hyperSuite©
Educational Productivity Software Suite

Career Day

Quick Reference Guide

- **Creating a Career Day Event**
    - Name your Career Day Event
        - Click Database Menu
        - Click New
        - Enter Career Day Event name
    - Define the Career Day Event
        - Input sessions with start/end times
        - Confirm sessions
    - Add Speakers
        - Click on Speaker Menu
        - Click Import
        - Import excel file
        - Make certain spreadsheet is in this format. Required fields are in red.

A	B	C	D	E	F	G
Last Name	**First Name**	**Company**	**Profession**	**Class Min**	**Class Max**	Room (optional)

    - Add Students/Teachers
        - Click on Student Menu
        - Click Import
        - Import excel file
        - Make certain spreadsheet is in this format. Required fields are in red.

A	B	C	D	E	F	G	H
Last Name	**First Name**	**Grade**	Teacher Title (optional)	Teacher First Name (optional)	**Teacher Last Name**	Email Address (optional)	Student ID (optional)

    - Print Schedules
        - Click on Schedule Menu
        - Click on Student Schedule
        - Choose a Student Schedule

- **Other Features**
    - Forcing a session you want to attend by grade, teacher or student
        - Click on Schedule Menu
        - Click on Schedule Force
        - Make forcing selections
    - Blocking a profession you do not want to attend by grade, teacher or student
        - Click on Schedule Menu
        - Click on Schedule Block
        - Make blocking selections
    - Global Choices allow you to attend a specific profession with no session preference by grade, teacher or student
        - Click on Schedule Menu
        - Click on Global Choices
        - Make global choices selections