

This is what we will need from each student organization, if you would like to be included in our Virtual Organization Fair:

1. **Complete the OrgSync form to provide organizational information: [CLICK HERE TO SIGN UP](#)**
2. **A video to explain what your student org does.** Think about what you would normally say to students who stop by your table during the in-person organization fairs. What would make a student want to join?
 - a. It can be no longer than **30 seconds**. We know this is not a lot of time, but with so many organizations, it is important to keep them short.
 - b. Save it as an MP4 or MOV format.
 - c. Make sure all videos are recorded in landscape mode (horizontal).
 - d. If you have the technological capabilities, we strongly encourage you to add the official name (and shortened name, if applicable) at the beginning of the video, and the organization's webpage, contact email address, and social media information (if applicable) at the end.
 - e. Send the video to us through **Dropbox**.
 - i. How to share a Dropbox file or folder- To share a file or folder with the Dropbox website
 1. Sign in to dropbox.com
 2. Click **Files** in the left column
 3. Hover over the file or folder you'd like to share.
 4. Click **Share**
 5. Type the Email and send to DiJai.Dowling@unt.edu to share file.
 6. Click Share. For more information about how to share Dropbox file please review the link <https://help.dropbox.com/files-folders/share/share-with-others>.