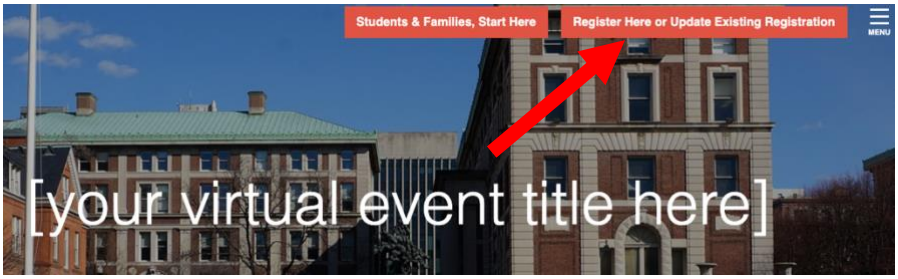
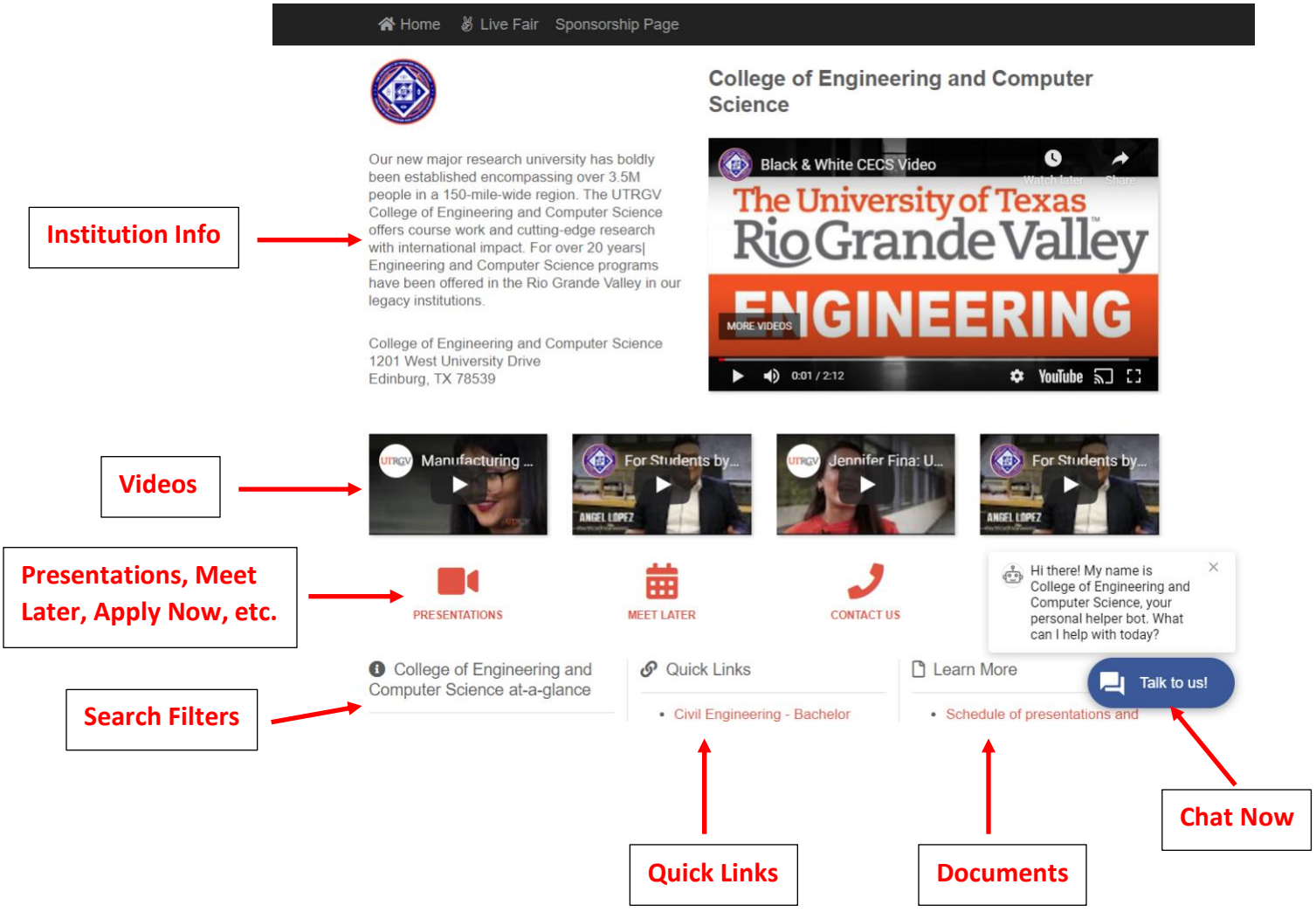
Setting Up Your Virtual College Fair Booth

Start at the registration page for your event using the link provided in your invitation email.

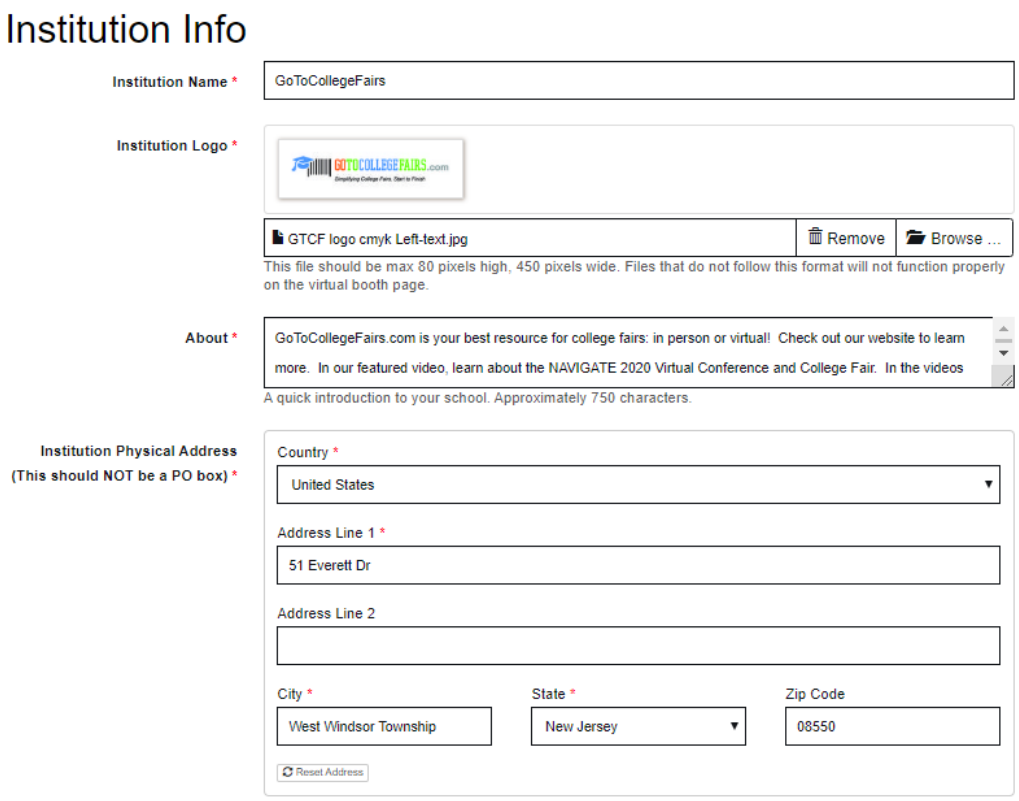


Your booth registration will populate your booth, so please prepare the elements carefully.

This is a sample of your final booth page. Each of these elements corresponds to a question on the registration:



Let's look more closely at the registration process and where the corresponding elements will appear on your booth.



The information from this portion of the registration form will appear on your booth here:



Videos

We can place up to 5 videos on your virtual booth page. These videos are a great way to welcome students into your virtual booth and help them get a sense of life on your campus. We cannot accept MP4 files as upload, only **links** to existing web hosted videos. These videos can be hosted on your website or a third party site like YouTube.

Featured Video
https://youtu.be/QDW_aEJpFr4
This will be larger than the other videos on the virtual booth.

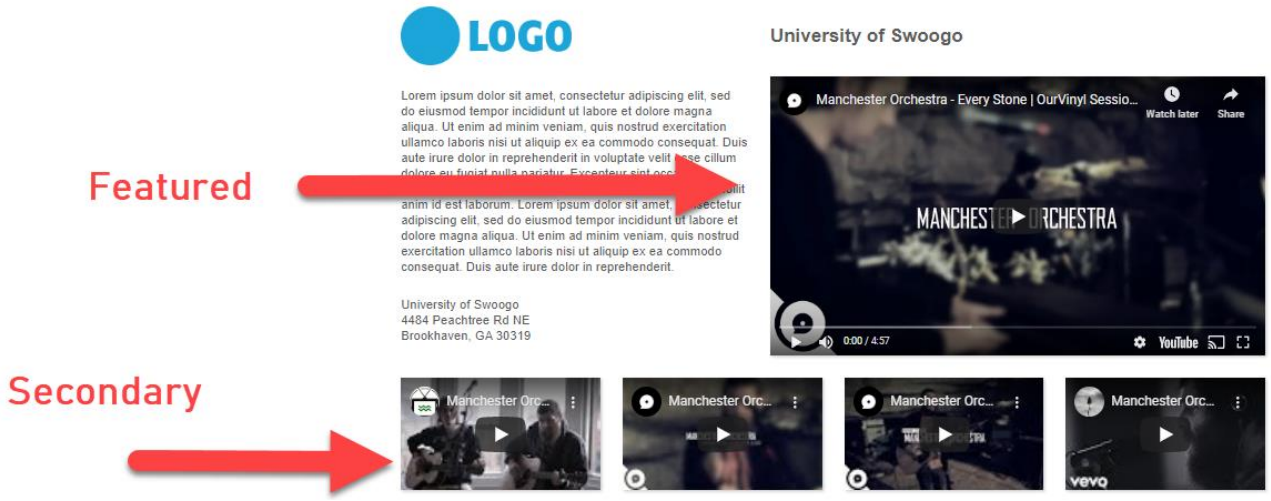
Secondary Video
https://youtu.be/nxGLyDsclgU
These will be smaller than the 'Featured' video on the virtual booth.

Secondary Video
https://youtu.be/PGcRP3Qm5Ms
These will be smaller than the 'Featured' video on the virtual booth.

Secondary Video
https://youtu.be/LnfT1P5c_wA
These will be smaller than the 'Featured' video on the virtual booth.

Secondary Video
https://www.youtube.com/watch?v=4GkrHJ0iY88
These will be smaller than the 'Featured' video on the virtual booth.

Videos will appear on your booth here:



Chat

This important booth element will allow an unlimited number of your representatives to engage in multiple chats concurrently during the event. As would be true for a live event, you must have at least one person in your booth to chat on **September 19 from 10 am to 3 pm (PST)**; **October 27 from 4 pm to 8 pm (PST)**; and **November 17 from 8 am to 3 pm (MST)**. ***You can create a schedule of when you will be available for chat and add it to your 'documents' section.***

Please indicate the email address of the person that will be setting up the chat account. This email address will be sent further instructions (and invited to a an upcoming August webinar) to learn how to use the chat feature. Please watch for that email invitation to create your account.

Email Address of Representative *

Meet Later

This booth element will allow students to schedule meetings with your admissions office. Please provide the link for your calendar scheduling tool here. If you don't have one currently set up, we recommend Calendly.com, a free service. *If you choose not to use an online calendar tool, drop your admission department contact page here too (we ask for that more directly below, put the link in both places).*

Calendar Tool Link *

Important Links

Contact Us *

Please provide the link to your admissions department contact page.

Apply Now *

Please provide the link to begin your preferred application process (ie. Common App, Institution Application, etc.) or the next step you would like a student to take when applying to your institution.

Back | Save and Continue

Presentation Schedule

Use this element for live presentations/webinars on your institution. These presentations can be live or recorded. Create a schedule of what will be available in your virtual meeting room and add the schedule here.

Please provide the link to the virtual conference 'room' that you will be using on the dates of the event (ie: Zoom, Google Hangouts, Skype, etc.). If you do not have this capability, you might want to drop in a recorded presentation or a video that would be helpful to students who want to learn more about financial aid, the honors program, residence life, etc.

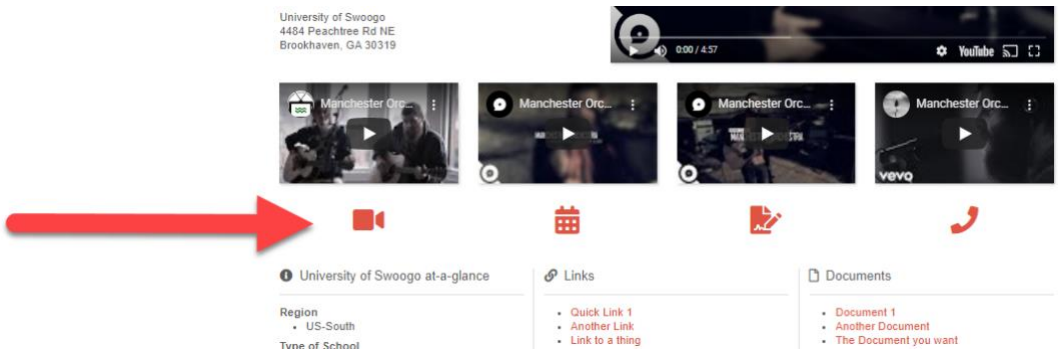
Best Practice: Host webinars so that students/families can engage with you and ask questions.

Drop in your schedule of webinars/presentations for your booth. 'Label' should include title and time, 'Link' should be the link to join the presentation/webinar.

Presentation Title/Time (1)		**Presentations Link (1)**	
Presentation Title/Time (2)		**Presentations Link (2)**	
Presentation Title/Time (3)		**Presentations Link (3)**	
Presentation Title/Time (4)		**Presentations Link (4)**	
Presentation Title/Time (5)		**Presentations Link (5)**	
Presentation Title/Time (6)		**Presentations Link (6)**	
Presentation Title/Time (7)		**Presentations Link (7)**	
Presentation Title/Time (8)		**Presentations Link (8)**	
Presentation Title/Time (9)		**Presentations Link (9)**	
Presentation Title/Time (10)		**Presentations Link (10)**	

Back Continue

These elements will appear on your booth here:

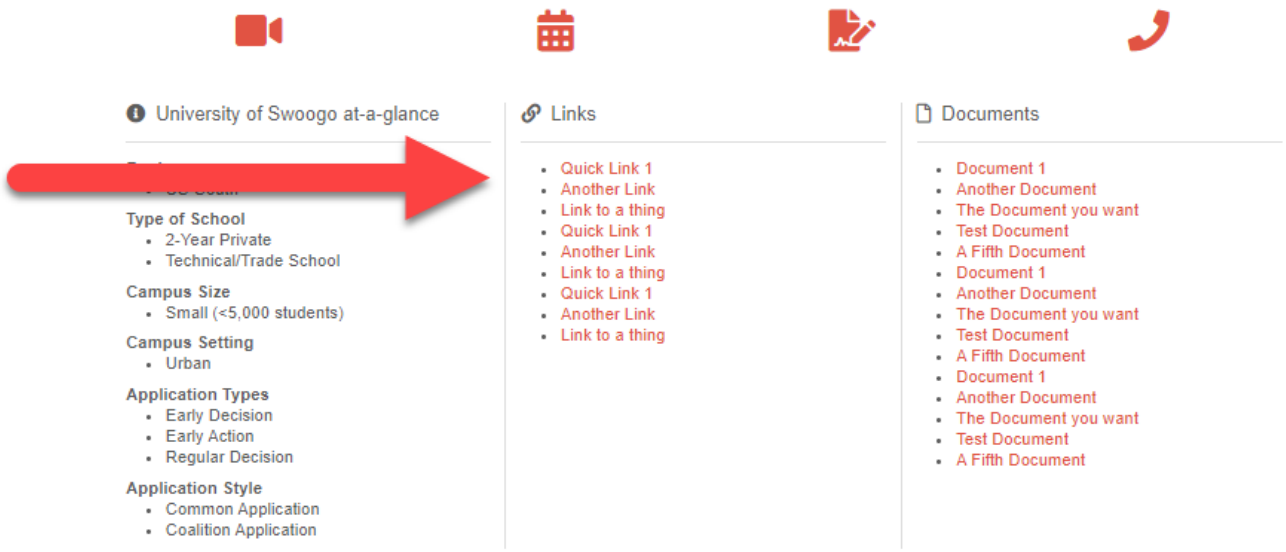


Quick Links

We recommend links like 'Undergraduate Majors' or 'Net Price Calculator.' Provide a label for this link, and the link itself. Up to 10 links can be submitted.

Label (1)	College Resources	**Link (1)**	https://gotocollegefairs.com/colleges/pricing.asp
Label (2)	Counselor Resources	**Link (2)**	https://gotocollegefairs.com/counselors/helpful-tools.asp
Label (3)	Fair Planner Resources	**Link (3)**	https://gotocollegefairs.com/fair-planners/fair-planning-r
Label (4)		**Link (4)**	
Label (5)		**Link (5)**	
Label (6)		**Link (6)**	
Label (7)		**Link (7)**	
Label (8)		**Link (8)**	
Label (9)		**Link (9)**	
Label (10)		**Link (10)**	

Quick Links appear on your booth here:



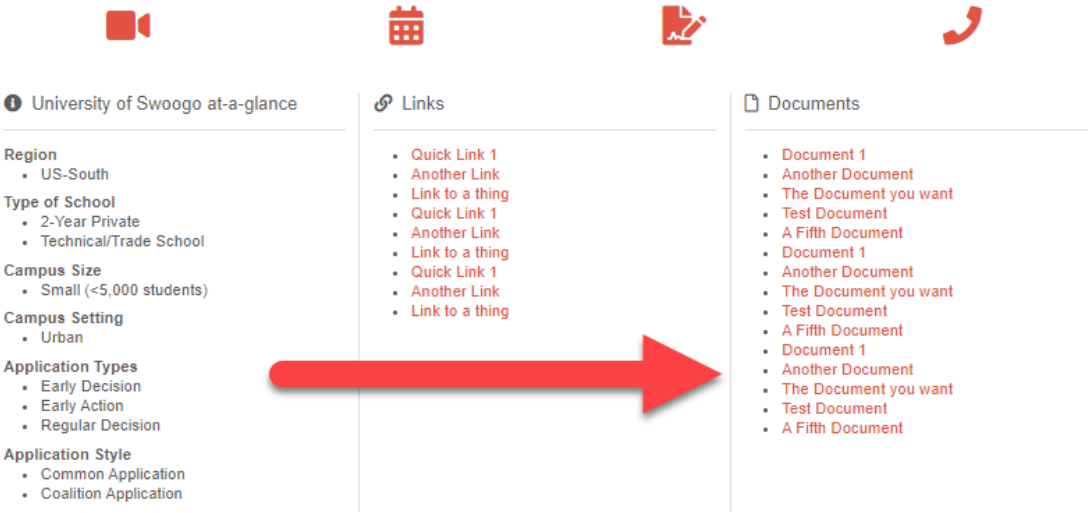
Learn More

In this section of your booth, students will be able to download documents to learn more about your institution. Please provide PDF documents for download. You may include up to 10. Please provide labels for the documents, and the document itself.

(The maximum size for each file upload field is 10mb)

Label (1)	Scanning App Quick Start Guide	**Upload (1)**	app quick start gu · Remove · Browse ...
Label (2)	Learn About College Lead Portal	**Upload (2)**	Instructions for se · Remove · Browse ...
Label (3)	Get Scanned Here	**Upload (3)**	
Label (4)			
Label (5)			
Label (6)			
Label (7)			
Label (8)			
Label (9)			
Label (10)			

These documents appear on your booth here:



University of Swoogo at-a-glance

Region
- US-South

Type of School
- 2-Year Private
- Technical/Trade School

Campus Size
- Small (<5,000 students)

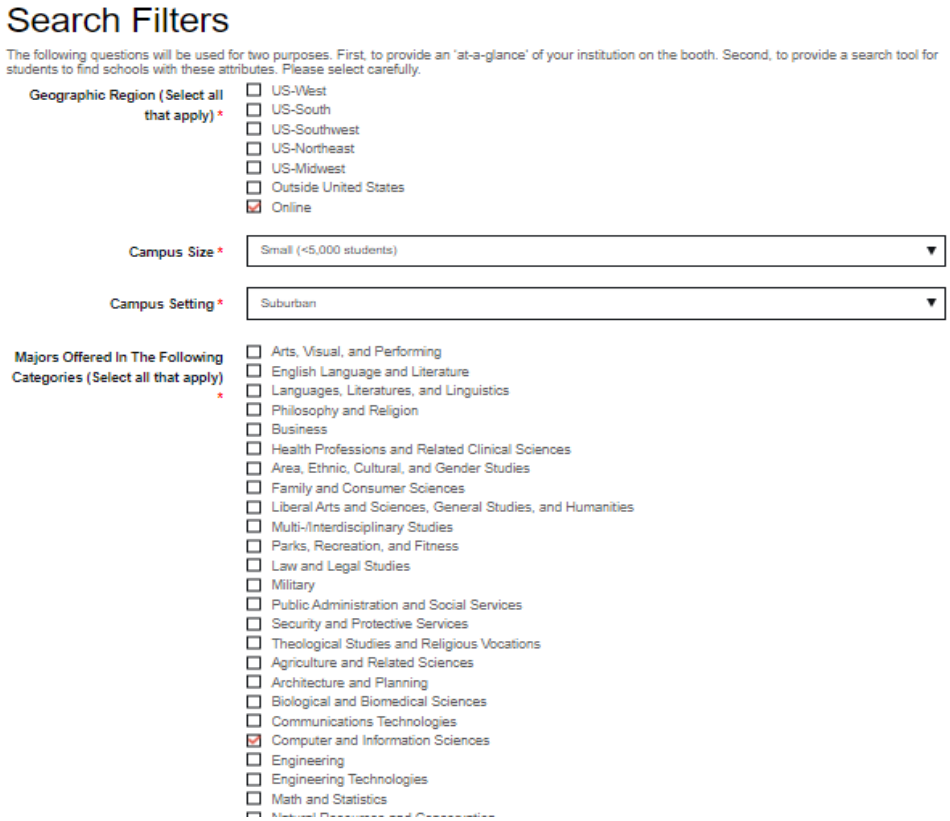
Campus Setting
- Urban

Application Types
- Early Decision
- Early Action
- Regular Decision

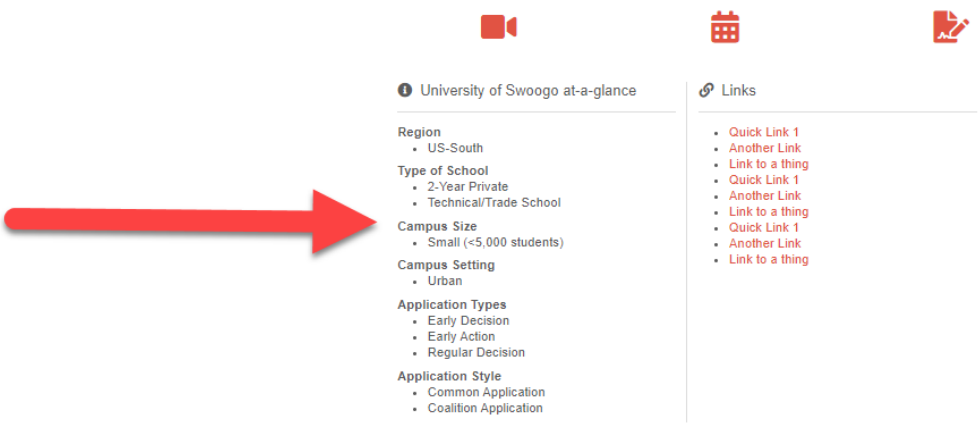
Application Style
- Common Application
- Coalition Application

Links
- Quick Link 1
- Another Link
- Link to a thing
- Quick Link 1
- Another Link
- Link to a thing
- Quick Link 1
- Another Link
- Link to a thing

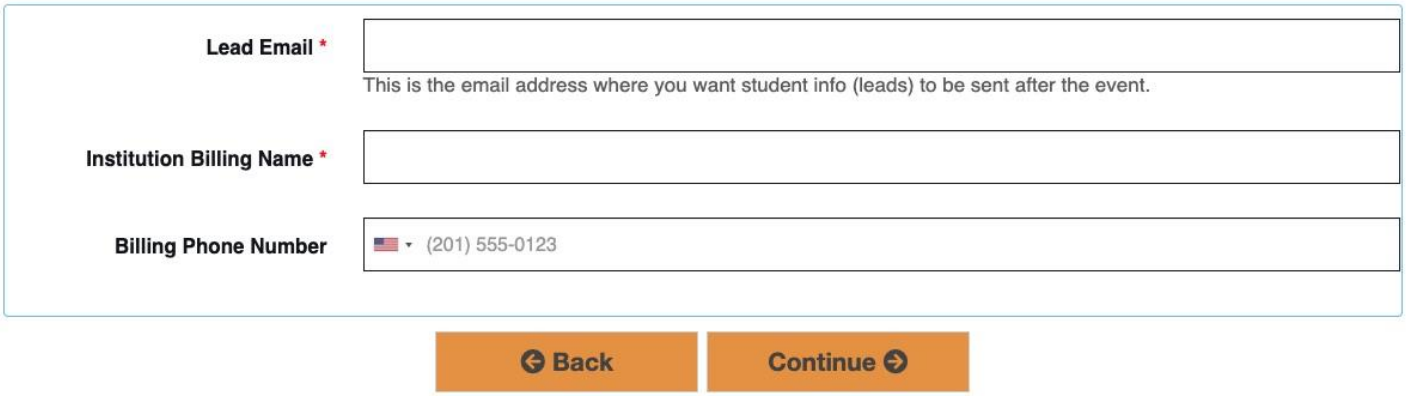
Documents
- Document 1
- Another Document
- The Document you want
- Test Document
- A Fifth Document
- Document 1
- Another Document
- The Document you want
- Test Document
- A Fifth Document
- Document 1
- Another Document
- The Document you want
- Test Document
- A Fifth Document



Search filters serve two purposes: first, as a way for students to find your school (there is a robust search filter for students to use in the virtual college fair), and second, in the 'at-a-glance' section of your virtual booth, here:



Other Important Information. First, the Lead Email Address is the email address used to create your lead portal account at www.gotocollegefairs.com. Instructions for that are included at the end of this document. Second, if this event is charging for the registration, you may be asked to include the Institution Name for billing and a phone number.



If you need assistance setting up your college booth, please contact your fair organizer.