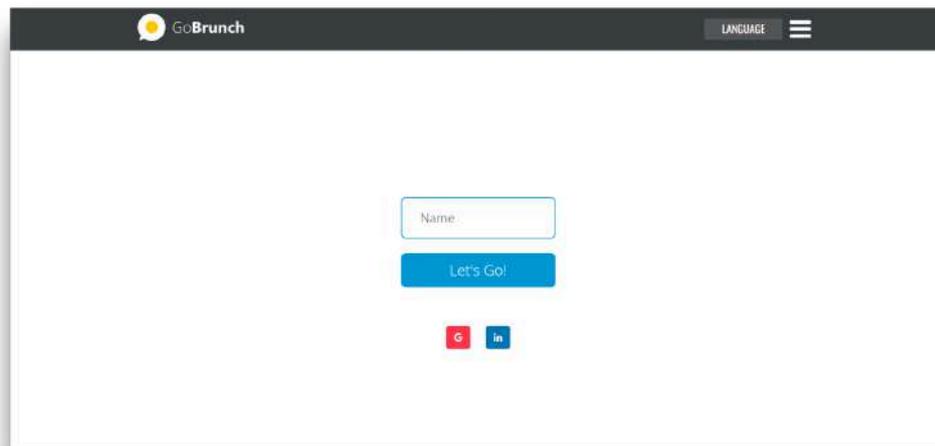


aDoddle Online Event Guide

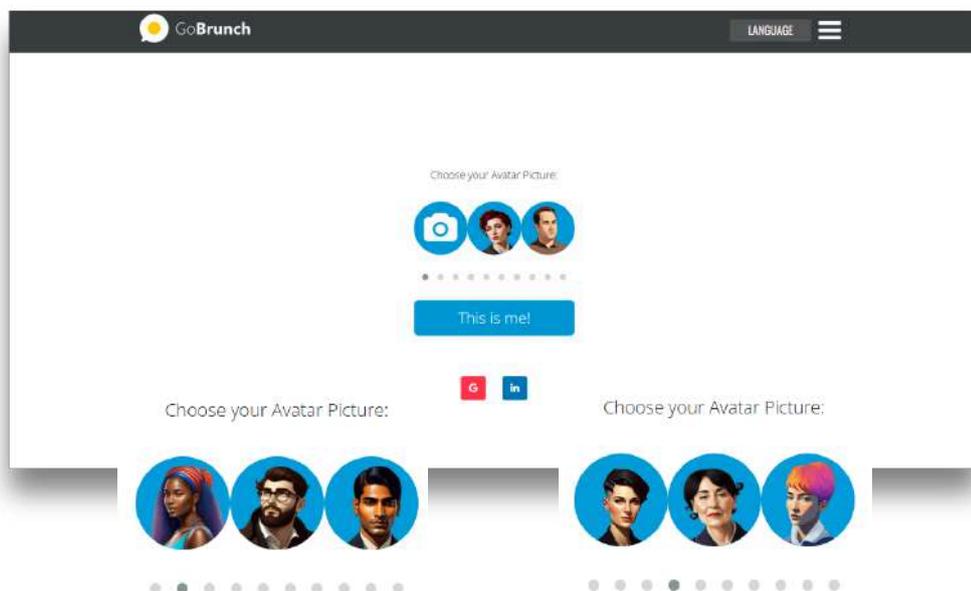
Attending an aDoddle online event?
See how easy it is to join our unique Community Event Space.
We use GoBrunch, a community friendly platform.

Step 1: Joining one of our Community 'Rooms'

Click on the link sent to you after you registered for the event, this will bring you to this page.
You can enter your name (or how you'd like people to address you) here in the box.
For example: 'Jaki or Jaki (she-her)'



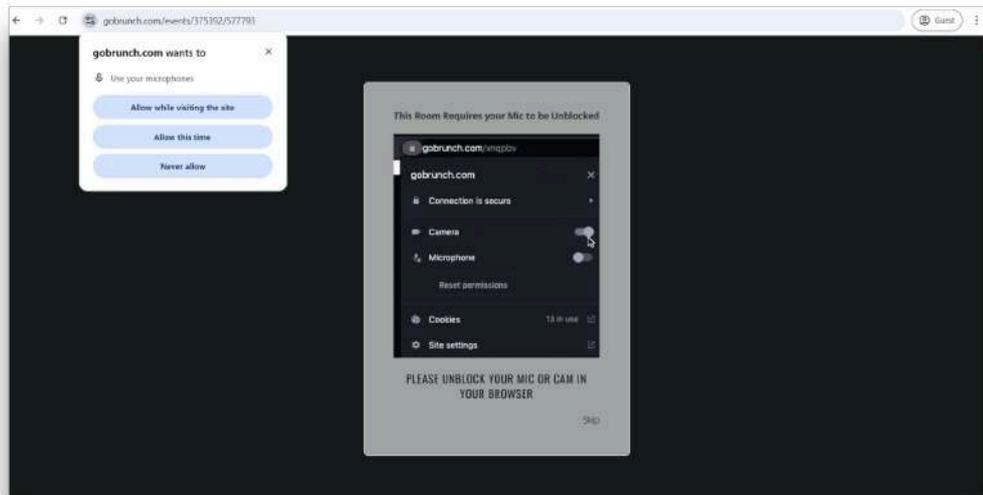
Next, choose an avatar (or upload an image if you like). This is how people will see you in the event.
There are lots of avatars to choose from, by clicking through the dots underneath. Please note, there
is never any pressure to show your face.



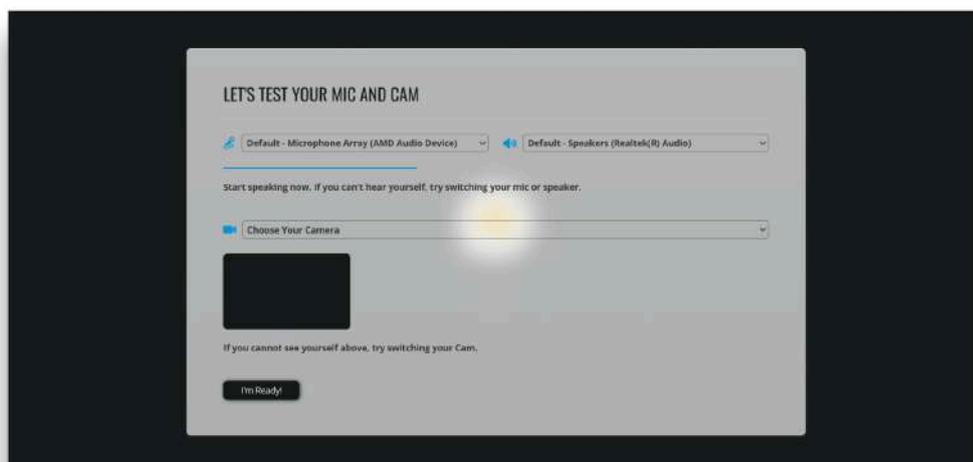
GoBrunch will then ask you for Camera and Microphone permissions. Please note that using these features is entirely optional during aDoddle events. We value your comfort and understand that you may prefer to join without video or audio.

For your privacy, your mic and camera will always be turned off by default. Want to join the conversation? You can easily enable them at any time during the session. (See further down the guide on how to do this)

Everyone is welcome, whether you prefer to listen, chat, or just observe. We're happy to have you here!

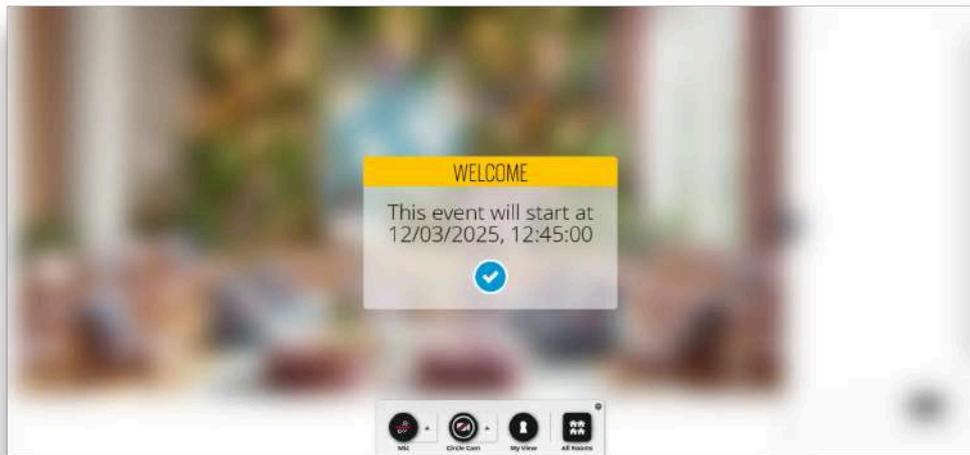


Next, you will be given an opportunity to test your camera and microphone. You are the only one that will see and hear you at this stage. Again, your camera and mic will be turned off by default as you enter the event. Click 'I'm Ready' to enter.



Step 2: In The Event

Amazing! If you have reached this page, you are in the event early and ready to join.
Click the blue tick to enter the room and take a seat. ✓



Welcome to the room!

You will see you have been 'seated' automatically on one of the circles, but feel free to move around! - Just click on any empty circle to choose a different seat.

Our hope is that these rooms feel welcoming and comfortable for everyone, even though we're connecting online.



A quick guide to your controls:

You can turn your microphone and circle cam on or off by clicking once on the relevant circle at the bottom of the screen. You can access the settings for each by clicking on the arrow, to the right of the circle.



There is also a chat box along the left-hand side of the screen. Feel free to introduce yourself and join in the conversation here. However, if you wish to close (or re-open!) the chat box, you can do this by clicking the speech bubble icon.

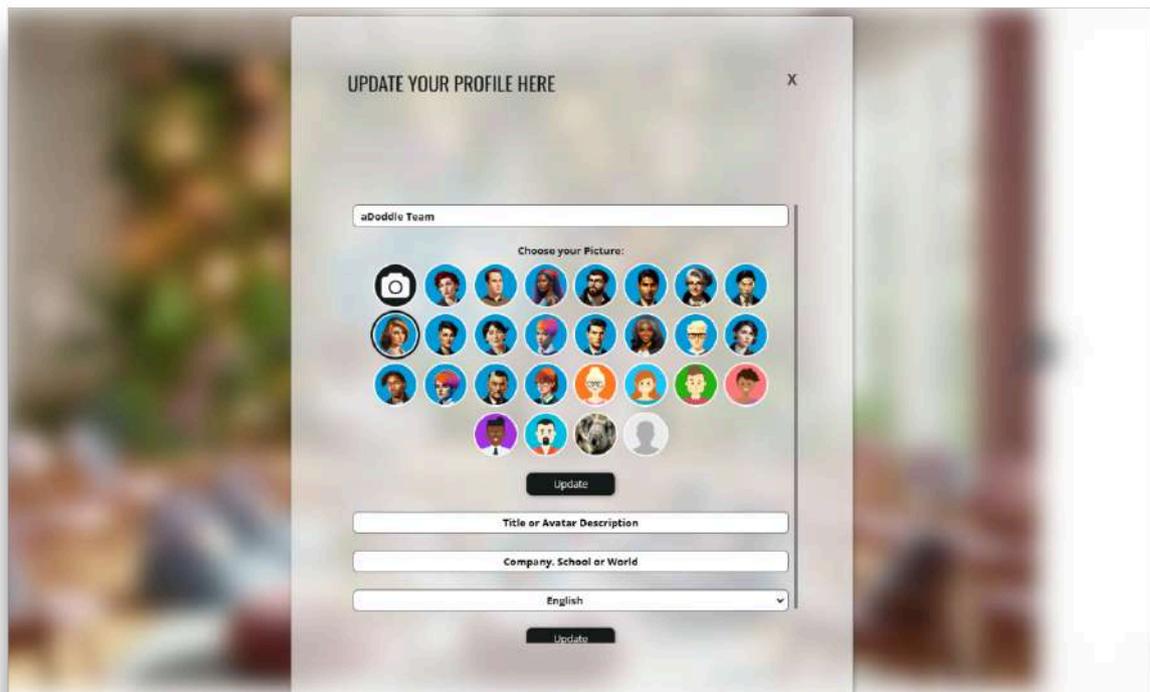


At the top of the screen, to the left of the room name, you will see a person icon.
As shown below:



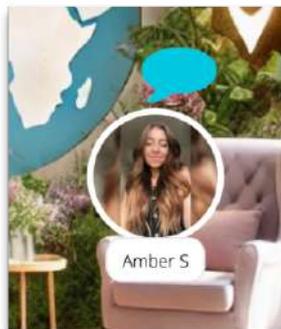
Clicking on this icon allows you to add or edit your profile within this event.
Here you can change or add:

- Your Profile Image**
- Name**
- Title**
- Company**
- Language**



Once you are done, just click update!

When someone is talking via their microphone, you will see a turquoise speech bubble above their head. This makes it really easy to see who's speaking if the room is quite busy.



Clicking on another participant's circle presents a few options:

Adding Friends

One is to 'Add as Friend,' which creates a connection within the GoBrunch platform. **Please note:** This connection is solely limited to GoBrunch; it doesn't create an email or any other external contact. Therefore, if you don't frequently use GoBrunch, this might not be the most effective way to connect with someone.

GIFS

The other option is to send a 'GIF' reaction. Gifs can be a lot of fun, but please use them sparingly. Unfortunately, the way they show on GoBrunch can be distracting, as they briefly pull everyone's attention away from the presentation screen. When you send a gif, everyone's view will temporarily shift back to the main room to see it, which could disrupt the flow of those joining the event.

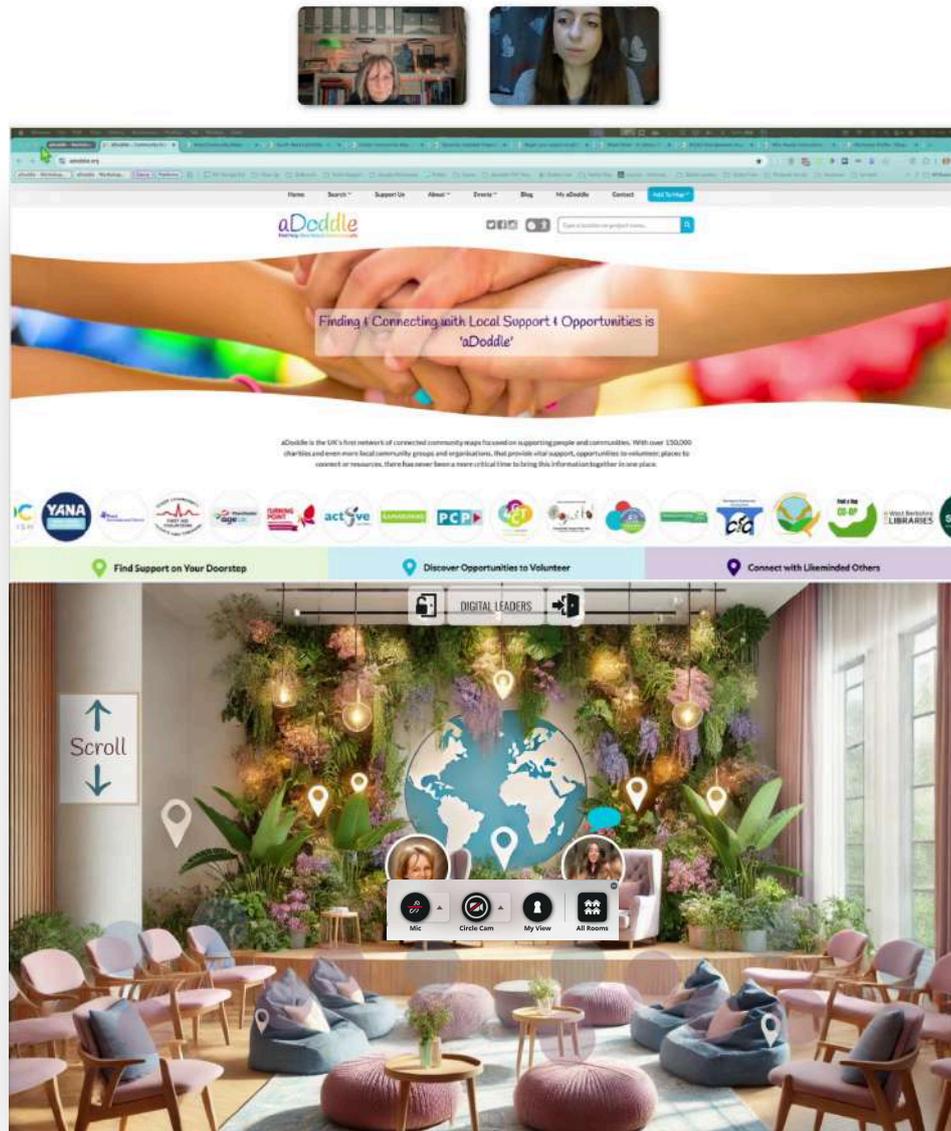
We really appreciate your consideration for others.



Screen Sharing:

When a host starts sharing their screen, the presentation will automatically pop up at the top of the page - above the 'room'.

You can easily switch between the presentation and the main room by scrolling up and down. Super simple!



You can still comment and use all other controls within GoBrunch while a screen is being shared. Just always remember to 'scroll to the ceiling' if you find yourself away from the presentation and wish to go back.

We hope that you enjoy the aDoddle.org / GoBrunch community experience.