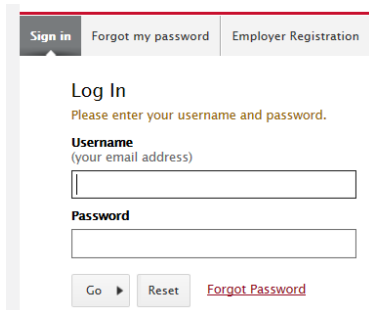


## HOW TO CREATE AN INFO TABLE/INFO SESSION/SITE VISIT IN GATEWAY

**Step 1:** Direct your internet browser to: <https://bauer-uh-csm.symplicity.com/employers/index.php>

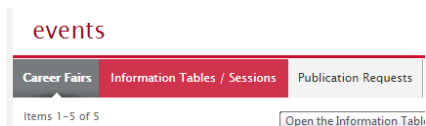
**Step 2:** Type in your username (email) and password, and click on “**Login.**”



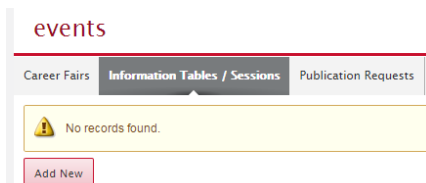
**Step 3:** From the home screen, mouse over the “**Events**” tab and click on it.



**Step 4:** Click on the “**Information Tables / Sessions**” tab.



**Step 5:** Click on the “**Add New**” button.



Step 6: Fill out the web form to completion. All fields designated by the red asterisk are required. For “**Information Session Type**,” choose from either an information session, an information table or a site visit. Please note that “**Payment Method**” is a required field in order to submit the event form to our office. We DO NOT collect payment information, but we do ask for payment method in order to know how to receive payment. The only time we collect payment is if you are providing catering for an information session. The fee collected covers the cost of the cleaning service.

Step 7: Click on “**Submit.**”

***What happens to my Event request once it is submitted?***

A member of the Rockwell Career Center’s Employer Services Team will review your Event request. If we have any questions or need more information, you will be contacted. Upon approval of your Event request by an administrator, you will be notified via email. Event requests can be delayed a few days until space for your event can be confirmed.