

How to Download Student Resumes from a Career Fair

The screenshot shows the interface for a "2020 Winter Virtual Fair - All Majors" event. The event details include the date (Wednesday, December 16th 2020, 11:00 am - 2:00 pm EST), location (Ariel Business Center), and no location. The "RSVPs" tab is highlighted with a red circle. Below the tabs, there are buttons for "Download All RSVPs", "Download All Check-Ins", and "Invite More Students". A list of attendees is shown, with the first student, Tawnya Reynolds, highlighted. A red arrow points to the checkbox at the top of the list, which is checked. A text box explains that this checkbox should be checked to select all students.

2020 Winter Virtual Fair - All Majors
Wednesday, December 16th 2020, 11:00 am - 2:00 pm EST
Ariel Business Center
No location

Copy check-in link Follow Registered

Details All Employers **RSVPs** Check-In Kiosk Setup Schedule Test Handshake Video

RSVPs Download All RSVPs Download All Check-Ins Invite More Students

Filters

Search Keyword

Outreach Sourced Students

Status Checked In RSVPed

1 of 1 attendee selected Clear selection Message Students Add Label More

Tawnya Reynolds English, Food Science Freshman -- --

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Make sure that the box at the top of the field is checked in order to select all students.



The screenshot displays a web interface for managing RSVPs. At the top, there are three buttons: "Download All RSVPs", "Download All Check-Ins", and "Invite More Students". On the left, a "Filters" sidebar includes sections for "Search" (with a "Keyword" input field), "Outreach" (with a "Sourced Students" checkbox), and "Status". The main area shows a table with one row selected. The row contains a checkmark, a clipboard icon, the name "Tawnya Reynolds", the major "English, Food Science", and the year "Freshman". Above the row, it says "1 of 1 attendee selected" and "Clear selection". To the right of the row are buttons for "Message Students", "Add Label", and "More". A dropdown menu is open from the "More" button, listing "Remove Label", "Download CSV", "Download Resumes", and "Download Resumes: Zip". Two red arrows point from the text box below to the "More" button and the "Download Resumes" option.

Click “more” in order for the drop-down menu to appear. Then select “download resumes.” You will receive an alert box to download automatically or, you can select to receive an emailed pdf file containing the resumes.

