

Gather.Town Instructions

Gather.Town is the interactive networking platform we are using for the Bierstube, Women in Magnetism Networking Event, Meet the Experts and our Open Lounge.

You must use a computer - not a cell phone - to access Gather.Town successfully.

To join:

1. Go to the conference website [Underline.io](https://underline.io) and access the correct conference.
2. Once you are logged in to the Conference website, click on the “**Lounge**” icon at the lower left of your screen, and then click on the specific Networking Event you would like to join. This will take you to Gather.Town.
3. **Enter your name.** Please include your first and last name and pronouns if you feel comfortable sharing them.

Using Gather.Town:

4. **Move around the space using the arrow keys on your keyboard.**
5. **Experiment with the controls in the left sidebar.**
 - a. **Settings:** change your name and video quality.
 - b. **Set busy status:** setting to busy will mute your audio and video if you are not actively on the Gather.Town tab.
 - c. **Interaction distance:** Click it to change how close someone’s avatar needs to be to yours in order to interact.
 - d. **Screenshare:** currently in Beta, this button lets you share your screen.
 - e. **Mute Video:** turns your camera on and off.
 - f. **Mute Audio:** turns your mic on and off.
 - g. **Minimap:** shows the whole room in a small icon.
 - h. **Change Character:** lets you customize your avatar.
6. **Use the chat box if you like.**

Please note, Gather.Town is a new platform and is in constant development. Below are some guidelines on how each chat works.

 - a. Click on the “XXX Chat” label at the top of the chat box to select which chat type you would like to chat in.
 - b. **Local Chat** - chat limited to those within your interaction zone
 - c. **Global Chat** - chat across all rooms of a space (if there are multiple rooms)
 - d. **Room Chat** - chat limited to the room you are currently in
7. Orient yourself to the other information on your screen.
 - a. **Participants** - shows who is in the room
 - b. **My Spaces** - lists what rooms you can access

Leaving Gather.Town:

8. It is best to:
 - a. Sign Out by clicking the ‘sign out’ button in the top right corner
 - b. Then close the Gather.Town tab or window
9. It is possible to simply close the Gather.Town tab or window without signing out, but if you do not (or if you joined the room without registering), the system will remember where you were last and automatically put you there. It is not known to what extent different systems store last audio and video settings.
 - a. The platform may rely heavily on the cache stored by your browser to remember your settings, rooms, etc. If you want to be extra sure you have logged out fully, we suggest clearing your browser’s cache or making sure you turn off or restart your computer before returning to Gather.Town.