

VIRTUAL INVOLVEMENT FAIR REGISTRATION INSTRUCTIONS

CSI VIRTUAL INVOLVEMENT FAIR

Student Leaders! Your organization is now invited to register for the Center for Student Involvement Virtual Involvement Fair! CSI is hosting this innovated community engagement program via ENGAGE. On **Thursday, August 27th**, CSI will host the Virtual Involvement Fair from 12:00 noon thorough 5:00pm.

About Registering: All organizations have the option of participating for the entirety of the Involvement Fair or selecting individual sessions to host a virtual table session via 'ZOOM'.

STEP 1: Confirm your Time and Involvement ([Click here](#))

Please confirm the times that your club/organization will be available for the Involvement Fair.

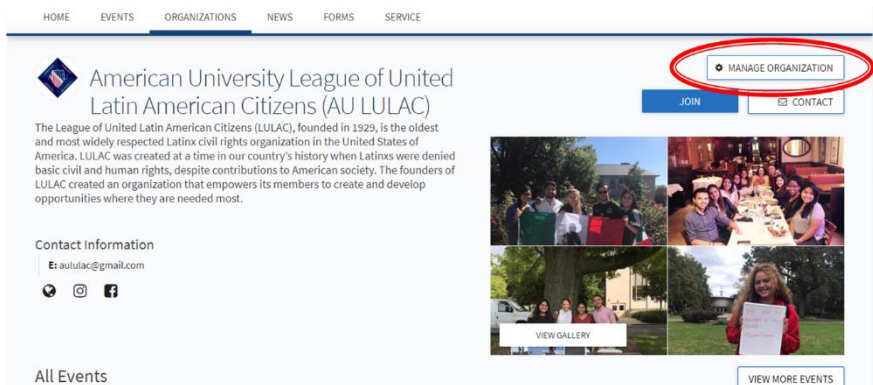
You can choose to participate in (1) one, a few, or all (4) four of the scheduled times below:

- **Full Participation: 12:30pm – 5:00pm**
- **Session 1: 12:30 – 1:15**
- **Session 2: 1:30 – 2:15**
- **Session 3: 2:30 – 3:15**
- **Session 4: 3:30 – 4:15**

STEP 2: 3-part process to Register in the Virtual Involvement Fair in CSI ENGAGE (<https://american.campuslabs.com/engage/>)

Registration: SIMPLE – Go to your student organization page in ENGAGE.

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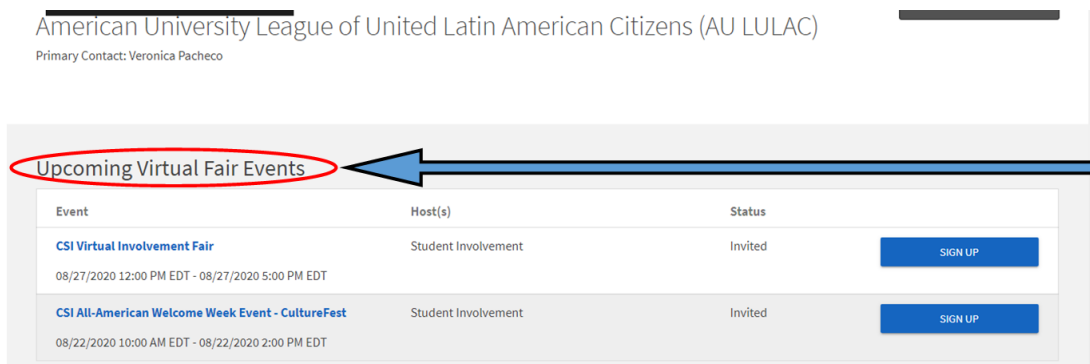


Click 'MANAGE ORGANIZATION'

About Fair Registration: Only club executive can submit Involvement Fair Registration

Look for the CSI Virtual Involvement Fair Sign Up under "Upcoming Virtual Events"

2



Click 'SIGN UP'

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Under Virtual Involvement Fair: Take time fill out the following information

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A. Add Participant Details Summary

Promote your organization! Briefly tell prospective members what your organization is all about. Include any instructions for the online meeting link here. (3-5 sentences)

B. Provide 'ZOOM' Meet Online Link (Confirm your authenticated <https://american.zoom.us> by Logging in via

Provide a valid URL for an online meeting (Zoom, Discord, Skype, etc.) where existing members will be available during the virtual fair to answer questions from prospective members.

Reminder about using ZOOM web services:

Zoom Meetings

- The university has purchased a zoom license that is now available to you as leaders of student organizations. Use your AU credentials to login here: american.zoom.us
- A few things to keep in mind to ensure you and your members have a safe, positive experience:
 - You can host up to 300 participants in your meeting or event
 - If you schedule an event and are hoping for selective participation, configure some of the privacy settings in Zoom, such as:
 - Requiring registration
 - Enable Waiting Room
 - Both phone or computer audio are an option, however you can force one or the other when setting up your meeting
 - If you are hosting an event, you may want to enable the option to mute participants on entry when setting up your meeting

ABOUT ZOOM:



Signing into Zoom

If you visit <https://american.zoom.us>, you can configure your account by clicking the Sign in button. After you've logged into the website, you can then download, install, and launch the Zoom application and choose Sign in with SSO to log in with your AU credentials.

For details about ZOOM set up and use go to the OIT Knowledge Base link for ZOOM:

https://help.american.edu/help?id=kb_article_view&sysparm_article=KB0015458