2021 Equal Justice Works Conference and Career Fair
Student Registration Guide -
Creating an Account and Registering for the Event

Thursday, Friday, & Saturday - October 21-23, 2021
Event Platform - Pathable

Attendee Registration and Login:

The Conference and Career Fair database will allow you to register for the event, upload application documents, and apply to jobs and/or internships with our participating employers. Registration for attendees is open from August 11 - October 14, 2021.

Returning Attendees: Your account is still active in the database. If you remember your login information, you can log in to your account and update your contact information as needed. If you have forgotten your username or password, type your email in the bottom section of the login page and select Find My Account. If you need further assistance, feel free to contact us at careerfair@equaljusticeworks.org.

First-Time Attendees: You will need to create a new account before you can register for the event and apply for interviews. If you are creating a new account, it must be approved before you can register for the event. Please allow 1-2 business days for approval.

Important Dates for Attendees:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>August 11</td>
<td>Student &amp; Recent Graduate Registration Opens</td>
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<tr>
<td>September 13</td>
<td>Deadline to Apply for Prescheduled Interviews</td>
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<tr>
<td>September 24</td>
<td>Prescheduled Interview Sign-Up Begins (for selected candidates)</td>
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<tr>
<td>October 4</td>
<td>Deadline to Sign-Up for an Interview Time (for selected candidates)</td>
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<tr>
<td>October 14</td>
<td>Deadline to Register for the Conference and Career Fair</td>
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<tr>
<td>October 21-23</td>
<td>Virtual 2021 Conference and Career Fair</td>
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/ Logging Into Your Account

FIRST-TIME ATTENDEES

If this is your first time attending the Conference and Career Fair, you will need to create an account. To do so, select the Create Account button on the main login page.

After accepting the Terms & Conditions, you will be asked to create a unique username and password for your account. We recommend using your email address as your username to make it easier for you to remember your login information.

**NOTE:** Please be sure you are using a valid email address that you check regularly (e.g. your school email) as that is how we will contact you.

To complete your profile, you will need to complete Parts 1 and 2 (as listed below):

![Student Registration](image)

Once you have completed both steps, a pop-up will appear confirming that you have registered an account within our system.

RETURNING ATTENDEES

If you have registered for a previous Equal Justice Works Conference and Career Fair, your account should already exist within our system. If you remember your username and password, you can use it to log in. If you have forgotten your password, you can enter your email address and select the blue Find My Account button to reset your password. If you are having any trouble accessing your account, you can reach out to us at careerfair@equaljusticeworks.org. Once you log in for the first time, you will need to update
or confirm your personal information to ensure it is still accurate.

**NOTE:** If this is your first time logging in to our new database, or you have created a new account, your account must first be approved by an administrator before you are able to register for the event. Please allow 1-2 business days for approval. Once approved, you will be able to register for the career fair.

/ Registering to Attend

Once your account has been approved, you will see the Event Information button on the left-hand navigation pane. Click on that section and select Event Registration to begin.

Under the Current tab, select 2021 Equal Justice Works Conference & Career Fair. There is a non-refundable $25.00 registration fee to attend the event that must be paid upon registration. You will not be able to view available postings until you have registered for the event.

Your account information will automatically be connected to the registration form, so the only thing you will need to complete is the payment section. To register, select Credit Card as your payment method and press Sign Up. A pop-up window will appear and you will need to complete the following fields:

- Enter the date you are registering for the career fair; and
- Select Yes in the “Did you pay via credit card” section

Once you have completed all the required fields, press Sign Up and you will be sent to our online payment portal where you can insert your credit card information, finalize your payment, and then download your event invoice.

**FEE WAIVERS**

If your law school is covering the cost of your registration for this year’s event, your school will be listed on the registration form. Additionally, Equal Justice Works will be waiving fees for the following groups of students: Rural Summer Legal Corps Summer Fellows (2021); Disaster Resilience Program Summer Fellows (2021); National Advisory Committee Members; and Current Student Representatives.

If you are eligible for one of the above waivers, please select the appropriate payment method (“Law School Waiver” or “Equal Justice Works Waiver”) and press the Sign Up button to register. A pop-up window will appear and you will need to complete the following fields:
- Enter the date you are registering for the career fair;
- Select No in the “Did you pay via credit card” section; and
- Select the appropriate fee waiver you are eligible for (if you select “Law School Waiver,” you will be asked to select your law school from a dropdown list before being able to continue)

Once you have completed all the required fields, press Sign Up and you will see a pop-up message confirming you have successfully submitted your registration for the 2021 Conference and Career Fair. **NOTE:** If your school is not currently listed on the registration form, but later decides to cover registration costs, you will be refunded (most likely following the event).

**CONFIRMING REGISTRATION**

After you have submitted your registration request, it will be reviewed and approved within 1-2 business days by an administrator. Once your request has been approved, you will be able to apply for available postings within the system. You will know your registration has been approved once the Interviews tab on the left-hand navigation pane is visible (pictured below).

Registration Has Been Submitted

Registration Has Been Approved

You can also view your registration by going to the Event Registration page, selecting the Signups tab, and clicking on the 2021 Equal Justice Works Conference & Career Fair event name. When you click on the event, you should see a green ATTENDING banner underneath the event name.
/ Searching for Employers

To view the various employers attending this year’s event, go to the navigation pane on the left-hand side, click Event Information, and then Participating Employers. There are two ways to view participating employers:

1. You can type in the name of the employer you are looking for in the “Company Search” bar. When you use this option, the database will show you which fair(s) that organization has signed up for that you have also signed up for.

2. To view the entire list of registered organizations, you can click on the 2021 Conference & Career Fair event title and move down the page until you find the Company Info section. From there, you can see a list of every employer that has registered, listed in alphabetical order. When you click on an employer’s name, you can read more about the organization, including which day(s) they will be attending.

You can also view a list of registered employers on our website: https://www.equaljusticeworks.org/conference-and-career-fair/registered-employers/.