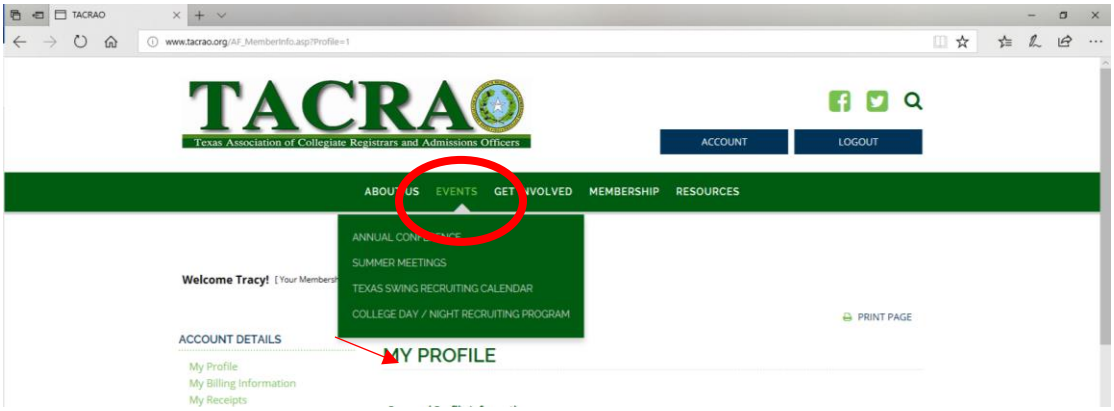
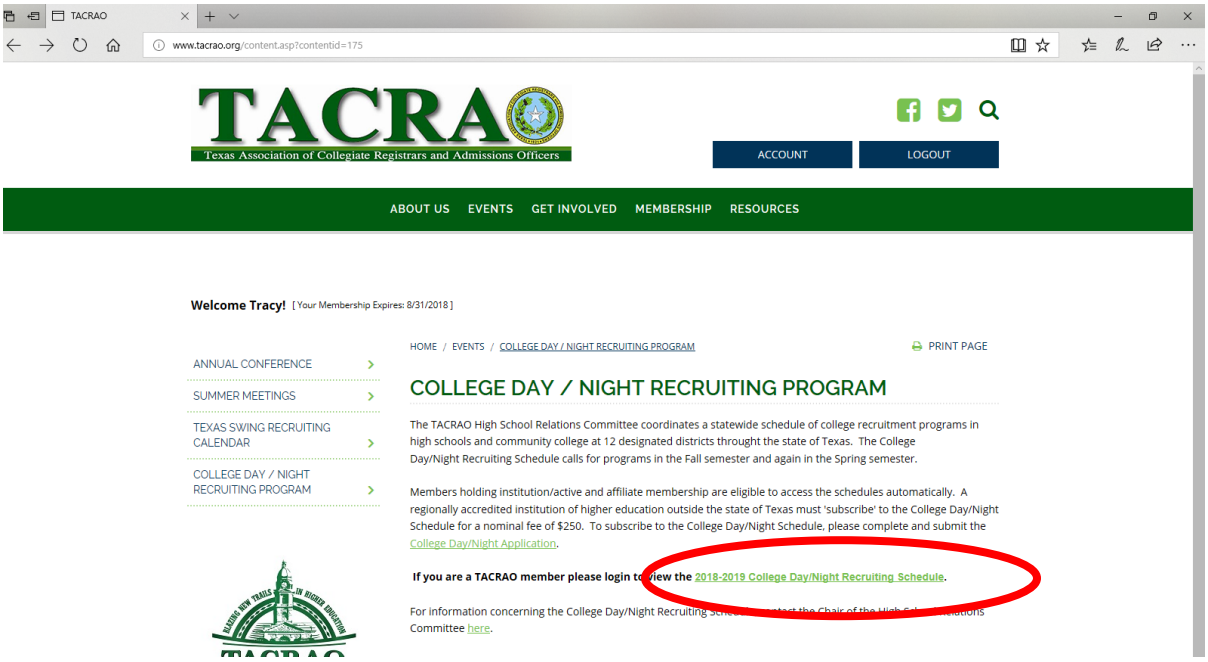
1. Log into TACRAO website (tacrao.org)



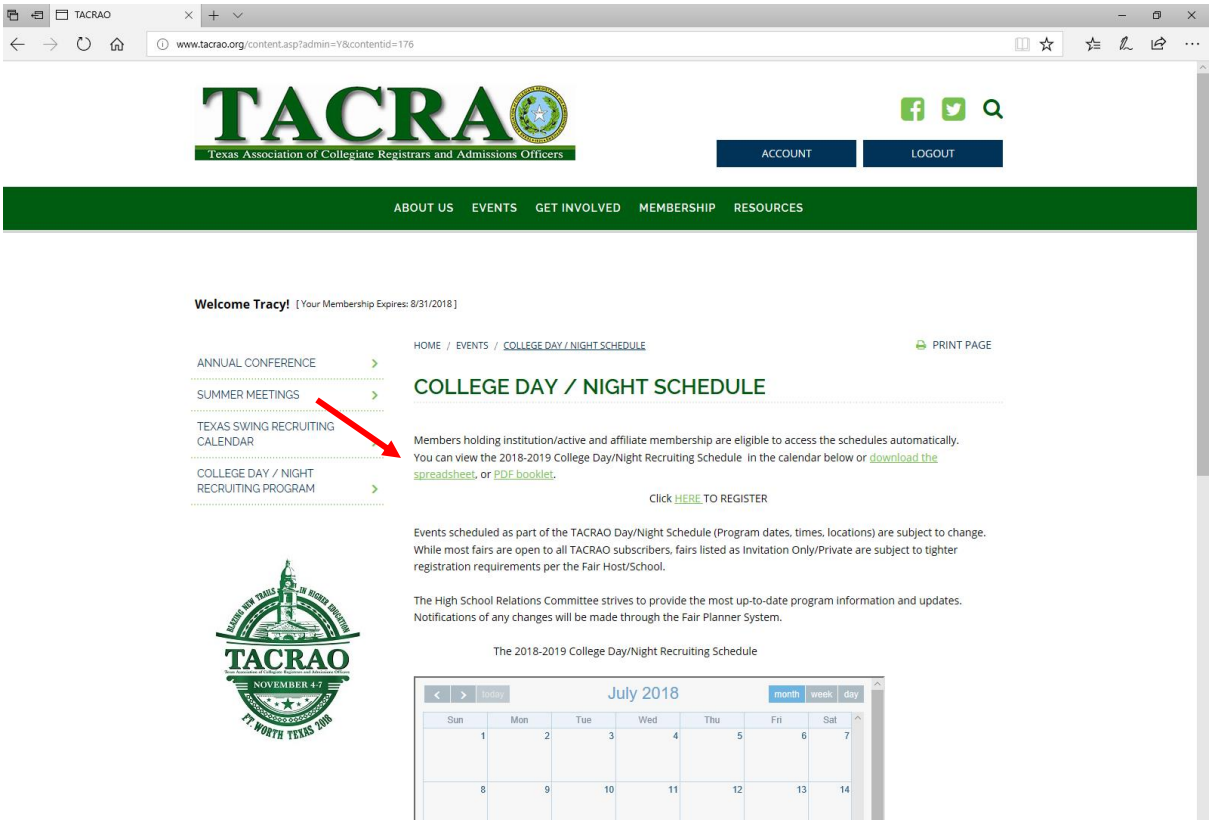
2. Under Events – Select College Day/Night Recruiting Program



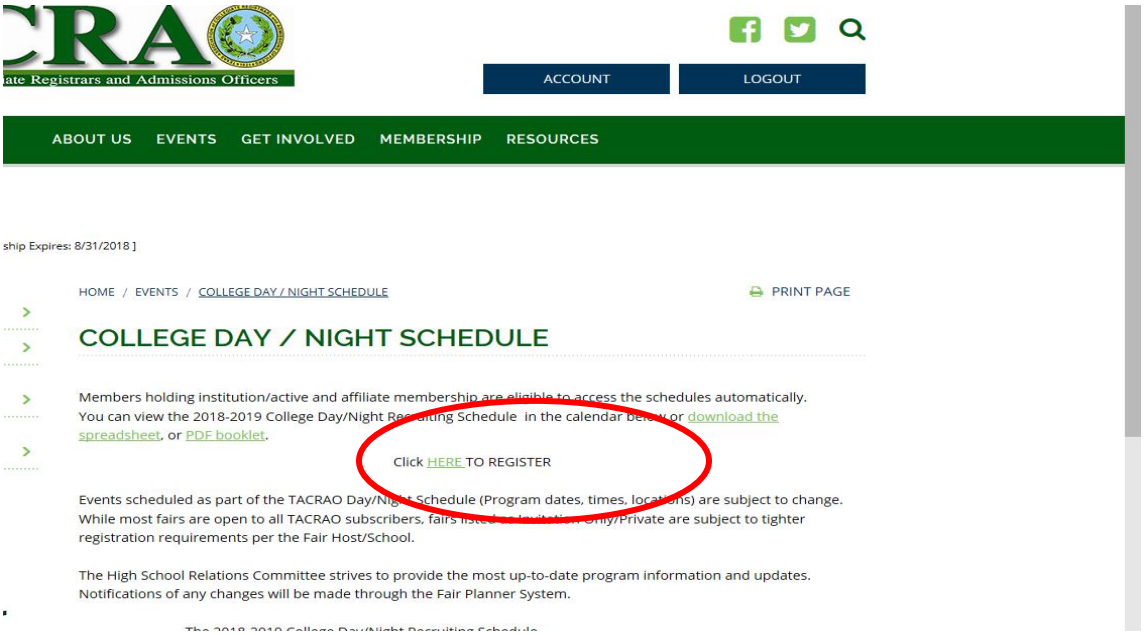
3.A Review the TACRAO schedule, determine what to register for.



3.B There is a PDF and excel version available. These will be updated periodically if there are updates.

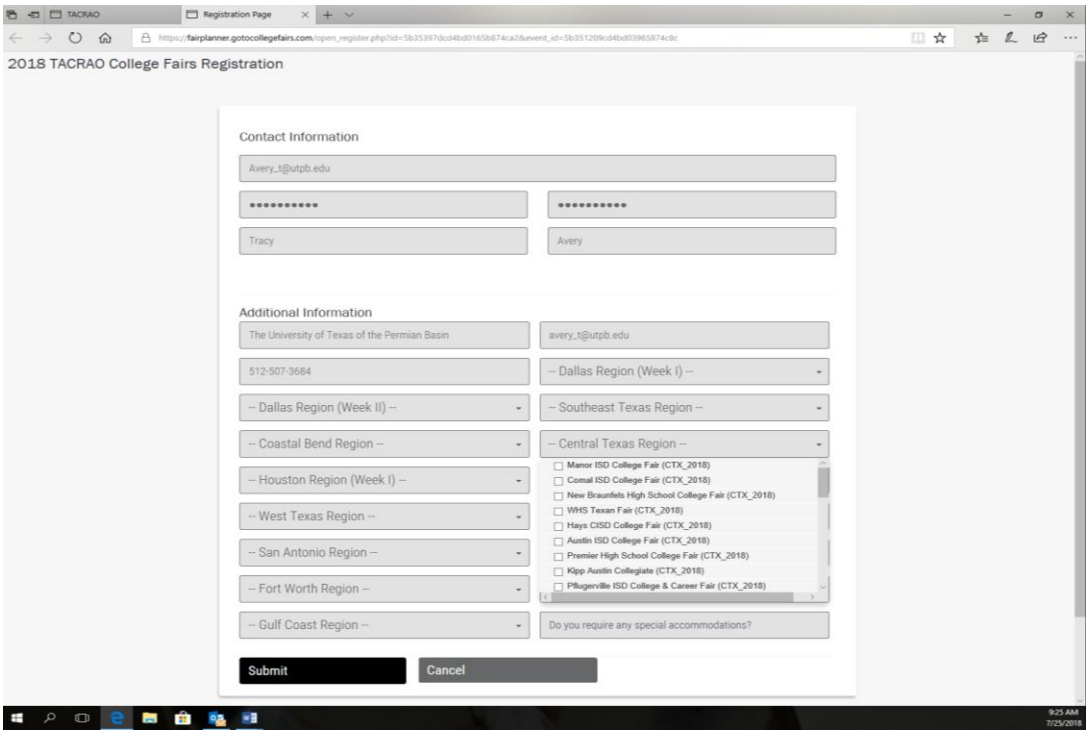


4. Click the registration hyperlink to go to the registration form



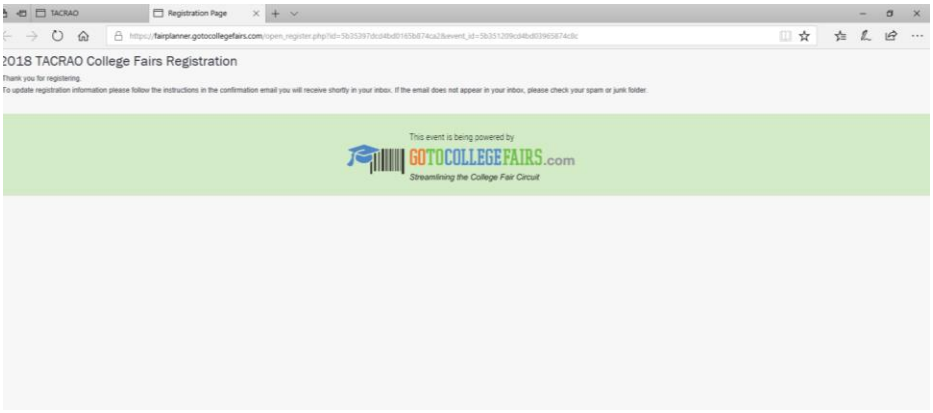
Steps to be completed by each recruiter

1. Complete registration fields (each recruiter will need their own email and password)

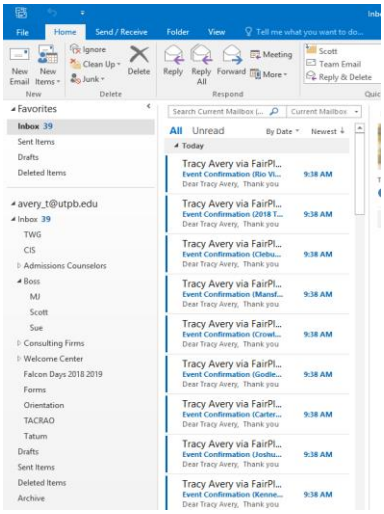


After a recruiter has selected the fairs they want hit submit (submission could take up to 2 minutes)

7. Recruiters will receive an automatic notification upon completion



8. The recruiter will receive an email for every fair they registered for. For example if a recruiter registers for 50 fairs, they will get 50 confirmation emails.



9. If you have another recruiter – refresh the page and you will get a blank registration form to start over again. The next recruiter can begin their registration following the same steps.

Recruiters can then use their email and password to log into Fair Planner to monitor any changes for their registered events. They can also download the Gotocollegefairs.com Fair Planner App to see their information on a mobile device.





Already registered? Did you miss a fair or need to add more?

10. Log back into the TACRAO website and add additional fairs using the already registered link.

