# Get Ready for the Gauge O Guild Virtual Show on Saturday 6<sup>th</sup> March 2021 09:30 – 17:00 GMT

Only a few days to go until the Doors Open so what will happen then? How can you get the most from your visit?

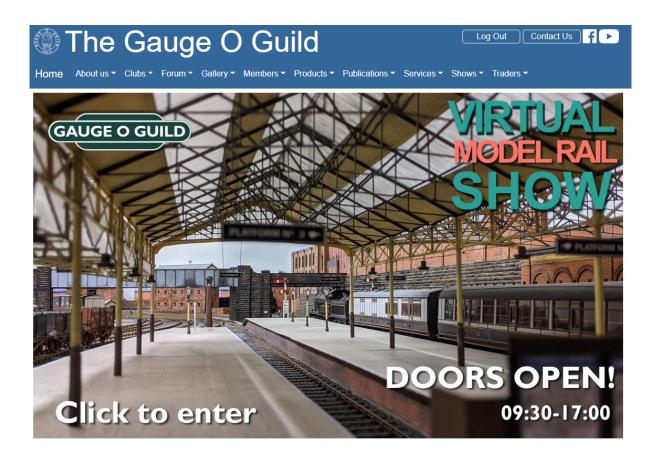
We want to give you a bit more information about the show, what you will find when you arrive and how to join the 'Live' Sessions

Don't forget to prepare your favourite refreshments for the day and a comfy chair then sit back and enjoy

Please note that the show will be accessible until midnight GMT on Wednesday 31<sup>st</sup> March.

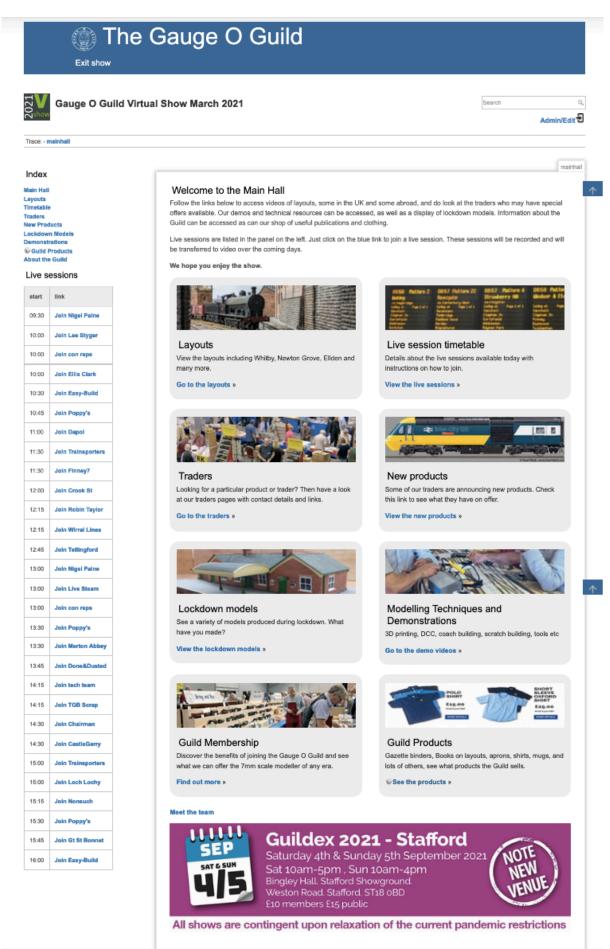
All Live sessions will be recorded and converted to video so that they can also be watched after the event.

This means that if you cannot attend on the 6<sup>th</sup> March, if you are on a different time zone or if you just can't cram it all into one day, you can come back whenever you wish during the following weeks.



Once the doors open on Saturday 6<sup>th</sup> March, you will see a welcome from the President and then you enter The Main Hall.....

# Navigation This is an Image of the Main Hall Page



The Main Hall is your hub. You can go into any of the areas you can see on the image above and you will always be able to get back to The Main Hall Much like an exhibition hall, you can go wherever you wish and spend as long as you like there. Enjoy the layout and demonstration videos, visit the Guild Membership area and look at what over 100 traders have to offer you. Make sure you bring your wallet.....

With all trader adverts, which ever section they are in, if you click on the advert it will take you to their website, if they do not have a website, then contact details will be shown. Look out for offers in the Show Specials section and check out the New Products area. When you are finished on a trader's website just close the tab for their site on your internet browser and you will be back in the trader area you started from.

If you go to the Lockdown Modelling Display, you will enter Flickr. You <u>do not</u> need a Flickr account to visit the display but you will have to click on a special link within the Lockdown Modelling Display to get back to the Main Hall. The same will apply when you go to Google Forms to complete the feedback questionnaire.

Basically, the Index is visible no matter where you are in the show except if you 'leave' the Gauge O guild website to visit another website.

#### Live Sessions

You can see under the Index, a list of all Live sessions and a shortcut to [Join] each one. If you wish to know more about each session, you can look at the more detailed timetable by clicking on 'Timetable' in the Index.

All Live sessions will be recorded so don't worry if you cannot see everything on the day. Plan ahead so you can choose the sessions you want to see most.

#### Be Prepared for the Live Sessions - All live sessions are via Zoom.

#### Do I need a Zoom account?

Eve

To join by Zoom you don't need to install any software - just click "download and run Zoom". At this point a link to "join from your browser" usually appears. Joining a Zoom meeting without installing the client gives limited features - see this <u>Zoom</u> <u>support page</u> for more information.

# I am on the Main Hall Page and can see the list of 'Live' sessions. How do I know what they are about and how long they last?

Click on the link in the index for 'Timetable' this gives you more details

# When you click on [Join] to enter a Live Session

 ou enter a Live session, you will get this screen unless you click on the box sayi this again. We have to make sure everyone is aware of what recording entail	-
Confirmation	
All live sessions will be recorded and made available for 14 days after the event. The recording also captures images and names beneath images so, if you do not want your image recorded, join without video.	
If you are under 16 years of age, please get parental permission or join without video.	
Cancel Continue	
Do not show this again	

# More about Zoom I do not want my name showing on Zoom how do I change it





Click on your name at the bottom of your image on screen and change it.

# I want to turn off video

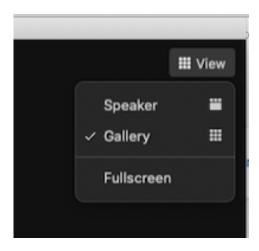
Press the stop video button on the tool bar



# I cannot see how to change from Gallery view to speaker view

Somewhere on the Zoom screen is a box of nine little squares or 3 squares over a larger square

Hover over that and you will get the option to tick gallery view or speaker view Make sure you are on speaker view



# How do I find Chat?

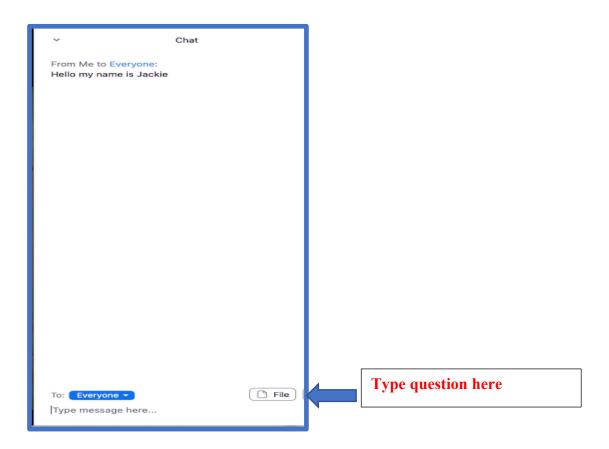
Move to the bottom of the Zoom screen and a tool bar appears showing Mute /Video /Participants /Chat /Reactions appears

Click on Chat and it opens a chat panel



# How do I do a question via Chat

Click on the chat symbol. Panel appears At the bottom you can see To Everyone There is room to type a message underneath that Type your question and then press enter



# **Feedback**

This is our first Virtual Show and the only way we will know what works well and what does not work well is if you provide feedback.

At the bottom of each page, is an opportunity to go and complete a short feedback form.

We would really appreciate your feedback so please send us your comments before you lea	ve.

You can get back from the feedback form by going on the 'Back to Main Hall' link at the top of the page

# <u>Membership</u>

This show is open to members and non-members. If you know someone who would like to find out more about the Gauge O Guild, there are more details in the Guild Membership area of the show

# <u>Exit</u>

Before you go, please take a moment to meet the Team of people who made this happen.

The Virtual Team credits are accessible at the bottom of the Main Hall page

Exit is via Exit Show on the left-hand side of the blue banner at the top of each page. Like all good attractions, exit is via the shop just in case you forgot to purchase those useful publications, Guild clothing, and merchandise including the all, important binders for your Gazettes.

Thank you and see you on Saturday

Jackíe Kneeshaw

Gauge O Guild Chairman of Events 07810 861362