



MBA JOBS: EVENT SIGNUP

How do I sign up?

The screenshot shows a web browser window with the URL <https://gtscandidate.mbafocus.com/TCU/Candidates/Authenticated/Dashboard.aspx>. The page header includes the TCU logo, "Neeley School of Business", "Welcome, Test", and "Class of 2019 - 1st Year". There are "Logout" and "Help" links in the top right.

The dashboard is divided into several sections:

- Left Sidebar:** A vertical menu with icons and labels: Dashboard, My Profile, Job Search, Interviews, Mock Interviews, **Employer Events** (circled in purple), Workshops, and Employer Research.
- Name:** A section with the text "Test_Candidate" and a "Logout" link.
- My Activity:** A section with the heading "My Activity" and the text "No Activity Alerts".
- Career Tracker:** A section with the heading "Career Tracker" and "Your Tasks Are Listed Below:". It contains a task card with a checkbox, a "No Due Date" label, and a "Test003" link. Below the card is a "Go To Your Task List" link.
- My Profile & Resume(s):** A section with the heading "My Profile & Resume(s)". It includes a "Profile:" section with the text "Employers use profiles to find highly specialized candidates." and links for "View/Edit Profile" and "Manage My Resume(s)". Below is a "Resume(s)" section with an empty input field.
- Announcements:** A section with the heading "Announcements" and a "View All" link.
- Activity Calendar:** A section with the heading "Activity Calendar" and the text "View all activities in this [interactive calendar](#)."
- Upcoming Events:** A section with the heading "Upcoming Events".
- Resources:** A section with the heading "Resources" and the text "Use the **Document Library** on MBA Jobs to access templates and instructions for resumes, cover letters, interviewing, negotiating and more." It includes a link to "MBA ANALYTICS" and a list of resources: "Submit offer information", "Log your interview questions", "Research salaries", "Research previous interview questions", and "Research timeline of past offers". It also features links for "VMock" (with a description of its features), "INTERVIEW STREAM", and "CO INTERACTIVE" (with login details: USERNAME: TCU email address, PASSWORD: "casequestions40").

List of Events/Workshops

The screenshot shows a web browser window with the URL <https://gtscandidate.mbafocus.com/TCU/Candidates/Authenticated/Workshops/WorkshopFile.aspx>. The page header includes the TCU logo, "Neeley School of Business", a welcome message for "Test", and the user's class "Class of 2019 - 1st Year". There are links for "Logout" and "Help".

The main content area is titled "Workshops" and includes instructions: "Click the name of a workshop to view detailed information." Below this are three bullet points:

- TO SIGN UP FOR AN EVENT: Click "Sign Up" under the Action column. Then use the purple "Sign Up" button on the next page.
- TO CANCEL YOUR RSVP: Click "Cancel" under the Action column. Then use the purple "Cancel" button on the next page.
- Use the Signups tab to view events for which you've already signed up.
- Use the Past tab to view previous events and access any attachments.

Search filters include "WORKSHOP NAME" (input field), "TOPIC" (input field with "See All" button), and "CONTACT PERSON" (dropdown menu). Sorting options are "SORT BY Chronological Order" and "SHOW All Career Workshops". Navigation tabs are "Current (2)", "Signups (2)", and "Past (339)".

Date	Workshop Name	Time	Topic	Status	Contact Person	Action
Sept 08 2018 8:00 AM	MBAMA Brand Management Bootcamp	8:00 AM-6:30 PM	Bootcamp	Available	McDowell, Sallye	Sign Up
Sept 12 2018 12:00 PM	MBA Student Organizations Kick Off Meeting	12:00 PM-1:30 PM	Networking	Available	McDowell, Sallye	Sign Up
Sept 14 2018	MBA Supply Chain Bootcamp	12:00 PM-5:30 PM	Bootcamp		McDowell, Sallye	

A hand icon points to the "Sign Up" link in the first row.

Event Details Page

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Student Analytics : VMoc, Candidates - Candidate, Career Workshop Detail.
- Address Bar:** Secure | https://gtscandidate.mbafocus.com/TCU/Candidates/Authenticated/Workshops/ViewWorkshop.aspx
- Page Header:** TCU Neeley School of Business, Welcome, Test, Class of 2019 - 1st Year, Logout, Help.
- Left Navigation Menu:** Dashboard, My Profile, Job Search, Interviews, Mock Interviews, Employer Events, Workshops, Employer Research.
- Breadcrumbs:** Career Workshops > Career Workshop Detail.
- Event Title:** MBAMA Brand Management Bootcamp.
- Date:** Sep 08, 2018.
- Status:** Available.
- Instructions:** Use the purple "Sign Up" button below to RSVP. Use the purple "Cancel" button below to cancel your RSVP. If the signup deadline has passed, email the contact person listed below directly to notify him/her you will not be attending.
- Signup Section:** A purple banner with the text "Signup" and a "LESS" link. Below it is a dropdown menu for "(OPTIONAL) SELECT RESUME:" with "Select one" selected. A link "Browse To Upload New Resume" is also present.
- Sign Up Button:** A purple button labeled "Sign Up" with a hand cursor icon pointing to it.
- Career Workshop Description Section:** A purple banner with the text "Career Workshop Description" and a "Continue Reading" link.
- Career Workshop Information Section:** A purple banner with the text "Career Workshop Information" and a "LESS" link.

Confirm

Candidates - Candidate F x Career Workshop Detail x

Secure | <https://gtscandidate.mbafocus.com/TCU/Candidates/Authenticated/Workshops/ViewWorkshop.aspx>

Logout Help

TCU Neeley School of Business Welcome, Test Class of 2019 - 1st Year

Dashboard

My Profile

Job Search

Interviews

Mock Interviews

Employer Events

Workshops

Employer Research

Career Workshops > Career Workshop Detail

Career Workshop Signup

Your request was successfully processed.

Continue

MBAMA Brand Management Bootcamp

Sep 08, 2018

Available

Use the purple "Sign Up" button below to **RSVP**.

Use the purple "Cancel" button below to **cancel your RSVP**. If the signup deadline has passed, email the contact person listed below directly to notify him/her you will not be attending.

Signup

(OPTIONAL) SELECT RESUME:

Select one

[Browse To Upload New Resume](#)

Sign Up

Career Workshop Description

[Continue Reading >](#)

Career Workshop Information

What if I need to cancel?

The screenshot shows a web browser window with the URL <https://gtscandidate.mbafocus.com/TCU/Candidates/Authenticated/Workshops/WorkshopFile.aspx#lookupItem>. The page header includes the TCU logo, "Neeley School of Business", "Welcome, Test", and "Class of 2019 - 1st Year". There are "Logout" and "Help" links in the top right.

The main content area is titled "Workshops" and includes a "My Filters" button. Below the title, there are instructions and a list of steps:

- TO SIGN UP FOR AN EVENT: Click "Sign Up" under the Action column. Then use the purple "Sign Up" button on the next page.
- TO CANCEL YOUR RSVP: Click "Cancel" under the Action column. Then use the purple "Cancel" button on the next page.
- Use the Signups tab to view events for which you've already signed up.
- Use the Past tab to view previous events and access any attachments.

Below the instructions is a search and filter section with fields for "WORKSHOP NAME", "TOPIC", and "CONTACT PERSON". There are also "SORT BY" and "SHOW" dropdown menus.

The main table displays a list of workshops. A hand icon points to the "Cancel" link in the "Action" column of the first row.

WORKSHOP NAME	TOPIC	CONTACT PERSON
<input type="text" value="Workshop Name"/>	<input type="text" value="Start typing..."/> See All	<input type="text" value="Select One..."/> <input type="button" value="v"/>

SORT BY Chronological Order **SHOW** All Career Workshops

Current (8) **Signups (1)** **Past (339)**

Date	Workshop Name	Time	Topic	Status	Contact Person	Action
Sept 08 2018 8:00 AM	MBAMA Brand Management Bootcamp	8:00 AM-6:30 PM	Bootcamp	Attending	McDowell, Sallye	Cancel
Sept 12 2018 12:00 PM	MBA Student Organizations Kick Off Meeting	12:00 PM-1:30 PM	Networking	Available	McDowell, Sallye	Sign Up
Sept 14 2018	MBA Supply Chain Bootcamp	12:00 PM-5:30 PM	Bootcamp		McDowell, Sallye	

Event Details Page

The screenshot shows a web browser window with the URL <https://gtscandidate.mbafocus.com/TCU/Candidates/Authenticated/Workshops/ViewWorkshop.aspx>. The page header includes the TCU Neeley School of Business logo, a welcome message for 'Test' (Class of 2019 - 1st Year), and links for 'Logout' and 'Help'. A left sidebar contains navigation options: Dashboard, My Profile, Job Search, Interviews, Mock Interviews, Employer Events, Workshops, and Employer Research. The main content area is titled 'MBAMA Brand Management Bootcamp' for 'Sep 08, 2018', with the status 'Attending'. It provides instructions on using 'Sign Up' and 'Cancel' buttons. A 'Signup' section features a dropdown menu for '(OPTIONAL) SELECT RESUME:' with a 'Select one' placeholder and a 'Browse To Upload New Resume' link. Below this are 'Update' and 'Cancel' buttons, with a hand cursor pointing at the 'Update' button. The page also includes sections for 'Career Workshop Description' (with a 'Continue Reading >' link) and 'Career Workshop Information'. A 'LESS' button with an upward arrow is visible in the top right of the Signup and Information sections.

Confirm

The screenshot shows a web browser window with two tabs: "Candidates - Candidate F" and "Career Workshop Detail". The address bar shows the URL: <https://gtscandidate.mbafocus.com/TCU/Candidates/Authenticated/Workshops/ViewWorkshop.aspx>. The page header includes the TCU Neeley School of Business logo, a welcome message "Welcome, Test", and the user's class "Class of 2019 - 1st Year". There are links for "Logout" and "Help" in the top right.

A modal dialog box is displayed in the center, titled "gtscandidate.mbafocus.com says". The message inside reads: "Are you sure you want to remove yourself from MBAMA Brand Management Bootcamp?". A hand cursor is pointing at the "OK" button, which is highlighted in blue. A "Cancel" button is also visible.

The main content area shows the details for the "MBAMA Brand Management Bootcamp" on "Sep 08, 2018". The user's status is "Attending". Below this, there are instructions: "Use the purple 'Sign Up' button below to RSVP." and "Use the purple 'Cancel' button below to cancel your RSVP. If the signup deadline has passed, email the contact person listed below directly to notify him/her you will not be attending."

The "Signup" section includes an "OPTIONAL) SELECT RESUME:" dropdown menu with "Select one" as the current selection. Below the dropdown is a link: "Browse To Upload New Resume". At the bottom of this section are "Update" and "Cancel" buttons.

The "Career Workshop Description" section is partially visible, with a "Continue Reading" link.

The "Career Workshop Information" section is also partially visible at the bottom.