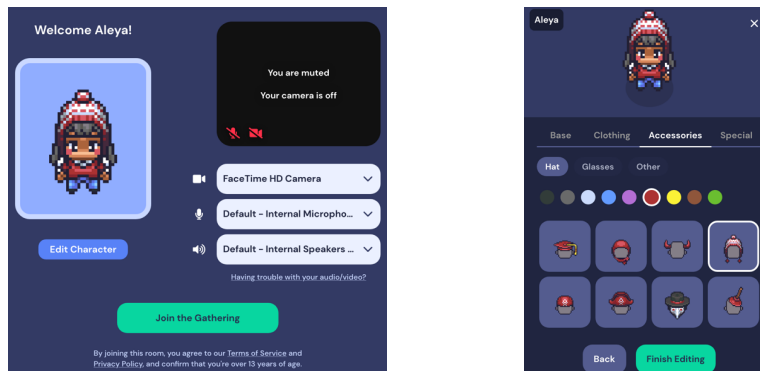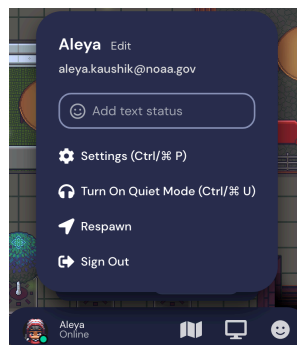**Welcome to our GatherTown party lounge!** Here are some helpful tips. Please email Aleya at aleya.kaushik@noaa.gov with additional questions. GatherTown can be used on any computer (laptop or desktop), on any OS (Windows, Mac OS, Linux), using either Google Chrome or Firefox. It seems to work on mobile phones too but has limited functionality. This test link should work for you to browse by yourself (let Aleya know if it doesn't): https://app.gather.town/invite?token=iN-_QELCvKpKNP9b9bJmLd2YrSlJggh6

1. When you click on the shared link, it'll take you to the gather.town website link for our lounge and the first screen you'll see is for adjusting your settings. Check to make sure your chosen camera, mic and speakers are selected, and go ahead and edit your character's appearance and outfit! **Please also make sure to use your real name for your character so folks can identify you**! To edit the name, click on the text in the top left corner of the 'Edit Character' screen.
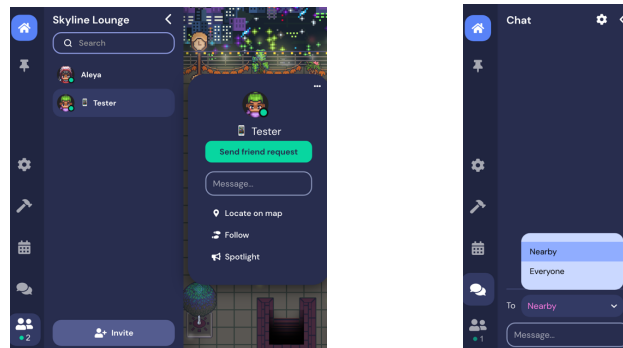

2. At the bottom of your screen you'll see a series of icons with helpful info (your online status, minimap, screenshare option and emojis). On Apple macs, Command+Z will also make your character dance for a few seconds ☺ (On Windows machines I think you press and hold Z). If you click on your status icon, you can also toggle to 'Quiet Mode' (e.g. if you want to step away from your computer for a few minutes).

3. Once inside, **you will be able to see audio/video of anyone within 5 tiles of you**, as long as they're not in 'quiet mode'. As you walk towards/away from people, their audio/video will fade in and out. In a video carousel you can scroll through video feeds, or have 9 on your screen simultaneously in Grid View (to activate click on double headed arrow in the top right corner when you're in a multi-video conversation).

4. Some basic navigation tips: **Use keyboard arrow keys to move around**. All spaces can be entered freely, but you won't be able to walk through tables. To pass through people, click 'g' (for ghost mode). And yes the firepits really crackle!

5. To find people in the room, click on the people icon in the left column and you'll see a list of names. As an example I created a "Tester" in addition to myself here. Couple of neat tricks here – click on 'Locate on Map' and it'll draw a line between you and the person you're looking for. If you click 'Follow' you'll be automatically moved to where the person is.
To Chat, click on the speech bubbles in the left column, and you'll see options to chat with Nearby folks or to Everyone.

6. Each of the carpeted areas is a "private space" (when you enter one you'll see a notification pop up like the one on the bottom in this example picture). While you're in here, you can only see/hear video/audio of others in the same space. So if someone is standing outside near the fire pit, they could be having a separate parallel conversation, just like you would in an in-person happy hour! Other private spaces include the bar area and the two sets of tables/chairs on the wooden deck.