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.

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.
**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).
**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.
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.
**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)

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.