

mootUP User Instructions

To Join Mootup: Click on the link in the email from LearnBrite to create an avatar. When creating your avatar, choose “male”, select the physical features of your choice, then select save. Once your avatar has been created, you will receive a second email from Learnbrite containing your mootup login credentials (username will be your provided email address and a randomly generated password).

To Login to Mootup: Go to www.mootup.com and click “Sign in” in the top right corner of the page. Use the credentials provided in the email from LearnBrite.

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- **Achievements:** To view list of achievements (pending and completed), click 🏆 button in the top left corner of the screen. This will pull up the list of tasks to be completed as well as the completion status of each.
 - **Audio Calls / Live Sessions:** To join or leave an audio call/Live session with participants in the room, click the 📞 icon located in the right-handed side of the chat bar.
 - **Audio Settings:** To change your audio settings, click the ⚙️ in the top right-hand corner of the screen, then select “settings”. In the pop-up window it gives you the option to adjust sound for speech volume, SFX volume, and ambient volume. You also have the option to adjust the language used within the platform.
 - **Audio Zones:** These are areas in rooms (example: each booth in campaign rooms) that initiate separate audio calls. Participants will be prompted when entering separate audio zones to join the call. They will be prompted when exiting audio zones as well.
 - **Avatar:** Click the top-left 👤 button, then select “Change Avatar”.
 - **Chat:** At the bottom of the screen participants will see the chat bar:

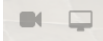


To add a message to the room chat, type in the message and hit enter or click the paper airplane icon. To view the chat history for the room, click on the ⬆️ button in the bottom right-hand corner to toggle the chat frame open and to close it.

- **Collecting objects:** Click objects to “collect” them in order to complete achievements. Once an achievement is completed you will be awarded points to count toward your city competition.

- **Furniture:** Click the blue dots to interact with furniture (ex. Click blue dot near a chair to sit).
- **Gestures:** Clicking the 😊 will give you options for gestures to make your avatar act out (clap, laugh, etc). Additional gestures are available by typing “/gesture” (wave, yes, no, shrug, shhh, sleepy, busy, laugh, applause, whew, sad, scared, shakefist, shoo, smile, surprised, cool, cry, drink, bow, facepalm, tapglass, giveobject, handshake, highfive, kickball, listen, lookat, point, pose, angry, brushfeet, cheer, comehere, embarrassed, confused, hey, notlistening, dance, rotfl, fall, rain, cheer). For example, to dance, enter /dance.
- **Help Desk:** The Help Desk room in mootup offers methods of contact to Boys State headquarters in the event you are having technical problems. During certain times, a staff member will be available in mootup for live audio chat. If the live audio chat is not available, phone and email contact information is provided.
- **Locations:** To view available locations/go to another location, click the 📍 button in the top left corner of the screen. This will pull up the list of locations that you currently have access to. Clicking the desired location will take you to that space.
- **Look around:** click mouse and drag screen
- **Mediaboards:** Some mediaboards link to content outside of mootup (such as voting, comprehensive test, petition requests, etc). To interact with the mediaboards, click the image to open the content in a popup window within mootup.
- **Moving Around:** click on the blue spots or click a location on the floor and hold mouse down for a second.
- **Petitions:** Delegates can request a petition link in their city and party spaces under the “Request a Petition Link” image. They will click the mediaboard to open the form. The form will not be available until the designated time.
- **Petition Signatures:** Once the petition link has been requested, each petitioner will receive their own individualized link to share with other delegates for signatures. The delegates complete the online form to add their signature to the petition.
- **Question & Answer:** To view the question and answer section, click the 🗨️ button in the bottom right-hand corner of the screen. A window will open showing the open questions that have not yet been answered and also give the option to ask a question. Answered questions can be viewed in the answered section.
- **Resources:** Resources for the delegates will be posted in city spaces.
- **Schedule:** The daily schedule will be posted in city spaces.

- **Share Screen:** If there is a media board with share screen/video capabilities, click the board then choose which you would like to share. If you choose to share video, you may be prompted to start broadcasting and/or for permission to use your camera and microphone. You will then be prompted to choose which screen you would like to broadcast to (if there are multiple). Check your screen choice, then click “share”. If you are sharing your screen, you will be prompted to choose a window or screen to share. To stop sharing, click the screen again, then choose “stop sharing”. You may also use these buttons at the bottom of your screen next to the chat bar:



- **Tennessee Trivia:** Senior Counselors will be provided with the link to the online Tennessee Trivia game. Delegates will work together to provide the Senior Counselor with the answer. There will be a time limit of 45 seconds to choose an answer. The Senior Counselor will choose the answer for their city.
- **Test:** Delegates can access the comprehensive test in their city room under the “Exam” image. They will click the mediaboard to open the test. The test will not be available until the designated time.
- **View Screens:** Click on the screen you wish to view, then select “Zoom in”.
- **Voting:** Delegates can access all voting ballots in their city room under the “Vote” image. They will click the mediaboard to open the available ballots. Ballots will not be available until the designated times.