

Signing up for online events at MassHire

Our website has the calendar listing of upcoming events, which you can access through this link:

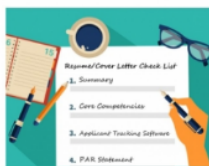
<https://masshiremncareers.com/events-calendar/category/workshops/>

There are two types of events we offer. One is a **webinar** which you will need to register for (see instructions below) and then you will be emailed the link to attend at the appropriate time. The other is a Live Meeting Q & A event which you don't register for but will see the link to join in at the appropriate time.

Click on the event you want to attend. This will take you to details about the event with the link to **register** or **join**.

1

Resume Basics Webinar April 28 @ 10:00 am - 11:00 am



Do you need to learn the current formats for creating or updating your resume to attract employers?

Come learn the do's and don'ts of resumes

Have you heard about the Applicant Tracking System?

Learn how to get your resume through this system

How do you tailor a resume?

Please join us as we explore these topics and answer your questions.

[Click here to register](#)

2

A **Webinar** has a link at the bottom of the description to register.

“[Click here to register](#)” is the link.

This opens the registration page.

3

On the registration form fill in all required fields.

Enter your First name, Last Name, Email and your Jobseeker ID and you are registered. You will get an email with the link and a reminder.

*Required field

First Name* Last Name*

Email Address* 128

Unless making a secure payment with your credit or debit card via a third-party payment processor, this form is not designed to collect co (e.g., financial information, social security numbers).

Please list your JOB SEEKER ID

Or

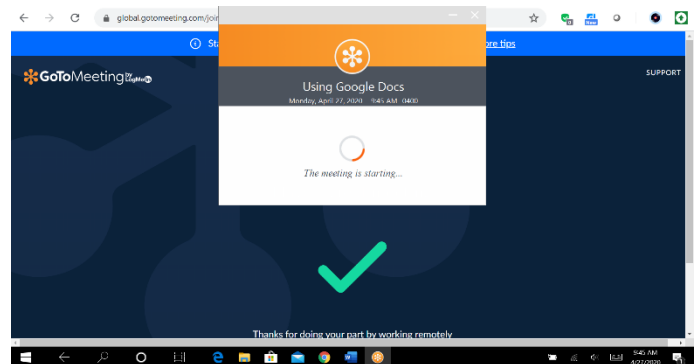
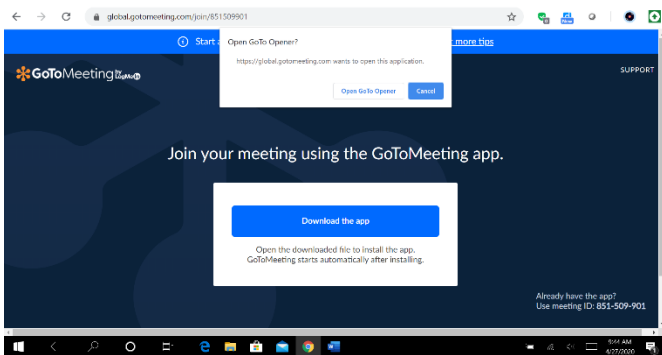
Events that are **Live Q & A** are meeting events. You click on the link that says **“Click Here to Join Meeting/Event”**

Google Docs Live Q & A
April 29 @ 10:30 am - 12:00 pm



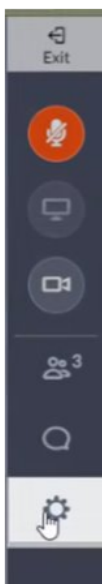
- Learn How To Create & Edit Google Docs, how to use the Google Drive Share & Collaborate Files
- Join A Live Training
- Do You Have Questions About:
 - Using Google Docs
 - The Google Environment
 - The Google Drive
 - Downloading & Uploading Files
- [Click Here to Join Meeting](#)

This will take you into the meeting. Click on the link **five minutes** before the event begins. Click Open GoTo Opener and it will bring you into the live meeting.



These are the controls you'll see once in the meeting. See you soon!

Your GotoMeeting Controls can look different on a pc, phone or tablet



Audio (mic) toggle on/off

Share your computer screen on/off

Share your webcam on/off

Participants

Chat (choose to chat to just the organizer, to everyone, or someone specific)

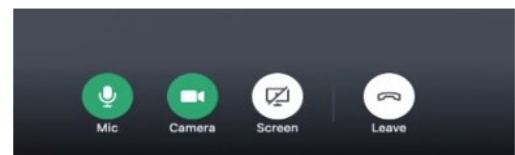
Settings



Participants

Chat

Settings



Mic

Camera

Screen

Leave