



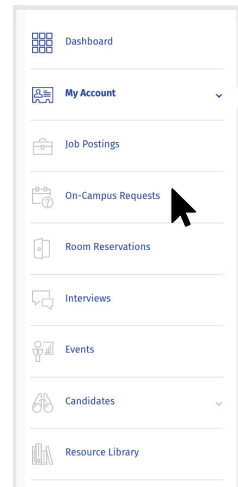
GRADLEADERS
Recruiting

⚡ QuickStart Guide for Employers

Attend a Career Fair & Pay Via Credit Card Processing

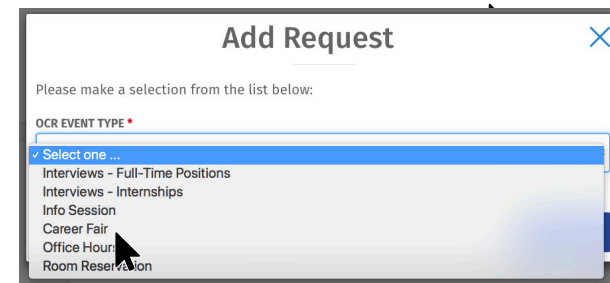
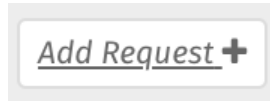
1

From your Dashboard, select **On-Campus Requests**



2

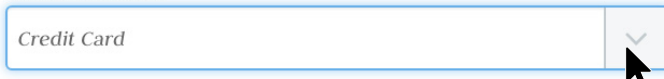
Select **Add Request** and choose **Career Fair** then enter details



3

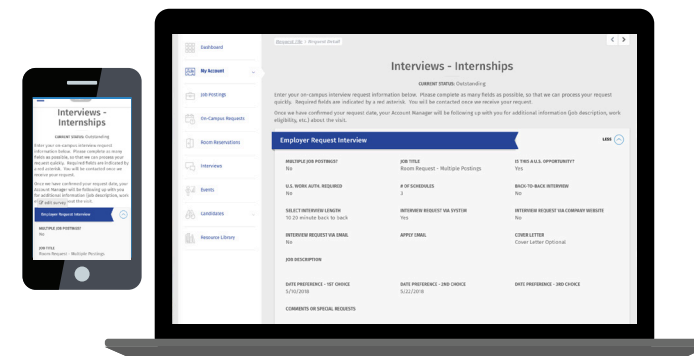
Select registration type and additional event needs including additional attendees, Wi-Fi, electricity, etc. then **Pay by Credit Card**.

PAYMENT METHOD *



4

Submit to save and manage requests



It's that easy!