



Guide to the NACAC Virtual Fair

Pre-Step

- If you do not already have Zoom, download here: <https://zoom.us/download>

Step 1: Register

- Create an account at <https://virtualcollegefairs.org/>. Use the email address you have created to communicate with colleges since you will receive many messages from schools after this event.
- Choose the date of the fair that you would like to attend: September 13, October 12, October 18, & November 8. Click the green square that says, "register."

Step 2: Create an Itinerary

- If you know which schools you are interested in "visiting,"
 - Click the magnifying glass on the taskbar
 - You will then see a page that says "No Results Found."
 - If you closely above, you will see "Search Exhibitors." Type the name of the institution you want to visit in the box. As you type, it will begin to show up on the list. Select your school of choice.
 - Once on the school's page, you will then see a list of "upcoming events" and click on one of interest. This will allow you to see a description, including information on the presenter. The description will also include "tags" that describe the session, like "Academics," "Athletics," "First-Year Students," "Transfer Students," etc.
 - You will then click "Remind Me," and the event will appear on your "Itinerary."
 - If you aren't sure which session you want to attend, but you know you want to "visit" with the school, you can click the "heart," located in the bottom right-hand corner of the picture. This will add the institution to your "favorites." You can then quickly reference all the sessions a specific school is hosting, and decide which day/time works best with the rest of your schedule. This is especially helpful if a school is hosting a "drop-in" session that spans the entire day, or if they are offering the same session at multiple times.

- Additionally, on the specific school pages, you can access pre-loaded videos at any time. Some videos I've seen are related to athletics, student life, and even virtual tours. You can also "schedule a meeting" with the admissions staff, although I haven't found a school that has an open calendar for this option. I'm anticipating slots may open closer to the date of the fair.
- If you aren't sure which school(s) you would like to "visit," click on "Exhibitors."
 - All colleges will appear in alphabetical order. You are welcome to scroll through all 600 + options, but you can also "filter." The most useful filters are location and size.
 - There is also the option to filter by a major, but the search is a little convoluted. For example, there are 13 options for accounting. The search box is responsive, though, so you can type in a preferred major if you so choose.

Step 3: Attend the Fair

- On the day of your preferred fair, log into your account
- Click on "Itineraries." This will show all the sessions you've selected.
 - *Note: the sessions do not appear in order, nor do they always include the name of the college. For example, some of my sessions were "Admissions Updates and Q&A" and "Admissions & Fin Aid Overview." I could not immediately tell which schools those sessions were related to, so it would be helpful for you to keep a list for you to reference.
- When the session is live, you will see a blue box that will allow you to access the event. When you click on the box, it will take you to the institution's page, and you will see another blue box that says, "Join Session."
 - *Note: the Itineraries page does not automatically refresh, so if you signed up for a 2 p.m. session, be sure to reload the Itineraries page at 2 p.m. to access the blue box to take you to the session.
 - You can also sign up for email/text reminders; however, some of these came in after the session started, so I recommend having your Itineraries page open in a tab at all times.
 - According to my colleagues, some sessions filled up quickly. Be sure to click on the link right at the start of the session, especially if it's a top choice or one that isn't offered again.
- Some sessions are webinar-style, and you can only interact via chat. Others are small group Zoom sessions, where you can choose if you would like to be on camera (so be presentable and professional). Most have a presentation, but some were just a Q&A- it depended on the session hosts. Some of the sessions I attended were only 20 minutes, and others were slated for an hour but wrapped up in 30 minutes.