Virtual Fair Booth Prep – Access and Preview Your Booth

Step 1: Log into <u>osu.campusgroups.com</u> 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. You do NOT need to upload materials to your organization's management page, as fair visitors will not see anything on your Group Page, Forum, Files, etc.

• 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: You will open your booth by clicking "Booth Settings" for the fair. Be sure to select the correct fair. You will upload materials to the booth through the Booth Settings feature. Fair visitors will only see the Fall 2021 Booth. You can ignore any previous fair listings you see.



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 <u>go.osu.edu/SIFOrgSupport</u> for more resources on how to fill out your booth.

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•	Members Emails	>	✓ Tip: The r	more you complet	te your booth pro	file, the higher y	you will be listed i	in the group listing!				Creat	ion Date '		~
	Events	>	LIST YOUR E	BOOTH IN THE F	FAIR								Upda	ooth Sett ted on Thu Activate	i, Jul 22
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					signature eve make friends!	ents like the Fall a ! Or, visit our web	and Spring Studer	ampus organizations nt Involvement Fairs a coach and check arn more about wha	, and out the				Upda	ooth Sett	u, Jan 7
					do and how w	ve can help your	student organizat	lion.						Activate	Booth

Step 6: If you'd like to preview your booth as how a visitor will see it, go back to the previous page with the fair listings and click on the fair itself.

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@	UP SECTION Dashboard Members	> >	Search Virtual Fairs (3)						Creati		rtual Fair
	Emails Events Files More Tools Virtual Fairs Tags	> > ~	Fall 2021 Student Involvement Fair Involvement Fair Starts: Mon, Aug 16 at 8:00am Ends: Mon, Nov 16, 2020 at 11:55pm The Involvement Fair will be accessible to organizations and attendees from August 23 at 4 pm. No August 30 at 11:59 pm. Feel free to return to the event as much as you'd like during Welcome Week to learn about involvement opportunities or revisit organizations you are interested in. For information and instructions on how to navigate the fair, go to go.oscu.ed/SIF	13 Zones	1 Groups	- Activated Booths	- Officers	- Visitors		Booth S	
	Apps Badges Videos		 Spring 2021 Student Involvement Fair Involvement Fair Starts: Thu, Jan 21 at 4:00pm Ends: Sun, Jan 31 at 11:55pm 	11 Zones	1 Groups	343 Activated Booths	1959 Officers	1482 Visitors		Sooth S Updated on Activ	
			3 Fall 2020 Student Involvement Fair (nvolvement Fair) Starts: Sun, Aug 23, 2020 at 4:00pm Ends: Mon, Aug 31, 2020 at 12:00am The Involvement Fair will be accessible to organizations and attendees from August 23 at 4 p.m. to August 30 at	13 Zones	1 Student Organization	750 Activated as Booths	3610 Officers	8418 Visitors		South S Updated on Activ	

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 can use the main link at go.osu.edu/SIF after the fair opens publicly.

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Help student orgs operate! Student Organization Success Coaches is a Student Activities cohort connecting student organizations with campus resources and supporting the success of every student org at Ohio State. Join to become a coach and work with student leaders to ensure the success of campus organizations, plan signature events like the Fall and Spring Student Involvement Fairs, and make friends! Or, visit our website to meet with a coach and check out the Student Organization Success Framework to learn more about what coaches do and how we can help your student organization. See more									
	Chat with Officers	L I'm Intereste	ed						