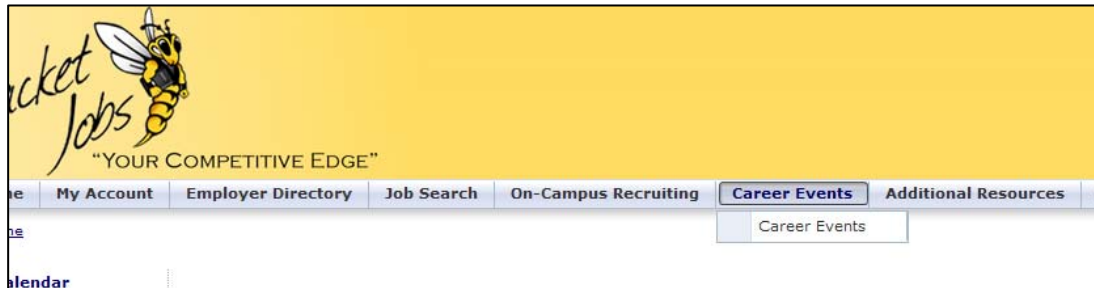




Jacket Jobs Tutorial

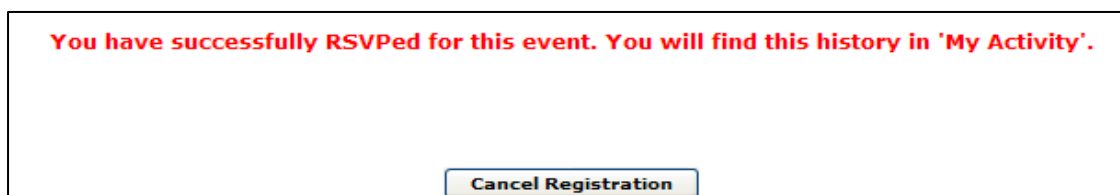
How to RSVP to Events

1. On the home screen click on *Career Events* tab beneath the header.



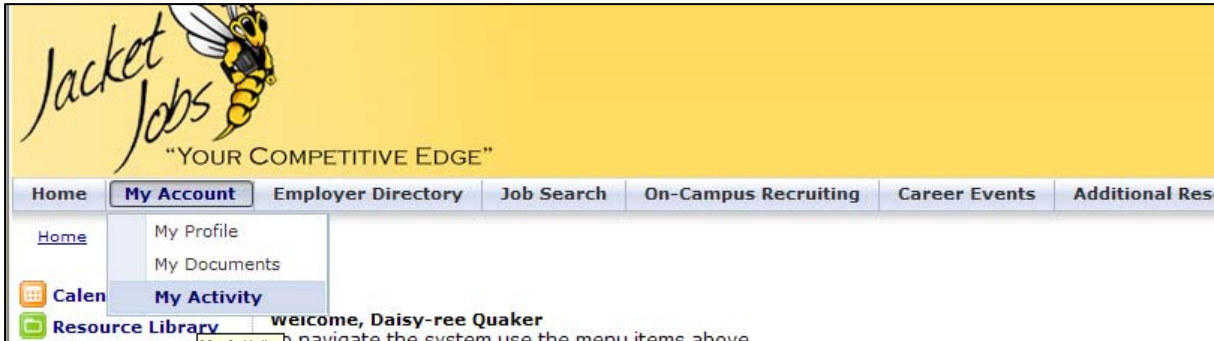
2. An event search page will open. *Jacket Jobs* allows you to specify events based on category. For best results leave all fields blanks and click on the “Search” button. This will display all upcoming events that have been posted to *Jacket Jobs*.

3. To register for an event click on the event name. The event page will open up which will display a brief description about the event. To register, click on the “Register for Event” button near the top or bottom of the page.
4. Once you register for the event a brief confirmation will appear at the top of the page.

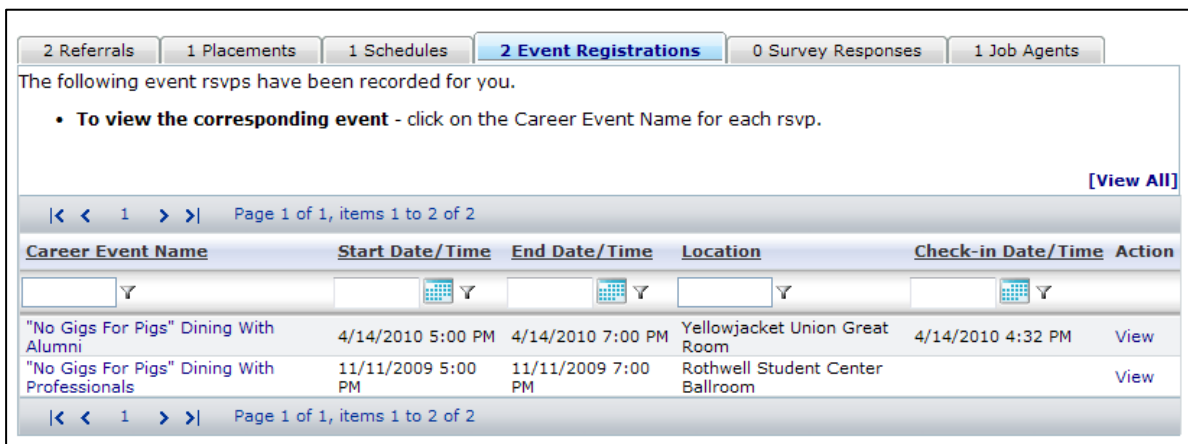


Canceling an RSVP

1. To view or cancel any event registration. Hover over the *My Account* tab at the top of the page and a drop down menu will appear. Click on *My Activity*.



2. Click on the *Event Registration* tab if it has not been preselected. A display of all confirmed past and current events will appear.



3. To cancel an event click on the event link. A "Cancel Registration" button will appear near the top and bottom of the screen. Once you click on the button to cancel your registration, it will switch back to the "Register for Event" button.

