Viewing and Registering for Career Events
How to View Career Events & Workshops

To view career-related events and workshops that are scheduled both on- and off-campus, click on the Career Events & Workshops tab at the top of your Jobs4Saints home page.
View or Search Career Events & Workshops

To see a list of all events, simply scroll down through the list that appears on the page.

Events can be searched by date and/or by event category. For more search options, click on Advanced Search beside the Search button.
The List of Events

The list of events on the Career Events & Workshop page includes some basic information about each event, including the location, start and end date, and event category. For more information about an event or to register for an event, click on the name of the event.

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Location</th>
<th>Start Date/Time:</th>
<th>End Date/Time:</th>
<th>Event Category:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer of the Day Table - Buffalo Wild Wings</td>
<td>Ballston Lobby</td>
<td>7/30/2013 1:00 PM</td>
<td>7/30/2013 2:00 AM</td>
<td>Info Session</td>
</tr>
<tr>
<td>Resume Workshop</td>
<td>Rowley 1005</td>
<td>8/1/2013 12:00 PM</td>
<td>8/1/2013 1:00 PM</td>
<td>Workshop</td>
</tr>
<tr>
<td>ALPFA Convention/Career Fair/University Expo</td>
<td>Washington, DC</td>
<td>8/3/2013 7:00 AM</td>
<td>8/7/2013 5:00 PM</td>
<td>Career Fair</td>
</tr>
</tbody>
</table>
Off-Campus Events

Off-campus events are occasionally added to the list of career events if they are local events that Marymount students are invited to and may be interested in attending. In addition to details of the event, the link to the event’s registration page will be included. Pre-registration for off-campus events cannot typically be made through Jobs4Saints.
On-Campus Events

All on-campus events will include a description of the event, the time, location, and other details as applicable. If pre-registration is required, the ‘Register for Event’ button will appear at the top of the page.
Registering for an Event

To register for an event, click on the ‘Register for Event’ button at the top of the event’s page. A screen similar to the one above will appear. To register, click on the green ‘Save’ button.
Registration Confirmation

Once you have clicked ‘Save,’ the system will provide confirmation that you have registered for the event. If you want to view your registration, click on the ‘View My Activity’ link in the menu on the left-hand side of the page. You can also find the registration by hovering over ‘My Account’ in the menu along the top of the page and clicking on ‘My Activity.’

You have successfully RSVPed for this event. You will find this history in ‘My Activity’.

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Registration Information

Record Id: 7
Student Mary Marymount
Career Event Name Connecting the Dots: Jobs in the Non-Profit Arena
Registration Date: 7/17/2013
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View Events on the Jobs4Saints Calendar

To view upcoming career events, as well as those events for which you are registered, click on the ‘Calendar’ link in the menu on the left-hand side of the page. Career Events are displayed in light blue boxes on your calendar as well as under the Event Details section on the top right-hand section of the page. If you are registered for an event, the Event Details section will indicate that you are registered.

To view an event from the Calendar section, simply click on the ‘You are registered!’ or ‘View Event’ links under the Events Details section, or click on the event box in the calendar.
View Events in My Activity (if registered for event)

If you have registered for an event, you can view the event registration under ‘My Activity’ (click on the ‘View My Activity’ link in the menu on the left-hand side of the page, or click on ‘My Activity’ under ‘My Account’ in the menu at the top of the page).

Click on the Event Registrations tab to view events for which you have registered. To view the registration or to cancel it, click on the ‘View’ link under ‘Action.’
Cancel an Event Registration

To cancel a registration that you have made for an event, click on the event to see the event detail page. To cancel the registration, click on the ‘Cancel Registration’ button at the top of the page. This action will cancel the registration and will remove your name from the list of expected event attendees.