

**Be a part of the
First WCU Online
Involvement Fair!**

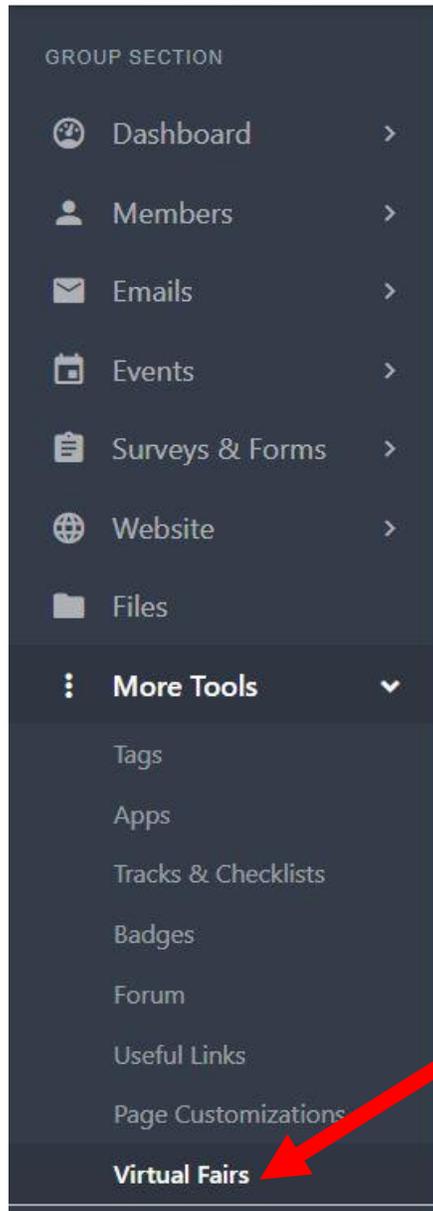
Information to know before creating your booth.

- Your SGA recognized organization must have completed student organization re-registration to be eligible to participate.
- The Fair is being held through RamConnect.
- Fair will be live to all students August 26th from 11am-4pm.
 - You must 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).
- The information that you have uploaded will be available until September 2nd at midnight.
- Your booth will be activated by Student Leadership and Development. After your organization registers.
- Your booth must be built by August 25th at 12pm.

How to build your organization's booth

First Steps

- Make sure you are set up as officer of the group
 - If you are not an officer please contact Patricia at priley2@wcupa.edu to get access.
- Navigate to the specific group RamConnect Portal
- On the grey right hand tool bar click on More Tools
- Scroll down and select Virtual Fairs



You should get to a screen that looks like this

Virtual Fair	Groups	Officers	Attendees	Prospects	New Members	Actions
1 2020 Virtual Fair Starts: Tue, Aug 25 at 12:00am Ends: Thu, Aug 27 at 12:00am	1	21	3	0	0	Booth Settings Updated on Mon, Jun 29 <input type="checkbox"/> Publish

Click on Booth Settings

You are now ready to 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

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

Make sure each 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

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

Main Photo

Allow group chat

 Yes No

Officers included in the group chat

Emily ...

Kaitlin McIntyre

Michael Nangle

Benjamin Shalk

Charles Warner

Jennifer Yost

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

Documents

Video link

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

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.

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

This can be a YouTube video you made or your one nationals have. The link must be accessible without a log in. If your group made a [FlipGrid](#) video we will link it for you.

Setting up your booth continued

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

You can also only offer video chat for part of the time it doesn't need to be the whole event.

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 Patricia at priley2@wcupa.edu

Live Video Conferencing

Meeting link

Meeting Date

Format: dd MMM yy

Meeting Start Time

 : EST (GMT-5)

Meeting End Time

 : 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.

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 August 25th at noon. Just make sure you save changes.

Close

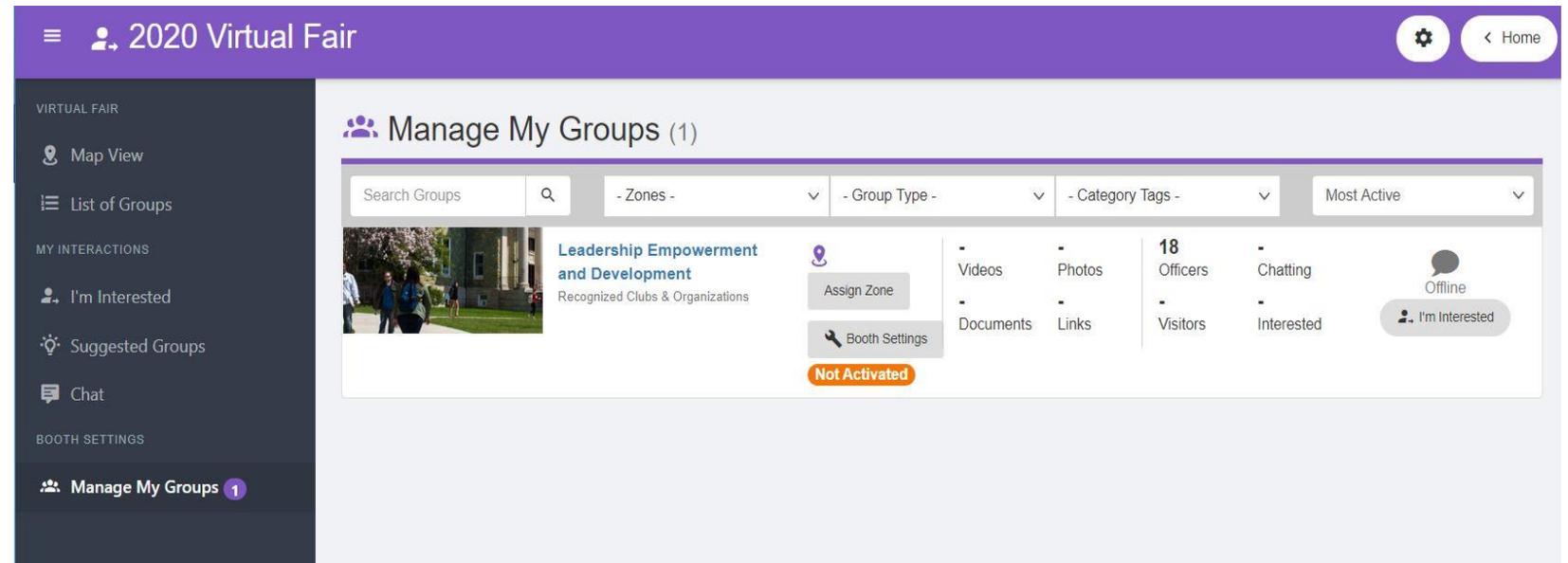
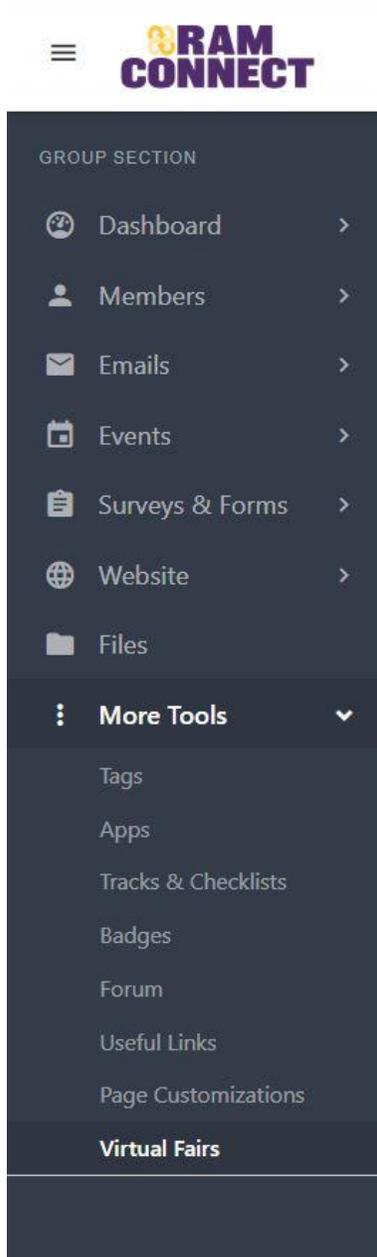
Save

Manage your groups during the fair

To manage your booth during the fair you will click on 2020 virtual fair like before and you will see “Manage my groups”

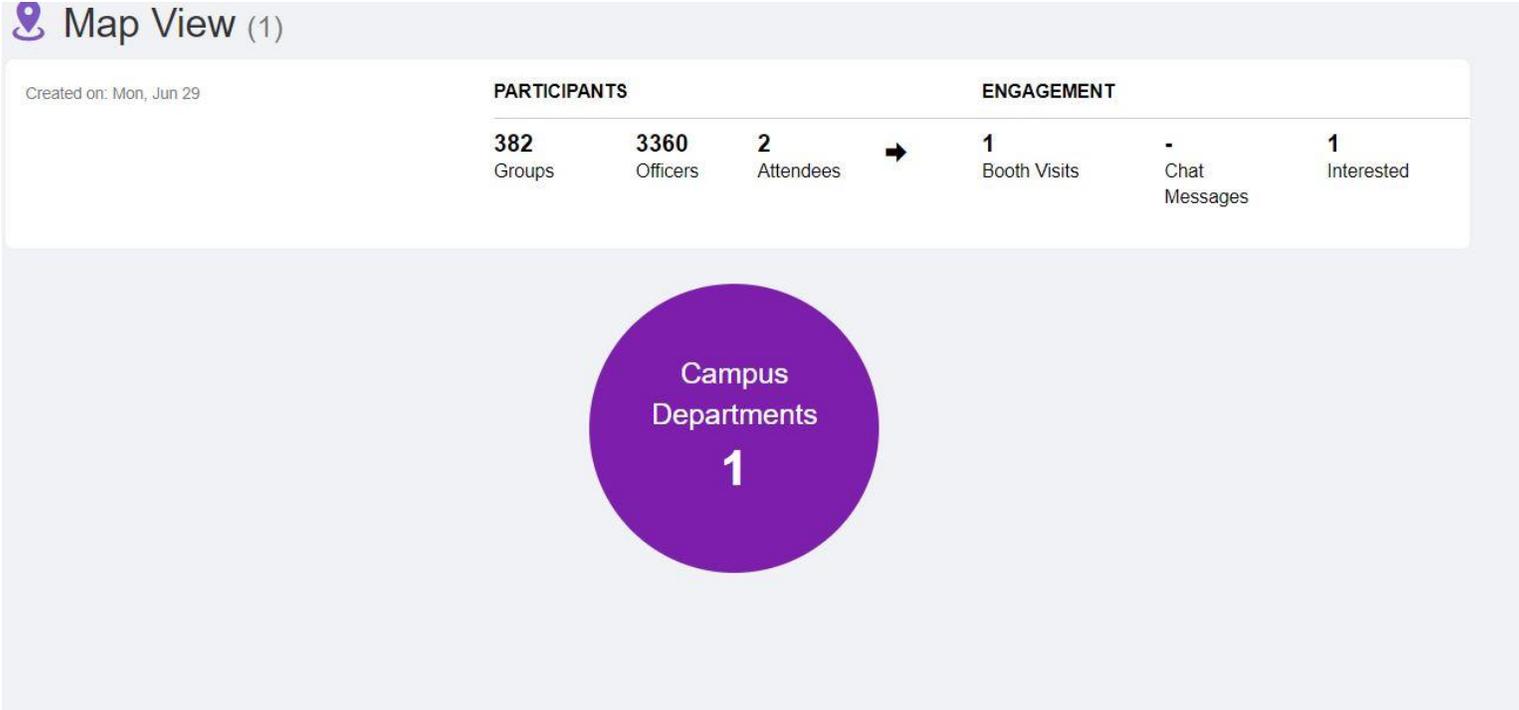
You will be able to see all the organizations you are an officer in on manage my groups.

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

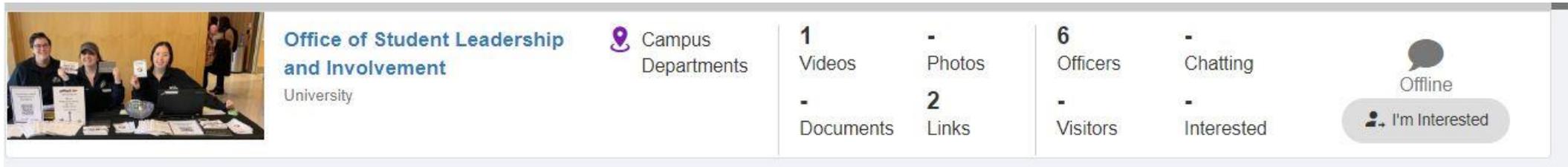


What does this look like
to a new student?

New students will be directed to a map view that will have 14 different color circles. For this example you can see the category is campus department. The number shows how many booths (groups) are participating in that category.



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



Office of Student Leadership and Involvement
University

Campus Departments

1 Videos
- Photos
- Documents
2 Links

6 Officers
- Chatting
- Visitors
- Interested

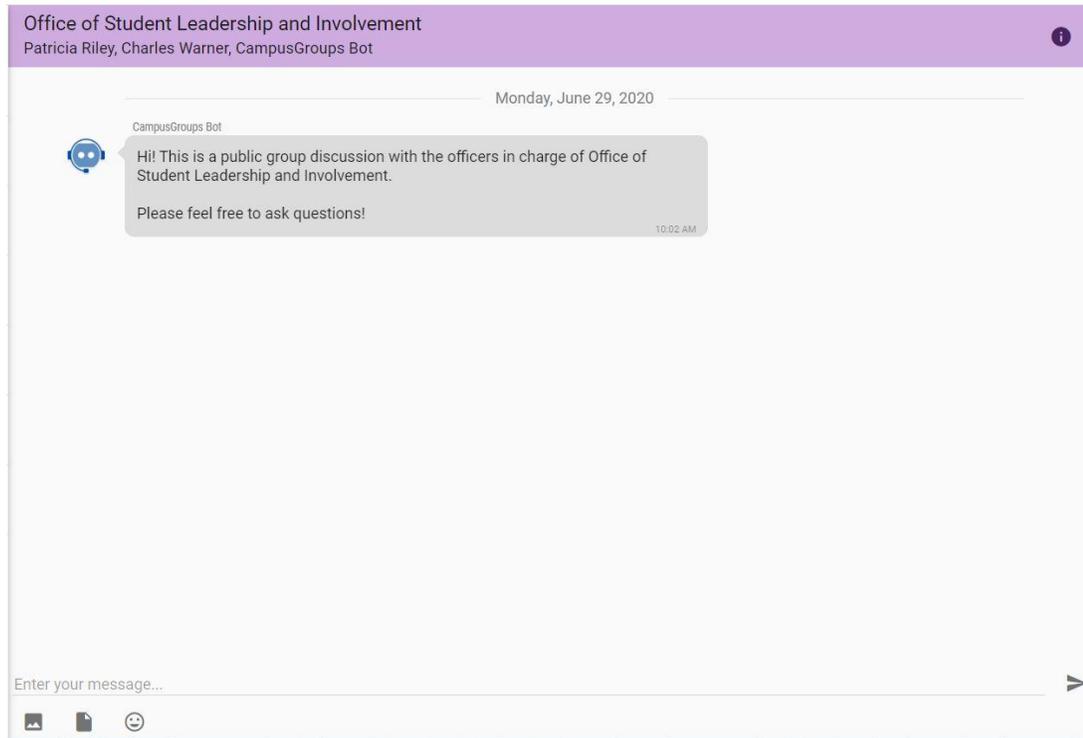
Offline
I'm Interested

Once a student clicks on the group they will get a pop up to see the 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 group page for the "Office of Student Leadership and Involvement" at a university. At the top, there is a video thumbnail featuring three people holding signs. Below the video, the text "Office of Student Leadership and Involvement" and "University" is visible. A navigation bar contains three buttons: "6 Officers", "1 Visitor", and "- Interested". Below this, there is a video player showing a large outdoor event with a purple and yellow striped tent. To the right of the video player is a smaller image of a mascot wearing a blue shirt with "WCU" on it. At the bottom, there are two buttons: a blue "Chat with Officers" button with a "1" notification, and a grey "I'm Interested" button.



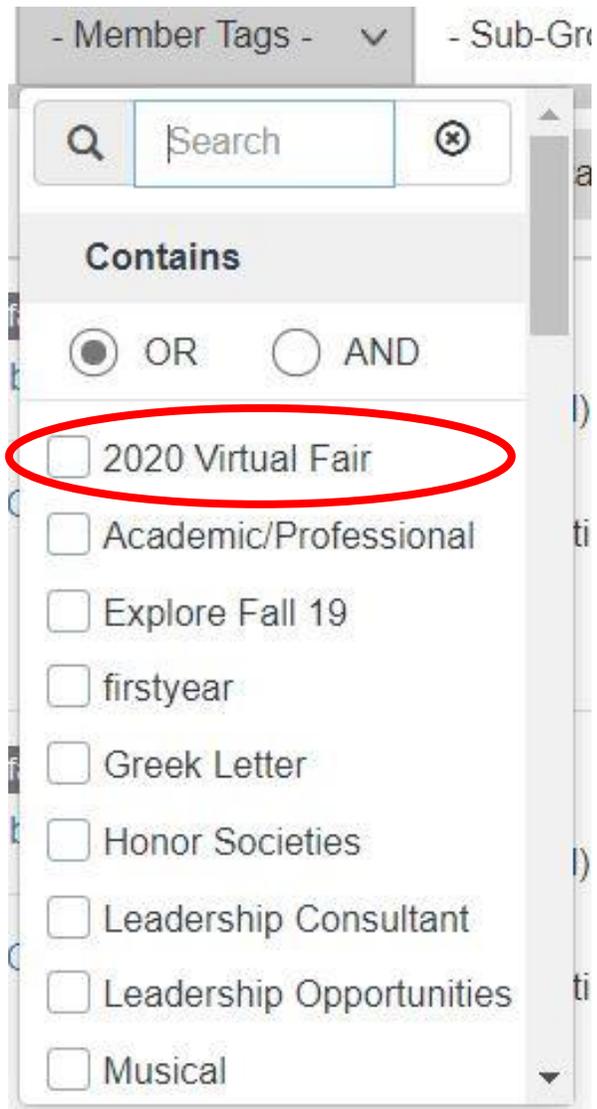
If they click on chat with officers a chat window like this will pop up.

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

If they click on I'm interested.

They will be tagged "2020 Virtual Fair" in that specific group's RamConnect portal.

After the Fair Followup



After the fair anyone who clicked the “I’m interested button” will be in your organization portal with member tag “2020 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 “2020 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 and email through RamConnect check out this [video](#).