Gather Guidelines

Requirements
Join from your computer on any OS (Windows, Mac OS, Linux). Mobile devices are not fully supported ([https://support.gather.town/help/mobile-support](https://support.gather.town/help/mobile-support)).

Web browser
Installing software is not required to use Gather. We recommend using Chrome or Firefox browsers for Gather. Safari is supported in beta.

Desktop Version
There is also a desktop version of Gather for both Windows and Mac. See [https://gather.town/download](https://gather.town/download).

Getting Started
Please contact gather@amsl.com if you have any issues joining Gather. Or join the Code for America Slack and send us a message in #ndoch-day-of-hacking.

Character Style & Name
Before you enter the Code for America Gather space, you will choose and customize your character.

You will also name your character. Please include either your Brigade name or city and state after your character’s name.
Browser Settings and Permissions

Gather must request permission to use your mic and camera from the web browser. To work properly, Gather should be **Allowed access to the microphone and camera.**

**Tutorial**

If you’ve never used Gather before, you will see a tutorial. We strongly recommend you do this tutorial, it is very brief.

**Gather Screen Tour**
Preferences

User/Video Preferences

Change your settings and preferences by hovering over your name at the bottom of the screen.

Change your audio or video input (and output) here.

Disable Smart Zoom if you want manual control over Zooming in and out of map.
Getting Help

Within Gather, please find a facilitator. Facilitators will be dressed in lime green and will have the star emoji in front of their name. Alternatively, please go to the help desk in the landing area by the big Code for America sign.
Exploring

Navigation
Use the arrow keys or WASD keys to move in Gather.

When using the WASD keys the W key is used as an up arrow, A as the left arrow, S as the down arrow, and the D as the right arrow key. As a best practice, we recommend muting when you are moving throughout the venue.

Move to Map Point

Using your mouse, double click on a location in the map to automatically move there. When using this feature, Gather will try to avoid taking you through private spaces.

Zoom Out and In
On a Mac, hold the command key and press the – key to zoom out and the + key to zoom in. On a PC hold the CTRL key and press the – key to zoom out and the + key to zoom in. Note: Smart Zoom must be disabled for this to work.

Minimap

The Minimap will show you the entire room you are in currently. Click “X” in the upper right corner to exit the map.
Emotes
Show people how you are feeling with an Emote.

Conversations
As you navigate around Gather you will see other people. When you are far away the other characters look faded. As you get closer, the characters become more vivid and their video and audio will appear. However, if you once again navigate your avatar away, you will quickly lose your colleague’s video and audio.

If there are many other people, you can toggle between their videos.

Conversation Bubbles
You can right click (or two-finger click) on another participant to start a conversation bubble with them. People outside your bubble will still be able to hear you, albeit very softly (and with transparent video). You can join and leave bubbles freely, even across private spaces. To leave the bubble, simply move your avatar away by using the arrow keys or WASD keys.
Private Areas

Private areas are places in the map where participants can only see and hear each other. All Brigade tables are private areas.

Text will notify you when you enter a private area, and the background of the private area will be lighter than the surrounding area.

Screen sharing

You may screen share with other participants in your vicinity by clicking on the monitor icon next to the Minimap. You may need to give separate screen sharing permissions to your browser; please see detailed instructions from Gather about how to do this in various browsers and operating systems.

Chat

You can chat with people who are nearby, or with everyone in the entire space.

You can also select an individual participant and chat privately with them.
**Ghost Mode**

If you get surrounded by other characters and can’t move, you can press “G” to turn into a ghost and move through other participants.
**Locate & Follow**

Find another participant by using “Locate on map” and Gather will draw a line to them.

If you select “Follow” Gather will move you automatically to the person you are following.

**Joining Zoom**

When you enter the auditorium, please take a seat and click the x button on your keyboard to join Zoom.

You will then be prompted to click on an external link. Click on the link and join the oral session. After the session is over, close the tab.

After you close the external tab, the Gather tab will remain. Click on the Re-enter button to return back to Gather.
Portal Between Spaces

Because of the anticipated attendance numbers, the Code for America venue is composed of several different Gather spaces. When you come to a doorway that takes you to a different space, you will see the following prompt. **Note: you will need to reselect and rename your character when you move to another space (e.g., the Activity rooms) for the first time, but Gather will remember your selection.**