Student Organization Booth Prep – How to Preview Your Booth

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.
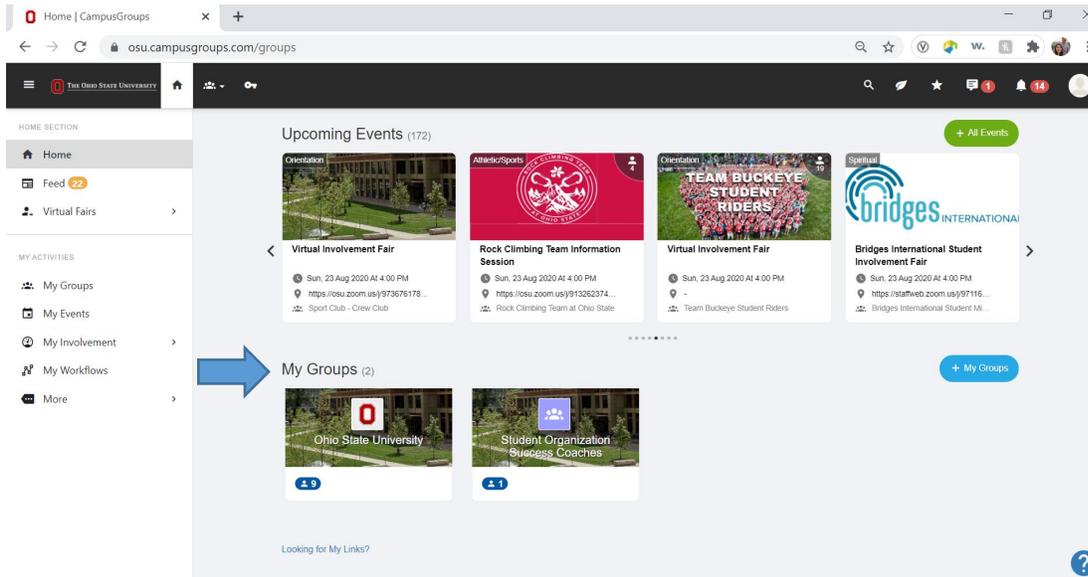
Step 2: Clicking on the organization will have you navigate to your org's booth management page. This is where you will be able to load content into your booth to edit and customize.
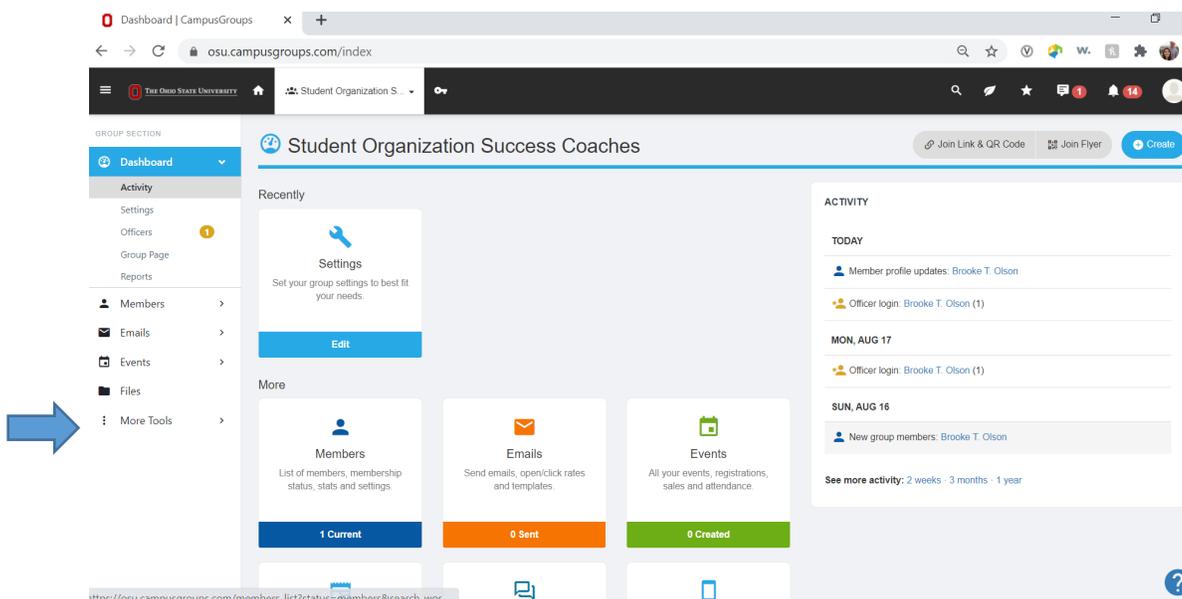
Step 3: Using the menu on the left of your screen, navigate to "More Tools." Then select "Virtual Fair" from the drop-down menu that appears.
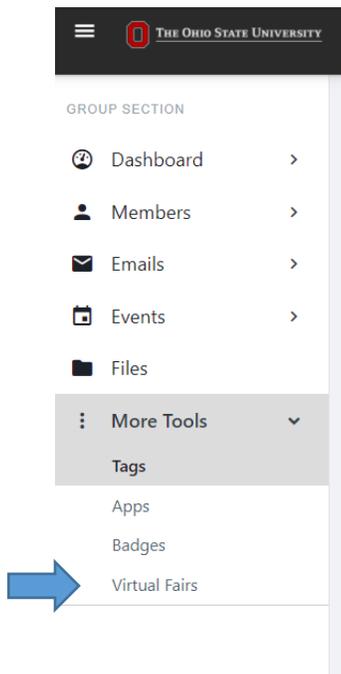
Step 4: The fair itself will now appear as a hyperlink on the page. Click on the event title.
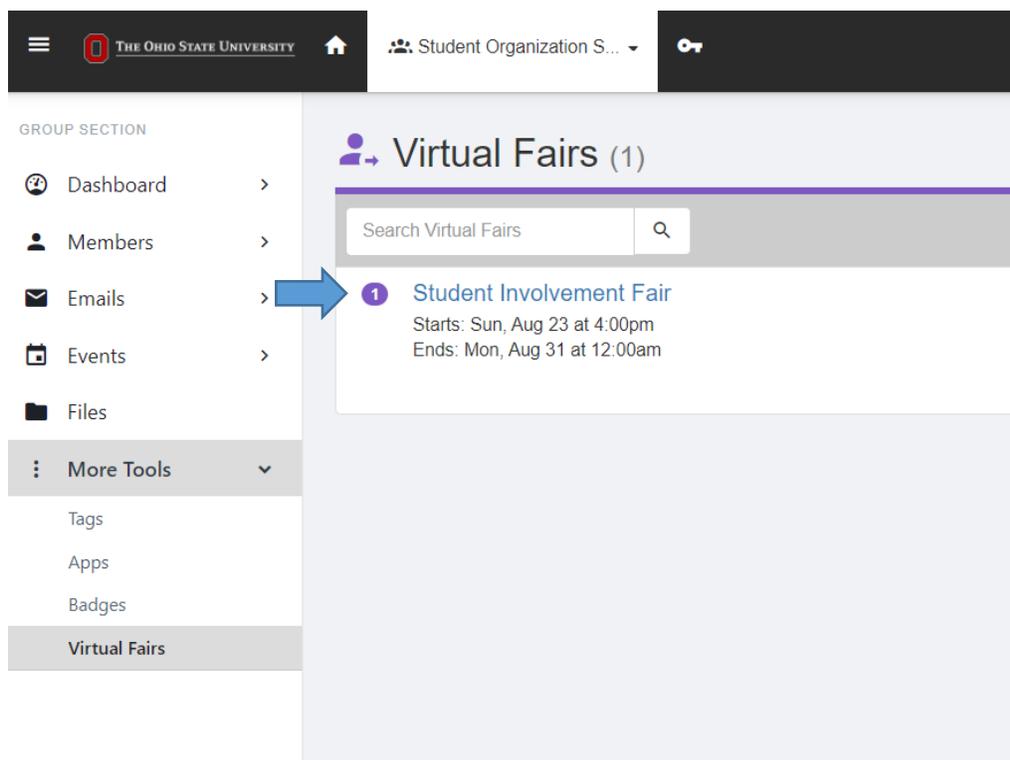
Step 5: Clicking into the fair from that page will take you to view your organization as it would appear on the public-facing list of student organizations. This list is one of the main ways people will find your booth once the fair is live.
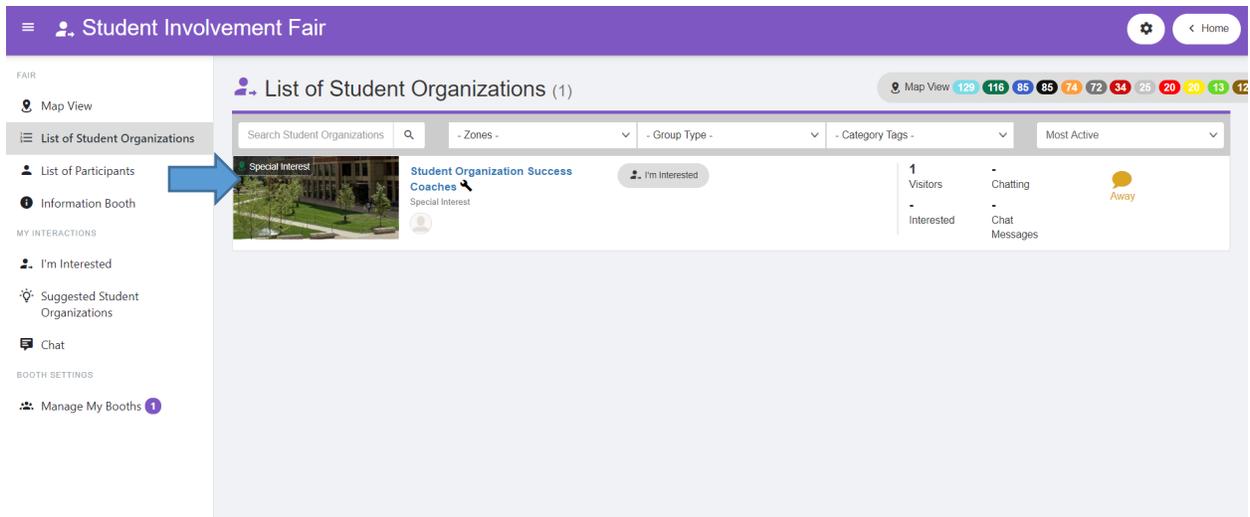
Step 6: As the final step to fully preview your booth, click on the name of your organization on the page. This will bring up your fair booth as it would for a fair attendee navigating the event. This is how your booth will be fully displayed for people at the fair.