

1.) Register at <https://falltacrao.swoogo.com/registration>, or use the link in the invitation email you received.

1a.) Click the Register Here button on the home page or scroll down to the “College Registration Information” section to learn more about the requirements for college registration. (If you have registered through Swoogo last year please select **Modify Existing Registration**)



2.) On the registration form, select the college registrant type.

1 Begin Registration      2 Fair Selection      3 Confirmation

Select a registrant type \*

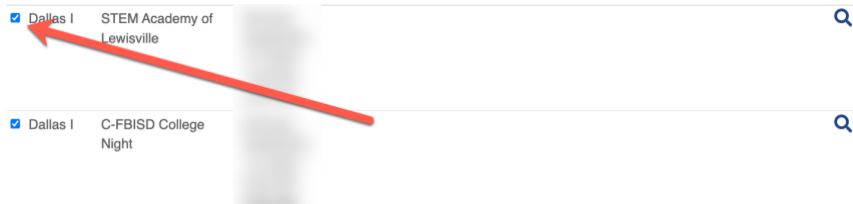
- College
- Student
- Counselor
- Family Member

Email Address \*

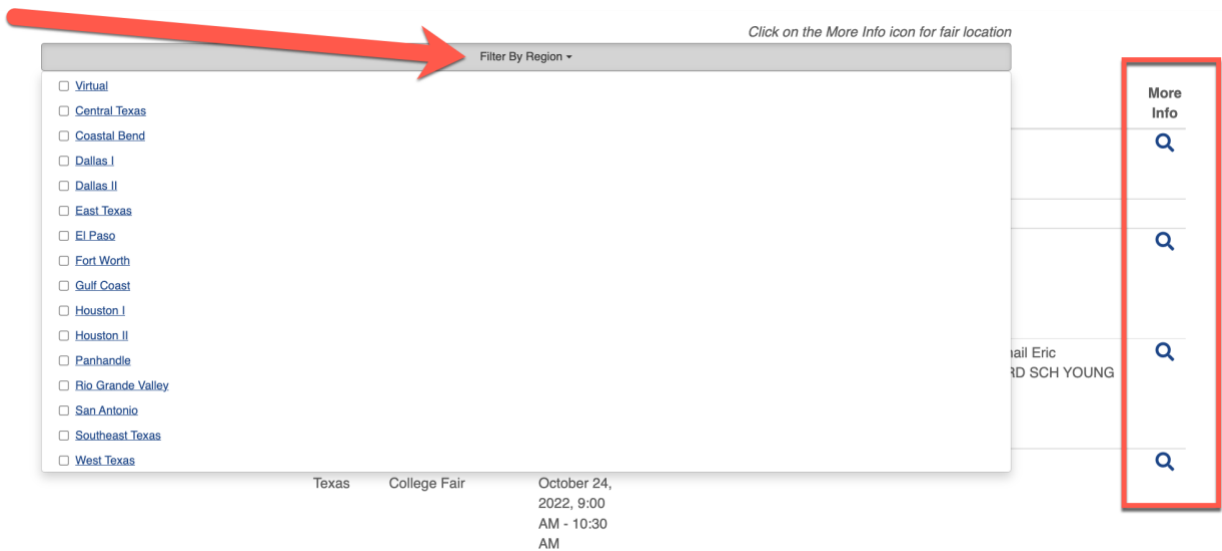
3.) Fill out the remainder of the page using the email address that received the invitation email. Click continue to move onto the Fair Selection page.

**IMPORTANT:** Only email addresses that are currently up to date on the TACRAO Members and Subscribers list will be able to register. If your institution has not updated their rep list, reach out to your TACRAO contact to make sure your email is on the list. We will be reviewing and adding new additions to the registration system once every week.

4.) On the 2<sup>nd</sup> page of the reg form, select the fairs you plan on attending by clicking the checkbox next to a fairs name.



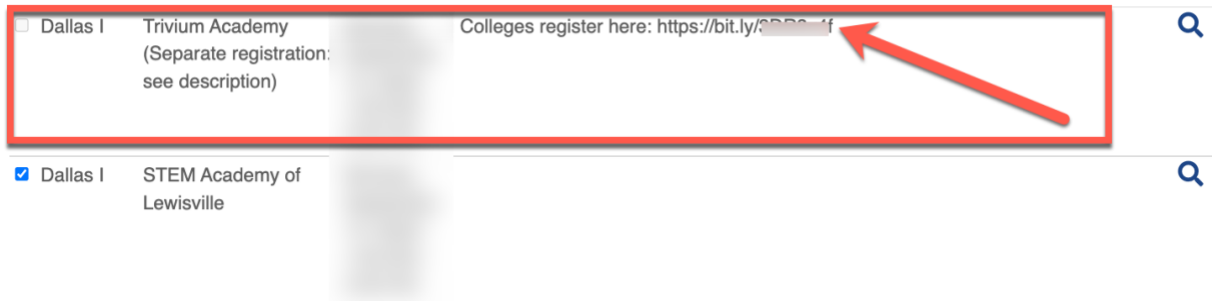
Hint: Use the dropdown menu at the top of the page to filter by region. Scroll to the side and click the More Info icon (magnifying glass) to see more info about the fair, such as fair location.



5.) Not all fairs are required to use TACRAO’s registration form. Certain fairs have set up their own reg forms. These fairs are denoted on TACRAO’s reg form as follows:

“(Separate registration: see description) | Colleges register here: “

Use the link (copy+paste if link is not active) in the description to register for these fairs.



Click continue once all the in-person fairs you plan to attend have been selected.

6.) Fill out the remainder of the form with your institution's information. Certain fairs, if selected, may have additional questions on the following page:

**Institution Name \***

**Work Phone \***  Your barcode will be texted to you. Message & data rates may apply.

**GoToCollegeFairs Lead Portal Account Email \***  This is the email address where you want student info (leads) to be sent after the event.

7.) **Confirmation:** Reports will be sent with your information to all TACRAO fair hosts. Please check the TACRAO Schedule frequently, as fair dates, times, and locations are subject to change per District Guidelines and Safety precautions.

**Confirmation: ONLY for Virtual Fairs**

On the confirmation page, use the link to complete College Matchmaking:

# You are not done yet!

Please wait a minute to complete the matchmaking questions. It may take up to 1 minute for us to validate your account

Click this link to complete the filter form questions: [Matchmaking](#)

Please make a note of this information, you may need this later:

Event ID - 47627  
Registrant ID - 17526627  
Email address -



[Modify Registration](#)

[Add To Calendar](#)

Colleges only receive College Matchmaking for the virtual fair. TACRAO virtual fair registration is set to open Monday, August 1.