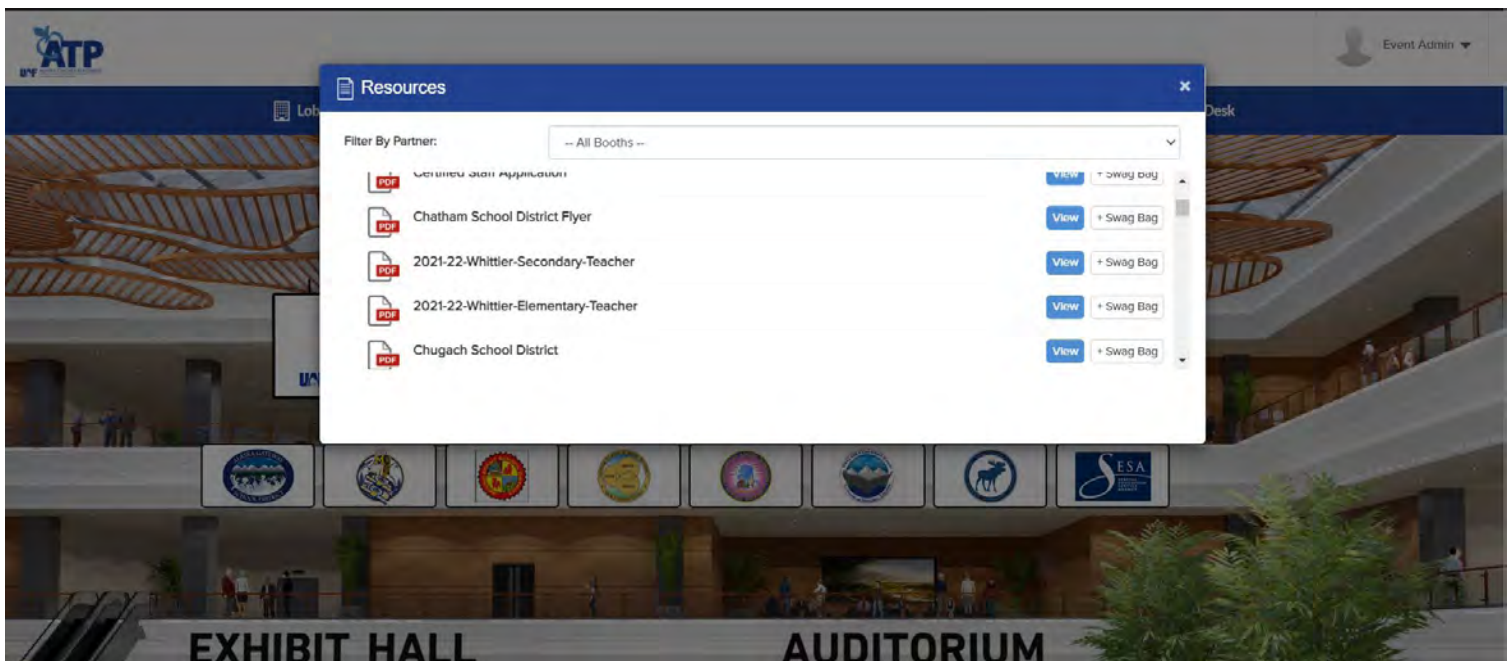
Video Vault:

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



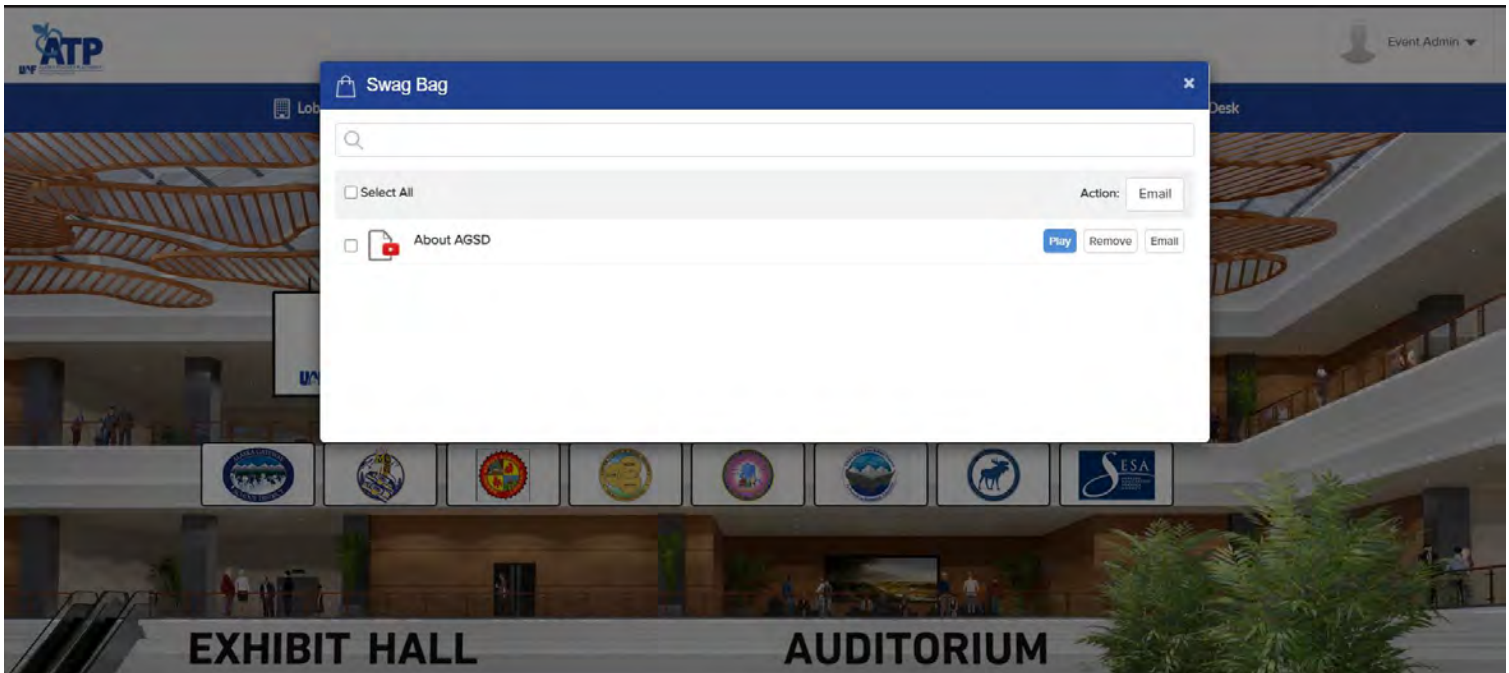
Resources:

Like the video vault, the resources tab accumulates all the documents/presentations uploaded by different exhibitors participating in the event in one place. Use this tab to filter out documents from exhibitors that interest you.



Swag Bag:

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

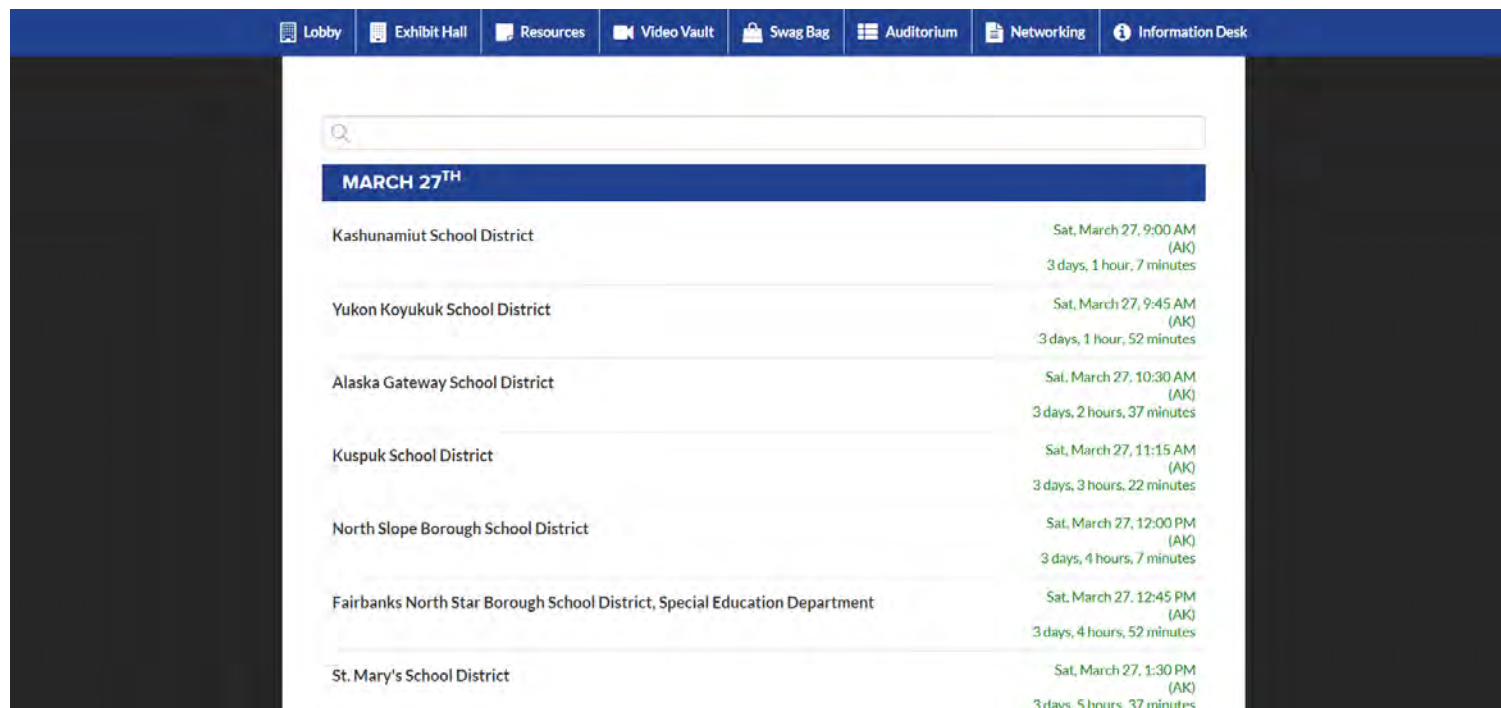


Auditorium

Auditorium is where you would find the live sessions on the day of the event. Go to the 'Auditorium' tab 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:



The screenshot shows a virtual event interface with a blue navigation bar at the top containing icons for Lobby, Exhibit Hall, Resources, Video Vault, Swag Bag, Auditorium, Networking, and Information Desk. Below the navigation bar is a search bar and a date selector for MARCH 27TH. A list of sessions is displayed, each with a school district name, a date and time, and a countdown timer.

School District	Date and Time	Countdown
Kashunamiut School District	Sat, March 27, 9:00 AM (AK)	3 days, 1 hour, 7 minutes
Yukon Koyukuk School District	Sat, March 27, 9:45 AM (AK)	3 days, 1 hour, 52 minutes
Alaska Gateway School District	Sat, March 27, 10:30 AM (AK)	3 days, 2 hours, 37 minutes
Kuspuk School District	Sat, March 27, 11:15 AM (AK)	3 days, 3 hours, 22 minutes
North Slope Borough School District	Sat, March 27, 12:00 PM (AK)	3 days, 4 hours, 7 minutes
Fairbanks North Star Borough School District, Special Education Department	Sat, March 27, 12:45 PM (AK)	3 days, 4 hours, 52 minutes
St. Mary's School District	Sat, March 27, 1:30 PM (AK)	3 days, 5 hours, 37 minutes

Important: Keep refreshing the webinar listing screen to be able to see the 'Join' buttons as they appear. Refreshing the webinar listing screen will take you to the 'Lobby' again and from there you will have to go to the 'Keynote'

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 for Technical Support"** & it will lead you to the Tech support chat room.

Apart from this, you can also meet the reps from ATP and ADEED in the public chatroom area that would be accessible by clicking on either of the banners on the wall that are on the sides of the middle banner.

Not only this, you can also click on the banners on the floor and access the websites of ATP and ADEED.



