

YOUR GATHER TOWN GUIDE FOR THE CRRAB CUP OF TEA

What to do when you first join the event:

1. WHAT YOU NEED:

- Desktop or Laptop with Microphone and Camera
- A web browser (Google Chrome or Mozilla Firefox recommended)
- Headphones (recommended)

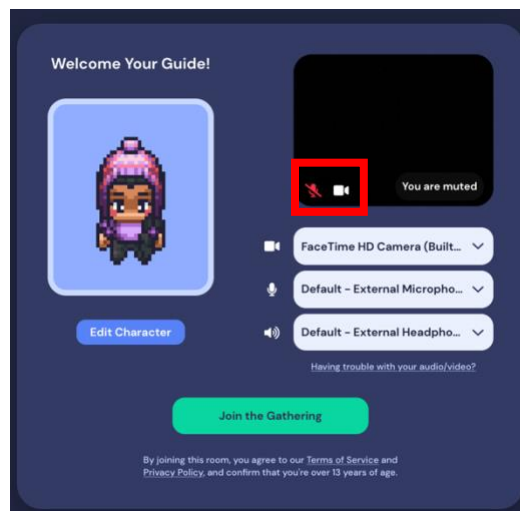
2. Create your character and enter your name (First and Last)

3. Allow Gather to use your microphone and camera in your browser

4. Select your camera, microphone, and speaker.

5. Click on the microphone icon on the video preview to mute your camera.

We encourage all attendees to mute themselves when they are not participating. You can also click on the camera icon on the video preview to turn off your camera.



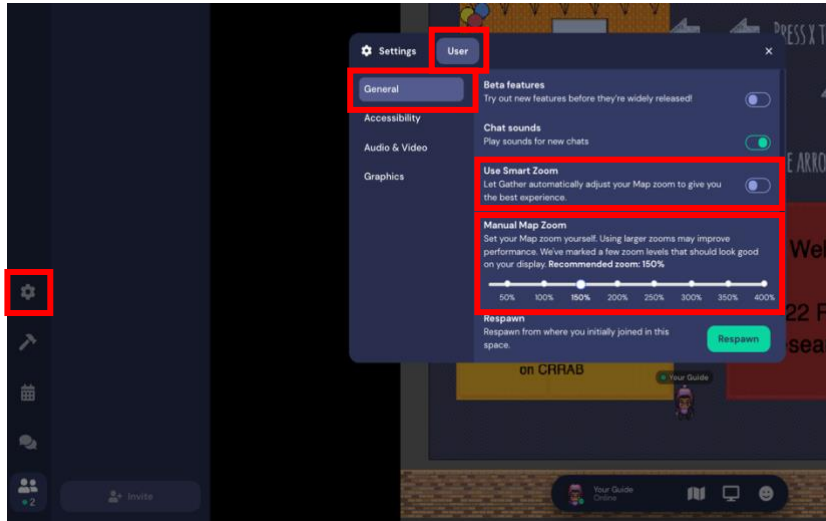
6. Click the green “Join the Gathering” button

You are now in the Cup of Tea Lounge!

Accessibility Features:

1. Disable Smart Zoom:

If you prefer a zoomed in version of Gather Town, click on the Settings icon (gear) > User > General, then disable Smart Zoom by clicking on the toggle. When the toggle is green, it is enabled. When it is purple, it is disabled. Under “Manual Map Zoom,” you can now select your preferred zoom level.





2. Enabling Live Captions:

If you are using the most up-to-date version of Google Chrome, you can turn on Live Captions by following the steps below:



Use Live Caption in Chrome

You can turn on Live Caption for media you play in Chrome.

Live Caption is only available in English.

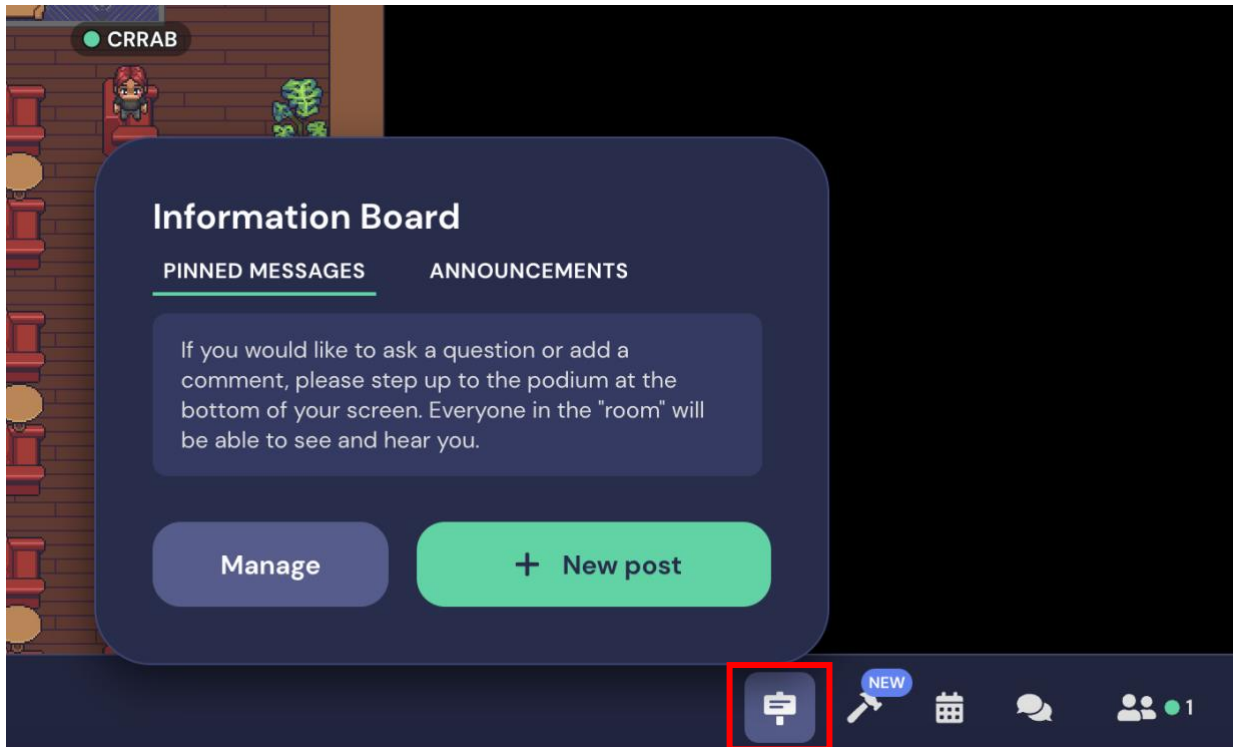
1. On your computer, open Chrome .
2. At the top right, click More  > Settings.
3. At the bottom of the Settings page, click Advanced > Accessibility > Captions.
4. Turn on Live Caption.

Tips:

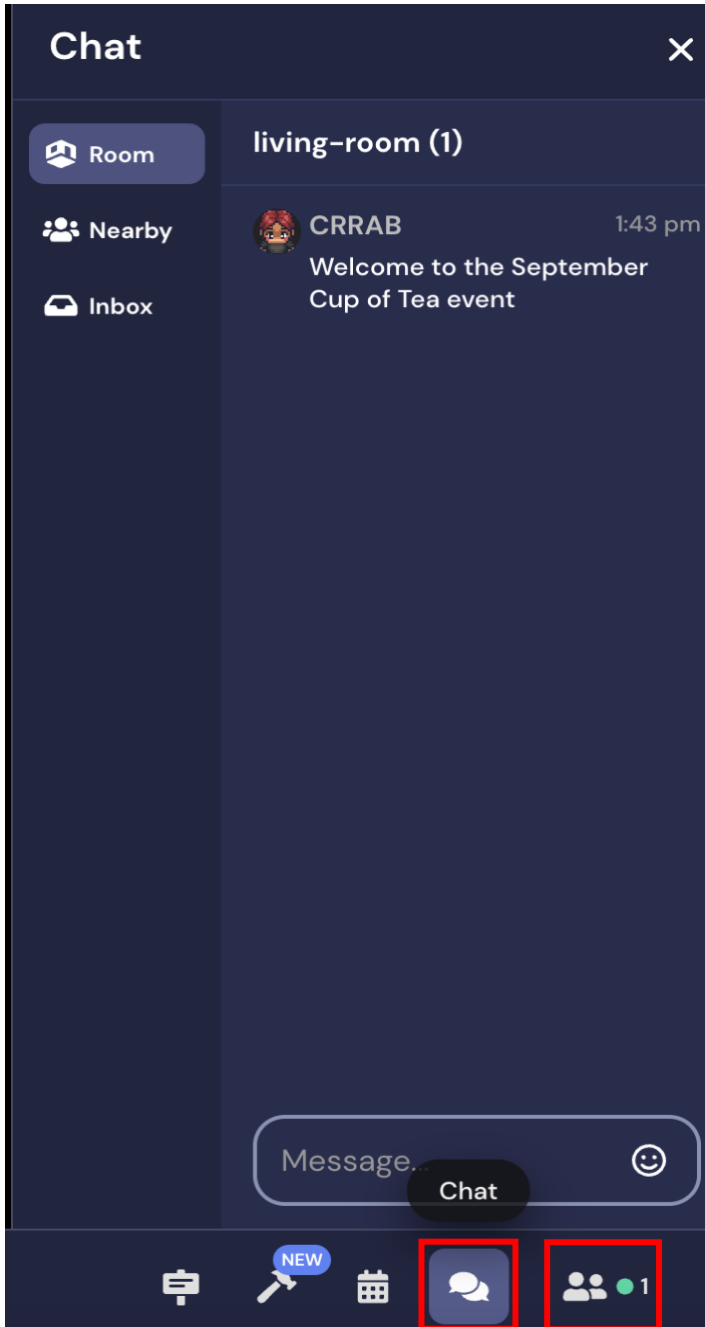
- When you play a video, to turn on captions, at the top right click Media control .
- To use live captions for videos that autoplay, turn on the video volume.
- When you click away from the tab with sound, live captions will appear in a hover-bubble that you can drag. To return to the tab with audio, click .

Announcements:

Announcements may be made by the hosts throughout the event. They will pop up as pinned messages on top of the information board as shown below:



How to chat:



To chat with another attendee, click on the chat icon at the bottom-right corner of your screen with the two talk bubbles icon.

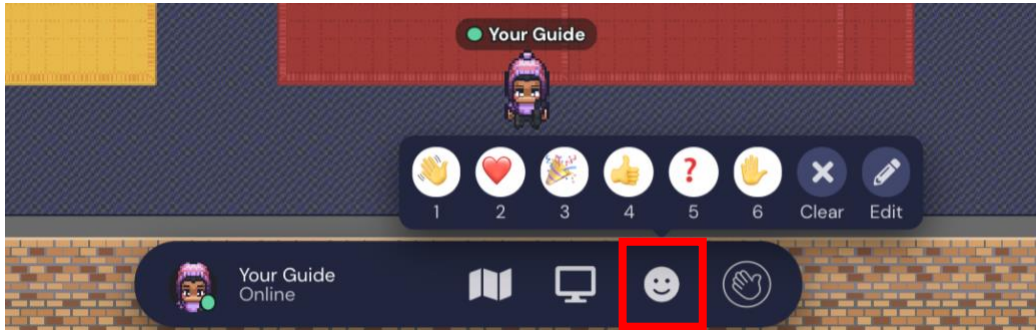
To send a chat to everyone in the lounge, click on the left side option “Room”.

To send a message just to those in your area, click on the left side option “Nearby”.

To send a chat to a specific individual, you can find them from the list of people online. To do this, click on the icon on the bottom right that shows two people. Then, the list of attendees online will pop up. Click on the name of the individual you wish to chat with. From here, you can either send the individual a message, locate them on the map, or follow them around the lounge!

How to Express Reactions:

You can use the “Smiley” icon at the bottom of the screen to react throughout the event as well!



Navigating through the different sections in the Lounge area:

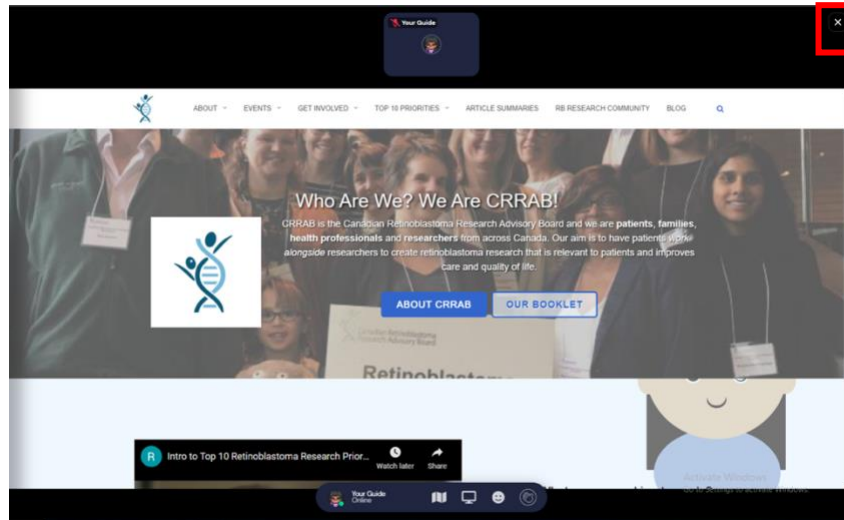


The lounge area includes:

- A board that provides access to the Retinoblastoma Research and You! Booklet
- A board that provides the opportunity to sign-up to join the RB Research Community

To navigate through these sections and access the resources, move your character (using the arrow keys on your keyboard) around the room and to the boards at the top of your screen and press “x” on your keyboard to interact. Pressing ‘x’ will open the content in a full-screen view.

When you are ready to exit the board, click on the X on the top-right corner of your screen.



When the event starts, please move your character to one of the red chairs. Each chair is a private space; when you are on a chair the surrounding area will darken. In private spaces even if your microphone is on, no attendee outside the space will be able to hear you.

If you would like to ask a question or make a comment during the event, please make your way to the podium at the bottom of the screen or type your question or comment in the chat. Make sure you select “everyone” in the drop-down, or send your chat directly to the presenter.



Please avoid podiums throughout the event unless you are asking questions. The podium tiles will project you to all attendees.

TROUBLESHOOTING

If upon joining the gathering, you see your character in a black space only, click on the Settings icon (gear) > User > General, then click on the green “Respawn” button.

