Campus Activities will host 6 involvement fairs for Fall 2020! Recognized Student Organizations (RSOs) may sign up for 1 or more fairs to host their booth. Follow the steps below to sign your RSO up for the fair(s).

RSO re-recognition will begin August 28.

**Involvement Fair Dates:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>18 Aug</td>
<td>12 PM</td>
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<tr>
<td>19 Aug</td>
<td>4 PM</td>
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<tr>
<td>20 Aug</td>
<td>8 PM</td>
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<tr>
<td>25 Aug</td>
<td>12 PM</td>
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<tr>
<td>26 Aug</td>
<td>4 PM</td>
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<tr>
<td>27 Aug</td>
<td>8 PM</td>
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Navigate to EngageSC - usc.campuslabs.com/engage/

If you're not already signed into your USC Shib, sign in.

Find the Memberships Area for the RSOs you are a member of

Select the RSO which you are signing up to represent

Click Manage Organization

You'll see a list of all 6 involvement fairs.

You may sign up for 1 or more fairs for that organization.

Continued on next page...

For more information visit: campusactivities.usc.edu
Engage SC - Involvement Fair (RSO sign up)

Event Details of the Fair you are signing up for
If signing up for more than 1, repeat the process for each fair.

Add a short description which all Fair participants will see

Provide a zoom meeting room link in which you and other RSO reps will be present during the involvement fair
If you do not provide a zoom link, your virtual booth will only have a "contact us" button.

Submit your registration!

Tips for setting up your zoom meeting

- If your Zoom account is not throughusc.zoom.com or you have not used your USC Credentials to login to your USC Licensed Zoom account visitusc.zoom.com to set up your account.
  - Some folks have signed up for zoom using their @usc email; however did not see the cardinal USC sign on screen. Be sure your zoom account shows "Licensed" on your profile.
- Set up a recurring meeting
  - Click Schedule, instead of a specific date/time click "recurring"
  - Add other @usc users as alternate hosts if more than one of you will be representing your RSO
- Join your zoom meeting during the time(s) of the involvement fairs for which you signed up so that students may chat with your RSO.

During the Involvement Fair(s)

- Have your video on so that students can interact with you via video chat
- Share your screen and have a slideshow or your website showing (as if it were a display board in person)
- Use the breakout feature if there are multiple reps and participants for smaller conversations. (Keep a rep in the main session for additional students who join the meeting (like a lobby)
- Ask students to sign up for your newsletter via google doc or google spreadsheet and follow up with them after the fair with more information.
- If you have questions during the fair, you can visit the "Help Desk" where a Campus Activities team member is available to chat.

For more information visit: campusactivities.usc.edu