



# STEPS TO PAY FOR CAREER FAIR REGISTRATIONS IN NOLENETWORK

1. Login to NoleNetwork: <http://career.fsu.edu/nolenetwork>
2. Select “Events” drop down on the left-hand side
3. Select “Career Fairs”
4. You will see all upcoming events. Any event you are registered for will be indicated. Click on the event you wish to pay for.

The screenshot shows a sidebar on the left with a menu under 'Events' including 'Career Fairs', 'Information Sessions & Engagement Events', 'Publication Requests', 'Report Job/Internship Offers', 'Surveys', 'Calendar', 'My Account', and 'Give us Feedback'. The main content area displays two event cards. The first card is for 'Fall 2023 STEM Career & Internship Fair' on Sep 19, 9:00 AM - 3:00 PM. The second card is for 'Fall 2023 Seminole Futures Career & Internship Fair' on Sep 21, 9:00 AM - 4:00 PM, which has a green checkmark and the word 'Registered' in a yellow box next to the date.

5. On the left side, click “confirmed” to access your registration. You can view your invoice by clicking “view your invoice”.

The screenshot shows the event page for 'Fall 2023 Seminole Futures Career & Internship Fair' on Sep 21, 9:00 AM - 4:00 PM. The left sidebar has 'Events' selected, and 'Career Fairs' is highlighted. The main content area has tabs for 'Overview' and 'Attending Students'. The 'Your Registration' section shows the user is a 'Recruiting Coordinator - Recruiting' and their status is 'Confirmed' with a green checkmark. Below this, there is a 'View your invoice' button.

6. Scroll to the bottom of the page and select the “Modify” button.



7. Click through the “Next” buttons until you get to the “Payment Information” tab.

The screenshot shows a registration form with a sidebar on the left containing a list of steps: Events and Fees, Contact Information, Organization Profile Information, ADD-ONS FOR YOUR CAREER FAIR REGISTRATION, and Representatives. The 'Events and Fees' tab is selected. A 'Next' button is visible at the top right. The main content area contains the text: 'Please select the appropriate registration type for your organization. Registration Type\*'. There are four radio button options: 'Standard Registration' (selected), 'Tax-Exempt Rate (Government/Non-Profit Agencies)', 'Seminole 100 & Local Tallahassee Employers', and 'Garnet Partner'. Below the options, it states: 'The standard registration includes one 6-foot table, 4 representatives, breakfast and lunch for each representative, and parking'.

8. Switch payment from “Check” to “Credit Card”

9. Fill out the credit card information. Note: no part of the credit card number will be visible on your invoice/receipt. Payment will show on your credit card statement as “Simplicity Corp”.

The screenshot shows the registration form with the 'Payment Information' tab selected in the sidebar. The main content area has a 'Payment Method\*' dropdown menu with '6' selected, and radio buttons for 'check' and 'credit card' (selected). Below this is a 'Payment Info' section with a '7' next to a 'Card number' field and 'MM / YY CVC' to its right. A '8' is next to a 'Submit Payment Information' button. At the bottom, there is a 'Previous' button, a 'Review And Confirm' button with a '9' next to it, and a 'Cor' button in the top right corner.

10. Click “Review and Confirm” at the very bottom of page.