Virtual Fair Booth Prep – Access and Preview Your Booth

**Step 1:** Log into [osu.campusgroups.com](https://osu.campusgroups.com) and view “My Groups” at the bottom of the main dashboard. Click on your organization.

**Step 2:** Clicking on the organization will take you to your org’s management page. This is NOT the same as your booth.

- This page is where you will add officers by clicking the Officers tile.
Step 3: Officers can get to the booth by using the menu on the left of the screen to navigate to “More Tools.” Then select “Virtual Fairs” from the drop-down menu that appears.

Step 4: If your organization was present at a previous fair, you will see multiple fairs on this page. You will open your booth by clicking “Booth Settings” for the fair. Be sure to select the correct fair.

- You can access materials from a previous booth by clicking “Booth Settings” for another fair. You will still need to manually upload material to the new booth.
Step 5: Add material and information into your booth by completing the available fields. Make sure you click Activate to ensure your organization will appear for fair attendees. Go to go.osu.edu/SIFOrgSupport for more resources on how to fill out your booth.

Step 6: If you’d like to preview your booth as how an attendee will see it, go back to the previous page with the fair listings and click on the fair itself.
This will bring you to a snapshot of what the fair will look like to attendees. You will not be able to see other organizations, as this is just a preview for your own. You can click on your organization to open your booth as an attendee would. To enter the live fair and view other organizations, you will need to use the main link at go.osu.edu/SIF on the day of the fair.