

Hello,

Happy [Spring Into Involvement Week](#)! The fair is tomorrow and we are so excited!

**We have some last updates, reminders, and resources to share:**

**Yesterday, our team hosted a Walk-Through/ Live Tutorial for the fair.** We discussed some tips for engagement and some important review like the features in the system, setting up your booth, and pathways to get to what you need. Check out the [recording here](#). Below are key times if you'd like to jump to a specific part:

- 2:20 – Fair basics
- 6:00 – Attendee view and how they use the fair tools/how they find you.
- 11:09 – Full system walk through screen share of pathway and fair features.
- 27:44– Engagement strategies and insights
- 49:43 – Updates for Student Orgs

**If you aren't able to watch the walk-through, please note the following crucial components:**

- Your group page is not the same as your booth! [Review the instructions for accessing your booth](#).
- You will need to click “**activate booth**” in order for it to show up in the fair for students.
- Make sure you have officers assigned for your chat, so students can message you.
- You can duplicate materials from a previous booth if you were in the fall fair! In your booth settings (where you set up and customize your booth), the very first feature offers an option to pull materials from your fall booth, if you had one. This can really speed up the process! I highly recommend doing that.
- If you add a Zoom link in your booth, **you must require authentication**. Zoom links without this will not be allowed. Below is an image of what this looks like.

Security

Passcode 

Only users who have the invite link or passcode can join the meeting

Waiting Room

Only users admitted by the host can join the meeting



Require authentication to join: log in with Ohio State username and password  
osu.edu [Edit](#)

- Make sure to hit **save** in your booth settings so that your edits are saved.
- The system has an algorithm that makes the default list view of organizations for students sort by activity/booth fullness. That means that the more you have loaded into your booth, the higher up you will appear in that group listing. Students will search by various factors, but it's helpful to know how things will default appear for students.

- Tagging your booth with various categories in booth settings is what will help you match directly with students in the “Suggested for you” list each student receives based on their own profile.
- The system will remain open until Jan 31, so note that students will be able to see your booth and materials until then! I recommend waiting until after the 31<sup>st</sup> to export contacts.
- You can use the Information Booth/Help feature to access our team during the fair.
- Resources, links to office hours, previous email message PDFs, and more can be accessed at [go.osu.edu/SIFOrgSupport](https://go.osu.edu/SIFOrgSupport).

## Office Hours

Below are some dates and times when the Student Involvement Fair Team will be available to connect with if you have any questions or concerns.

- Wednesday, January 20 from 1-2:30 p.m. [Access here](#).
- Thursday, January 21 from 1-2:30 p.m. [Access here](#).

## We're Here to Help

Our team is happy to connect with you leading up to the fair by email at [SIFair@osu.edu](mailto:SIFair@osu.edu). The fair's website, [go.osu.edu/SIF](https://go.osu.edu/SIF), will be the central location for information and resources for the fair. If you'd like to set up a meeting to talk about your organization and help you prepare for the start of the semester, book an appointment with a Coach at [go.osu.edu/sosco](https://go.osu.edu/sosco).

With the fair tomorrow, we hope you are excited about talking to potential members! Please reach out if you need anything!

Best,

Morgan, Sri Vidya, Brooke, and Jen

Student Involvement Fair Team, Student Organization Success Coaches