







## **TecherLink User Guide Series**


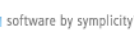
### **Part VII**


**How to view and RSVP for events, as well as utilize the calendar feature**

**Step 1:** The Events tab (yellow arrow) allows you to view events on campus, including career fairs, information sessions and workshops.

Home > Events > Career Fairs

Search      

events  software by 



 The Fall Career Fair 2011 will take place on Wednesday, October 19th from 10:00AM to 2:00PM.

**Career Fairs** Information Sessions Workshops

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Fair	Days	Participants
<a href="#">Fall Career Fair 2011</a>	Fall Career Fair 2011	48

Items 1-1 of 1

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**Step 2:** Click on the Career Fairs sub-tab. From here, you can click on the active career fair and be taken to the Participants sub-tab. You are able to view career fair attendees and click their names to view employer profiles as well as view any current positions they may have available.

**Participants** Advanced Search Career Fair Info

Day  Keywords

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Organization Name	Days Attending
<a href="#">1010data</a>	Fall Career Fair 2011
<a href="#">Adaptly</a>	
<a href="#">Analysis Group</a>	Fall Career Fair 2011
<a href="#">Andreessen Horowitz</a>	Fall Career Fair 2011

**Step 3:** Click on the Information Session sub-tab (green arrow). You are able to view upcoming employer information sessions, including their time, date and location, as well as RSVP to reserve yourself a spot for the event (purple arrow). Any events you RSVP to are linked to a text message alert feature that you are able to turn on (User Guide II) and be viewed in your personal calendar (information to follow).

Information Session sub-tab navigation and search filters:

- Information Session Type:
- Information Session Start Date/Time:  Select Clear to  Select Clear
- Information Session End Date/Time:  Select Clear to  Select Clear
- RSVP to Event:  Yes  No  Ignore
- Employer:
- Search:  Clear:

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Information Session Start Date/Time	Information Session End Date/Time	Information Session Type	Employer	Location	RSVP
<a href="#">Sep 21, 2011 4:00 pm</a>	Sep 21, 2011 6:00 pm	Information Session	BANK OF AMERICA	Brennen Conference Room	RSVP
<a href="#">Oct 04, 2011 12:00 pm</a>	Oct 04, 2011 2:00 pm	Information Session	Morgan Stanley	Red Room - Conference Room	RSVP
<a href="#">Oct 11, 2011 4:00 pm</a>	Oct 11, 2011 6:00 pm	Information Session	CORNERSTONE RESEARCH	Red Room - Conference Room	RSVP
<a href="#">Oct 11, 2011 5:30 pm</a>	Oct 11, 2011 7:00 pm	Information Session	Next Step China	Brennen Conference Room	RSVP

**Step 4:** Click on the Workshops sub-tab (green arrow). Here, you will be able to view active workshops that are being sponsored and oftentimes presented by the Career Development Center. You may also RSVP to these workshops just as you would for Information Sessions to reserve yourself a spot at the event. If the Add to Waitlist button (yellow arrow) appears, this means that the maximum number of reservations has been received and we are accepting waitlist students. If you add yourself to the waitlist be sure to attend the event, as there is often room for additional students.

events NACElink  
N-E-T-W-O-R-K software by simplicity™

Career Fairs Information Sessions **Workshops**

Session Start  Select Clear to  Select Clear

Session End  Select Clear to  Select Clear

RSVP to Event  Yes  No  Ignore

Keywords   
searches workshop title and description.

Search Clear

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Name ^	Session Start ^	Session End	Location	RSVP
<a href="#">Test</a>	Aug 09, 2011 1:00 am	Aug 17, 2011 1:00 am		+ Add To Waitlist

**Step 5:** Click on the Calendar tab. It is here that you will be able to view all events sponsored by the Career Development Center, as well as all of your scheduled interviews and specific events you may have RSVP-ed for. You may also use this calendar to store any personal events you would like to keep track of, such as tests and homework assignments.

The screenshot displays a web-based calendar interface. At the top, there are navigation tabs: Agenda, Day View, Week View, **Month View** (selected), Year View, and Personal Events. Below the tabs, there are two dropdown menus: 'Show' set to 'Everything' and 'View' set to 'Normal'. The main calendar area is titled 'This Month October 2011' and includes a '[jump to]' dropdown. The calendar grid shows days from Monday to Sunday. Two events labeled 'Interview' are visible on Monday, October 26, and Tuesday, October 27. To the right of the main calendar are three smaller calendar views for July 2011, August 2011, and September 2011, each showing a grid of days with some dates highlighted in different colors.

**Step 6:** You are also able to sync your TecherLink calendar containing all events and interviews sponsored and organized by the Career Development Center to your Gmail (Google) calendar. You are able to do this by navigating to the Profile tab (yellow arrow) > Privacy sub-tab (green arrow)

The screenshot shows the TecherLink user interface. At the top, there is a navigation bar with tabs: Home, Profile, Documents, Jobs and Internships, Employers, Interviews, Surveys, Events, and Calendar. A yellow arrow points to the Profile tab. Below the navigation bar, there is a search bar and a 'Log Out' button. The main content area is titled 'profi' and contains a notification: 'By enabling text messages, you will receive reminders about interviews, information sessions and workshops.' Below this, there are tabs for Personal, Academic, Privacy, Talent Search, and Password/Preferences. A green arrow points to the Privacy tab. Under the Privacy tab, there are several sections with radio buttons and checkboxes. The 'Synchronizing Options' section has several checked boxes: Sync. Events in Calendar, Sync. On-Campus Interviews, Sync. Workshop RSVP, Sync. Information Sessions RSVP, Sync. Career Fairs RSVP, and Remove Archived/Deleted Items from synched Calendar. At the bottom of this section is an 'Authorize' button, which is highlighted with a purple arrow. On the right side, there is a 'Completion Status' section with a list of items: Personal Information, Academic Information, and Privacy. Under Privacy, there are several items with green checkmarks: Receive Email Notifications, Include in Resume Books, Enable Text Message Alerts, and Receive Email Job Blasts. There is also a 'Documents' section with a green checkmark and the text '2 documents uploaded.'

**Place a check next to all of the options that you would like synced with your Gmail (Google) calendar in the Synchronizing Options section. Once you have done this, press the Authorize button (purple arrow) to begin the synchronization process. Syncing should be completed every 5-15 minutes in order to ensure up-to-date information.**