

# HANDSHAKE TUTORIAL

## RSVP TO CAREER EVENTS

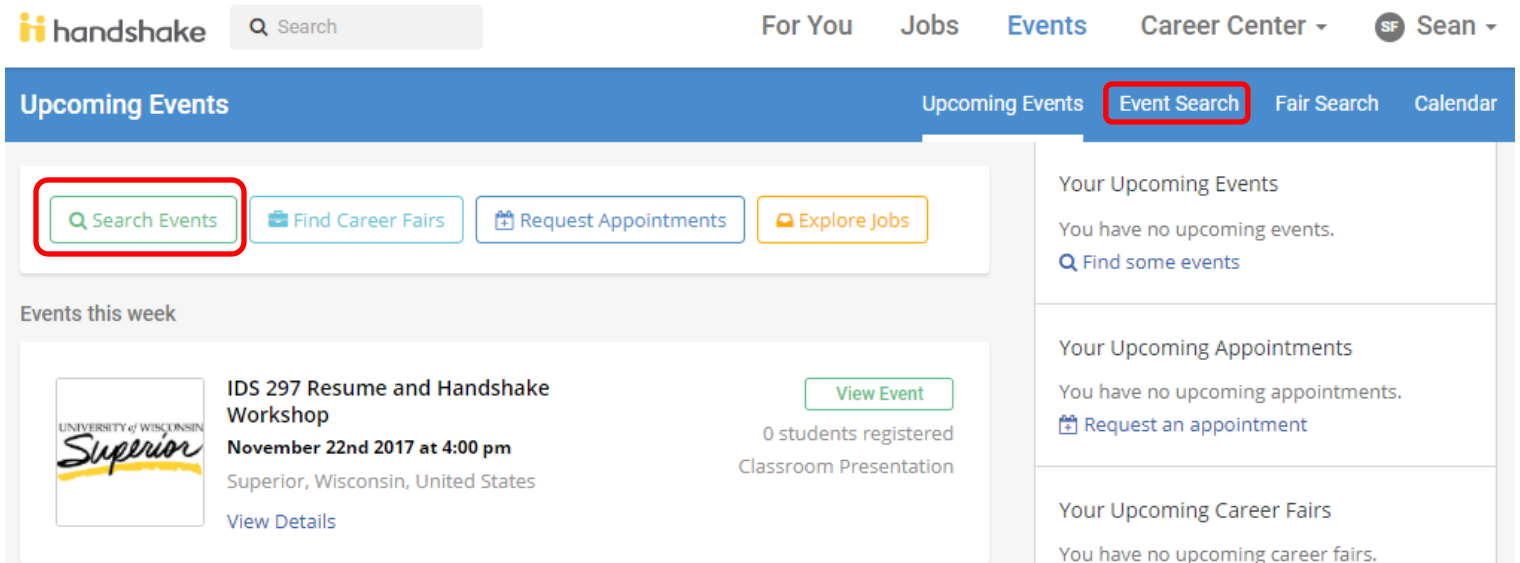


### RSVP TO A CAREER EVENT

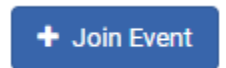
1. Click **Events** in the top navigation bar



2. Click **Search Events** OR **Event Search** at the top of the page

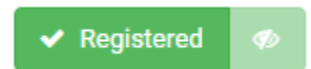


3. Handshake allows you to search for events using Keyword, Location, Type, Host, Owner, Label, and Date. Results will update as you enter filters. For best results, leave all fields blank. This will display all upcoming events posted to Handshake
4. To register for an event click on the event name. The event page will open up which will display a brief description about the event. To register, click + **Join Event** in the top right of the page
5. Once you have registered for the event, the + **Join Event** button will turn green and say **Registered** with a check



### CANCEL AN RSVP TO A CAREER EVENT

1. Click **Events** in the top navigation bar
2. Find the event in **Your Upcoming Events** on the right side of the page and click the event name
3. On the event page, hover over the green **Registered** button with a check
4. The button will turn red and say **Leave Event** with an X
5. After you click the red **Leave Event** button it will turn blue and say + **Join Event**



If you have any questions regarding Handshake, please contact Career Services  
at: 715-394-8024 or [career@uwsuper.edu](mailto:career@uwsuper.edu)