

ENGAGE XU

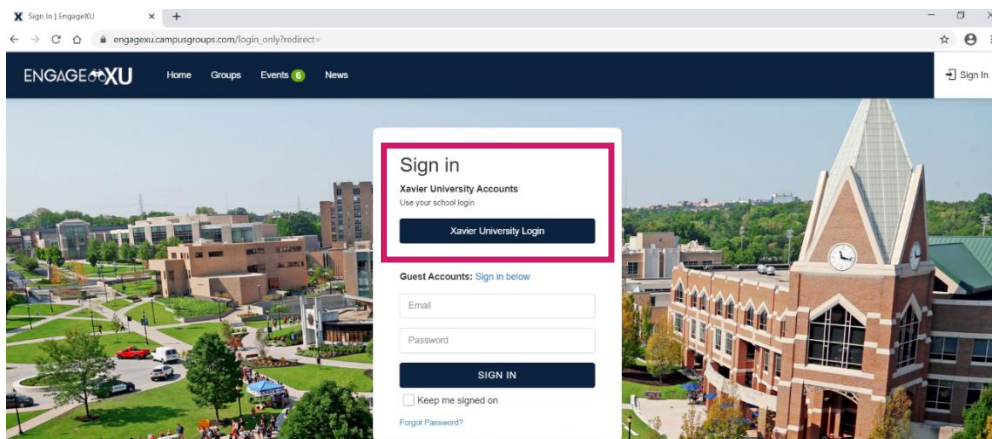
How-To Series

EDITING YOUR VIRTUAL CLUB DAY BOOTH

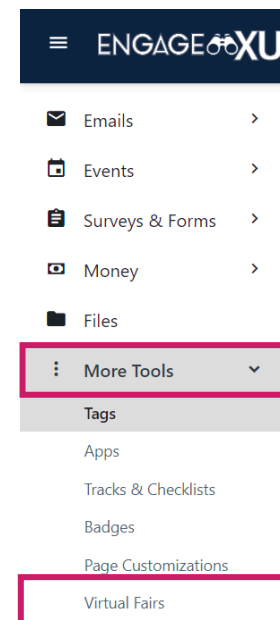
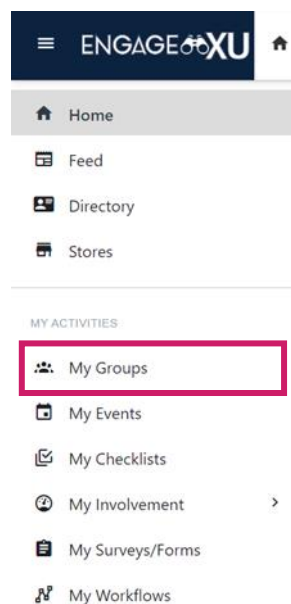
Beginning Monday, August 24th and ending Monday, September 7th, students can log into EngageXU and attend Virtual Club Day. Here, they will find categories of student organizations and explore those they are interested in. It is important to fill out your organization's virtual club day booth as much as you can. The more you fill out your booth's profile, the higher up in the group listing your table will appear.

1. Go to xavier.edu/engagexu and click on **Sign In**.

Click on the **Xavier University Login** button and use Xavier credentials to log in.

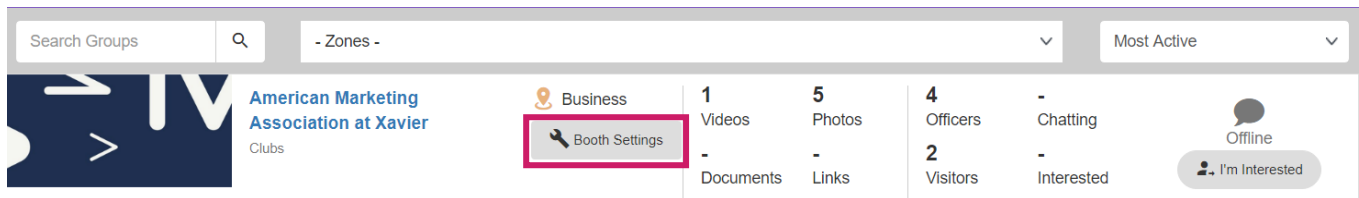


2. Click on **My Groups** on the menu on the left side of your screen. Select the student organization that you wish to manage the Virtual Club Day booth for. Once on your organization's home page, scroll to the bottom of the left toolbar and select **More Tools**. Select **Virtual Fairs**.



3. Select **Virtual Club Day**. Search or scroll through the listing of groups to find your student organization. Once you have found your organization, click the **Booth Settings** button to edit the booth. You may then add and edit any information that you want students to see when they are attending Virtual Club Day. When you are finished editing your booth, scroll to the bottom of the Booth Settings page and click the purple **Save** button to finalize any changes made.

Note: You must be an officer in an organization to edit Virtual Club Day booths.



The screenshot shows a user interface for a group profile. At the top, there is a search bar labeled 'Search Groups' with a magnifying glass icon, a dropdown menu for '- Zones -', and a dropdown menu for 'Most Active'. Below this is a profile card for the 'American Marketing Association at Xavier' with a blue and white logo and the text 'Clubs'. To the right of the profile card is a 'Business' category icon. Below the category icon is a 'Booth Settings' button with a key icon, which is highlighted with a red rectangular border. To the right of the 'Booth Settings' button are several statistics: '1 Videos', '5 Photos', '4 Officers', and '2 Visitors'. Below these are 'Documents' and 'Links'. To the right of these statistics are 'Chatting' and 'Interested' options, both with minus signs. At the bottom right is an 'Offline' status indicator and an 'I'm Interested' button.