Step-by-Step instructions for Rookie Camp Applicants

The application system works as follows. As an applicant, you sign up, complete a profile page, upload application materials, apply to schools, and then submit your application. Schools will be able to view your application materials in two ways:

- 1) They can view your application materials online.
- 2) Once you "submit" your application, your application materials will be delivered to a DropBox folder that is created for each school you apply to.

Following are step-by-step instructions for the application process. Please review the instructions carefully.

Register for Rookie Camp

To improve attendee and recruiter experience, Rookie Camp now uses Single Sign-On for access. Please start your process by visiting the event registration page. If you do not already have a AAA login, you will be prompted to create one as part of the registration process. Once registered, visit https://RookieCamp.org and log in using your AAA credentials.

If you have forgotten your username or password, you can visit the AAA member portal at https://my.aaahq.org/Security/Sign-In?returnurl=%2f and scroll down to view the section titled "Do you need help signing into our site?" which will walk you through the steps needed to look up your username or reset your password.

Once logged in, please continue with instructions on the next page.

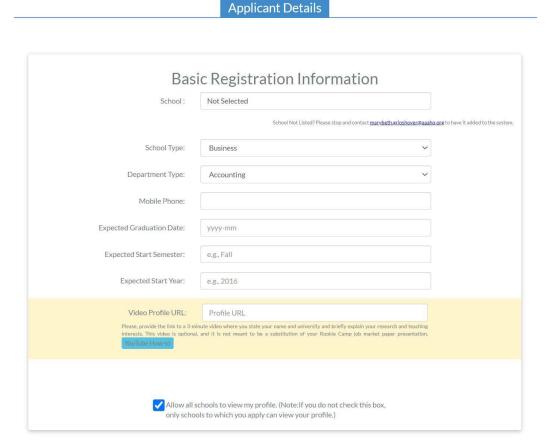
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After you sign up, each of the steps below can be found under the "Actions" tab.



Add Profile Information

When you first sign up you will be taken to a page to complete your applicant registration. The first part of the page looks like the image below. After you complete this page, click save. You can update this information later by selecting "Edit Profile" under the Actions tab.



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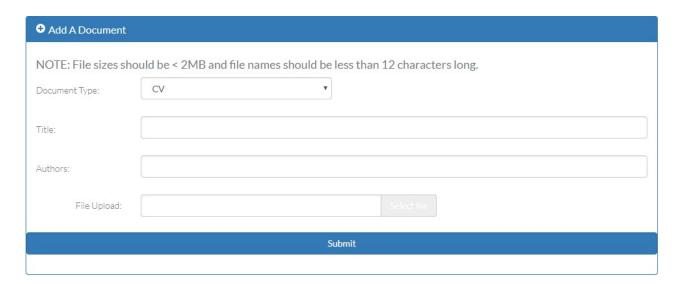
Upload Application Materials

Select "Add/Edit Documents" from the Actions menu.

From there you will be presented with a page like the one below. Click on the Create button to add documents to your profile.



After you click on the Create button you will see an image like the one below. **Please note the restriction on file sizes and file naming.** Select the document type, Title (if applicable), authors (if applicable) and then select the file for upload. Once the file is selected, click submit.



After you add a document, the document list will look like the image below. You will be able to view, edit, or delete the document using the actions icons in the far-right column.

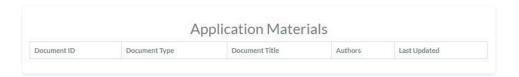


Step-by-Step instructions for Rookie Camp Applicants

Profile View- Once you have added all your documents and completed your profile, you can view it by selecting View Profile from the Actions menu tab.







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Apply to Schools

Apply to Schools by selecting the "Apply to Schools" option in the Actions menu. You will then be presented with the list of schools and job postings as seen below. Check the box next to each school you would like to apply to and then click save. You can add schools add a later date (e.g., as additional schools post positions, etc.). Note that you do not need to complete your application (add all materials, etc.) before choosing schools you would like to apply to.

Further, you can always apply to additional schools later. For example, you might apply to most of the schools you are interested in but some schools might be late in posting a job. You can periodically check the list of recruiting schools and update accordingly. In addition, please look at each affiliation you applied to individually, and make sure to follow any additional steps they may require.

	D School Name	School Attending Camp	Position Type	Research Methods				Research Areas						Teaching Areas						
ID				Archival	Analytical	Experimental	Any	Financial	Managerial	Тах	Auditing	Systems	Any	Financial	Managerial	Тах	Auditing	Systems	Any	Apply
550	Chinese University of Hong Kong (Shenzhen)	No	Tenure Track	✓	✓	1	√	√	√	√	✓	√	√	1	1	1	√	✓	✓	С
551	Harvard University	Yes	Tenure Track	✓	1	1	1	1	V					1	1					
552	Rice University	Yes	Tenure Track	✓	√			√	✓	√	✓			1	✓	√				C
553	Yale University	Yes	Tenure Track	✓	✓	√	1	✓	1	√	1	✓	1	1	1	√	√	√	V	C
554	Chinese University of Hong Kong	Yes	Tenure Track	✓	√			√	√	√	✓	√	1	1	✓	V	1	✓	✓	
555	Peking University	Yes	Tenure Track	✓	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
556	University of Memphis	Yes	Tenure Track	1		V		1			1			1	✓	1	√	/	✓	C
557	Financial Accounting Standards Board (FASB)	Yes	Other	1	1	√	1	1	√	√	1	1	1	1	1	1	1	1	1	(
558	HEC School of Mgt Paris	Yes	Tenure Track	1	1	1	1	1	√	1	1	1	1	1	1	1	1	1	✓	(
559	Singapore Management Univ	Yes	Tenure Track	✓	1			1	√	1	1	1	1	1	1	1	1	1	✓	(
560	The Hong Kong Polytechnic University	Yes	Tenure Track	✓	√	√.	✓	√	✓	√	✓	√	✓	1	✓	√	√	✓	✓	C
561	AAA Test	No	Tenure Track																	0
562	University of Hong Kong	Yes	Tenure Track	✓	√	√	✓	1	1	√	1	1	1	1	✓	1	1	✓	✓	(
563	Queen's University	Yes	Tenure Track	✓.	Carre		Canc		1	1	1			1	1	√	1			(
564	Univ Adolfo Ibanez	Yes	Tenure Track	1	Save		Cance	/	✓	√	1	√	1	1	1	1	√	√	✓	Ì
565	Shanghai Univ Finance & Economics	Yes	Tenure Track	√	✓	√	1	1	√	√	1	1	√	1	✓	1	√	✓	✓	1
566	Hong Kong Baptist University	Yes	Tenure Track	1	1	1	1	1		1	1	1				1	1			

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Submit Application

Read the Submission Notice instructions, thoroughly. The final step in the process is for you to submit your application. This should be done after all your materials are uploaded, and you have applied to schools. Please refer to rookiecamp.org for the submission deadline. **After submission, no additional materials can be updated.**

To submit your application, select the Submit Rookie Camp Application menu item and you will be presented with a page like the image below. **After submission, no submission materials can be updated.** From there, click "Confirm Submission." At that point your application materials will be delivered to folders at each school you applied to.

Submission Notice

Please read this before submitting your application

Please note that by clicking the button below you will submit your Rookie Camp application to your chosen schools. After clicking the button below you will be returned the Camp Home Page. IMPORTANT: Any changes you make to your application after submitting below will not be received by the schools you applied to.

Any changes you make to your application after it is submitted will not be received by the schools you applied to (they receive a DropBox folder containing all your application materials once you "Submit" your application here.

Confirm Submission

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What the Schools see in DropBox

Note that each school has its own folder (e.g., University of Miami). Within each folder are the application materials.



Congratulations, you are done!!!!