



STEPS TO PAY FOR CAREER FAIR REGISTRATIONS IN NOLENETWORK

(To have someone else pay for the fair, see pg.4)

1. Login to NoleNetwork: <https://career.fsu.edu/nolenetwork>
2. Select **“Events”** drop down on left-hand side
3. Select **“Career Fairs”**
4. You will see a list of our upcoming events – click the one you have registered for

The screenshot shows the NoleNetwork interface. On the left sidebar, the 'Events' menu item is highlighted with a red box and the number '1', and the 'Career Fairs' sub-item is highlighted with a red box and the number '2'. The main content area is titled 'Career Fairs' and shows a list of events. The first event is '2024 - 2025 FSU Career Guide Advertisements'. The second event, 'Fall 2024 Part Time Job & Internship Fair', is highlighted with a red box and the number '3'. The third event is 'Fall 2024 STEM Resume Cafe'.

See Next Page



5. To pay for your registration by credit card, click “view your invoice”

Home / Career Fairs / Fall 2024 Part Time Job & Int...

Fall 2024 Part Time Job & Internship Fair

Sep 4 12:00 PM - 4:00 PM

Overview

About

The Part-Time Job & Internship Fair is typically held in the fall and spring semester and is the perfect place to find part time jobs, on campus positions, and internships that students can work while taking classes! **Note: this is not for full-time internships, positions outside of the Tallahassee area (unless fully remote), or full-time positions.**

The Part-Time Job & Internship Fair runs from 12pm - 4pm in the Student Union Ballrooms.

When and Where

SEP 4 Fall 2024 Part Time Job & Internship Fair

Map showing location: Milton Carothers Hall (MCH), West Virginia St, Degraff Hall East.

Your Registration

- Test Test
- Pending Review
- View your invoice**

6. Scroll to the bottom of the page and select “Pay By Credit Card”

Home / Career Fairs / Fall 2024 Part Time Job & Int...

Fall 2024 Part Time Job & Internship Fair

Sep 4 12:00 PM - 4:00 PM

Test Test

ATTN: Career Fair Payments Office
The Dunlap Success Center
P.O. Box 3064162
Tallahassee, FL 32306-4162

PH: 8506441234
test@fsu.edu

Charges

Charge Description	Quantity	Unit Price	Cost
Fall 2024 Part Time Job & Internship Fair Early Registration (Standard) September 04, 2024	1	@ 46.58	\$46.58
Extra Table - Standard Registration	1	@ 25.88	\$25.88
Electricity - Standard (Taxed)	1	@ 15.53	\$15.53
Extra Reps - Fall 2024 Part Time Job & Internship Fair	2	@ 20.70	\$41.40
SUBTOTAL:			\$129.39
BALANCE DUE:			\$129.39

PAYMENT DUE: SEP 04, 2024

THE CAREER CENTER IS ONLY ABLE TO ACCEPT PAYMENT THROUGH CHECKS MAILED TO THE CAREER CENTER OR VIA CREDIT CARD PAYMENT (DONE THROUGH NOLENETWORK OR OVER THE PHONE WITH A CAREER CENTER STAFF MEMBER). WE ARE NOT ABLE TO TAKE PAYMENT VIA ACH OR EFT.

NOTE: Please be sure to include a printout of this invoice if you are sending your payment via check.

Pay By Credit Card Go To Event Overview

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Scroll to bottom of page and select "Pay By Credit Card"



7. The option to enter your credit card information will appear

The screenshot shows the NOLE NETWORK interface. On the left is a navigation menu with items like Home, Employer Profile, Jobs, OCR/Interviews, Events, Career Fairs, Information Sessions & Engagement Events, Publication Requests, Exp. Learning, Report Job/Internship Offers, Surveys, Calendar, My Account, and Give us Feedback. The main content area is titled 'Invoice' and contains the following information:

- Terms:** Payment is due by the event date. If you cannot pay by this date, please email Tiffany Leung at tleung@fsu.edu
- Invoice Date:** Jun 14, 2024
- Invoice Number:** 20240614-00006
- Make checks payable to:** Florida State University
- Invoice For:** FSU Career Center, Test Test
- Send Payment To:** The Career Center, ATTN: Career Fair Payments Office, The Dunlap Success Center, P.O. Box 3064162

A modal window titled 'Pay by Credit Card' is overlaid on the invoice. It contains a 'Card number' input field with a masked card number, a 'MM / YY CVC' input field, and a 'Submit Payment Information' button. A 'Close' button is located at the bottom right of the modal. Below the modal, a table shows a list of items with their costs, and a 'BALANCE DUE' of \$129.39 is displayed at the bottom right.

Item	Cost
Ch...	\$46.58
Fall	\$25.88
Ext...	\$15.53
Ele...	\$41.40
Ext...	
SU...	

BALANCE DUE: \$129.39

8. Click **“Submit Payment Information,”** to complete the payment .

9. The receipt will then be emailed to the registrant.

If you are paying by check, please make checks payable to “Florida State University” (Federal Tax ID No. 591961248). Please mail your check and copy of your invoice to:

FSU Career Center

Dunlap Success Center

Attention: Career Fair Payments Office

PO Box 3064162

Tallahassee, FL 32306-4162

See Next Page



Somebody else paying for the fair? Here's how to add their info:

1. On the event page, click underneath your registration

The screenshot shows the NOLE NETWORK interface. On the left is a navigation menu with options like Home, Employer Profile, Jobs, and Events. The main content area is titled 'Fall 2024 Part Time Job & Internship Fair' with the date 'Sep 4 12:00 PM - 4:00 PM'. Below this is an 'Overview' section with an 'About' subsection. The 'About' text states: 'The Part-Time Job & Internship Fair is typically held in the fall and spring semester and is the perfect place to find part time jobs, on campus positions, and internships that students can work while taking classes! **Note: this is not for full-time internships, positions outside of the Tallahassee area (unless fully remote), or full-time positions.** The Part-Time Job & Internship Fair runs from 12pm - 4pm in the Student Union Ballrooms.' There is also a 'When and Where' section with a calendar icon for 'SEP 4' and a map showing the location at 'Milton Garretts Hall (MCH)'. On the right side, there is a 'Your Registration' box containing three items: 'Test Test' (with a pencil icon), 'Pending Review' (with a circle icon), and 'View your invoice' (with a document icon). The 'Test Test' item is highlighted with a red rectangular box.

2. Scroll to the bottom of the page and select "Modify"

The screenshot shows the registration details page. At the top, it says 'Instagram: @FSUCareerCenter'. Below that is the title 'Logistical Information & Policy Acknowledgement'. There is a table with the following rows:

Display:	TT
Promotional Materials:	TT
Cancellation Deadline:	TT
Payment:	TT
Event No-Shows:	TT
Meal for Part Time Job & Internship Fair:	TT

Below the table is a section titled 'Payment Information' with the following details:

Payment Method:	check
Payment Made By:	Registrant

At the bottom of the page, there is a 'Modify' button highlighted with a red rectangular box.



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

NOLE NETWORK

Home / Career Fairs / Fall 2024 Part Time Job & Internship Fair / Registration

Fall 2024 Part Time Job & Internship Fair

Events and Fees **Next**

Contact Information

Profile Information

Add-Ons For Your Career Fair Registration

Representative Information

Social Media

Logistical Information & Policy Acknowledgement

Please select the appropriate registration type for your organization.

Registration Type*

Standard Tax-Exempt (Government/Non-Profit Agencies)

Seminole 100 & Local Tallahassee Employers Champion Partner

Garnet Partner Gold Partner

FSU Departments

The standard registration includes one 6-foot table, 2 representatives, and parking for one vehicle.

Fees	Early Registration: (before June 21, 2024)	Registration Fee:	Late Registration: (after August 02, 2024)	Extra Reps:

4. In “Payment Made By,” select “Other”

NOLE NETWORK

Home / Career Fairs / Fall 2024 Part Time Job & Internship Fair / Registration

Fall 2024 Part Time Job & Internship Fair

Events and Fees

Contact Information

Profile Information

Add-Ons For Your Career Fair Registration

Representative Information

Social Media

Logistical Information & Policy Acknowledgement

Payment Information

Previous **Review And Confirm**

Payment can be completed by check or credit card only. If you select a credit card payment, your credit card statement will reflect a payment authorization from "Simplicity Corporation". The Career Center is only able to accept payment through checks mailed to the Career Center or via credit card payment (done through NoleNetwork or over the phone with a Career Center staff member). We are not able to take payment via ACH or EFT. Credit cards will be processed at the time of event registration approval.

Payment Made By Registrant Other

Payer Contact

Previous **Review And Confirm**



5. A list of all contacts in your organization with a NoleNetwork account will appear. If your payer is not in the system, you can add their information with **“Add New”**

NOLE NETWORK

Home ✓ Contact Information
Employer Profile ✓ Profile Information
Jobs ✓ Add-Ons For Your Career Fair Registration
OCR/Interviews
Events
Career Fairs
Information Sessions & Engagement Events
Publication Requests ✓ Representative Information
Exp. Learning ✓ Social Media
Report Job/Internship Offers ✓ Logistical Information & Policy Acknowledgement
Surveys **Payment Information**
Calendar
My Account
Give us Feedback

Payment can be completed by check or credit card only. If you select a credit card payment, your credit card statement will reflect a payment authorization from "Simplicity Corporation". The Career Center is only able to accept payment through checks mailed to the Career Center or via credit card payment (done through NoleNetwork or over the phone with a Career Center staff member). We are not able to take payment via ACH or EFT. Credit cards will be processed at the time of event registration approval.

Payment Made By Registrant Other

Payer Contact

New Contact Name

New Contact Email Address

6. Once you’ve entered the payer’s information, click **“Review and Confirm”** at very bottom of the page.
7. The payer will then receive an email with a link to pay the invoice.
 - If they are not in the NoleNetwork system, they will also receive a separate email with instructions to set up their account.