How do I register for a career fair?

Are you new to Handshake and need to register for a career fair? If so, follow these steps:

**Click here if you already have a Handshake account**

**Click here if you need to register for a Handshake account**

Active Handshake Account

1. Click on the link that you received to register for the career fair

2. A page will appear that looks like this:

3. Click **Register** which will pop up a small link to **Sign In**

4. You will be taken to the login page where you can login to your account (If you are having trouble remembering your password, select **Forgot Password**)

5. Once you login you will be taken to the career fair registration page

6. Click **Register**

7. Select a booth option
8. **Choose any Extra Items or General Items**

   ![Table of Extra Items and General Items](image)

9. **Add your basic information:**
   - Company Description
   - A representative count
   - Names of the representatives attending the fair
     - If the representatives do not have accounts in Handshake and have not been added to your contact list, add them from this page by selecting **Create it here**

10. **Select a division (Learn more about divisions here: Divisions)**

11. List any jobs you currently have posted to that school. If you’re not looking to fill a specific position, you can select **I’m not hiring for a specific job right now**

12. Note where the positions are located, and if you're willing to sponsor candidates

13. Note the employment and job types you have available

14. Select the criteria you are looking for in potential candidates

15. **Select your payment method and agree to the office refund policy**

16. Answer any additional questions from the career center and click **Create Registration** when you your registration is complete
The career services office will need to approve your registration but you can view your registration at any time and leave comments for the career services office with questions about status.

**Need a Handshake Account?**

1. Click on the link that you received to register for the career fair
2. You will see a page like this:

   ![Handshake account registration page](image)

3. Click **Employer**

   ![Employer page](image)

**How to Search for a Career Fair**

Follow these instructions to search for career fairs in Handshake.

1. Click **Fairs** on the left navigation bar
2. Use the filters and search bar on the left side of the screen to narrow down your search.
   - **Tip:** Type the school name into the search bar to see all Career Fairs coming up at that school
   - **Note:** Career fairs that your company has already registered for will be indicated on the right side of the career fair name
3. Click on the name of the career fair to **view your registration** or view the details and **register**
How do I pay for a career fair registration?

In order to pay for a career fair you will need to view your registration and check on the status of your registration.

1. Review the steps in How to search for a career fair to find the career fair registration you are looking for.

2. If you would like to pay by credit card you will need to wait until your registration is approved, if you are paying via the manual method you will need to follow the instructions from the university career center.

3. You will receive an invoice that looks similar to this:

4. Click Pay Here which will take you to your career fair registration.

5. Click Pay Now to pay by credit card, if you are paying manually you will need to follow the instructions on the invoice and review your payment status that will be updated by the career services office.