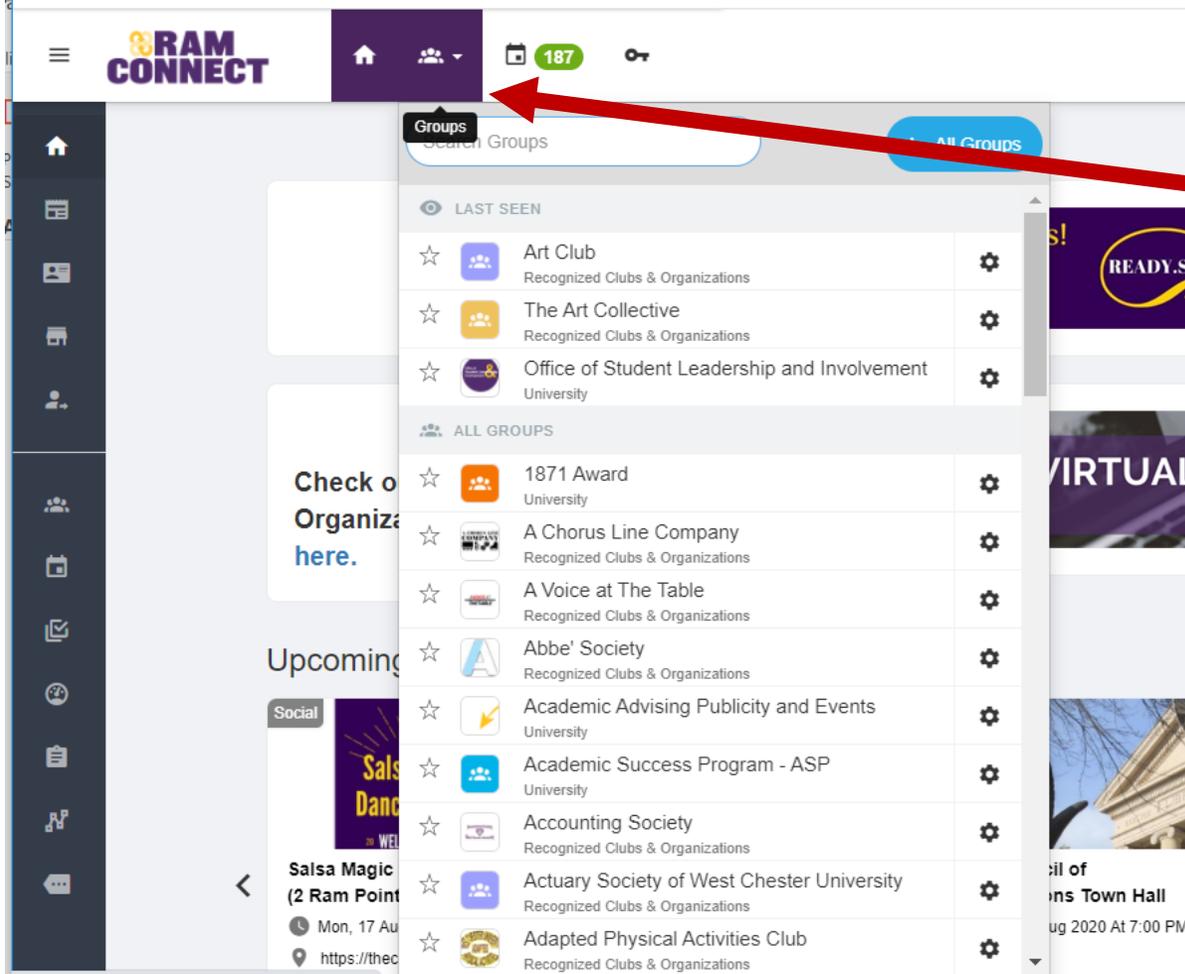


Be a part of the
WCUPA Virtual
Involvement Fair!

Information to know before creating your virtual booth.

- Your organization must be an SGA recognized organization in good standing to be able to participate.
- The Fair is being held through RamConnect.
- Your organization's booth must be **activated by Sunday, January 30th at 11:59 PM.**
- The fair will run from Tuesday, February 1st at 12 PM to Friday, February 11th.
 - On **February 3rd from 11 AM – 2 PM**, we encourage you to have at least one member available to answer chat questions during this time period. Chat can be answered on computer or mobile device (if you have the campus groups app downloaded). You are also encouraged to have a live video at some point during this time, as well, for students to "stop by."
- The information that you have uploaded will be available until February 11th at midnight.
- You will activate your booth on your own once you upload your content to your organization's booth.

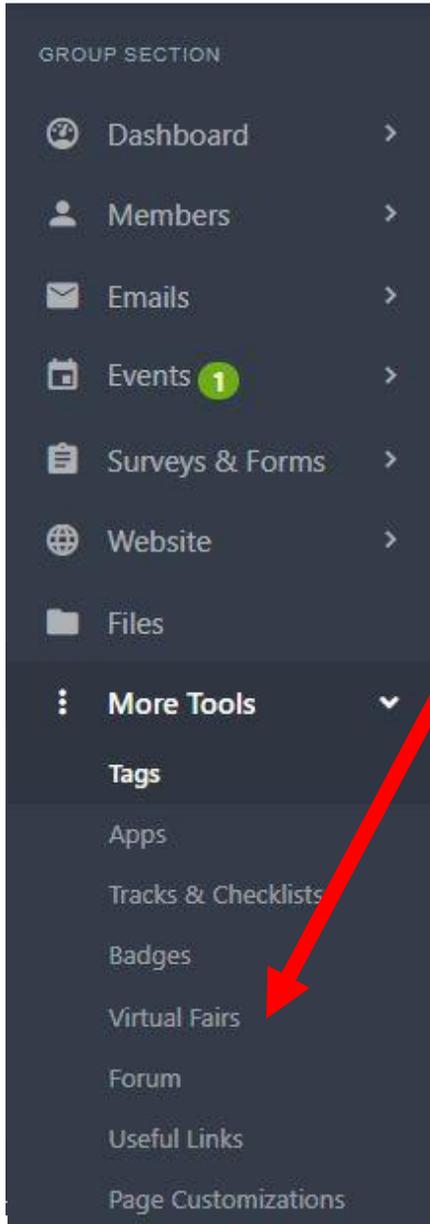
How to build your organization's virtual booth



- From the RamConnect homepage go up and select your organization.
- Make sure you are on the group page and set up as officer of the group
 - If you are not an officer please contact Patricia or Kimmy at ramconnect@wcupa.edu to get access. Please make sure to include the full name of the organization you need to be added to.

First Step

- In your group's RamConnect Portal
- On the left side tool bar click on **More Tools**
- Scroll down and select Virtual Fairs



You should get to a screen that looks like this

Virtual Fairs (3) + Create Virtual Fair

Search Virtual Fai Creation Date ▼

1 Spring 2022 Involvement Fair Involvement Fair	13 Zones	444 Groups	2 Activated Booths	32 Officers	5 Visitors	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="More"/>
Starts: Tue, Feb 1, 2022 at 12:00pm Ends: Fri, Feb 11, 2022 at 11:55pm						Updated on Wed, Dec 1 <input checked="" type="checkbox"/> Activate Booth <input type="button" value="Booth Settings"/>

Click on Booth Settings

If your group participated in a prior virtual fair, you could import that booth by selecting the drop down and choosing a previous virtual fair.

SLI will assign groups to zones.

Office of Student Leadership and Involvement - Booth Settings Save ×

Import booth information from another fair

✔ **Tip:** The more you complete your booth profile, the higher you will be listed in the group listing!

FAIR ADMIN ONLY

Assign my booth to a Zone

LIST YOUR BOOTH IN THE FAIR

Activate Yes No

Make sure to click "Yes" to activate your booth!

PLEASE NOTE!

If your organization participated in the Fall 2021 Virtual Fair, that information was automatically copied over. PLEASE make sure to edit and update your information so it is relevant for Spring 2022.

If your group didn't participate or you want to start fresh you can now start building your fair booth.

Tip: The more you complete your booth profile, the higher you will be listed in the group listing!

Assign my booth to a Zone

LIST YOUR BOOTH IN THE FAIR

Activate Yes No

BASIC SETTINGS

Slogan

Present your group in a few words

B I U S | | | **A** | Format |

Source

SLI will take care of this part

Make sure to click "Yes" to activate your booth!

Explain what your organization is all about. Make sure you are not using a ton of acronyms. Remember, some students at the fair may not be fluent in WCU lingo.

Make sure every time you do any edits you click save. You can come back and edit as many times as you want.

Setting up your booth continued

Main Photo



Upload Delete

Upload a photo to be the main image for your group. If you don't have a picture, create a simple graphic. Best size is a 380px high and 760px wide rectangle

You have the choice of a public group chat or no chat. We encourage you to allow chat, so potential members can web text chat with you.

Allow group chat

Yes No

Officers included in the group chat

- Olwen DeSarno
- Pam Frontino
- Shannon Gillespie
- Emily Kofman
- Kaitlin McIntyre
- Michael Nangle

Select the officers who will participate to the Virtual Fair Group Chat. If none are selected, all officers will be added.

Check off which officers will be available to chat and respond during the fair. If you don't see a name that you want to included, you will need to add them as an officer. You can remove them as an officer after the event.

Allow private chat with officers

Yes No

Officers included in a private chat

- Olwen DeSarno
- Pam Frontino
- Shannon Gillespie
- Emily Kofman
- Kaitlin McIntyre

Select the officers who will participate to the private Virtual Fair Chat. If none are selected, visitors will be able to chat privately with each officer.

You have the choice of allowing private chat with specific officers. We encourage you to allow at least one chat option, so potential members can text chat with you during the event. You can select different officers to be on private vs public chat.

Documents

Upload

Document upload could included membership application, flyer for future events, more information about the organization etc.

Setting up your booth continued

If your organization would like to have a live video chat option during any parts of the fair, you can put the zoom link here. You don't have to offer live video. Up to each organization to decide.

We are encouraging students to do this on Feb. 3rd at some point between 11 AM – 2 PM.

Make sure that if your organization decides to have a [zoom](#) that you use your WCUPA email to set up the zoom link. All WCUPA students are supposed to have the education license which gives you up to 300 people in one zoom meeting. If you use this option, we also encourage the use of breakout rooms Questions contact Kimmy or Patricia at ramconnect@wcupa.edu

Live Video Conferencing

Meeting link

Meeting Date

Format: dd MMM yy

Meeting Start Time

00 ▾ : 00 ▾ AM ▾ EST (GMT-5)

Meeting End Time

00 ▾ : 00 ▾ AM ▾ EST (GMT-5)

Setting up your booth continued

GROUP SUGGESTIONS

Enter up to 10 related interests

- Africa
- Agriculture
- Animal Rights & Welfare
- Animals
- Anthropology

Enter up to 3 related sports

- Airsoft
- Alpine Skiing
- Archery
- Artistic Swimming
- Athletics

Enter up to 3 related industries

- Accounting and Auditing
- Advertising
- Aerospace
- Agriculture
- Alternative Dispute Resolution

ADD MORE PHOTOS

Photo 1

Photo 2

Photo 3

Photo 4

This part helps RamConnect make suggestions on who might be interested in your group. Check up to 10 related interests.

If you want to add more photos you can add up to 10 photos, for perspective members to see more about your organization. Make sure all photos are appropriate and showcase your organization in a positive way.

Setting up your booth continued

Photo 7

Photo 8

Photo 9

Photo 10

ADD MORE VIDEOS

Video link 2

Video link 3

Video link 4

Video link 5

ADD LINKS

Link 1

Link 2

Link 3

If your organization has active social media, here is where you can link those pages. You can also link to a national website etc.

Click save and your booth is now done. You can edit this as many times as you want until **January 30th at 11:59pm**. Just make sure you save changes.

Close

Save

Manage your groups during the fair

- ☰ Spring 2022 In
- ☰ List of Groups
- 👤 Participants
- 📅 Agenda 1
- 📄 Information Booth
- MY INTERACTIONS
- 👤 I'm Interested
- 💡 Suggested Groups 31
- 💬 Chats
- BOOTH SETTINGS
- 👤 Manage My Booths 1
- 👤 My Booth Visitors

To manage your booth during the fair you will click on Spring 2022 Involvement Fair and you will see “Manage my Booths in the left hand menu”

You will be able to see all the organizations you are an officer in that have activated a booth.

You will be able to see how many visitors, how many interested, and who wants to chat.

Manage My Booths (1)

📍 Map View 1 1

Search Groups 🔍 - Zones - - Group Type - - Category Tags - Most Active

📍 Special Interest

Leadership Empowerment and Development

Recognized Clubs & Organizations
One stop shop for student involvement

👤 I'm Interested

💡 1 interests in common

🔧 Booth Settings

2 Visitors - Chatting Offline

- Interested - Chat Messages

What does this look like to
a student attending the
fair?

New students will be directed to a map view that will have 13 different "zones"
To see the 2020 fair watch this [video](#)

FAIR

- Map View
- List of Groups
- Participants
- Agenda

MY INTERACTIONS

- I'm Interested
- Suggested Groups
- Chats

FAIR SETTINGS

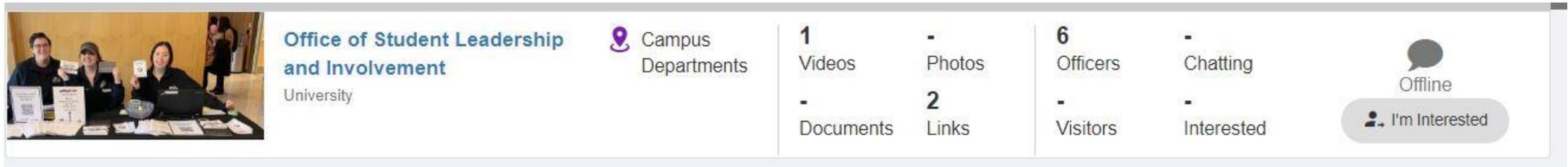
- Manage

Zones Defined

- Academic & Professional:** focus on a specific major or career path
- Campus Resources:** offices to help you succeed in college
- Fraternities & Sororities:** life-long opportunities for leadership, service, academic achievement through national organizations
- Honor Societies:** recognize high academic achievement
- Musical:** Promote the enjoyment and/or performance of music
- Political/Activism:** groups that encourage debate, and support of political issues, and viewpoints
- Publications & Media:** hands-on experience with a variety of media including news publications, television, video, and radio
- Religious:** particular denomination or religious affiliation
- Service:** on-campus and off-campus service-related projects that give back to the community
- Social Equity & Diversity:** avenue to explore and celebrate cultural heritage, and support cultural student populations
- Special Interest:** revolve around a particular activity, hobby or thought
- Sports Clubs:** personal fitness, recreational activities, and good competition.
- Student Governing:** advocate and are the voices of students



Once a student clicks on a zone they will be taken to a list of groups' booths who are participating. It will look similar to the image below



The screenshot shows a booth listing for the Office of Student Leadership and Involvement University. On the left is a photo of three people at a booth. To the right of the photo is the text "Office of Student Leadership and Involvement University". Further right is a location icon and the text "Campus Departments". The main content area is divided into two columns of statistics: the first column shows "1 Videos" and "- Documents"; the second column shows "- Photos", "2 Links", "6 Officers", and "- Visitors". To the right of these columns are two more statistics: "- Chatting" and "- Interested". At the bottom right is a chat button with a speech bubble icon, the text "Offline", and a button labeled "I'm Interested" with a person icon.

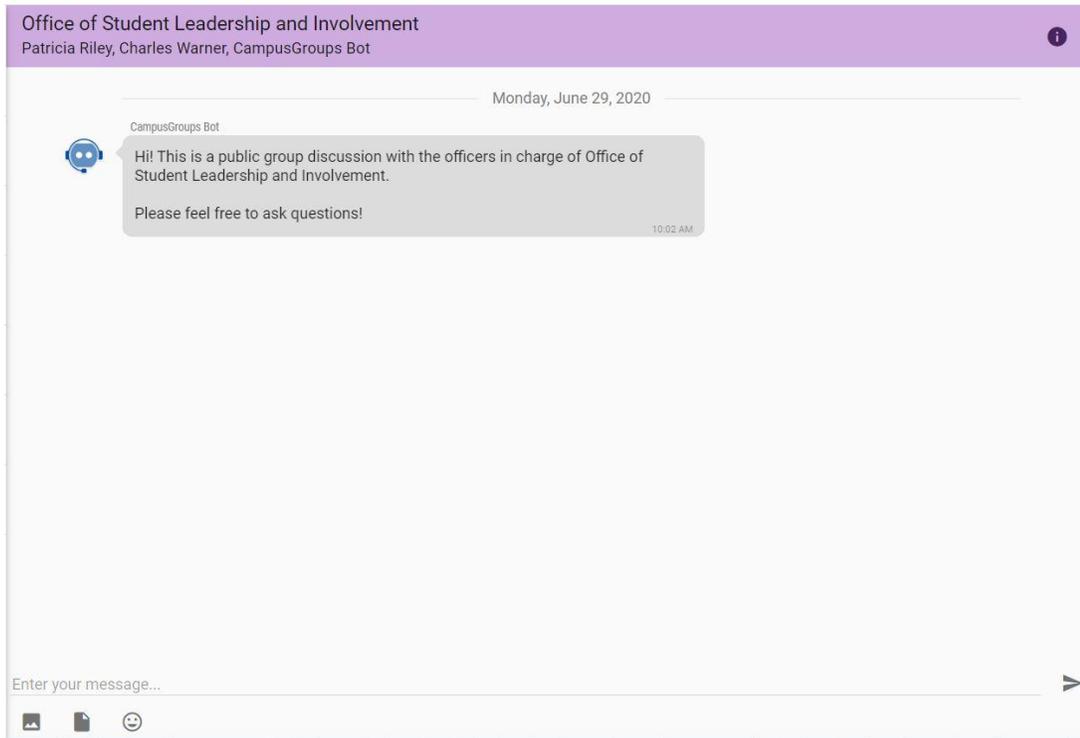
	Office of Student Leadership and Involvement University	 Campus Departments	1 Videos	- Photos	6 Officers	- Chatting
			- Documents	2 Links	- Visitors	- Interested
						 Offline
						

After a student clicks on the group they will get a pop up to see any information the group added to the booth.

Using the scroll down bar, a student can watch videos, or click on a link, or read whatever information has been populated by the organization.

From here a student can click on the blue button to chat with the officers the group designated. Or click on the grey I'm interested button.

The screenshot shows a social media profile for the "Office of Student Leadership and Involvement" at "WCU University". The profile picture features three students holding signs. Below the profile name are three statistics: 6 Officers, 1 Visitor, and 0 Interested. The main content area includes a video thumbnail titled "The Office of Student Leadership and Involvement for Orientation 20..." and a smaller image of a mascot. At the bottom, there are two buttons: a blue "Chat with Officers" button with a notification icon, and a grey "I'm Interested" button.



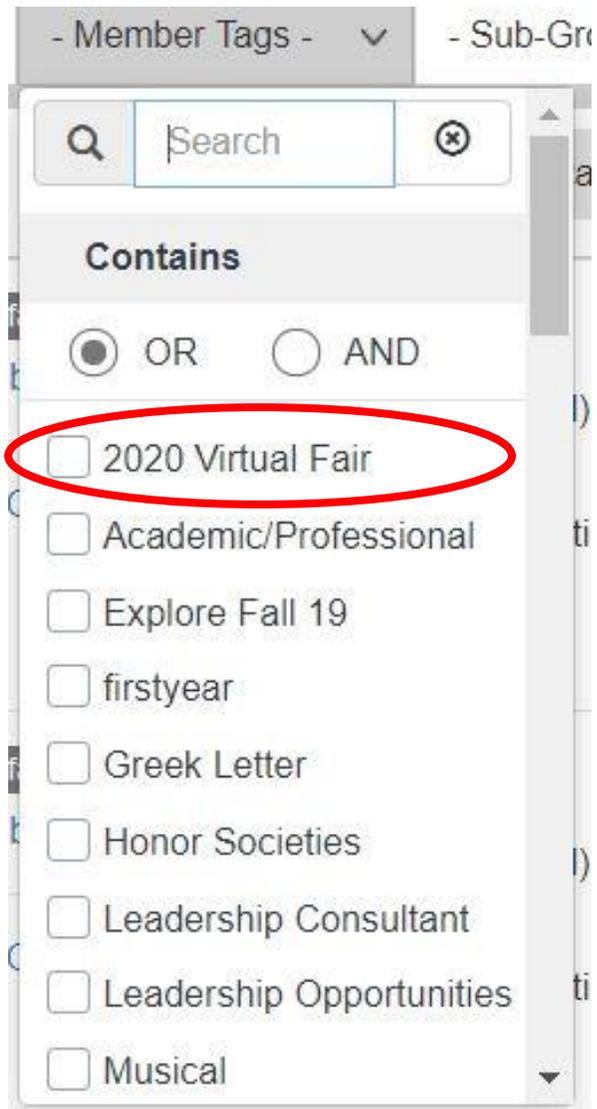
If they click on chat with officers a chat window like this will pop up.

The chat is a group public chat so be professional in your answers.

If they click on I'm interested.

They will be tagged "Spring 2022 Virtual Fair" in that specific group's RamConnect portal.

After the Fair Follow up



After the fair anyone who clicked the “I’m interested button” will be in your organization portal with member tag “Spring 2022 Virtual Fair”.

To find the list click on members in the grey toolbar on the left hand side of the screen. Then across the top will be member tags. Click on the drop down arrow. Check mark the box “Spring 2022 Virtual Fair” and you can see everyone who indicated they were interested in joining your organization.

You can follow up by emailing those students about your first meeting, event, etc through RamConnect or download the list.

Need help sending an email through RamConnect check out this [video](#).

Questions?

RamConnect, ramconnect@wcupa.edu

Kimmy Farrer, Assistant Director of SLI, kfarrer@wcupa.edu

SLI will also be offering drop-in hours during the first week of classes in the Spring to answer any questions relating to creating a booth! SLI will send an update of those dates and times with Zoom links.