

Student Organizations,

You're invited to participate in the **KU Virtual Involvement Fair on August 28th from 7 pm – 10 pm** as a part of this year's virtual Union Fest! This event is hosted by SILC, KU Memorial Unions, and Student Union Activities and is open to all registered student organizations. **The deadline to opt-in to participate is Wednesday, August 26th, 2020.**

Say what?! How will it work? In lieu of in-person tabling during Union Fest, student orgs can opt-in to our virtual involvement fair on Rock Chalk Central. When your organization opts-in to participate, you will be asked to provide a blurb about what your organization is all about AND provide the link to an online video conferencing tool (Microsoft Teams, Zoom, Google Hangout, etc.), so you can have live conversations with prospective members during the event.

How do I opt-in? **Please carefully read all of the instructions in this email prior to opting-in to participate in this event.** *First, your organization MUST have completed registration for the 2020-2021 year in order to participate. Please complete these steps if you have not registered:*

1. Login to Rock Chalk Central and click the organizations tab.
2. Click the "Register an Organization" button on the left side of your screen.
3. Use the search bar to search for your organization's name.
4. Click the blue "Re-Register" button and follow the instructions on your screen to submit your information to SILC. If your organization says "not available," then you have already submitted registration and should have received confirmation from SILC about the status of your submission. Email silcfront@ku.edu with any questions.

Once you have registered with SILC, officers of your organization who have Events access in Rock Chalk Central can follow these step-by-step instructions to participate:

1. Login to Rock Chalk Central and click the 9-box icon in the top right of your screen next to your profile picture (or initials if you haven't uploaded a picture) and select Manage.
2. Click on the name of your organization to go to your organization management page.
3. You will see a list of upcoming Virtual Fair Events. Click "KU Virtual Involvement Fair."
4. Follow the instructions on your screen, including providing a short promotional blurb about your organization AND an online meeting URL that will be used to direct participants to an online meeting via an online conferencing tool. This allows your organization to have current members available live for conversations with prospective members during the virtual involvement fair. Instructions to aid you in setting this up are included below.

After you have completed these steps, you're all set to participate. SILC will confirm your participation and share additional information with you via email.

What should I include in my promotional blurb? This is your chance to showcase how awesome your organization is! A great blurb will be a few short sentences telling a prospective member about the purpose of your organization and how you plan to conduct org events this fall! If you need assistance drafting your blurb, we're here to help.

How do I set up an online meeting and share the link? While you have a variety of options for setting up your online meeting, SILC recommends you use Microsoft Teams because all KU students have free access to this platform. *Follow these step-by-step instructions to schedule your meeting:*

1. Visit [Microsoft Teams](#) and login using your KU online ID. You can use either the web or desktop app.
2. In the Teams application, select the “Calendar” tab from the left sidebar, then click the “New Meeting” button in the top right corner of your screen.
3. On the new meeting page, do the following to create the meeting :
 - a. Enter a clear title for your meeting (for example: KU Virtual Involvement Fair – Name of your Org).
 - b. Enter an email address in the “Add required attendees” box. At least one address MUST be invited to your meeting to create a sharable link to the meeting. We recommend entering the emails of other active members of your organization who will be online for this event, but you can use your personal KU email address if desired.
 - c. Set the date and time for the meeting for Friday, August 28th from 7-10 p.m.
 - d. Enter a brief description for the meeting, for example “Online Meeting for live conversations between our organization and prospective members during the KU Virtual Involvement Fair.”
 - e. Click “Send” after you double check all the information you have entered is correct.

Follow these steps to share the link:

1. After sending the meeting, click on it on your calendar in Teams. This will open the meeting details page.
2. In the description field, there will be a “Join Microsoft Teams Meeting” link. Right click on the link, then select “Copy Link.”
3. Paste this link into the appropriate field when opting-in to the Virtual Involvement Fair on Rock Chalk Central.

What if I can't be online from 7-10 p.m.? Please do your best to ensure that at least one member of your organization can be online throughout the event. If this is not feasible, your organization can provide contact information for a prospective student to follow up with your organization to get more information on how to get involved.

Is there anything else I can do to showcase my organization online? Did you know you can embed a YouTube or Vimeo video on your organization's landing page on Rock Chalk Central?! Something as simple as this can make your organization stand out and be more engaging to a prospective member AND provide them information on how to get involved. [Check out KJHK's Rock Chalk Central page](#) to see what they've done and get inspired!

Whew, that was a lot of information. If you're feeling overwhelmed, that's ok - this is new to all of us! **SILC will offer a training the first week of classes to help take you through the requirements step-by-step. The live event will take place on Monday, August 24th from 1:00-1:30 p.m. via Zoom. [Click here to](#)**

[register.](#) We will share a recording of our live conversation after this event for those who are not able to attend.

If you have any questions, please email us at silcfront@ku.edu or call 785-864-4861.

Rock Chalk,

Student Involvement and Leadership Center