

## Event Reservation Manual

### 1. registration for various event reservations

- (1) Access the reservation request page for various events, select the date and time of the event, and enter the necessary information.

After confirming the information entered, click the "送信" button.

\*Please be careful not to make a mistake in your student ID number.

\*This registration has not yet been completed.

The screenshot shows a web form titled "マニュアル用サンプル画面" (Manual Sample Screen). It displays reservation status for three dates: 2021/02/01 (○), 2021/02/15 (○), and 2021/02/28 (△). The form includes a dropdown menu for the event date (set to 2021/02/01), a text input for the student ID number (A9LB9999), and a text input for the mobile phone number (0227957770). A blue "送信" (Send) button is located at the bottom center.

- (2) You will receive a tentative reservation e-mail to your DC Mail (student ID number address) and click the URL for main registration.

\*The URL for this registration is valid for one hour.

The screenshot shows an email titled "マニュアル用サンプル画面 2021/02/01 仮予約のお知らせ" (Manual Sample Screen 2021/02/01 Tentative Reservation Notice). The sender is career-jimu@grp.tohoku.ac.jp. The email body contains the text: "マニュアル用サンプル画面 2021/02/01 の仮予約が完了しました。" (Tentative reservation for the manual sample screen on 2021/02/01 is complete). Below this, it provides a URL for main registration: [http://www.ihe.tohoku.ac.jp/tohoku-career-yoyaku\\_web/event/index.cgi?act=w&id=tZOeG4eh&uid=XCOHI2cB](http://www.ihe.tohoku.ac.jp/tohoku-career-yoyaku_web/event/index.cgi?act=w&id=tZOeG4eh&uid=XCOHI2cB). Two red boxes with lines pointing to the email content are present: one around the date "2021/02/01" labeled "Tentative Reservation Date", and another around the URL labeled "URL for main registration".

- (3) This registration is completed. You will receive an e-mail confirming completion of this registration.

## 2. Cancellation of Reservation

### 【Up to the day before】

Click on the cancellation URL in the registration completion e-mail.



The image shows a screenshot of an email notification. The subject is "マニュアル用サンプル画面 2021/02/01 予約登録のお知らせ" (Manual Sample Screen 2021/02/01 Reservation Registration Notice). The sender is "career-jimu@grp.tohoku.ac.jp". The body text states: "マニュアル用サンプル画面 2021/02/01 予約の登録が完了しました。【オンラインイベントのURLなど、ここにイベント毎に設定されたメッセージが入ります。】キャンセルする場合は、以下のリンク先に遷移して、予約登録をキャンセルしてください。" (Manual Sample Screen 2021/02/01 reservation registration is complete. [Online event URLs, etc., messages are set for each event here.] In the case of cancellation, please move to the following link and cancel the reservation.) A blue box highlights the URL: [http://www.ihe.tohoku.ac.jp/tohoku-career-yoyaku\\_web/\\_event/index.cgi?act=c&id=tZOeG4eh&uid=XCOHI2cB](http://www.ihe.tohoku.ac.jp/tohoku-career-yoyaku_web/_event/index.cgi?act=c&id=tZOeG4eh&uid=XCOHI2cB). A separate box labeled "cancellation URL" has a line pointing to this URL. Below the URL, it says: "※このメールの送信アドレスは送信専用ですので、このメールへの返信には対応できません。" (Note: This email's sending address is for sending only, so we cannot respond to replies.) At the bottom, it provides contact information for the Career Support Center: "career-jimu@grp.tohoku.ac.jp" and "022-795-4705 (平日8:30~17:00)".

### 【On the day of the event】

Please contact the Center for Career Support by phone.

022-795-4705 (weekdays 8:30-17:15)

## 3. precautions

If you miss your appointment time without prior notice, we may stop accepting your next and subsequent appointments for a certain period of time. Please contact the Center for Career Support in advance if you are running late or need to cancel.

### 【Contact Information】

Education and Student Support Department  
Career Support Office, Employment Section  
TEL 022-795-7770 (weekdays 8:30-17:15)