

Employer Hire a Flyer Instructions *Career Events Module*

Note: These instructions assume that you have already been approved and released into the system. If this is not the case, please read the “First Time / Overview” instructions located here: <http://careers.udayton.edu/instructions.asp>

1. The career events module allows you obtain details and even register for upcoming events. Clicking **Career Events** in the navigation toolbar will display a list of all active upcoming events. If you are interested in an event, click the **Event Name** for details.



Career Events						
	Career Event Name	Start Date/Time	End Date/Time	Location	Action	Activity
	Fall Career Fair 2006	09/28/2006 11:00 PM	09/28/2006 3:00 PM	College Park Center	Register	
1						

2. This screen will show you the full details including time/date, location, and description. Additionally, you can view any **Additional Information** such as agendas, directions, or brochures. If you would like to register for the event, simply click **Register Now** at the bottom.



Page Functions
[Register Now](#)
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Spring 2009 Career Fair
2/19/2009 2:00 PM - 2/19/2009 6:00 PM
College Park Center

Career Services sponsors this event for students to explore career opportunities. This Career Fair is university-wide, and open to all students and alumni.
Companies can publicize part-time internships, co-op opportunities, and permanent professional positions.

Informational Materials To Download

- [Confirmation Packet](#)
This is a copy of the confirmation sent to registrants which employers can generate at any time.
- [Directions to Career Fair](#)
Driving directions to College Park Center.
- [Area Lodging Information](#)
Download a .pdf list of hotels in the Dayton area (not a comprehensive listing).





3. When you click the registration link, you will be taken to a screen that asks for your information. Please fill this out as completely as possible.

4. The next screen will show you a price list for the specific event, if applicable. Every event will have different price structures. Make your selections, then click **Save** at the bottom.

Attendance Fees	
Title	Amount
<input type="checkbox"/> ONLY - Fall Career Fair (9/28/06) Registration	\$350.00
<input type="checkbox"/> ALSO - Spring Career Fair (2/15/07) at Discounted Rate	\$250.00

Quantity Fees	
Title	Amount
<input type="checkbox"/> Number of box lunches required One per representative-No charge	

5. You should immediately be taken to the final page (**Example 1**). If you scroll to the bottom of the page, you can view the payment details (**Example 2**).

Example 1

Viewing Employer Registration: Vandalay Industries

Thank you for your submission. You will soon receive a confirmation letter including an invoice to the email address listed below.

Please review your registration below. To make changes to items in each section, click on the [Edit] link for that section if available.

Example 2

Payment
Adjustment Amount: \$0.00
Adjustment Description:
Amount Paid: \$0.00
PO Number:
Pay Status: Not Paid
Payment Date:
<input type="button" value="Invoice"/>

6. Your submission will be reviewed and you will receive a confirmation email soon. This will contain your final invoice as well as other informational materials you will need.

7. To go back and modify your submission at a later time, simply login, click **Career Events** in the toolbar, and click **Edit Registration**.