

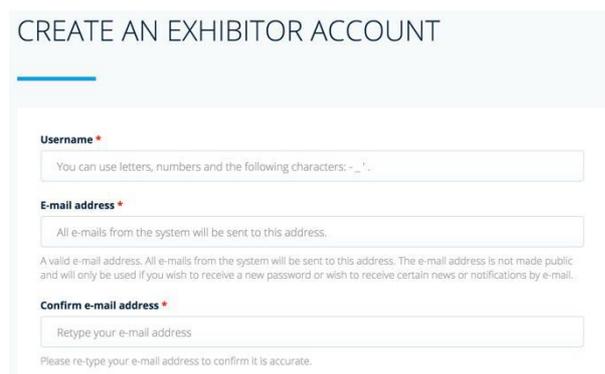
How to create a company profile

Creating a company profile on the European Job Days Platform (www.europeanjobdays.eu) makes for a great opportunity to promote the company to a great pool of skilled jobseekers.

This factsheet describes how to create a company profile as an exhibitor on the EJD-Platform.

Creating a company profile

In order to create a company profile on the EJD-Platform, your company must create an EJD account. For this, go to the registration page accessible at <https://www.europeanjobdays.eu/en/exhibitor/register>. Now, you will be prompted to fill out a registration form. Begin by entering a username of your choice and an email address you would like to use for the registration. Make sure to re-type your email address in the field below.



CREATE AN EXHIBITOR ACCOUNT

Username *
You can use letters, numbers and the following characters: - _ ' .

E-mail address *
All e-mails from the system will be sent to this address.

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Confirm e-mail address *
Retype your e-mail address

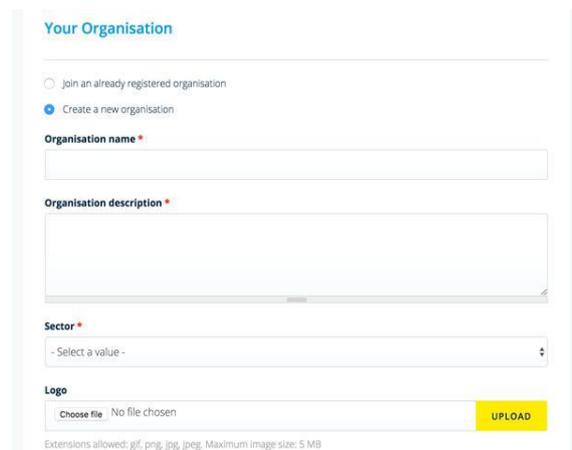
Please re-type your e-mail address to confirm it is accurate.

In the next section, select events you would like to participate in including the type of participation (online and/or onsite).

In the “About you” section, enter your first name, last name, contact number and country of residence.

Following this, you will be redirected to the next step where you will be able to either join an existing organisation or create a new one. In order to create a new organisation, select the option “Create a new organisation” and enter the necessary details below including: organisation name, organisation description, sector, organisation type, and country.

It is very important to provide as much information about the company as possible. This will make your profile more attractive to potential candidates.



Your Organisation

Join an already registered organisation

Create a new organisation

Organisation name *

Organisation description *

Sector *
- Select a value -

Logo
Choose file No file chosen **UPLOAD**

Extensions allowed: gif, png, jpg, jpeg. Maximum image size: 5 MB

To upload a company logo, simply click on “Choose file” in the “Logo” field and upload the file by clicking on the “Upload” button. You can also make your profile stand out by adding contact details and a link to your website (including a link title and the URL). To finalise the registration process, accept the terms and conditions of the service and, where relevant, the other available options and click on the “Create new account” button below.

Following a successful registration, you will receive an email to the submitted email address. Your account and event registration will remain pending until approved by the event organisers. Further notifications on how to set up your password will be sent to your email address as well.



It is also important to know that the one-time registration process allows employers to participate in unlimited events. There is no need to create another company profile to be able to participate in more E(O)JD events.

For more information watch the following video tutorial explaining the registration process step-by-step:

<https://www.youtube.com/watch?v=PobxwCdu8DI>.

Editing an existing company profile

You can edit your company profile at any time after a successful registration. To do this, use the login page at <https://www.europeanjobdays.eu/en/user/login> to log into your EJD account. Next, click on the link “Edit my organisation” on the left-hand side of your dashboard. You will be presented with a page where you can update any details previously submitted upon the registration process. Once finished, simply click on the “Save” button at the bottom of the screen. The company profile will be automatically updated.

Please note that any of the members who registered an account on the EJD-Platform as part of your organisation will have access to the editing settings.

