

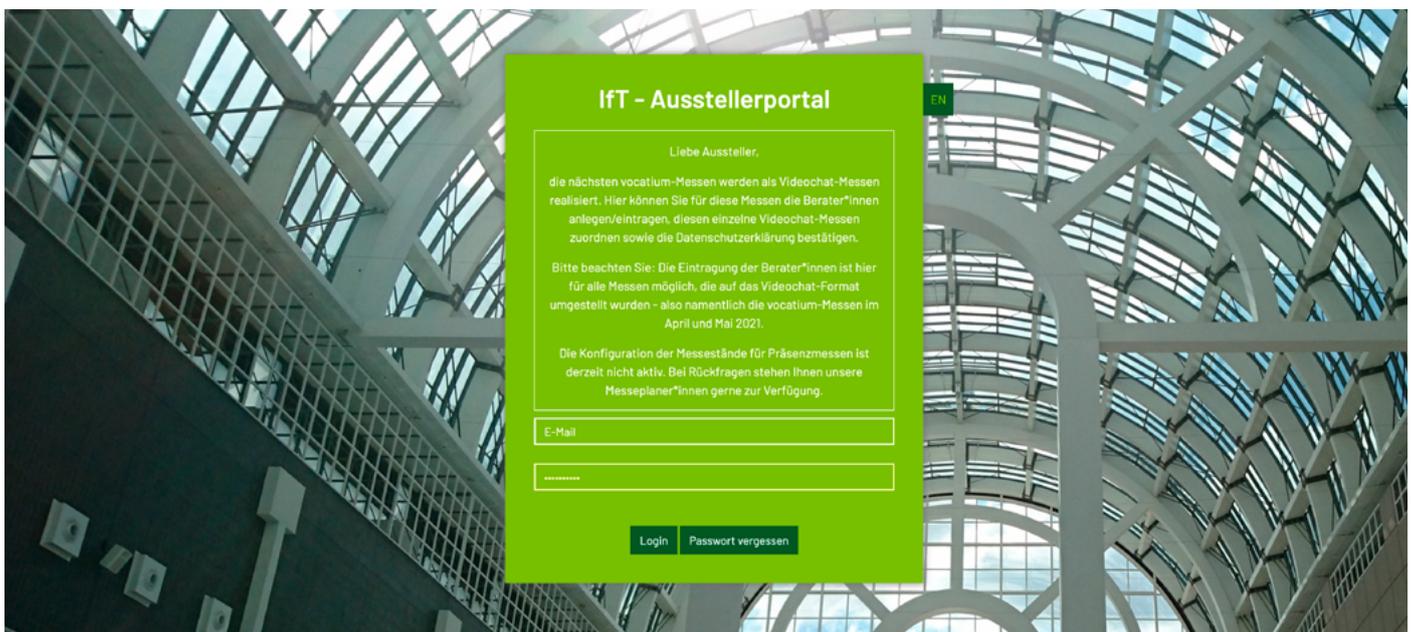
Instructions for the registration of online consultants for the vocatium-Video Chats 2021

Login

For persons who have been named as the main contact person of your company, university or institution.

Please enter your e-mail address and password you received on the start page of the vocatium exhibitor portal on the IfT homepage.

After clicking on "Login" you will be taken to the start page to register the online consultants. See the next page of this manual.



If you have misplaced your password, you can request a new password after entering your e-mail address. A link will then be sent to your email address that will take you to the following interface:



Enter a new password of your choice twice here. Please make sure that you repeat your password correctly! You will then be taken to the start page shown above. Enter your e-mail address and your new password again. After clicking the "Login" button, you will be taken to the start page to register the online consultants. See the next page of this manual.

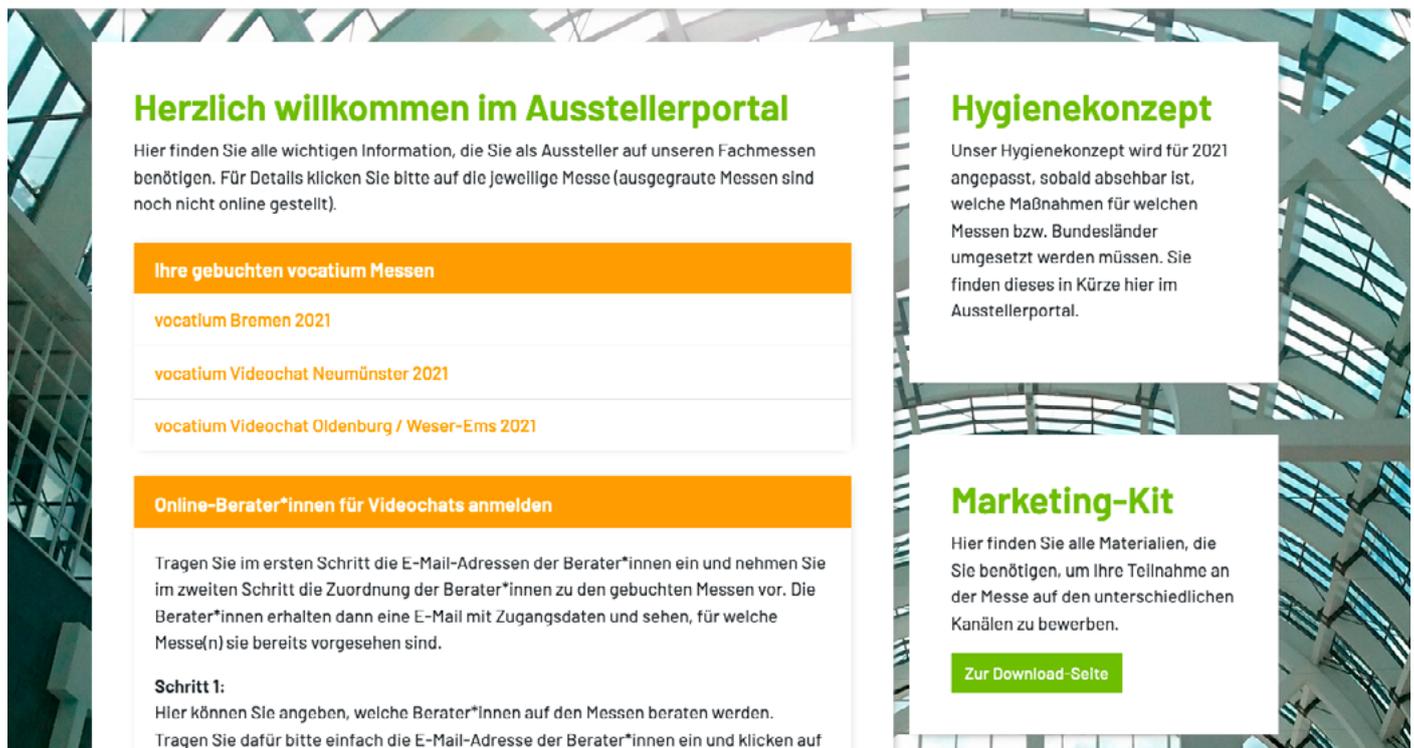
Instructions for registering online consultants for the vocatium-Video Chats 2021

The registration of the consultants is necessary so that we - the IfT Institute for Talent Development - can set up chat rooms and name the consultants on the exhibition website during the trade fair. **No chat rooms will be created without this registration.** The registration consists of two parts:

A) Registration of the consultants by the person named as the main contact person in your company, university or institution.

- Go to the exhibitor portal of our homepage: <https://aussteller.erfolg-im-beruf.de>
- Enter your e-mail address and password for vocatium fair participation there.

This takes you to the following interface: The trade fairs that you have booked are displayed.



The screenshot shows a web interface with a white background and orange accents. On the left, there is a main content area with a green header 'Herzlich willkommen im Ausstellerportal'. Below it, a paragraph of text explains that users can find important information for trade fairs. A list of booked trade fairs is shown under the heading 'Ihre gebuchten vocatium Messen', including 'vocatium Bremen 2021', 'vocatium Videochat Neumünster 2021', and 'vocatium Videochat Oldenburg / Weser-Ems 2021'. Below this is a section for 'Online-Berater*innen für Videochats anmelden' with instructions on how to register consultants. On the right, there are two white boxes with green headers: 'Hygienekonzept' and 'Marketing-Kit', each containing text about hygiene measures and marketing materials, respectively. A green button labeled 'Zur Download-Seite' is located at the bottom of the Marketing-Kit box.

This describes how you can register your consultants for the individual video chat fairs in **steps 1 and 2**.

In **step 1**, please enter the email addresses of the consultants who are to take part in the trade fair one after the other. Please separate multiple email addresses with a comma (,) or semicolon (;). Then please click on "Submit". An e-mail will then be sent automatically to the persons you have entered for registration (see Part B).

Here in **step 2** you assign the names of your consultants to specific trade fairs.

Attention: Registration is only possible for video chat fairs that are already listed on our homepage.. All video chat fairs for April and May 2021 are currently listed. As of 7 April, the videochat fairs for June 2021 and partly for July 2021 will also be listed.

It should also be noted here: The consultants can, depending on their wishes, participate on one day or both days of the fair (in the case of two-day fairs); Several consultants can take part per day, who are only present at times. All the names of the consultants must be entered here. **On the days of the fair, however, visitors only see the names of the consultants who are currently present.**

After these entries, your task as the main contact person is finished. Go to Logout in the top right.

B) Registration of consultants including data protection declaration

Due to the above-mentioned entry of the e-mail addresses of the consultants for the trade fairs, they will automatically receive an e-mail with a link via which they can register to participate in the vocatium-Video Chat and confirm the data protection declaration .

Attention: After the consultants have clicked and opened the link, they must enter a password of their choice and confirm it again. - *There is currently a technical problem here, which means that this process of entering the desired password with confirmation has to be repeated a second time in some cases and the error message that may be displayed is ignored. (This malfunction will be corrected as soon as possible.)*

The consultants are then taken to the following interface:

Herzlich willkommen im Ausstellerportal

Daten erfassen.

Kurz vor der Messe finden Sie hier die Liste mit den vereinbarten Gesprächsterminen und den Link zu Ihrem Chatraum. Außerdem finden Sie weitere Infos zu den Messen und hilfreiche Links.

Bitte tragen Sie hier Ihren Vor- und Nachnamen ein. Diese Daten werden für die korrekte Zuordnung und für die Erstellung des Chatraums benötigt.

Anrede:

Vorname:

Nachname:

Hygienekonzept

Unser Hygienekonzept wird für 2021 angepasst, sobald absehbar ist, welche Maßnahmen für welchen Messen bzw. Bundesländer umgesetzt werden müssen. Sie finden dieses in Kürze hier im Ausstellerportal.

Marketing-Kit

Hier finden Sie alle Materialien, die Sie benötigen, um Ihre Teilnahme an der Messe auf den unterschiedlichen Kanälen zu bewerben.

[Zur Download-Seite](#)

Here the consultants enter their names and click (after reading the data protection declaration) on the word "Accepted".

In a further step, the consultants can specify how their room (chat room) should be named on the "door sign", e.g. "General advice", "Training advice" or "Student advice" - or, if there are several advisors, more specific, eg "Apprenticeship (commercial professions)". **This designation is intended to help visitors find the right consultants**, with whom they may also have appointments.

In addition, in a final step, you can specify how large the group size of the pupils may be if it turns out in the course of calculating the appointments that it is not always possible to have individual conversations due to a large number of visitors.

After clicking the "Submit" button, Part B is also completed. The consultants can also log out (top right).

If you have any questions, please contact our technical team: support@if-talent.de or your regional contact person at IfT.