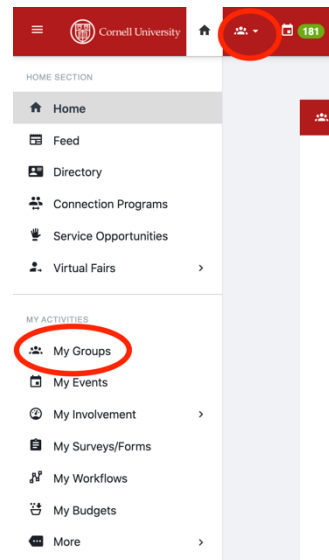


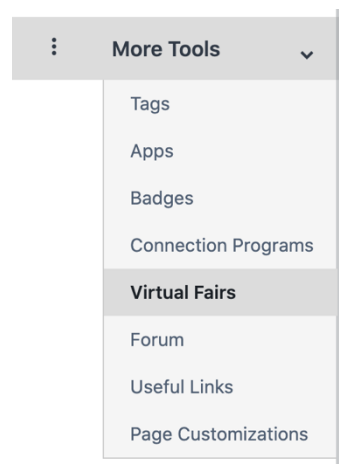
Setting up a virtual booth on CampusGroups

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1. Sign in to your CampusGroups account and go to your organization Dashboard



2. From group Dashboard, go to More Tools > Virtual Fairs



3. Go to Booth settings button listing for the fair you want to set up for.

6 **Cornell Virtual ClubFest: Part 1**
Sat, Sep 12 at 2:00pm - 5:00pm

8
Zones

1302
Student
Organization

0
Activated
Booths

0
Officers

21
Visitors

Booth Settings
Updated on Thu, Aug 20
 Activate Booth

Setting up a virtual booth on CampusGroups

4. Start Adding Content!

1. General Information about your Organization:

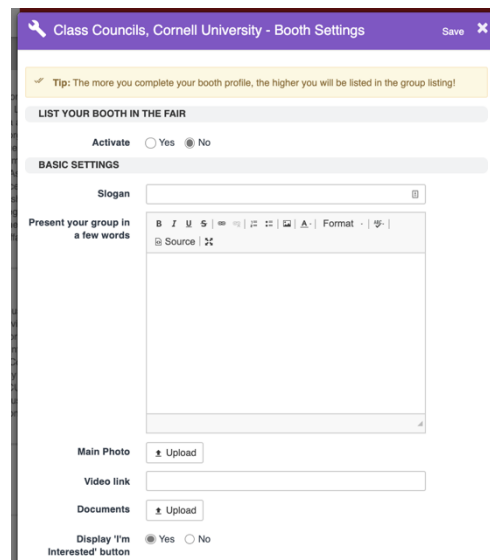
1. Add a slogan and upload a photo that will show on the front-facing page during the fair.
2. Present your group in a few words.
3. Select relevant Interests, Industries, and/or Sports to match with students with similar interests.

2. Communications:

1. Select if you want to participate in Group Chat, what format(s) you are engaging with interested students, and which officers will be taking part in each chat:
 1. Single Room Chat → all participants can see all the messages sent during the fair; ideal for Q&A
 2. 1-on-1 Chat → participants can individually chat with available officers
 3. Add a link to a live video session to meet face-to-face with participants at a designated time frame.
2. It is expected that your group will have active representation from your club by participating in the chats and/or video during these “live” times.

3. Additional Media:

1. Include document(s) for interested students to download and see.
2. Add a video link for people to see (like a Welcome video!).
3. Link to your website or interest forms.



Additional Tips:

The more content you add to your booth, the higher on the list of groups you will appear when filtered by “Most Active” and the more interest you can earn.

If you want people to join your club as a full member right away, add your group’s QR code (found on your group’s Dashboard) to the content in the box labeled “Present your group in a few words”.

Full instruction video available [HERE](#).