Accepting registrations for career fairs in BroncoJOBS

1. Login to BJ/HS, in your Career Services account
2. On the left-hand side of the page, in the black toolbar, click the 'Fairs' tab
3. Click on the name of the fair you would like to look at
4. Click on the green, 'View Employers' button
5. In the filter bar, near the top of the page, click on the drop-down menu labeled 'Status', check the 'Pending' box
6. Click on a 'Pending' employer
7. Check that the employer has properly filled out their registration. Make sure that they following sections are filled out:
    a. 'Registrant', in the top, left-hand corner of the page
    b. In the 'Looking for' section, make sure that the following are filled out
        i. 'Job Titles'
        ii. 'Job Types'
        iii. 'Employment Types'
        iv. 'Major Groups'
    c. In the 'Survey Response' section, make sure that all questions have been answered
8. In the 'Booth Assignments' section, click on the blue pencil icon, next to 'No booth has been assigned yet'
    a. A box will pop up, click on the top link
    b. Another box will pop up and will say 'The highest currently assigned booth number is 'X'. In the 'Number' section, type the number 'X+1'
        i. Ex: if the pop up says 'The highest currently assigned booth number is 71', in the 'Number' section you will type 72
    c. Click the green 'Save' button at the bottom right-hand corner of the pop up
9. In the 'Booth Packages' section, make sure that the booth item that the employer selected matches the number of recruiters (found in top, left-hand corner of the page under 'Representatives count') they are bringing.
    a. If everything matches move on to the next step
    b. If it does not, ask Amanda, Buffy, or a team member for more help
10. On the left-hand side of the page, in the 'Actions' section, click on '$ View/Create Invoices'
    a. In the pop-up, click on 'Create New Invoice'
    b. Select all unique 'Recipients'
    c. In the bottom, right-hand corner of the pop up click 'Finish and Send'
11. In the top, right-hand corner of the page click 'Edit'
    a. Scroll down to the 'Status' section, and check the 'Approved' circle
    b. In the bottom, right-hand corner of the page click 'Update Registration'

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