

Setting Up Your Virtual College Fair Booth

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:

Institution Info

Videos

Meet Now, Meet Later, etc

Filters

Quick Links

Documents

University of Swoogo

Manchester Orchestra - Every Stone | OurVinyl...
Watch later Share Info

MANCHESTER ORCHESTRA

0:00 / 4:57 YouTube

University of Swoogo
4484 Peachtree Rd NE
Brookhaven, GA 30319

Manchester Orc... Manchester Orc... Manchester Orc... Manchester Orc...

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

Documents


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

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

Institution Info

Institution Name *

Institution Logo *



[Remove](#) [Browse ...](#)

This file should be max 80 pixels high, 450 pixels wide. Files that do not follow this format will not function properly on the virtual booth page.

About *

Institution Physical Address (This should NOT be a PO box) *

Country *

Address Line 1 *

Address Line 2

City * **State *** **Zip Code**

[Reset Address](#)

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



LOGO

University of Swoogo

Manchester Orchestra - Every Stone | OurVinyl Sessio...



University of Swoogo
4484 Peachtree Rd NE
Brookhaven, GA 30319

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	<input type="text" value="https://youtu.be/QDW_aEJpFr4"/>
	This will be larger than the other videos on the virtual booth.
Secondary Video	<input type="text" value="https://youtu.be/nxGLyDscIgU"/>
	These will be smaller than the 'Featured' video on the virtual booth.
Secondary Video	<input type="text" value="https://youtu.be/PGcRP3Qm5Ms"/>
	These will be smaller than the 'Featured' video on the virtual booth.
Secondary Video	<input type="text" value="https://youtu.be/Lnft1P5c_wA"/>
	These will be smaller than the 'Featured' video on the virtual booth.
Secondary Video	<input type="text" value="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:

Featured →

Secondary →

University of Swoogo

Manchester Orchestra - Every Stone | OurVinyl Sessio... Watch Later Share

MANCHESTER ORCHESTRA

0:00 / 4:57 YouTube

Manchester Orc... Manchester Orc... Manchester Orc... Manchester Orc...

Chat Now

This important booth element will allow up to three admissions representatives from your institution 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.

If a chat is missed, a note will tell the visitor 'Sorry we missed the opportunity to chat with you. Please click 'contact us' on our booth page to connect with us a different way,' and the missed chat notification will be sent as an email. We **STRONGLY** recommend that you use your main admissions office email as your primary contact (ie: admissions@university.edu). Please indicate the email addresses of the representatives that will be responding to chats below. These email addresses will be sent further instructions (and invited to a webinar) to learn how to use the chat feature.

Email Address of Representative *

Email Address of Representative

Email Address of Representative

Meet Now

This booth element will allow students to meet with you on video conference. Please see our [support page](#) which advises best practices for secure video conferencing with students. Please provide the link to the virtual conference 'room' that you will be using on the dates of the event. If you do not have this capability, leave this field blank.

Video Conferencing Link

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.

Calendar Tool Link

Important Links

Contact Us *

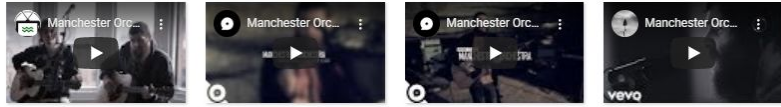
Please provide the link to your admissions department contact page.

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.

These elements will appear on your booth here:

University of Swoogo
4484 Peachtree Rd NE
Brookhaven, GA 30319



University of Swoogo at-a-glance

Region
• US-South
Type of School

Links

- [Quick Link 1](#)
- [Another Link](#)
- [Link to a thing](#)

Documents

- [Document 1](#)
- [Another Document](#)
- [The Document you want](#)

Quick Links

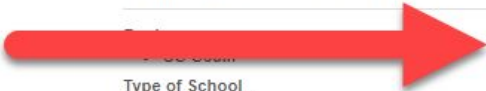
We recommend links like 'Undergraduate Majors' or 'Net Price Calculator.' Provide a label for this link, and the link itself. Up to 10 links can be submitted.

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

Quick Links appear on your booth here:



University of Swoogo at-a-glance



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

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)

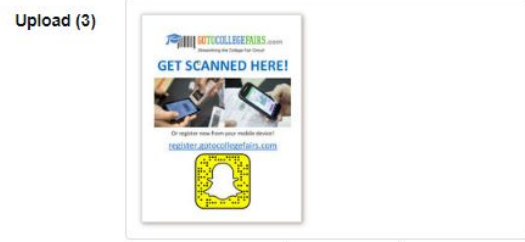
Label (1)	<input type="text" value="Scanning App Quick Start Guide"/>
Label (2)	<input type="text" value="Learn About College Lead Portal"/>
Label (3)	<input type="text" value="Get Scanned Here"/>
Label (4)	<input type="text"/>
Label (5)	<input type="text"/>
Label (6)	<input type="text"/>
Label (7)	<input type="text"/>
Label (8)	<input type="text"/>
Label (9)	<input type="text"/>
Label (10)	<input type="text"/>



app quick start gu Remove Browse ...



Instructions for se Remove Browse ...



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

The following questions will be used for two purposes. First, to provide an 'at-a-glance' of your institution on the booth. Second, to provide a search tool for students to find schools with these attributes. Please select carefully.

Geographic Region (Select all that apply) *

- US-West
- US-South
- US-Southwest
- US-Northeast
- US-Midwest
- Outside United States
- Online

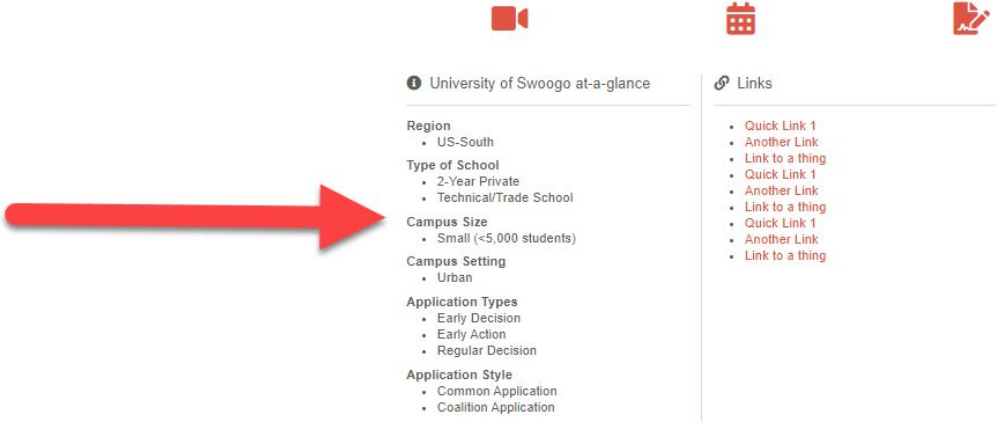
Campus Size *

Campus Setting *

Majors Offered In The Following Categories (Select all that apply) *

- Arts, Visual, and Performing
- English Language and Literature
- Languages, Literatures, and Linguistics
- Philosophy and Religion
- Business
- Health Professions and Related Clinical Sciences
- Area, Ethnic, Cultural, and Gender Studies
- Family and Consumer Sciences
- Liberal Arts and Sciences, General Studies, and Humanities
- Multi-/interdisciplinary Studies
- Parks, Recreation, and Fitness
- Law and Legal Studies
- Military
- Public Administration and Social Services
- Security and Protective Services
- Theological Studies and Religious Vocations
- Agriculture and Related Sciences
- Architecture and Planning
- Biological and Biomedical Sciences
- Communications Technologies
- Computer and Information Sciences
- Engineering
- Engineering Technologies
- Math and Statistics
- Natural Resources and Conservation

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:



The screenshot shows a website interface with three red icons at the top: a video camera, a calendar, and a document with a pencil. Below these icons are two main sections. The left section is titled "University of Swoogo at-a-glance" and contains several categories with sub-items: "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), and "Application Style" (Common Application, Coalition Application). A large red arrow points from the left towards this section. The right section is titled "Links" and contains a list of links: "Quick Link 1", "Another Link", "Link to a thing", "Quick Link 1", "Another Link", "Link to a thing", "Quick Link 1", "Another Link", and "Link to a thing".

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