

# Hosting Reference Guide



[www.GatherPlace.com](http://www.GatherPlace.com)

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## 1. Installing GatherPlace Version 5 Software (GP5)

After signing up for a GatherPlace account, you will be directed to an instruction page. Click the **Download GP5** button.



*Guests do not need to install software and can join a session using a web browser only.*

An automatic download, install, and launch process will occur for **Windows** users.

**Mac** users will see the GP5 Application window appear (pictured below) and should follow the steps to validate their GatherPlace account and launch the GP5 software.

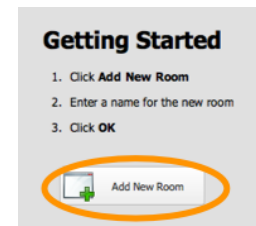


For troubleshooting help,  
please go to  
[www.GatherPlace.com/support](http://www.GatherPlace.com/support)

## 2. Adding and Configuring Your First Room

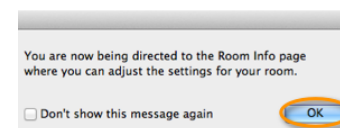
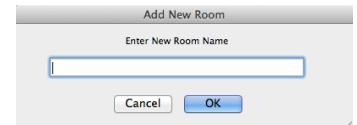
### What is a Room?

- Rooms are created for meeting locations and are assigned a unique 7-digit access code
- Rooms can be re-used again which means the access code remains the same
- You may keep your rooms for as long as you want until you delete them
- You can create as many rooms as you need, each with their own unique access code



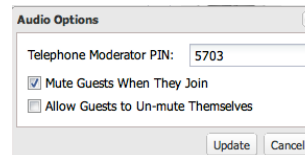
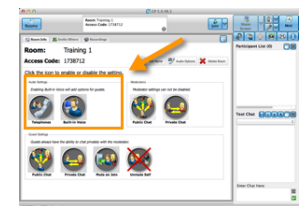
Click on the **Add New Room** button.

Enter a name for your room and then click **OK**.



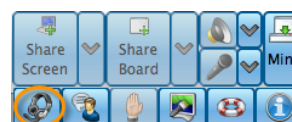
You will be re-directed to the Room Info screen. (On subsequent visits you will go directly to a list of rooms.)

In audio settings, click your audio selection to remove the X.



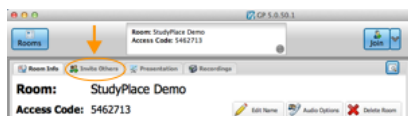
Check boxes for your mute options and then click update. (We recommend you mute guests on join.)

In guest settings, click your chat selections to remove the X.



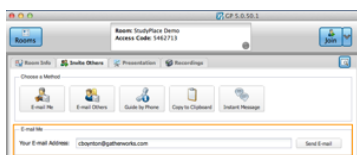
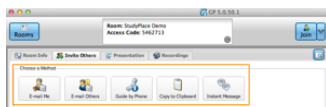
If using VoIP, run the Audio Tuning Wizard by clicking on the headset icon and following the prompts.

### 3. Inviting Guests to Your Meeting



Click the **Invite Others** tab in the upper left.

Choose an invitation method by clicking the appropriate button.



Follow the on screen prompts.

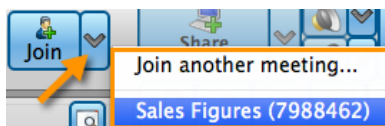
**TIP:** Using **Email Me** is the recommended method. This will send the invitation to your own email account where you can edit the language to include the date and time and use your own email contacts.

When your guests receive the invitation it will include a link to where they can **Join a Meeting**. Guests need only to enter the Access Code, name, and email address and then click **Join**.

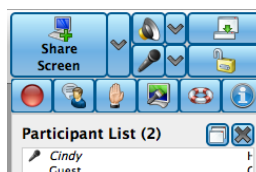
### 4. Joining & Hosting Your First Meeting

There are three ways to Join a meeting:

1. Use the Join button to the left of the toolbar to enter the room that is shown in **Room Info** tab.
2. Click the down arrow next to the **Join** button to select a room from your **Rooms List** or select **Join Another Meeting** and enter the access code of someone else's meeting.
3. Use the Join button located in the **Rooms List** as shown in Section 9.



Once you join, note that the **Join** button becomes a **Leave** button.



Upon entrance in the room, your name will appear in the participant list along with the names of your guests. Then click **Share Screen**.

This will put you into Share Screen Settings mode. By default, your entire screen will be set to share. If that is what you want to do, simply click the **Start Sharing** button. However, if you only want to share a portion of your screen, use the blue handles and drag in or out to re-size the region. To hide a region, **Command Click** and drag to cover the area you don't want to show. When your region is set, click **Start Sharing**.

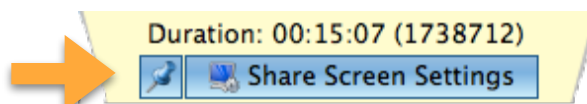


Once you Start Sharing your toolbar will be in mini mode and a green line will appear around the region you are sharing while a red line will appear around the region you are hiding. You'll also see the Share Screen Settings button tacked to the top center of your screen. Click the **Share Screen Settings** button to edit your region size.

**TIP:** Share as little of the screen as possible and minimize pictures with lots of details.



**NOTE:** You can tack or un-tack the Share Screen Settings button to the top of your screen. If it is un-tacked it will only show when you mouse over it.



## 5. Managing a GatherPlace Meeting

### Host Interface

The screenshot shows the Host Interface for a GatherPlace meeting. The interface includes a top bar with a 'Rooms' tab, a room information section, and a toolbar. The main area displays room settings, audio options, and a participant list. The bottom right corner shows a chat window.

**Callouts and Explanations:**

- Use Invite Others tab to send invitations by phone, email, or IM.** (Points to the 'Invite Others' tab)
- Shows Room Name, Access Code, and Presenter's Name once screen sharing begins.** (Points to the room information section)
- Indicator light turns green when you Join the meeting.** (Points to the green indicator light)
- Click to Join or Leave a meeting. Use arrow to join another meeting.** (Points to the 'Join' and 'Leave' buttons)
- Show or hide tool bar, Participant List, and Text Chat.** (Points to the toolbar)
- This toolbar is common to standard mode and mini mode.** (Points to the toolbar)
- Click to Lock Meeting and prevent new participants from joining.** (Points to the 'Lock Meeting' button)
- Participants in the meeting: Bold-Presenter, Italic-Moderator** (Points to the participant list)
- Shows the GP5 version and OS used by guest.** (Points to the guest information in the participant list)
- Hand Raise Display: Shows who has their hand raised.** (Points to the 'Hand Raise' button)
- Chat Display Area: Select Public Chat for chat seen by all; Private Chat for chat with one person.** (Points to the chat window)
- Compose Chat Area: Type chat message here and click enter to post.** (Points to the chat input field)
- Mute/Unmute Mic: Open and close mic for guests to speak.** (Points to the 'Mute/Unmute Mic' button)
- Grant Control: Allow guest to control your desktop.** (Points to the 'Grant Control' button)
- Make Presenter: Allow guest to show his/her screen.** (Points to the 'Make Presenter' button)
- Start Remote Support: Take control of guests screen.** (Points to the 'Start Remote Support' button)
- Grant Moderator Rights: Grant control over other guests and disconnect all.** (Points to the 'Grant Moderator Rights' button)
- Disconnect: Disconnect guest from meeting.** (Points to the 'Disconnect' button)
- Sort: Sorts list according to selection.** (Points to the 'Sort' button)
- Shows meeting duration and Access Code.** (Points to the bottom status bar)

### Toolbar (Also available in Mini Mode)

The screenshot shows the GatherPlace Toolbar, which is used to manage the meeting. The toolbar includes buttons for screen sharing, audio control, hand raising, annotations, and more.

**Callouts and Explanations:**

- Click to Start or Pause Screen Share. Use arrow to enter Screen Share Settings or Change Presenter.** (Points to the 'Share Screen' button)
- Click speaker or mic icons to mute/unmute the devices. Use the adjacent arrows to choose your input/output sources and control volume.** (Points to the audio control buttons)
- Click to move into and out of Mini Mode. (Mini mode prevents interface from blocking presentation.)** (Points to the 'Mini Mode' button)
- Shows Call and Meeting information.** (Points to the 'Call' button)
- Click to Record meeting.** (Points to the 'Record' button)
- Shows or hides floating windows for Participant List, Text Chat, and Hand Raise.** (Points to the 'Participant List' button)
- Raises or Lowers Hand in participant list.** (Points to the 'Hand Raise' button)
- Activates Annotations Tool. See below.** (Points to the 'Annotations' button)
- Displays Account Details and provides forms to Submit Feedback and Email Support.** (Points to the 'Account Details' button)

## Managing Participants

Right click on a name in the Participant List to see a list of options that are available for the participant.

- **Grant & Revoke Control:** Allow a guest to control your desktop. Once you grant control you can then revoke control from the guest.
- **Make Presenter:** Allow a guest to present his/her screen in the meeting. Once you make a guest a presenter you can then revoke presentation rights.
- **Remote Support:** Take control of a guest's computer to provide remote support.
- **Moderator Rights:** Grant a guest moderator rights in the meeting which will allow him/her to control other guests as well as the ability to disconnect everyone from the meeting. Once granted, rights can then be revoked.

**Hand Raise** (See Hand Raise Display in Host Interface image)

- **Guest Can Raise/Lower Hand:** Guests who have a question can use the hand icon on their tool bar to "raise their hand." Moderators will see the guest's name appear in their Hand Raise window. Guests simply click the hand icon again to lower their hand.
- **Allow Guests to Speak:** If the guest's mic is muted and you want to allow him/her to speak, select the name in the Participant list and click the mic icon in your toolbar to un-mute their mic.

**Chat Feature** (See Room Info tab and Text Chat display in Host Interface image)

- **Public and Private Chat Room Settings:** Rooms can be configured in the **Room Info** tab enable or disable Public and Private Chat for guests. If Public Chat is enabled for guests they will be able to post public comments during the meeting for all participants to see. If Private Chat is enabled for guests they will be able to post private comments during the meeting to other participants. Please note, that guests always have the ability to chat privately with the moderator.
- **Public and Private Chat During a Meeting:** Moderators can select Private or Public Chat in the Text Chat window. If Private Chat is selected he/she will only view private chats with other guests. If Public Chat is selected he/she will only view public chats with all participants.

NOTE: If you share your entire desktop or GP5 software client, please be aware that your Private Chat will be seen by everyone.

## Locking Meeting

Use the **Lock** button (right) to prevent additional guests from joining the meeting after it has started.



## 6. Voice Options for Your Meeting

There are 4 voice options:

### 1. GatherPlace (GP)

**Teleconferencing:** Numbers are provided to you and your guests for the audio portion of your meeting. **Join** the meeting and click the **Info** button (left) for a list of local numbers. Everyone will be prompted to enter the Access Code for the meeting and the moderator of the call will also enter a PIN. Regular long distance rates apply. This option must be enabled in the Room. (Can be used in combination with Built-In Voice; simply enable both options in the Room and tell telephone callers to mute their volume on their computer.)



### 2. Built-In Voice or Voice Over IP (VoIP):

Using a headset with microphone, you and your guests can use the computer's audio to hear each other during the meeting. This option is only available with Premium accounts and must be enabled in the Room. (Can be used in combination with GP Teleconferencing; simply enable both options in the Room and tell telephone callers to mute their volume on their computer.)



NOTE: You can use your own service to establish the audio portion of your meeting, but remember to provide that information to your participants in your invitations and to disable Telephone and Built-In Voice in your Room. (Not recommended if you plan to record your meeting as audio will not be captured.)

### Voice Options and the Participant List (PL):

- All participants with audio will appear with a microphone icon (mic) next to his/her name.
- A red slash over the mic indicates that it is muted.
- The names of guests in "view only" mode will appear in grey as an indicator that they can only listen; all other names will appear in black.
- Participants using GP teleconferencing will appear as listed in public telephone directories.
- The guest option "Mute On Join" is recommended for large meetings and those using Built-In Voice.
- Mute All/Un-Mute All options exist in the drop down menu of the mic button in the toolbar.

## 7. Recording & Playback of Meetings

### Recording Your Meetings:

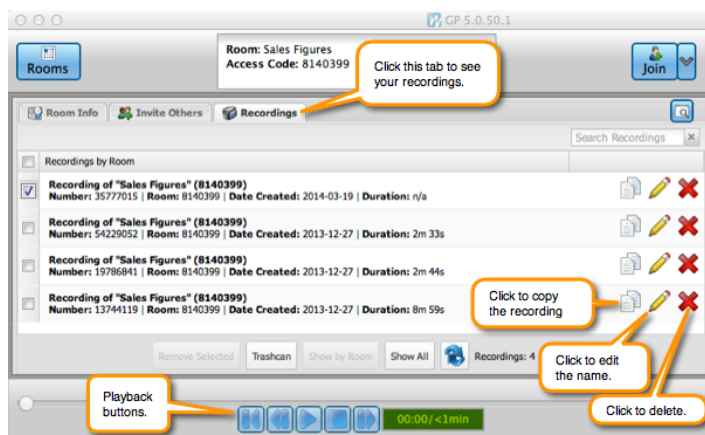
Click the **Record** button (right) in the toolbar, after introductions are made in the meeting. You'll be prompted to enter a name for the recording and then the button's appearance will change (right) and the inner circle will blink to indicate that the recording is in progress. Recording is stopped by clicking the flashing record button or by Leaving & Ending the meeting.



NOTE: All recordings must be more than 1 minute in length and are stored on GP servers.

### Playback of Recording:

After the meeting, the recording will be available in the **Recordings** tab of the **Host Interface**. Select the recording you want to work with by clicking in the checkbox to the left of it. Then click an option to the right (copy link, edit name, or delete) or the playback buttons below the recordings.



To start playback, click the Play button (left).



To end the recording, click the Stop button (left).

The recording will play in the presentation area and the playback buttons will remain at the bottom.

### Sharing Your Recordings:

Select your recording and then click the Copy Link icon (right). Then paste the link in an email or text and send to those you want to have access to it.



Clicking the link will open up a web browser with the following options:



If the viewer has GP5 installed, they should choose that option. If GP5 is not installed on their computer, he/she can choose to view it in their browser or to install the GP5 guest software.

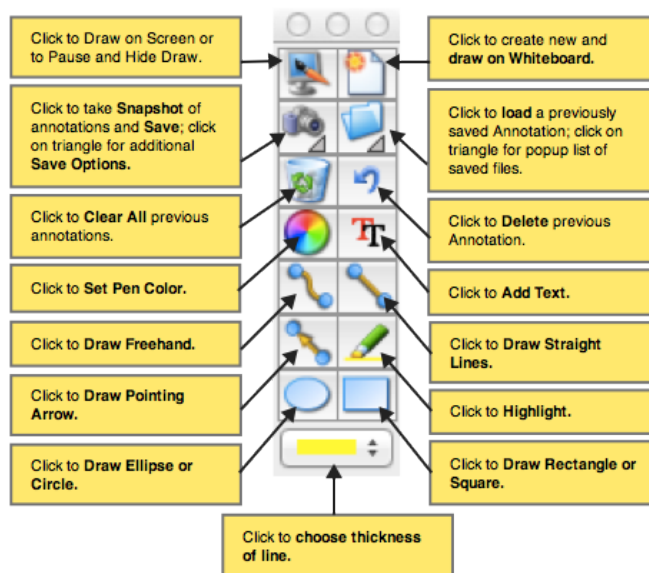
## 8. GatherPlace Annotations Tool

The Annotations Tool allows presenters to emphasize their point in real time by drawing directly onto the screen. To open the Annotations Tool, click the **Annotation** button (right) in the GP5 toolbar.



Options available in the Annotation Tool include:

- Pen Color
- Freehand Drawing
- Arrows
- Circles
- Text
- Straight Lines
- Highlighter
- Polygons



You can also **Save** your notes and highlights and make them available to the participants after the meeting.

## 9. Adding Additional Rooms

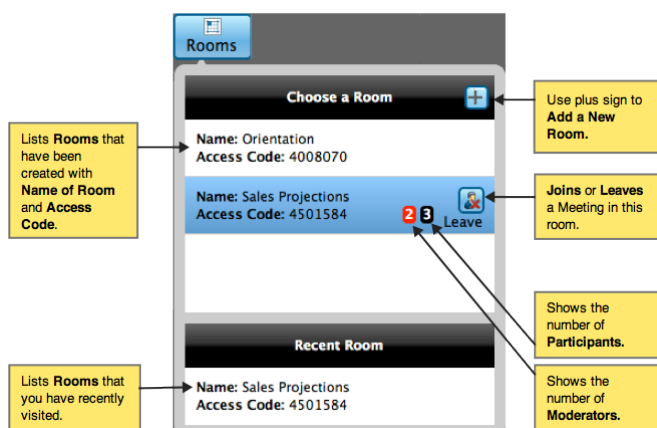
After adding your first room, you won't be prompted to add a room again. Rather the system will open up to your Rooms List. You can also access it by clicking the Rooms List button (right).

You have the option of adding as many rooms as you like, however, most of our customers prefer to re-use the same Room.



Once in the Rooms List, you have 3 options:

1. Click in the blue field to view or adjust the room's configuration settings in the Room Info tab;
2. Add a new room using the plus icon;
3. Join the room by clicking the Join icon that appears when you mouse over the room.



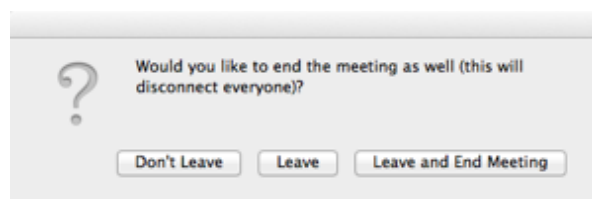
## 10. Leaving a Meeting

Once you join a meeting the **Join** button becomes a **Leave** button (right).



When you click the Leave button a pop up box will provide you with 3 options:

1. **Don't Leave** the meeting (Cancels the request to leave and returns you to the meeting)
2. **Leave** the meeting (Allows you to leave, but not end the meeting. This is handy if you need to make a change to the Room's configuration while in the meeting.)
3. **Leave and End** the meeting (Will leave the room and end the meeting which will disconnect all remaining participants. This option is only available to moderators.)



For more information, see [www.GatherPlace.com](http://www.GatherPlace.com) or contact us at [info@GatherPlace.com](mailto:info@GatherPlace.com)

The information in this quick reference guide is subject to change without notice.

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