

Creative Digital – Virtual Jobs Fair 2013 Exhibitor Guide

Step 1 – Register your company

Visit <http://employer.manmet.prospects.ac.uk/>

Click on the 'Register Now' button

The screenshot shows a web browser window displaying the Manchester Metropolitan University Careers & Employability Service website. The page features a blue header with the text 'Careers & Employability Service' and 'Opportunities Online'. Below the header, there are three main categories: 'Placements Online', 'Jobs Online', and 'Volunteering Online'. The main content area is titled 'Manchester Metropolitan University Careers & Employability' and contains a welcome message, login instructions for students and employers, and a sign-up section. The sign-up section includes a 'Register now' button. The footer of the page features a 3D graphic of a person standing on a path leading to a 'JOB' sign, with a list of benefits for registering with the Prospects employer portal.

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Careers & Employability Service

Opportunities Online

Placements Online | Jobs Online | Volunteering Online

Manchester Metropolitan University

Manchester Metropolitan University Careers & Employability

Welcome to [MMU Careers and Employability Service's](#) online vacancy portal.

Students and Graduate should login via our [Student portal](#) for access to hundreds of Graduate, part-time and placement opportunities.

Employers and Organisations should login via our [Employer portal](#) to advertise their opportunity for free to over 30,000 MMU students and graduates.

Employer Information

Opportunities Online is your gateway to MMU's talent pool of over 8,000 graduates and over 30,000 students. The system also allows you to post vacancies to Universities across the North West of England. **Advertising your vacancy is completely free and takes only a few minutes.**

Please [Login](#) or [Register](#) to get started.

If you have any trouble with the system or would like to talk to a member of the team about your requirements, please contact the Employer Liaison Team on **0161 247 3483** or via careers@mmu.ac.uk

Login

Username

Password

[Login](#)

[Forgot your password?](#)
[Forgot your username?](#)

Sign up

[Register now](#)

Register with our Prospects employer portal today for the following benefits:

- Post your advert to an audience of over one million graduates on prospects.ac.uk
- Advertise on a large selection of careers service job boards.
- Create your own advert in simple steps.
- Prices start from as low a £200. Pay by credit card.
- A simple and quick way to access a national and local audience.

11:30 22/02/2013

Step 2 – Registering for the Virtual Fair

Visit <http://employer.manmet.prospects.ac.uk/> and log in with your chosen username and password. Once you have logged in you will see this screen (dashboard):

The screenshot shows a web browser window displaying the 'Employer Dashboard' on the 'Opportunities Online' website. The page features a blue header with navigation links for 'Placements Online', 'Jobs Online', and 'Volunteering Online'. A sidebar on the left contains dropdown menus for 'Vacancies', 'Events', 'Jobseekers', and 'Administration'. The main content area includes a 'Welcome Iona' message, a 'Recent vacancies for Test Company' section (currently empty), and a 'Virtual Fairs' section. The 'Virtual Fairs' section is divided into 'Ongoing and upcoming fairs' and 'Archived Virtual Fairs'. A table lists one ongoing fair: 'Creative Digital' starting on 11/03/2013, with options to 'Become exhibitor', 'Become a sponsor', or 'Not interested'. The page footer includes a 'powered by Prospects' logo and a navigation bar with links like 'How We Can Help', 'Careers facebook', etc. The Windows taskbar at the bottom shows the date as 22/02/2013 and the time as 11:35.

Any upcoming Virtual Fairs should appear on your dashboard with the options:

- Become exhibitor
- Become a sponsor
- Not interested

Once you have chosen an option (in this case either request to exhibit or request to exhibit as sponsor) MMU will be notified and will action your request.

Step 3 – Filling out your employer profile






When your request to exhibit has been approved you will see the following options at the bottom of your dashboard:

Virtual Fairs

Manage your fair bookings

Here you can manage all of the Virtual Fairs that you are participating in and view updates from the event organiser. You can add or assign vacancies to a fair, modify your exhibitor profile, search for visitors signed up to an event, run a public chat and view your statistics.

Creative Digital - Up coming event

-  [Manage resources](#)
-  [Add content to your exhibitor profile \(video, etc.\)](#)
-  [Select existing vacancies to show at this Virtual Fair](#)
-  [Add a new vacancy to show at this Virtual Fair](#)
-  [Request a public chat](#)

This where you will enter all the information you would like to showcase on your employer profile.

All of the links give you information on how to upload the required information. If you experience any difficulties, please contact:

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