

## Premier Virtual – Employer Registration Notes

This is what the registration page looks like. The view may differ depending on whether someone is viewing it from a computer or phone.

The screenshot shows a web browser window with the URL <https://portal.premiervirtual.com/event/register-company/4911-nor...>. The main content area features a large banner for the "NORTH BAY REGIONAL JOB FAIR" held in "LAKE - MARIN - MENDOCINO NAPA - SONOMA" on "THURSDAY, APRIL 8, 12-4 PM". Below the banner are logos for Napa Valley College, CareerPoint, Lake County campus, Sonoma County Job Link, Mendocino College, Workforce Alliance of the North Bay, College of Marin, Santa Rosa Junior College, and America's Job Center of California. Two buttons, "REGISTER" and "LOGIN", are positioned at the bottom of the banner. To the right of the banner is a video player with a play button and the text "Learn how to set up your Company Profile". Below the video player is a section titled "What to Expect:" with a list of features: "Opportunity to talk with multiple job seekers with the chat function.", "See and act on applications that are posted in real-time.", "Ability for recruiters to initiate a video chat with qualified candidates.", and "For efficiency, you may have multiple recruiters working your company booth." Below this is a section titled "Tips for a Successful Job Fair:" with a list of instructions: "Make a great first impression! Set your booth up for success!", "Fill in all available spaces!", "Upload a professional headshot to your recruiter profile.", "Take time to watch the event training video in the FAQ tab in your profile.", "Test run your booth prior to the event to make sure everything is working fine.", and "Utilize your pre-defined message when setting up your booth." A small blue icon of a person is visible on the right side of the "What to Expect:" section.

**NORTH BAY REGIONAL JOB FAIR**

LAKE - MARIN - MENDOCINO  
NAPA - SONOMA

THURSDAY, APRIL 8, 12-4 PM

NAPA VALLEY COLLEGE  
CareerPoint  
Lake County campus  
SONOMA COUNTY JOB LINK  
MENDOCINO COLLEGE  
WORKFORCE ALLIANCE OF THE NORTH BAY  
COLLEGE OF MARIN  
SANTA ROSA JUNIOR COLLEGE  
America's Job Center of California

REGISTER LOGIN

Premier Virtual ...  
Premier Virtual ...  
Learn how to set up your Company Profile

**NORTH BAY REGIONAL JOB FAIR**

**What to Expect:**

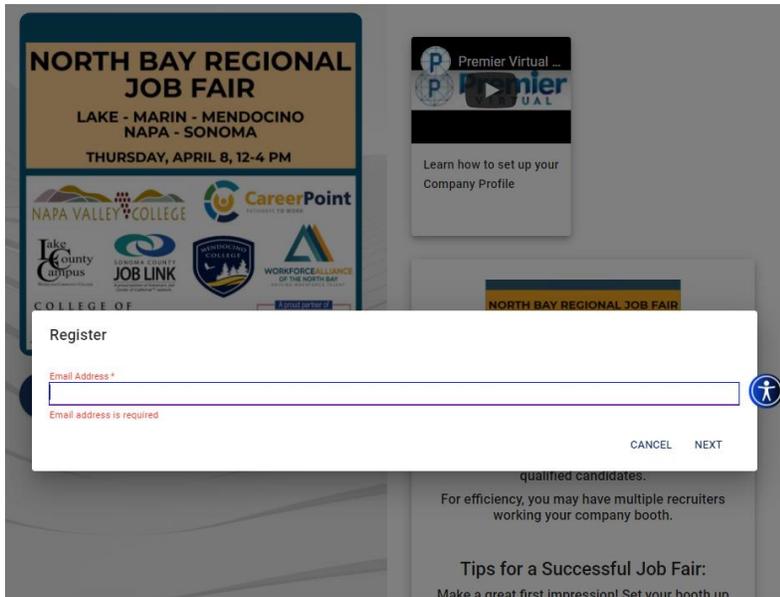
- Opportunity to talk with multiple job seekers with the chat function.
- See and act on applications that are posted in real-time.
- Ability for recruiters to initiate a video chat with qualified candidates.
- For efficiency, you may have multiple recruiters working your company booth.

**Tips for a Successful Job Fair:**

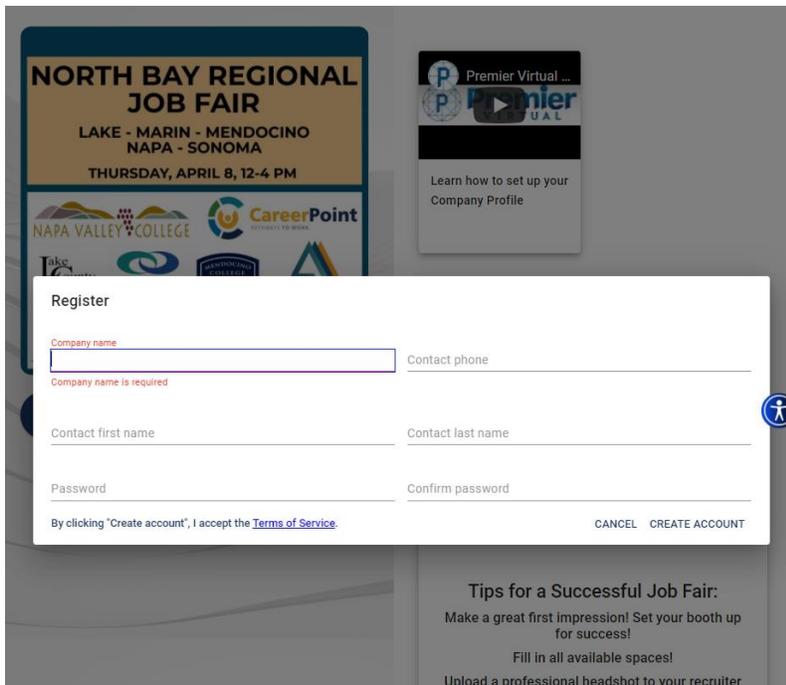
- Make a great first impression! Set your booth up for success!
- Fill in all available spaces!
- Upload a professional headshot to your recruiter profile.
- Take time to watch the event training video in the FAQ tab in your profile.
- Test run your booth prior to the event to make sure everything is working fine.
- Utilize your pre-defined message when setting up your booth.

To Register, click “Register”

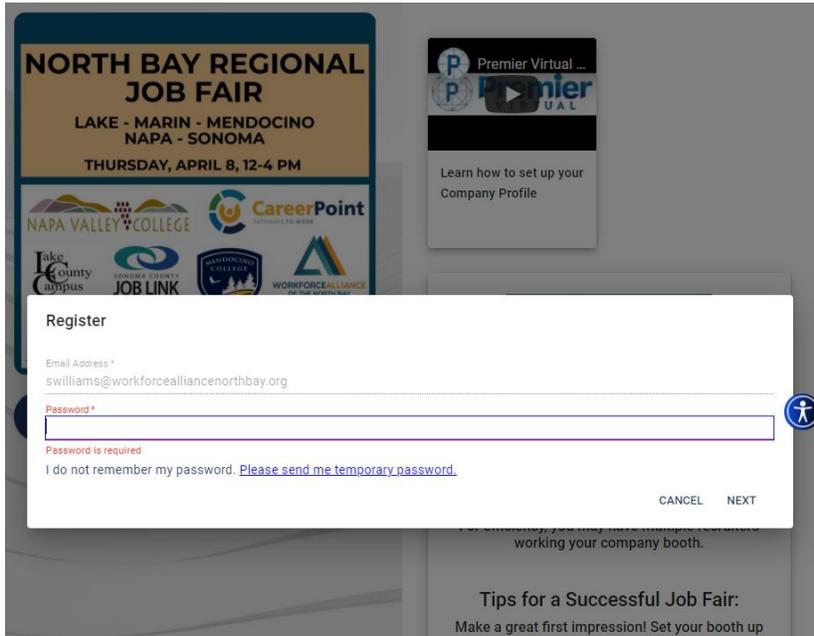
Add your email address.



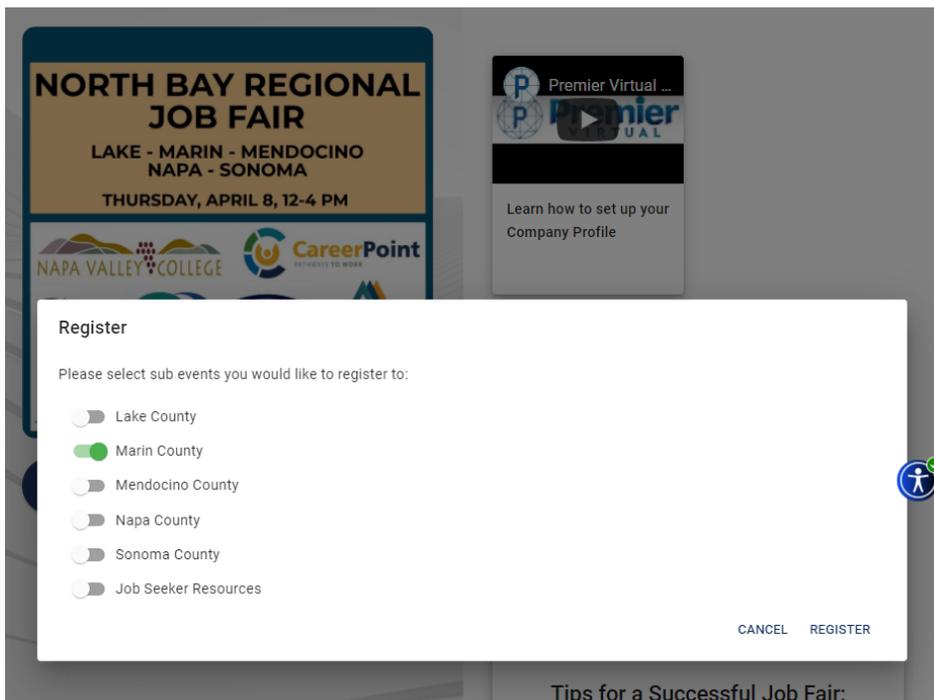
Fill out the “Register” Window



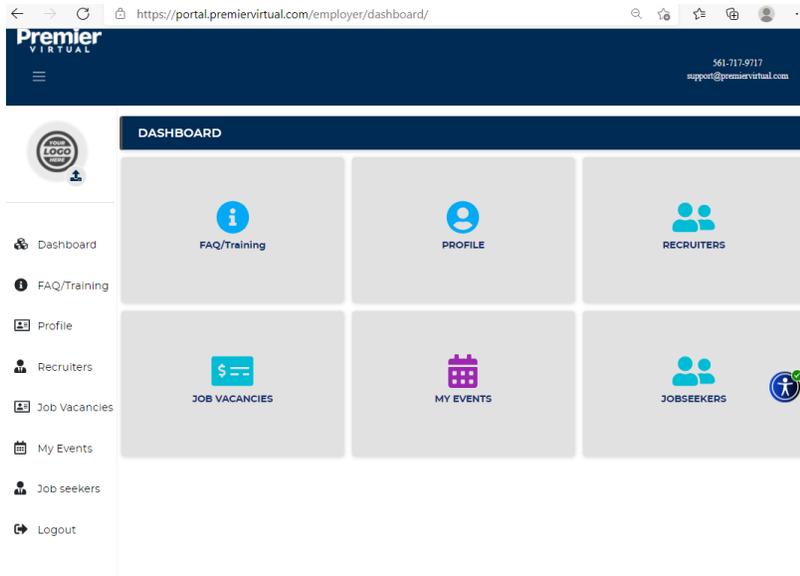
If you have already registered, it will look like this:



Businesses offering jobs or internships will only click the counties in which their jobs are available. Their booths will show up in each county "room" that they click.



Click "Register" This will bring you to the "Business Dashboard"



The screenshot shows a web browser window with the URL <https://portal.premiervirtual.com/employer/dashboard/>. The page features a dark blue header with the Premier Virtual logo on the left and contact information (561-717-9717 and support@premiervirtual.com) on the right. Below the header is a sidebar menu with icons and labels for: Dashboard, FAQ/Training, Profile, Recruiters, Job Vacancies, My Events, Job seekers, and Logout. The main content area is titled "DASHBOARD" and contains six large, light gray tiles arranged in a 2x3 grid. The top row includes tiles for "FAQ/Training" (with an information icon), "PROFILE" (with a person icon), and "RECRUITERS" (with a group of people icon). The bottom row includes tiles for "JOB VACANCIES" (with a dollar sign and minus sign icon), "MY EVENTS" (with a calendar icon), and "JOBSEEKERS" (with a group of people icon and a blue circular icon with a white 'i').

## Fill out your profile and post job vacancies.



- Dashboard
- FAQ/Training
- Profile**
- Recruiters
- Job Vacancies
- My Events
- Job seekers
- Logout

### PROFILE

Organization Information: [EDIT](#) [EDIT BOOTH](#)

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Organization Name: Workforce Alliance of the North Bay  
Contact Name: Sita Williams  
Contact Email: swilliams@workforcealliancencorthbay.org  
Contact Phone: 707-932-5200  
Website URL: https://www.workforcealliancencorthbay.org/

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Account 

Username: swilliams@workforcealliancencorthbay.org

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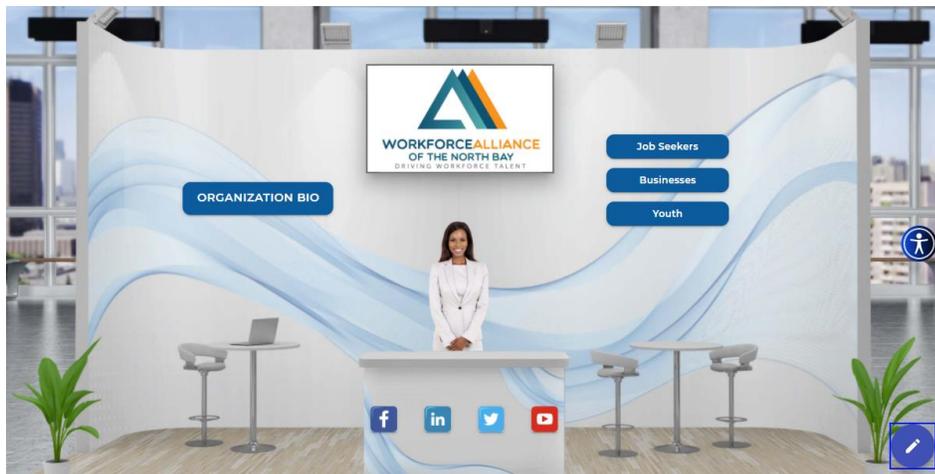
Organization overview

Workforce Alliance of the North Bay leverages regional funding and aligns partners in the North Bay to ensure a skilled workforce today and in the future. Our network of career centers, employment and training initiatives, and programs result in a regional talent pool that drives economic growth for businesses and social mobility for workers and career seekers in the North Bay.

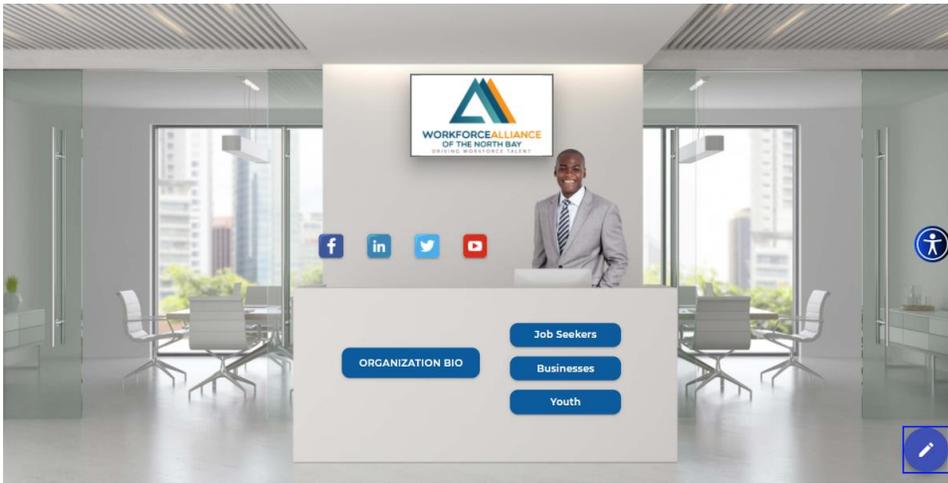
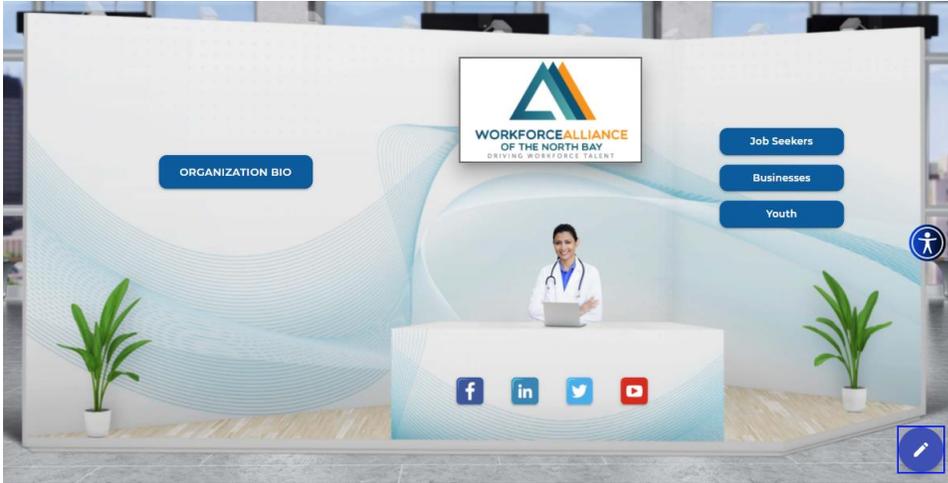
If your organization focuses on workforce, education or economic development, join our collaborative efforts to elevate the North Bay's economic status and make our region the place of choice for businesses and workers.

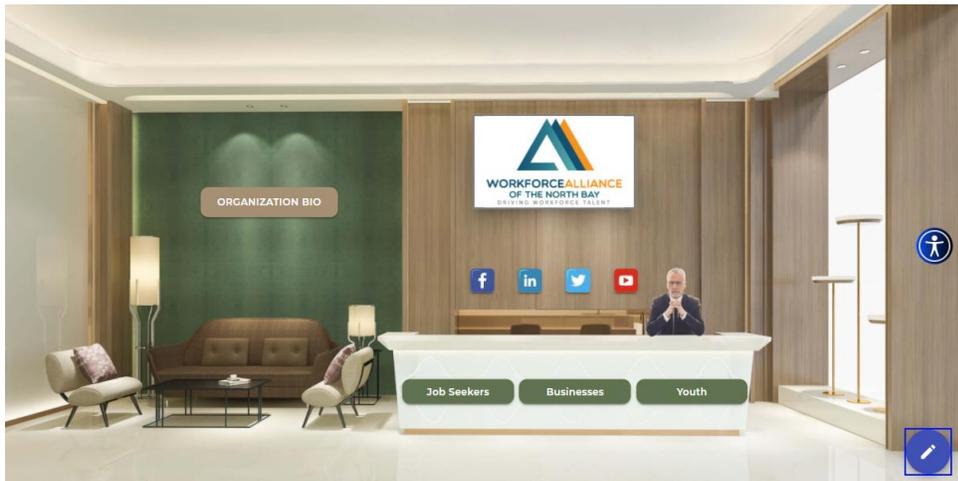
To see your booth's set up, click "Edit Booth"

You will have 10 booth layout options. Here are your options:









To see the activity in your booth, click “My Events” and click “Enter Booth”

The screenshot shows the Premier Virtual user interface. At the top left is the Premier Virtual logo. At the top right, the contact information is 561-717-9717 and support@premiervirtual.com. A left sidebar contains navigation options: Dashboard, FAQ/Training, Profile, Recruiters, Job Vacancies, My Events, Job seekers (highlighted), and Logout. The main content area is titled 'MY EVENTS' and features a large card for the 'NORTH BAY REGIONAL JOB FAIR'. The card includes a calendar icon with a star, the event name, the word 'Virtual', and a prominent 'Enter Booth' button. A user profile icon is visible in the bottom right corner of the card area.

This is what your business booth “back end” looks like:

The screenshot displays the back-end interface for the 'Workforce Alliance of the North Bay - Sita' booth. At the top left is a 'BACK TO DASHBOARD' link. The main area is divided into three sections: 'Submitted Resumes', 'Visitor', and 'Message'. The 'Submitted Resumes' section contains a search bar and a table with columns for Name, Position Applied, and Resume. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The 'Visitor' section has a search bar. The 'Message' section has a search bar and a 'Show only my chats' button. A user profile icon is located in the bottom right corner of the interface.