

F21 Virtual Clubs Days User Guide for Students

Hi everyone! In this document, you will find descriptions of how to access the space and interact with clubs. Please read through this document carefully and let me (csasrm@uoguelph.ca) know if you have any questions! For a map of what clubs are in which room, go to <https://csaonline.ca/clubs/clubs-days>, note it is subject to change, so check regularly for the most up to date map.

This is the link to our event in Kumospace:

<https://www.kumospace.com/csaclubdaysf21>

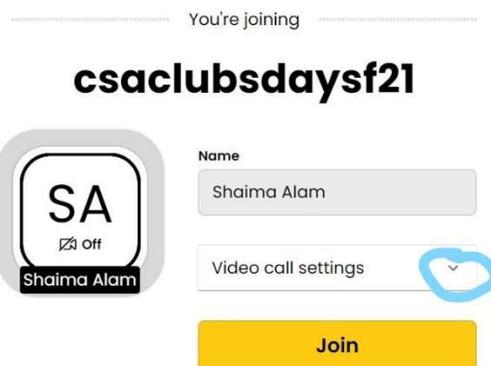
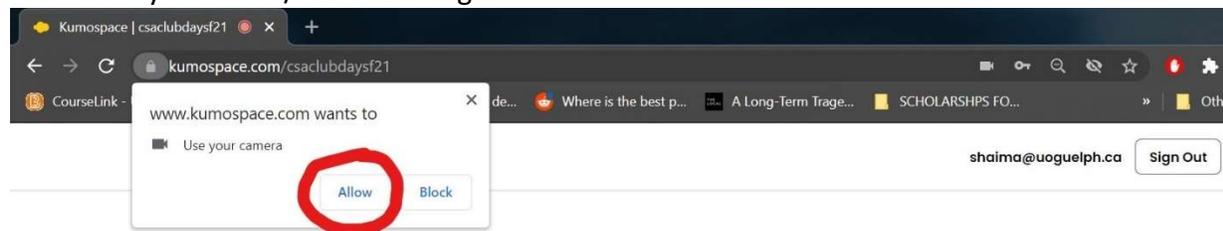
Helpful Notes:

Supported Devices

Kumospace works best on Google Chrome on a desktop or laptop computer. Mobile phones and tablets are not fully supported.

Registering

To access our rooms, no registration is required. Upon clicking the link provided you will be asked to login, click **sign in with email**. Enter your **uoguelph email address** and create a password. You will be using this same login every time you rejoin Clubs Days. You will have to verify your email, and they'll send a link to your uoguelph email. This can take a few minutes. Upon clicking the link provided you will be asked to fill in your name and check your video/ audio settings.



Rooms

Upon joining you will be redirected to a display of rooms, where you'll be able to enter a selection of rooms we've built for your gathering. Rooms will be organized by club categories. **Each room has a capacity limit of 30 and you can view how many people are in that room at that time, once a room reaches capacity it will close until someone leaves.** We talk more about rooms below.

Features:

Moving Around while in a room

There are multiple ways to move around in Kumospace.

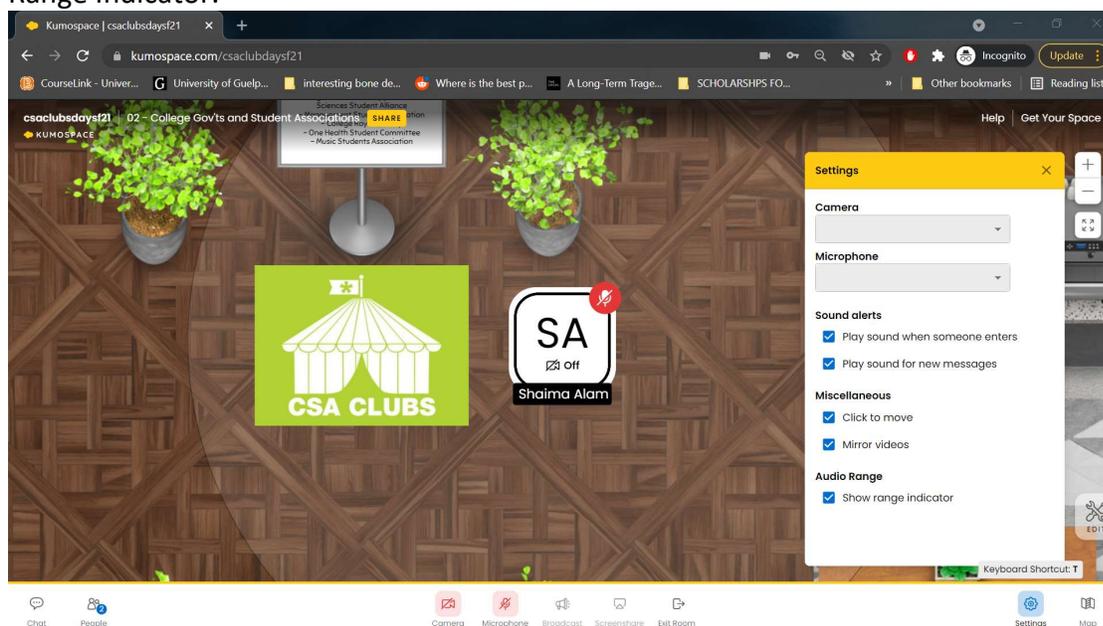
1. Click with your mouse or tap on your screen to where you want to go and your video will move to that location.
2. Use your keyboard's Up, Down, Left, and Right arrow keys or W, S, A, D. These keys will move you up, down, left, and right, respectively.
3. On a phone or tablet, swipe towards a certain direction. This will move you in that direction.

Spatial audio

The Sound in Kumospace behaves like it does in real life. The closer you are to someone, the louder they sound.

Who can hear me?

Around your avatar is a faint circle which represents your Spatial Audio Range. You can hear anyone inside this circle and they can hear you. Anyone outside the circle is out of "earshot." This is how you can have separate private conversations in Kumospace. You can hide the Audio Range Indicator.



Adjusting Window

You can zoom in and out to view more or less of your surroundings and other people in Kumospace. Zooming in and out can be easily done by clicking the plus (+) and minus (-) icons at the right side of the screen. Alternatively, pressing the + and - keyboard keys will do the same. This can be useful to get a closer look at signs, and zooming out to see what's nearby.

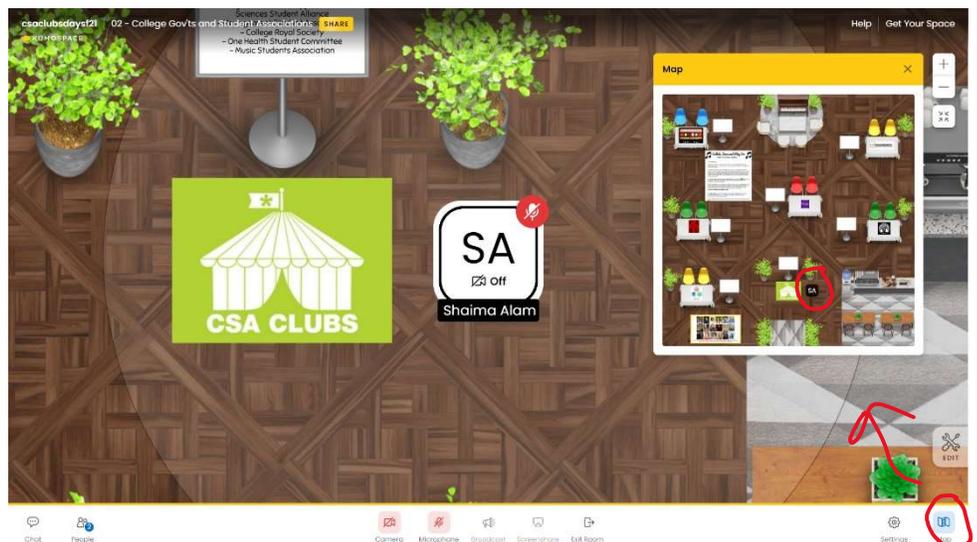
Expanding Window

Directly beneath the zoom buttons, you can also click on the expand icon to have Kumospace fill up your entire screen. Click on it again to return to normal view.



Map (Navigating the room you're in)

There is a **Map** button at the bottom right corner of your screen. This will show you where everyone is in the room and include their initials. If you hover over their initials on the map, you can see their whole name.



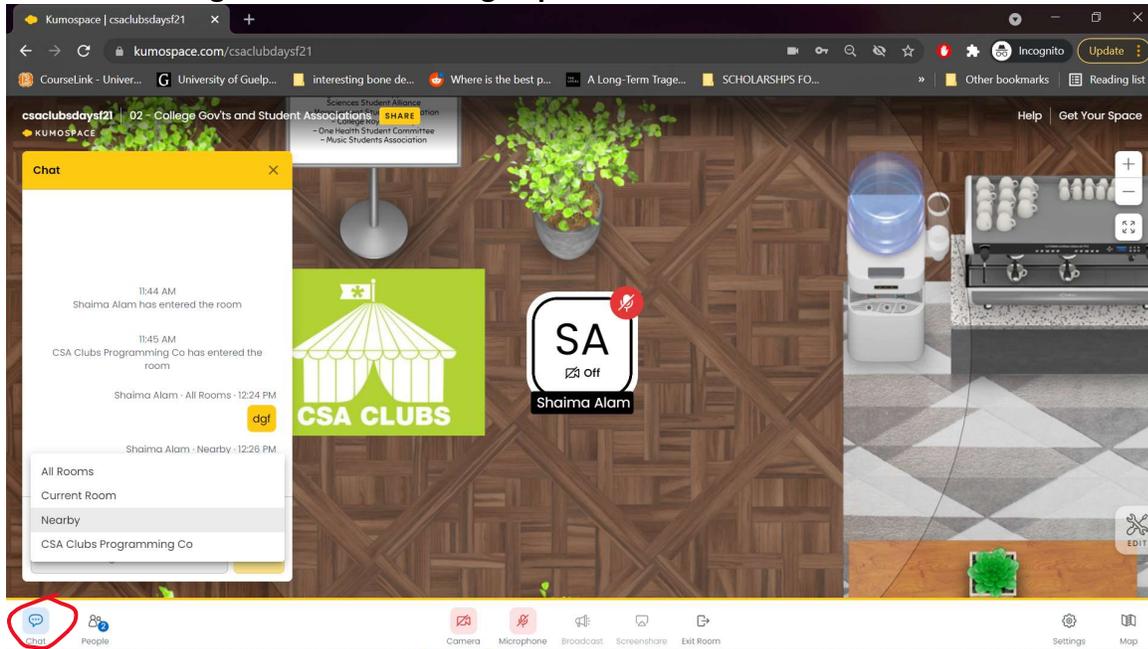
People

To find people click on the people icon, located at the bottom of your window or "control panel". A menu will appear showing you the people in your current room, then a comprehensive list of everyone in the space.

Use the three dots "..." next to each name to private chat them.

Chat

Click on the chat icon to send a message to a room, people within your spatial circle, or individuals. When chatting, scroll down your messenger box to see the latest message. **You can use the chat to get access to clubs sign up links.**



Exiting a Room

You can click the **Exit** button to leave the Kumospace, which is on the very right of your central buttons. This will bring you back to the waiting room. You can now see all the rooms in the space.

Alternatively, you can just close out the browser tab and fully exit Clubs Days.

Room allocation:

When you enter Kumospace, you will see a display of a selection of rooms. The first one is the Help Desk and IT Support room where you can drop in at any time during Clubs Days hours to ask any and all questions. The rest of the rooms have 5-7 clubs within them categorized by their type. You can learn about what clubs are in which room using the map on <https://csaonline.ca/clubs/clubs-days>.



Room view:

There will be 5-7 tables or spaces for clubs, and 1-2 designated Break Stations for each room.



There will also be a “Welcome” signage at the entrance of each room listing what clubs are stationed at the room. The Break Stations will be at the entrance, at the very back and/or the on the right side of each room, where you can grab a glass of water/beverage, wait for a friend, take a health break, or chat privately with someone. To know the specific layout of the room you’re in, open up the map to get a look.



The rest of the space will be filled with the clubs’ tables, logo and a poster/image if the club chose to upload one.

Accessibility:

Use Live Caption in Chrome

You can turn on Live Caption for media you play in Chrome.

Live Caption is only available in English.

1. On your computer, open Chrome .
2. At the top right, click More  > Settings.
3. At the bottom of the Settings page, click Advanced.
4. Under “Accessibility,” turn on Live Caption.

For more information go to <https://support.google.com/chrome/answer/10538231?hl=en>.

Event Timings:

Here is a reminder of the timing of event! An announcement will be made on broadcast 5 minutes before closing the space for the day, so take that time to finish any conversations you’re having. These are the hours that Clubs Days will be running:

- Monday, Sept 20 12:00 - 2:00 EDT
- Tuesday, Sept 21 3:00 - 5:00 EDT
- Wednesday, Sept 22 1:00 - 3:00 EDT

Still have questions? Find us in the IT Support room during Clubs Days, it should be the first one on the top left or email csasm@uoguelph.ca. You can also find my office hours at <https://csaonline.ca/clubs>.