

# GatherTown Info

**Important Note:** If you use GatherTown from a smartphone or a tablet you will have limited interactivity. For the best experience, please log into GatherTown on a desktop or laptop computer and using Chrome or FireFox web browsers.

## Moving Around GatherTown

To move around the virtual GLEON Meeting Space, use the arrow keys on your computer. You can also double click on a spot you can see to automatically go to that space. When you get within 5 spaces of another attendee, you can interact with them.

## Click Interactions

You can use your mouse to move around in Gather! Double-click on a tile to walk to it. Clicking to move will automatically try and avoid private spaces.



You can also right click (or two-finger click) on another participant to open a context menu. This menu lets you follow someone, send them a message, or start a bubble. Messages will appear as private messages in the chat panel.



# HotKeys/Shortcuts/Emotes

## Hotkeys and Shortcuts in Your Space

When you are in a Space, you can use keyboard shortcuts to access to several features within Gather.

- (Ctrl/⌘ P) - User/video preferences.
- (Ctrl/⌘ U) - Turn on/off quiet mode.
- (g) - Enter ghost mode and walk through other participants.
- (e) - Teleport to the nearest open area when you are trapped (only available if you are trapped).
- (x) - Interact with an object or select a subset of objects in Erase Mode.
- (z) - Make your avatar dance.



## Emotes

While you are in a Space, you can press the keys 1-6 to emote! All emotes will show above your avatar for 3 seconds before fading, except for #6 (raised hand), which will stay raised until you press #6 again or click the clear button in the emote bar.

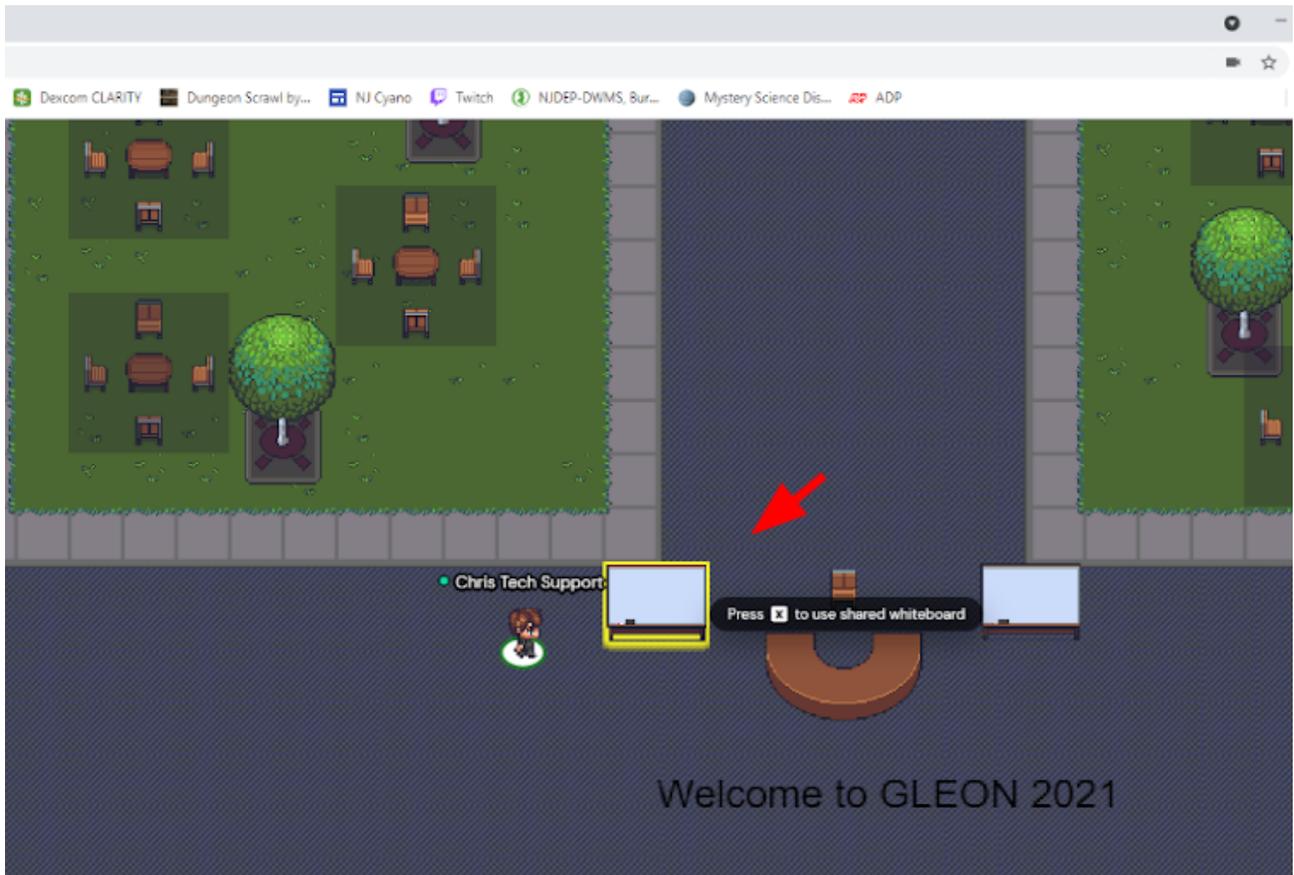
- (1) - Wave
- (2) - Heart
- (3) - Party popper
- (4) - Thumbs up
- (5) - Question mark
- (6) - Raised hand



## Interacting with an Object

Some objects in GatherTown can be interacted with. These will be indicated by a glow effect (yellow surrounding the object). At this point, you will be prompted to press “x” to interact with the object. Typical interactions are used for Whiteboards (for note taking or leaving messages), seeing a Poster, following a link away from GatherTown (for example, a Zoom link), or seeing a picture. When you are done interacting, click on the “x” in the upper right hand part of your screen.

See the Red Arrow on the screenshot, below.



# Spotlighting

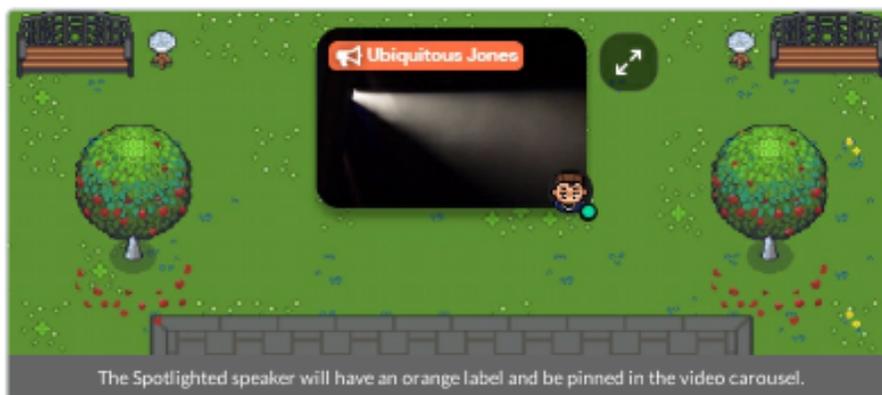
## Spotlighting

Spotlighting is a feature used for presentations. When you stand on a Spotlight tile or are manually spotlighted by a moderator, everyone in the room can hear and see you. Read on for more spotlighting details, including best practices and troubleshooting tips.

**Warning:** This feature is best used for meetings of approximately 100 participants.

**Spotlight tiles** allow one or more people to broadcast their audio, video, and/or screen to everyone in the room. This is perfect for meetings so that attendees can focus on the facilitator(s). When you are spotlighted, your video preview and that of your screen (if you are screensharing) will have an orange spotlight label and will be pinned to the top of the video carousel.

**Info:** Normally A/V displays based on your proximity to other users or whether you are in a Private Area together. When you are on a Spotlight tile, everyone in the room can see and hear you.



# Dancing and Ghost Mode

## Dancing!

You can make your avatar dance by pressing "Z" on your keyboard. A heart displays above your avatar's head when you are dancing.



---

## Ghost Mode

Are you blocked in by other people or do you want to enter a Private Area where all the seats are taken? Press and hold the "g" key to enter Ghost Mode. This allows you to pass through tiles that are occupied by other people. Consequently, this means you can use Ghost Mode to have multiple people stack up on the same tile.

**Warning:** While in Ghost Mode, you will be disconnected from everyone and will be unable to make new audio or video connections until you exit Ghost Mode.