Reality Librarianship 2013 Helpsheet

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Before the event

Completing a system test

Click on this link to verify that your system meets the minimum requirements.

www.anymeeting.com/systemtest

- As a participant, you are looking for the message (in green text) "**everything is OK!**"
- If you receive "**everything is OK!**" your computer has passed the initial test.

- You do NOT need to perform the "**click here if you're going to be a Presenter**" test.

- Next you can perform some additional tests.
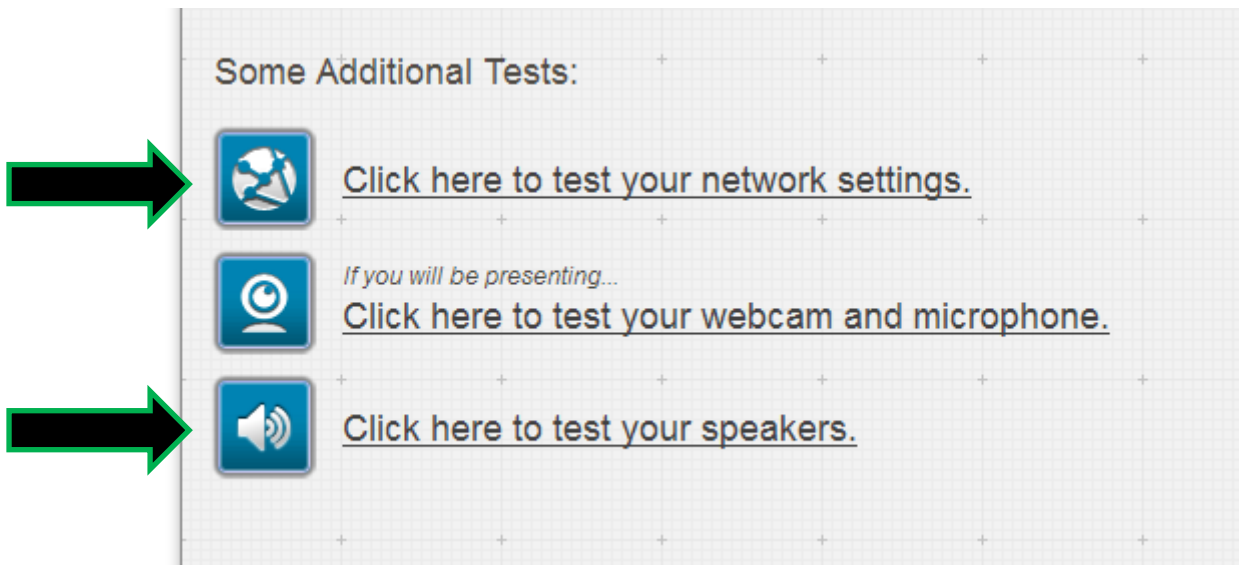
- You should perform these tests PRIOR to the event, so that if there are any system problems, we can troubleshoot beforehand.
- Our contact details are:
  - Email: heroesmingle@gmail.com
  - Phone or text: 021 033 5319 (Megan)
  - NB: Please send any queries **before midday Monday** prior to your event.

- If your computer doesn't pass the tests, then please take a screen shot of the "**system test results**", to help us identify what the issue might be.
- Click on "**Details**" to show the full results of your system test.

system test - details
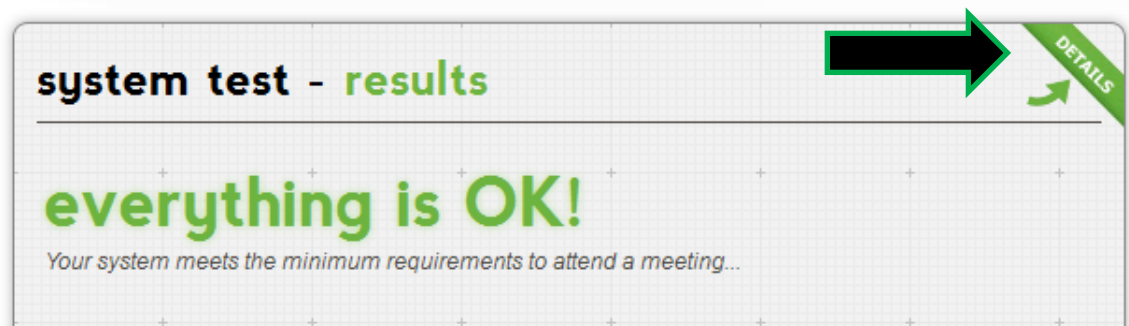
PASS (OS)
{"name":"win","bits":"32","ver":"n/a"}

PASS (BROWSER)
{"name":"firefox","ver":21}

PASS (SCREEN)
{"min":{"x":1024,"y":768},"size":{"x":1280,"y":1024}}

PASS (COOKIES)
{"cookies":true}

PASS (JAVASCRIPT)
{"javascript":true}

PASS (FLASH)
{"required":"10.3.0","version":"11.7.700.202"}

N/T (NETWORK)

N/T (WEBCAM & MICROPHONE)

N/T (SPEAKERS)

N/T (PLUGIN)

- If you are using a workplace computer to participate, there may be some issues involving firewalls and/or ports that need to be opened.
- Please test your system prior to the event so that you will have enough time to work with your workplace IT team if this is the case.

At the event

How the event will work

- The event will be hosted using **AnyMeeting.com**
- When you registered you received an email that includes a link to the event you registered for. Use this link to login within 15 minutes of the start of your session.
- If you cannot find your link, please register again. We don't mind duplications ☺
- During the session you will be communicating via text chat.
- The session will not be recorded.
- Twitter hashtag #RL2013

Logging in:

About 15 minutes before the event, open your invite email and click the link to login.
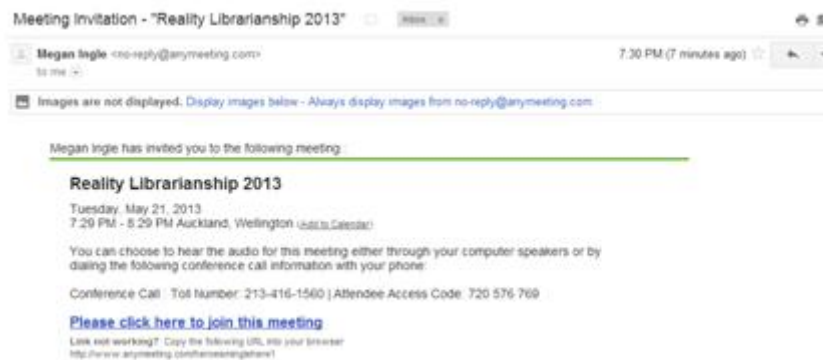
You should see the login screen (with some advertising). Please sign in with your **name** and **location** in New Zealand. These details will only be used to identify you in the chat session. Your email address will not be shared with the other attendees.
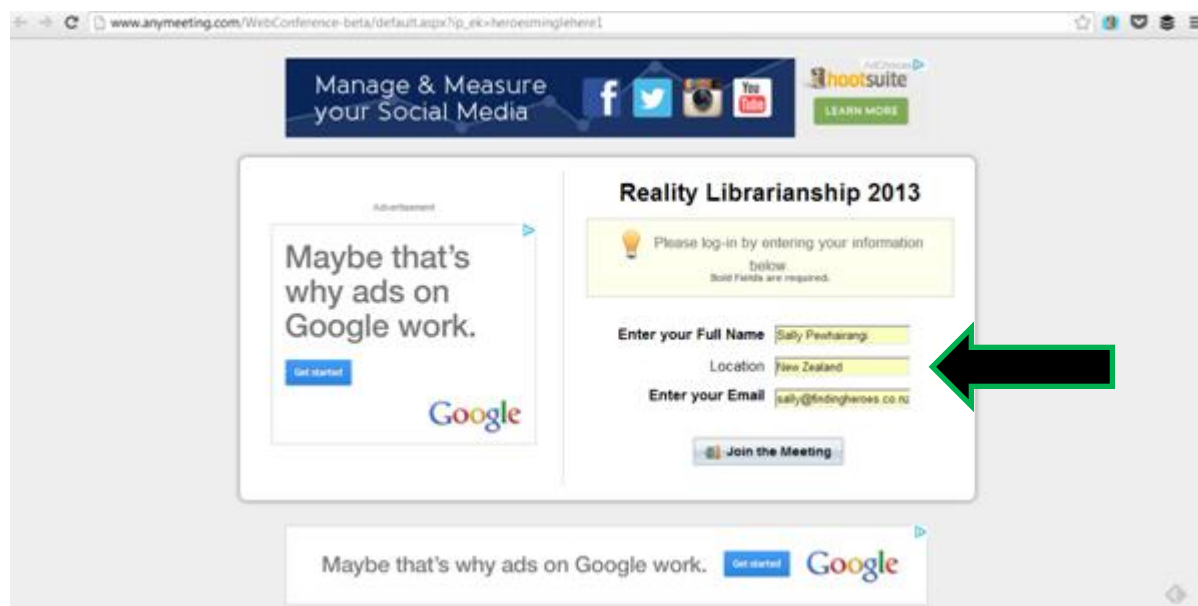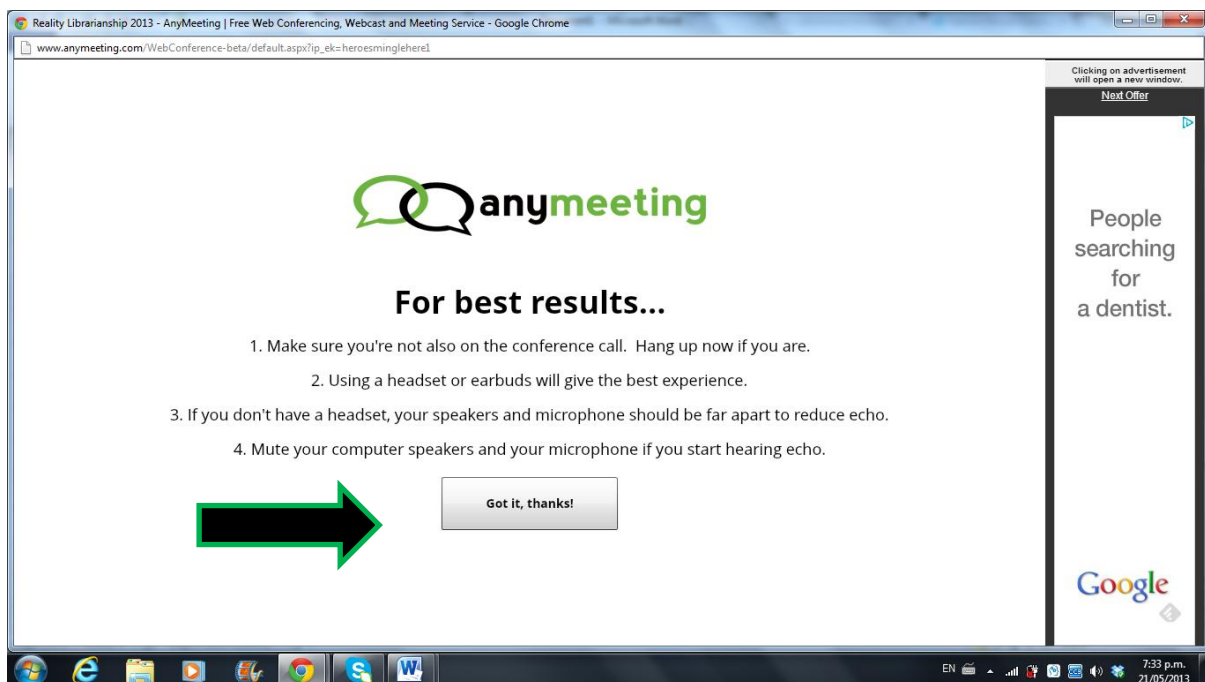
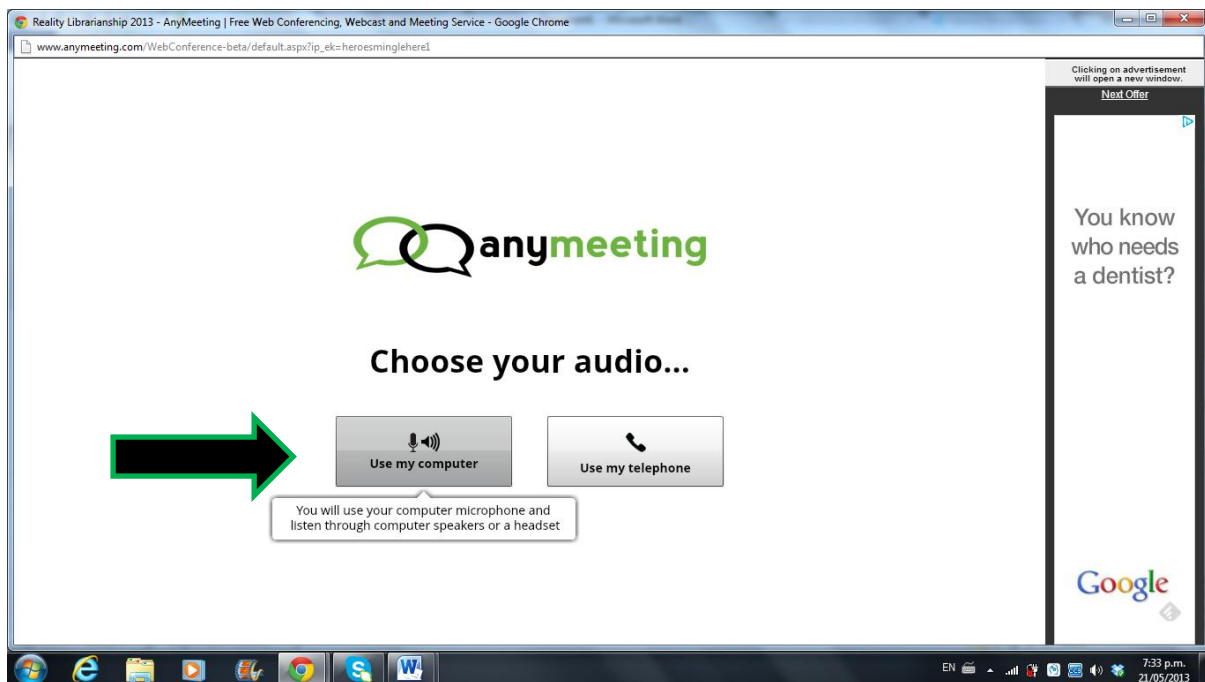You may see the following popup window. Joining AnyMeeting.com is not a requirement of attending **Heroes Mingle**. Feel free to close the window.
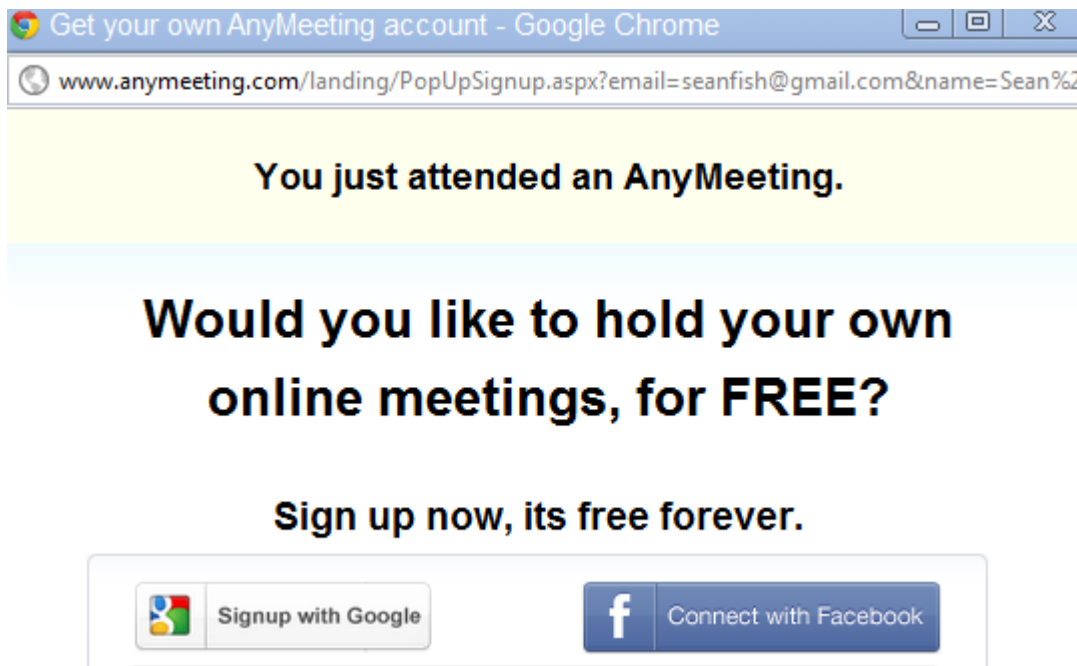
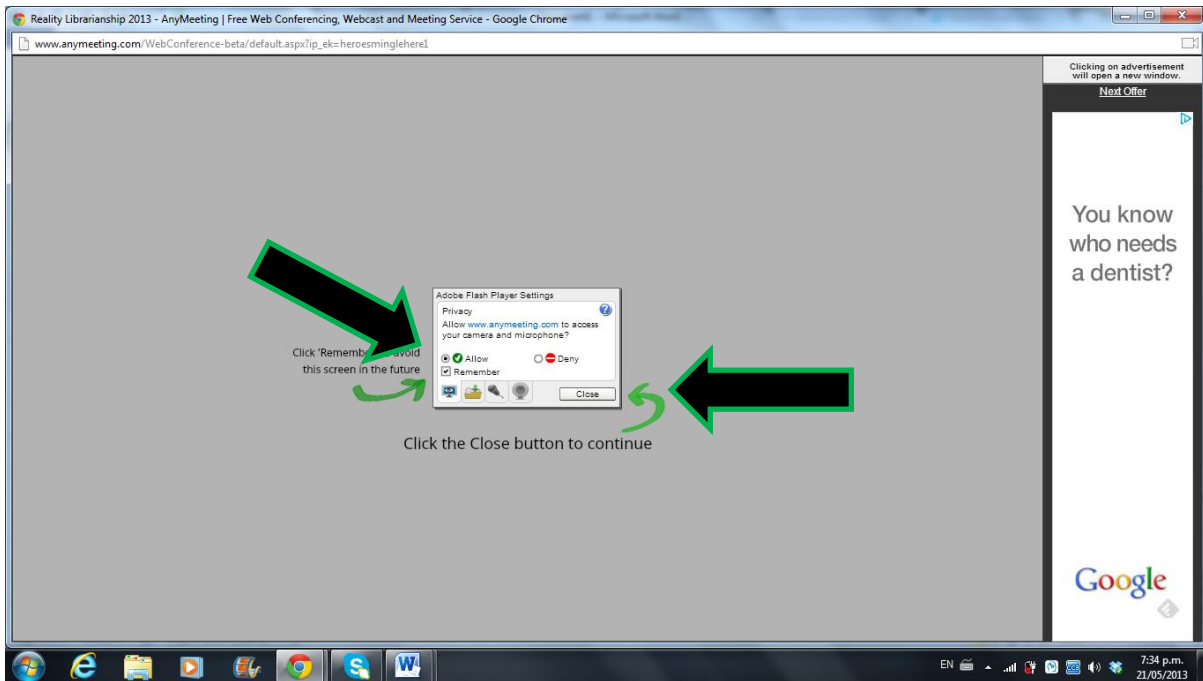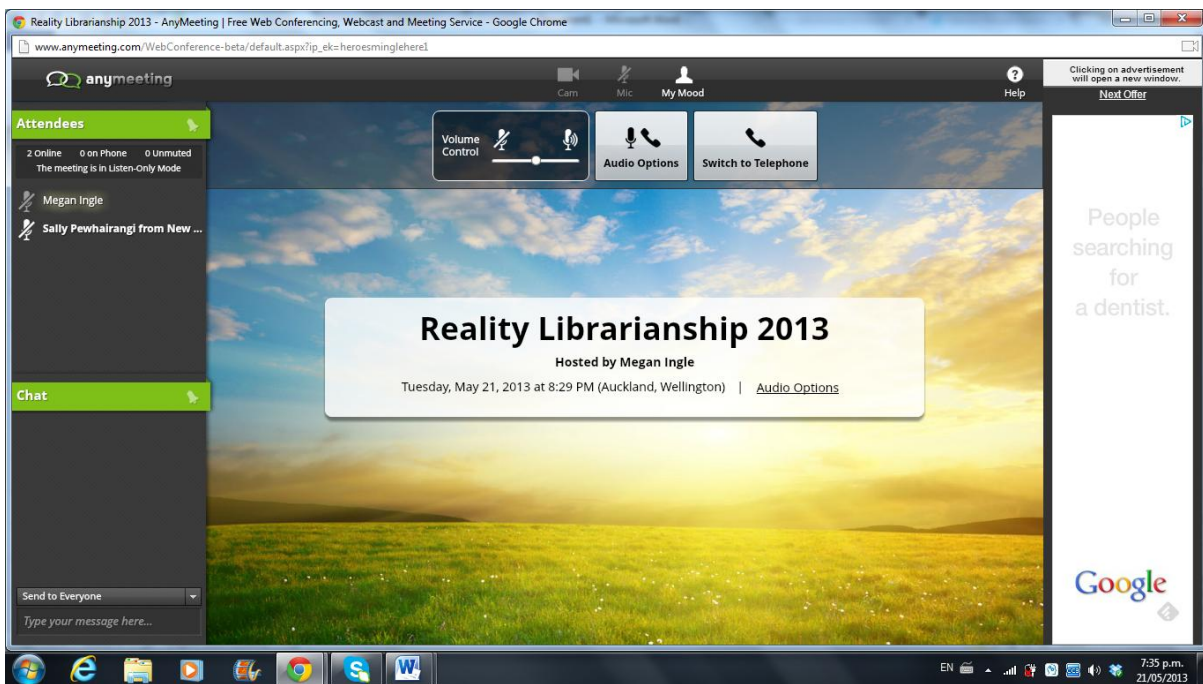AnyMeeting will display a loading screen for approximately 30 seconds.
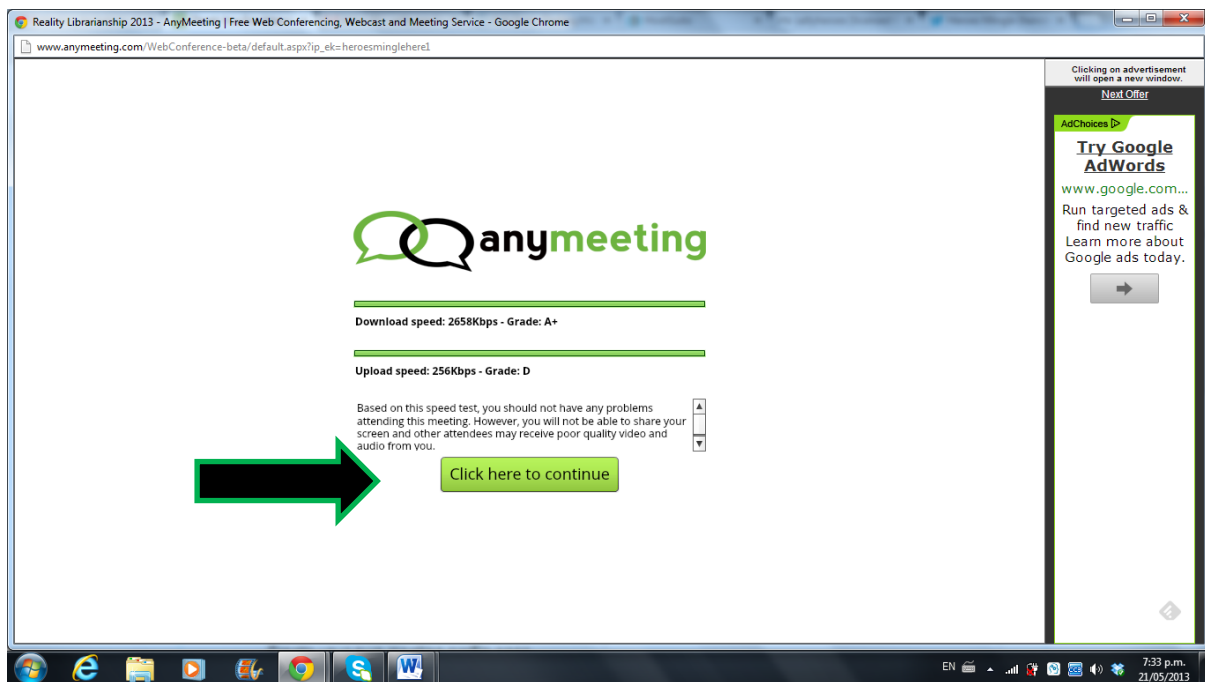
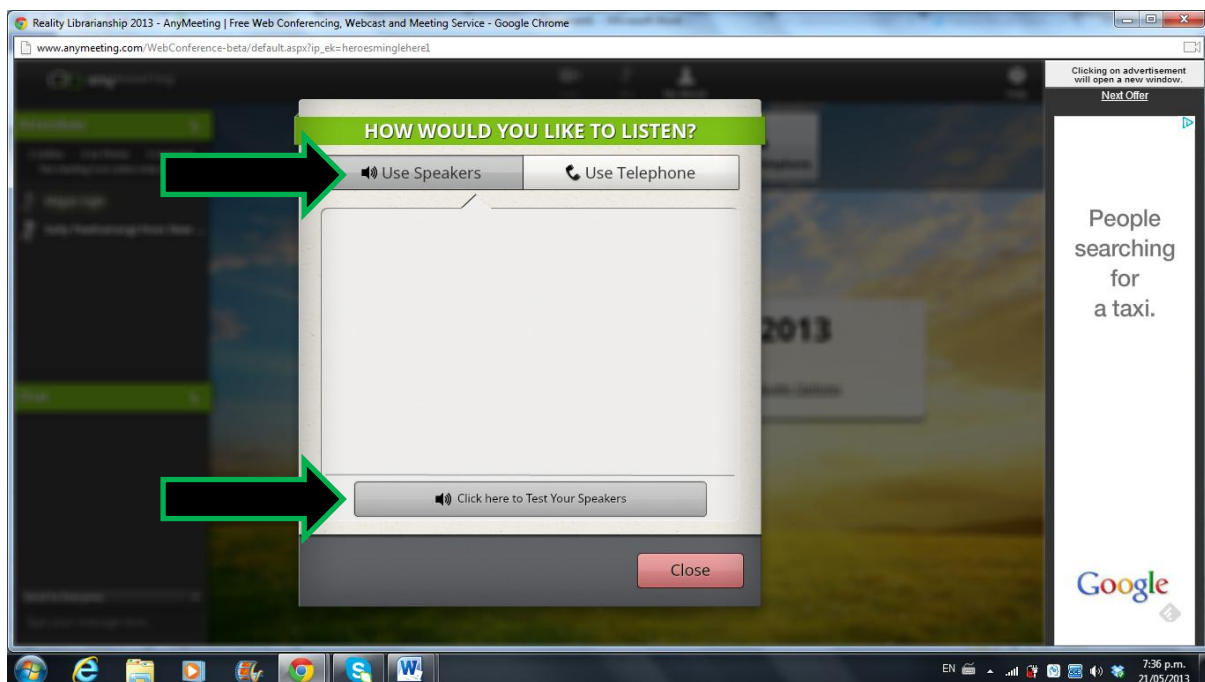Once your systems check has completed, then please choose your **Audio** (computer option).

Then choose **Allow** and **Close**.

You have successfully logged in when you see a screen like this:

You may wish to test your speakers again at this point.

From now on, we will concentrate on the chat channel on the left hand side of the screen.

Using chat:

During the events, participants are encouraged to use the chat window, for conversations with the whole group, as well as private conversations with other participants.
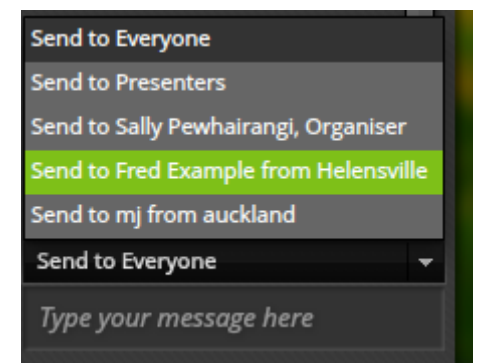
Sending a message to the whole group

Chatting with the group is very easy in AnyMeeting.com

So long as you can see "Send to Everyone" on the screen, any time you type in the box below and hit enter, it will add your message to the group chat.
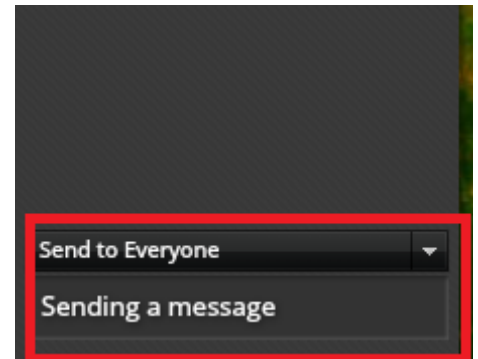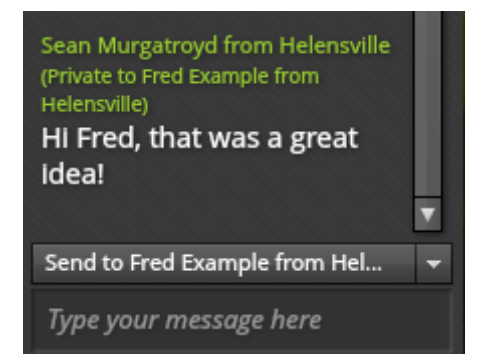

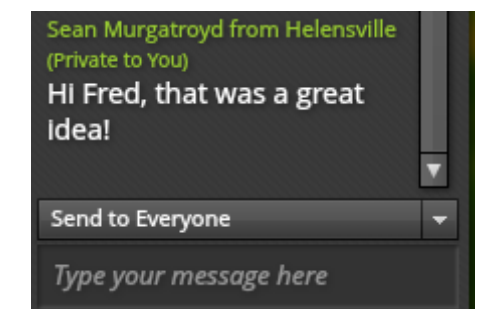### Sending a private message to another participant

Clicking on "Send to Everyone" will bring up options for private messaging. Here I am preparing to send a private message to Fred:

How the private message looks on my screen:


How the private message looks on Fred's screen:

Please remember to manually choose "**Send to Everyone**" if you wish to chat to the whole group again.

Chat guidelines:

Here at **Heroes Mingle** we like to keep things nice and simple!

Please note the following guides while in chat:

- If you have questions + comments for the speakers – post to everyone on chat.
- Please don't use the "Send to Presenters" option.
- Please keep main channel for session chat, but feel free to private message other participants.
- **My Mood buttons**
  - If you have **technical problems** – click on **My Mood**
  - You will be given several options, please use **Raise Hand** to let us know you are having technical difficulties.
  - Our tech support will contact you via private message to help you out.
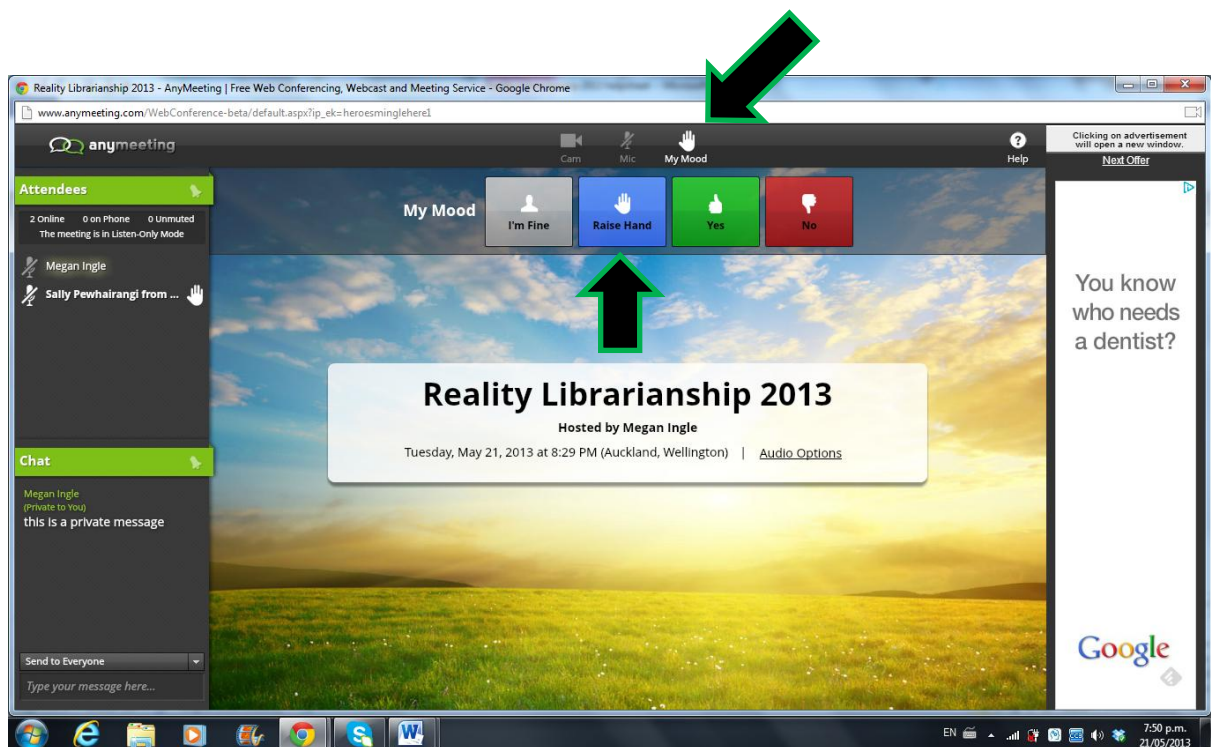
Contact HeroesMingle

Prior to and during each event, we'll be online in various places.

Email HeroesMingle@gmail.com

Tweet @heroesmingle