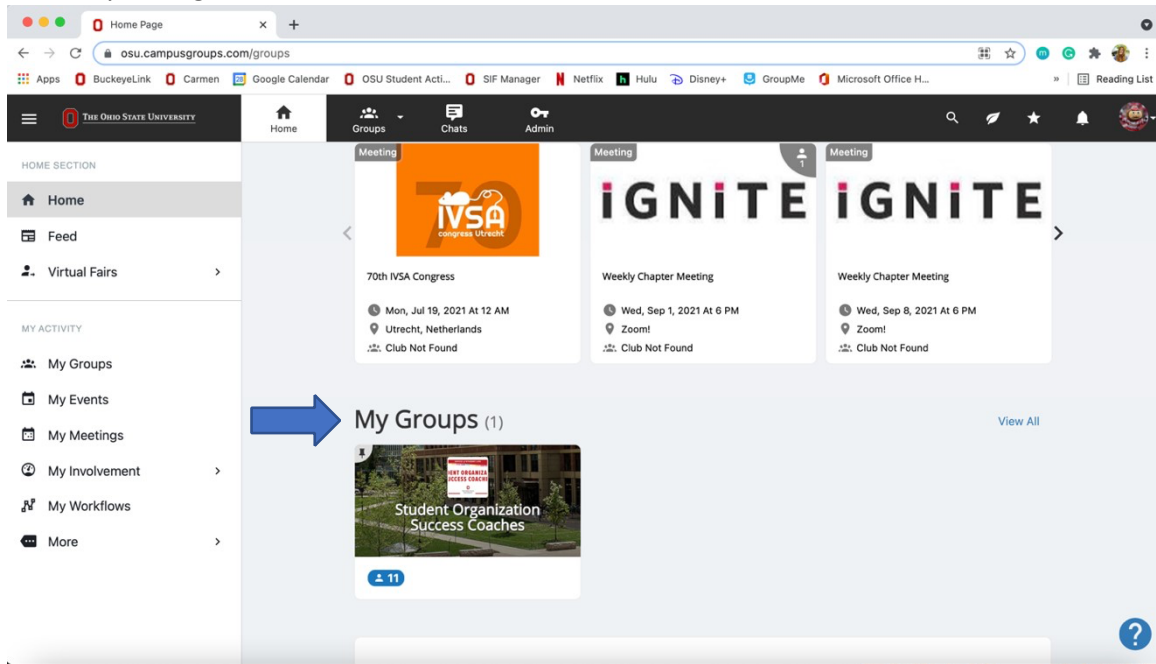


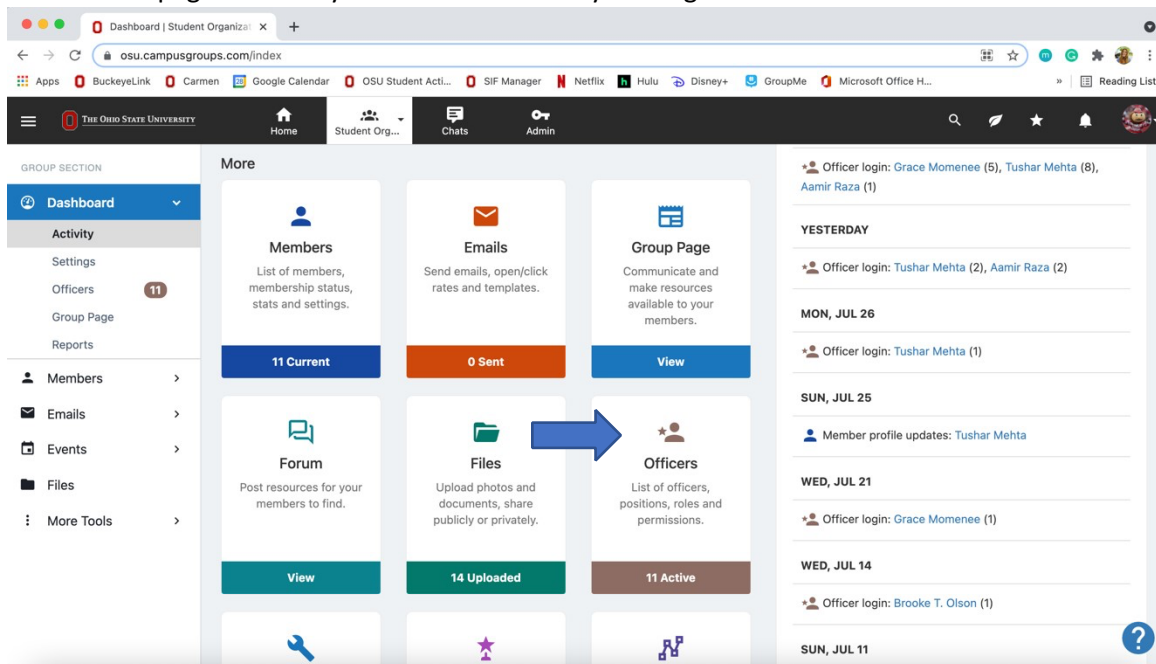
Virtual Fair Booth Prep – Access and Preview Your Booth

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

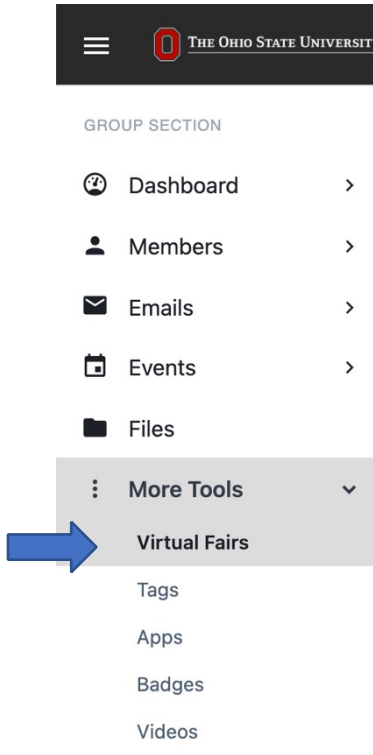


Step 2: Clicking on the organization will take you to your org’s management page. This is NOT the same as your booth. You do NOT need to upload materials to your organization's management page, as fair visitors will not see anything on your Group Page, Forum, Files, etc.

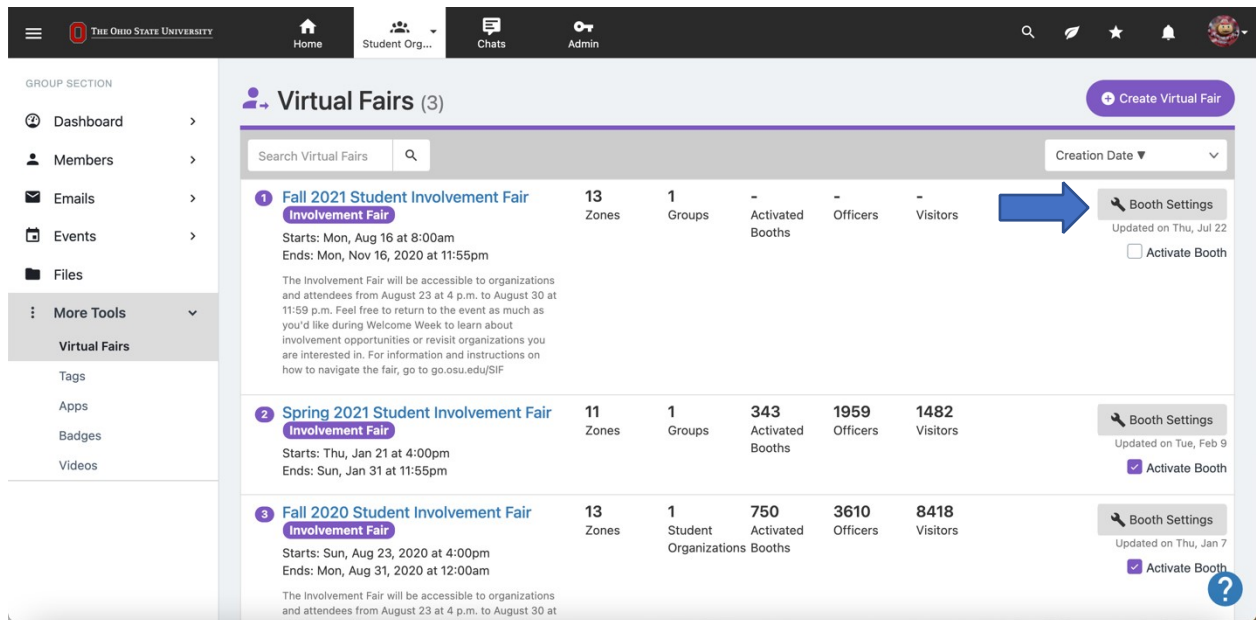
- This page is where you will add officers by clicking the Officers tile.



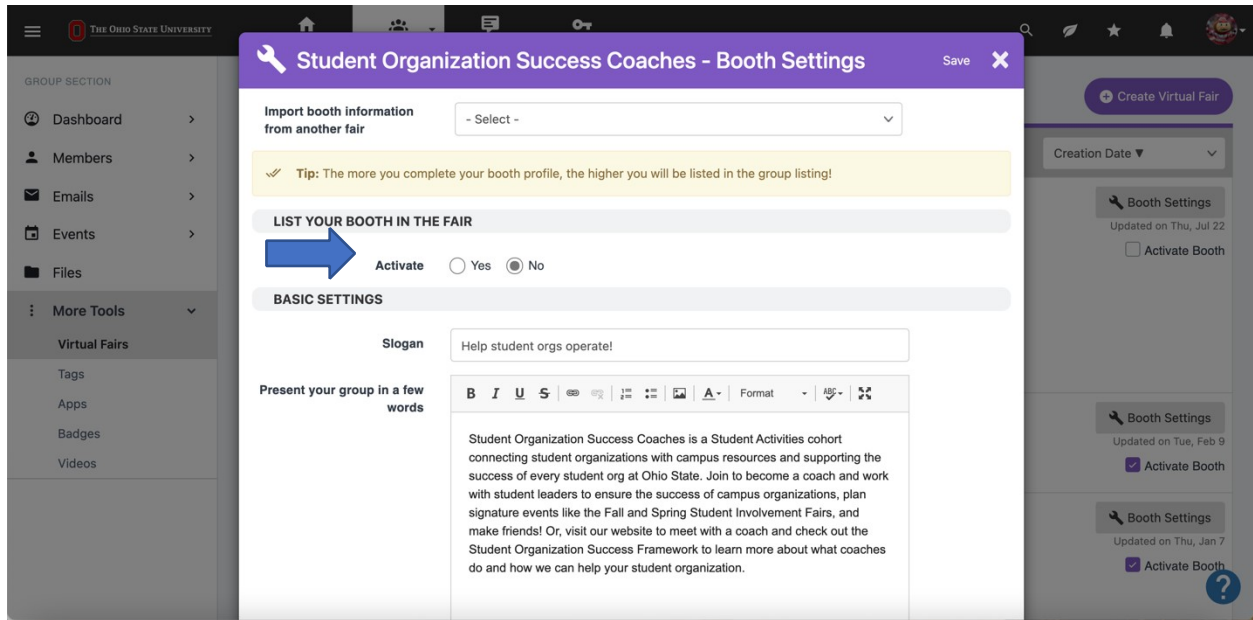
Step 3: Officers can get to the booth by using the menu on the left of the screen to navigate to “More Tools.” Then select “Virtual Fairs” from the drop-down menu that appears.



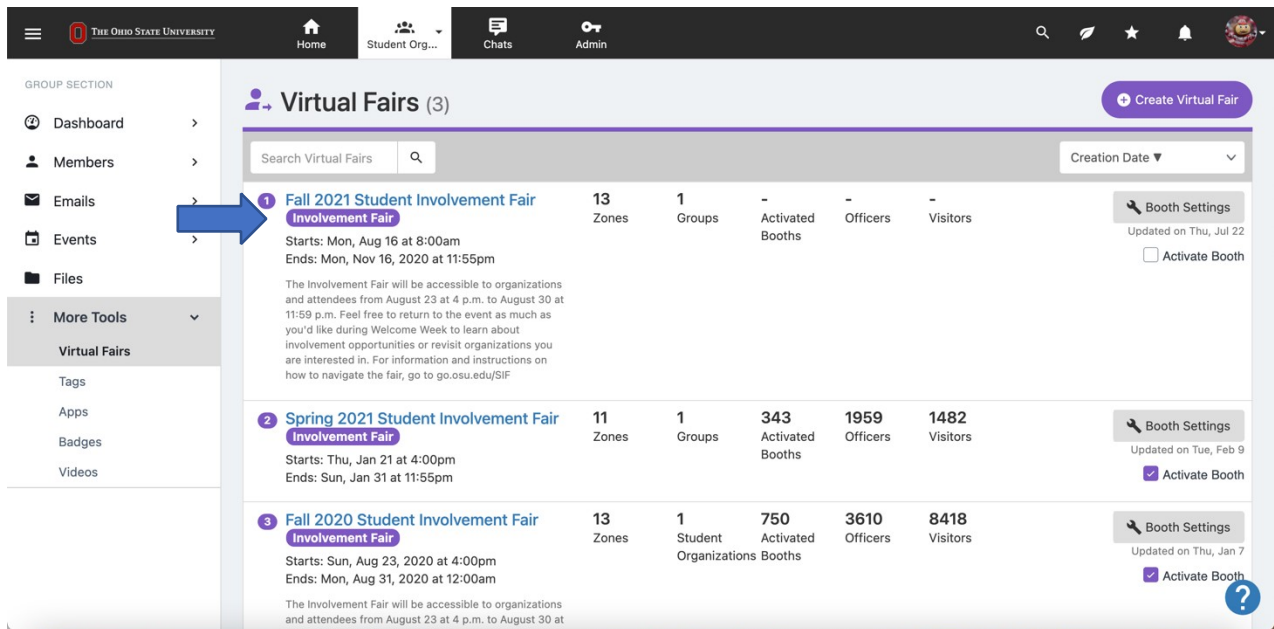
Step 4: You will open your booth by clicking “Booth Settings” for the fair. Be sure to select the correct fair. You will upload materials to the booth through the Booth Settings feature. Fair visitors will only see the Fall 2021 Booth. You can ignore any previous fair listings you see.



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

