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

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.**

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.

SLI will take care of this part

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

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

<table>
<thead>
<tr>
<th>Tip: The more you complete your booth profile, the higher you will be listed in the group listing!</th>
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</thead>
<tbody>
<tr>
<td>Assign my booth to a Zone:</td>
</tr>
<tr>
<td>Activate:</td>
</tr>
<tr>
<td>Slogan:</td>
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<tr>
<td>Present your group in a few words:</td>
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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.
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.

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.

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.

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.

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

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

If you 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.
Manage your groups during the fair

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.
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](#)
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.
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.
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.