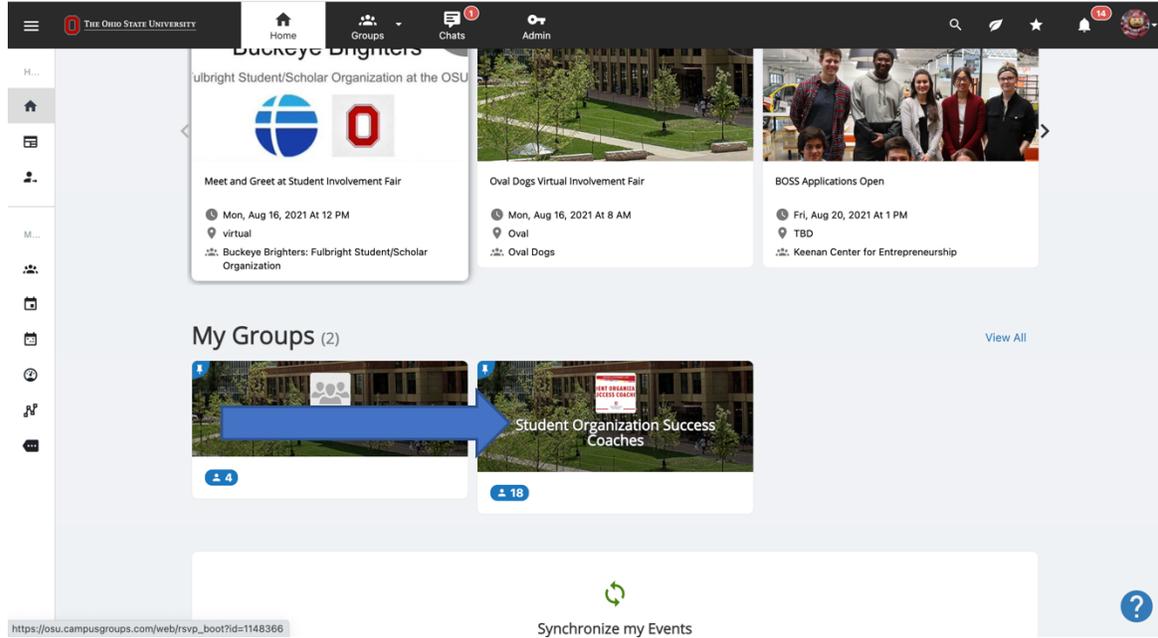
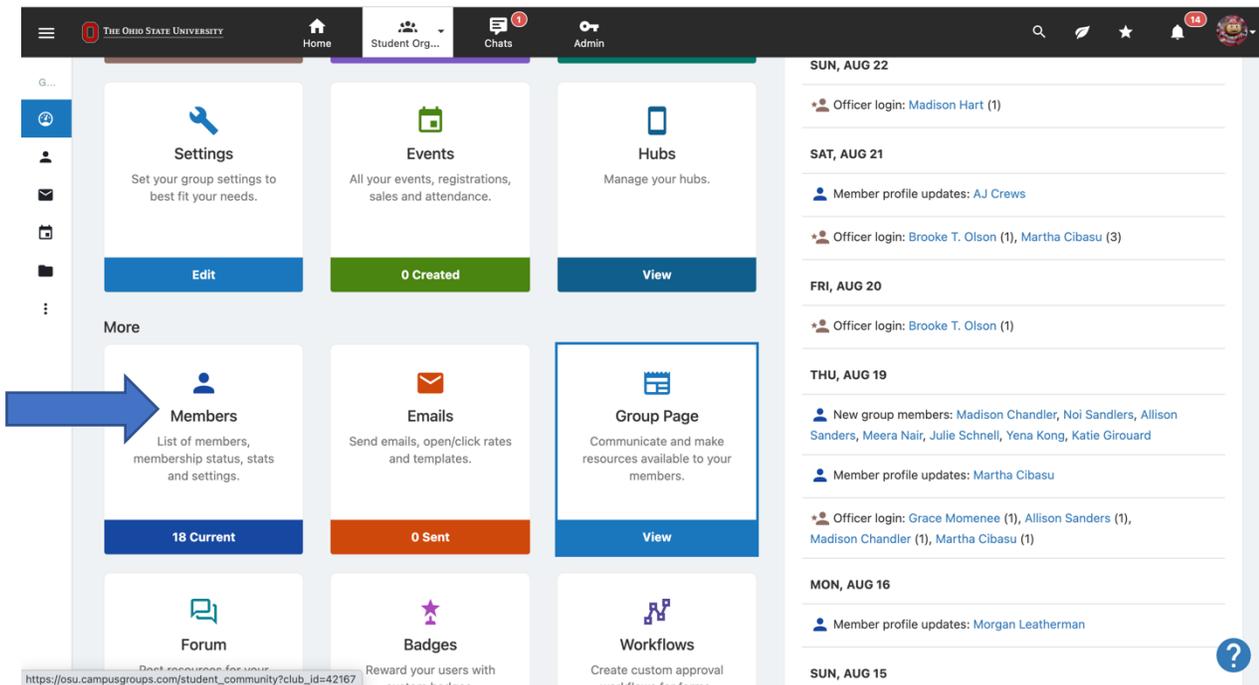


Post-Fair Support – How to Export Contacts of Interested Students

Step 1: Log into osu.campusgroups.com and view “My Groups” at the bottom of the main dashboard. Click on the organization you are wanting to preview.



Step 2: Clicking on the organization will have you navigate to your org’s booth management page. Click on the Members icon.



Step 3: Hover over the dropdown where it says, “Current Members” and select “Contacts” from the dropdown.

The screenshot shows a web application interface for managing members. At the top, there is a navigation bar with 'Student Org...', 'Chats', and 'Admin' options. Below this, a header area displays 'S (18)' and several action buttons: 'Breakdown', 'Paste List', and 'Add Member'. A dropdown menu is open, listing various member categories. The 'Contacts' option is highlighted in blue, and a blue arrow points to it. The background shows a list of members, each with a row of information including a membership status (e.g., 'Current'), tags, and statistics (e.g., '0 (0) Emails (Opened)', '0 Events').

Member Name	Membership Status	Membership End Date	Tags	Registrations	Membership	Joined on	Updated on	Role
[Name]	Current	Life-Time	[Tags]	-	-	Fri, Aug 20	Fri, Aug 20	Officer
[Name]	Current	Life-Time	[Tags]	-	-	Fri, Aug 20	Fri, Aug 20	Officer
[Name]	Current	Life-Time	[Tags]	-	-	Fri, Aug 20	Fri, Aug 20	Officer

Step 4: The results generated will be people who expressed interest in your organization. From here, you can generate a report that includes email addresses. It is recommended that you send any emails from your organization's own email account.

The screenshot shows a CRM interface with a top navigation bar containing 'Student Org...', 'Chats', and 'Admin'. Below this is a toolbar with 'Breakdown', 'Paste List', and 'Add Member' buttons. A filter bar includes 'Contacts', 'Account Type', 'Member Tags', 'Sub-Group Tag', 'User Tags', and 'Join Date'. A 'Send Mobile Notification' button is highlighted with a blue arrow pointing to a 'Generate Report' button. The main content area displays three contact cards, each with a 'Member' radio button, a 'Contact' radio button, and a 'Showed interest in virtual fair' tag. Each card also shows statistics for 'Fall 2021 Student Involvement Fair' (0 (0) Emails (Opened), 0 Events, - Registrations, - Membership) and a 'Settings' button. A blue question mark icon is visible in the bottom right corner.

Contact Name	Member	Contact	Event	Emails (Opened)	Registrations	Membership	Events	Joined on	Updated on	Officer
Student	<input type="radio"/>	<input checked="" type="radio"/>	Fall 2021 Student Involvement Fair	0 (0)	-	-	0	Wed, Aug 25	Wed, Aug 25	<input type="checkbox"/>
Student	<input type="radio"/>	<input checked="" type="radio"/>	Fall 2021 Student Involvement Fair	0 (0)	-	-	0	Sun, Aug 22	Sun, Aug 22	<input type="checkbox"/>
Student	<input type="radio"/>	<input checked="" type="radio"/>	Fall 2021 Student Involvement Fair	0 (0)	-	-	0	Wed, Aug 18	Wed, Aug 18	<input type="checkbox"/>