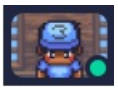
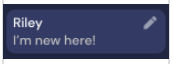
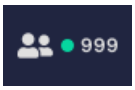
Gather Navigation

Last Modified on 04/14/2022 1:50 pm EDT

The toolbar at the bottom of your Space provides access to key features in Gather. The features available to you in the toolbar depend on the type of Space you're in (Events or Remote Work) and on your user role. The following is a list of all tools available from the toolbar, as seen from left to right:

Features Available in the Navigation Bar

Icon	Feature	Description	Space Type
	Main menu	Send invitations, visit your home page, open the Dashboard, manage Settings, visit the help center, send feedback, open the desktop app, report issues, and sign out.	All
	Camera preview	Preview your video feed. You can also pin your feed or expand your video.	All
	Personal menu	Change your character and name, set your status, turn on quiet mode, and respawn.	All
	Microphone	Turn your mic on/off. (Ctrl/⌘+Shift+A)	All
	Camera	Turn your camera on/off. (Ctrl/⌘+Shift+V)	All
	Emote	Send or customize emojis. (#1-6 keys)	All
	Screen share	Turn screen share on/off.	All
	Raise hand	Raise/lower your hand. (Only available to Guests)	Events
	Spotlight	Spotlight/unspotlight yourself. (Only available for Admins)	Events
	Photo mode	Take a screenshot of your Gather Space, with or without video feed.	Events
	Record	Turn recording on/off. (This feature is in testing and is only partially released.)	Remote Work
	Minimap	Open minimap to view layout of the Space (Remote Work) or open mini heatmap to see where people are within the Space (Events).	All
	More/Less	Expand or collapse to view additional features.	All
	Session	View settings for Rooms with a scheduled session: allow customization, mute attendees, enable room chat, enable Q&A,	

Icon	Feature	Description	Space Type
	panel	approve questions, and download chat. (Visible to Speakers, Admins, and Mods)	Events
	Info board	View pinned messages and announcements. (Admins and Mods can manage messages and announcements.)	Events
	Build tool	Add or erase objects in the Space, open the Object Picker, and/or open the Mapmaker. (This feature and/or access to the Mapmaker may not be available to all users, depending on Space Settings and your user role.)	All
	Calendar	View calendar events (Remote Work) or session schedule (Events).	All
	Chat	View and send messages.	All
	Participants	View people in the Space. Select a name to open their info card to send them a message, follow them, request to lead them, or locate them on the Map. (Admins and Mods can also manually spotlight from the info card.)	All

Tip: You can easily tell if you are in an Events Space if you see an Info Board (signpost) icon) in the toolbar. If you do not see this icon, you are in a Remote Work Space. Read more about the differences between Spaces.

Note: We are regularly developing and testing new features, so you may see some icons that are not reflected in all screenshots in the help center.

Audio & Video Features

Last Modified on 03/28/2022 11:00 am EDT

An overview of audio and video features in Gather

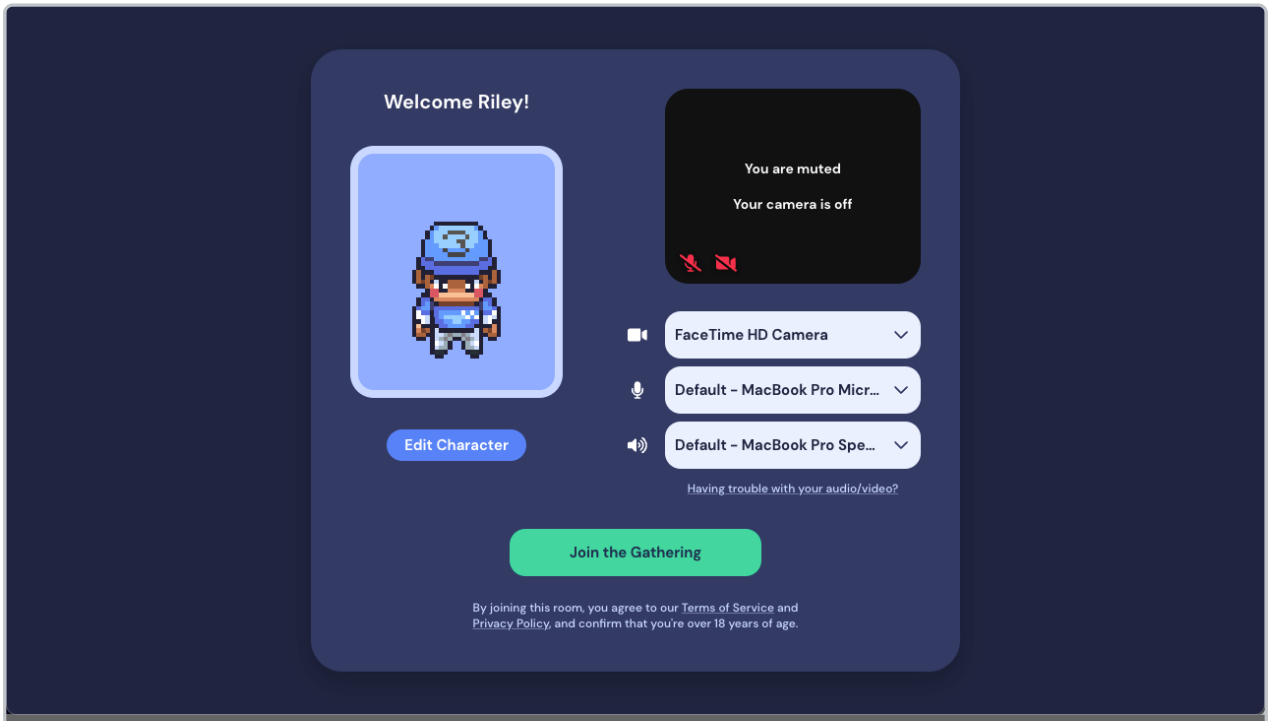
User Settings Overview

This article covers all of the available settings for controlling your Gather experience. Your first opportunity to set your audio and video on what we call the Check Your Hair screen. Once in a Space, you can fine tune your experience on Gather by opening **Settings** (**Ctrl/⌘+P**). Use these links to skip to the section you're interested in:

- Check Your Hair
- Audio / Video Settings
- Appearance
- Graphics

Check Your Hair

Every time you enter a Gather Space, you see what we call the **Check Your Hair** screen (because you get to see your video preview and check your hair!). This modal shows a preview of your Gather character, a preview of your video feed, and the A/V selections for your camera, mic, and speakers.



Each time you enter a Gather Space, you see the "Check Your Hair" screen, which shows a preview of your Gather character, your video feed, and your A/V selections.

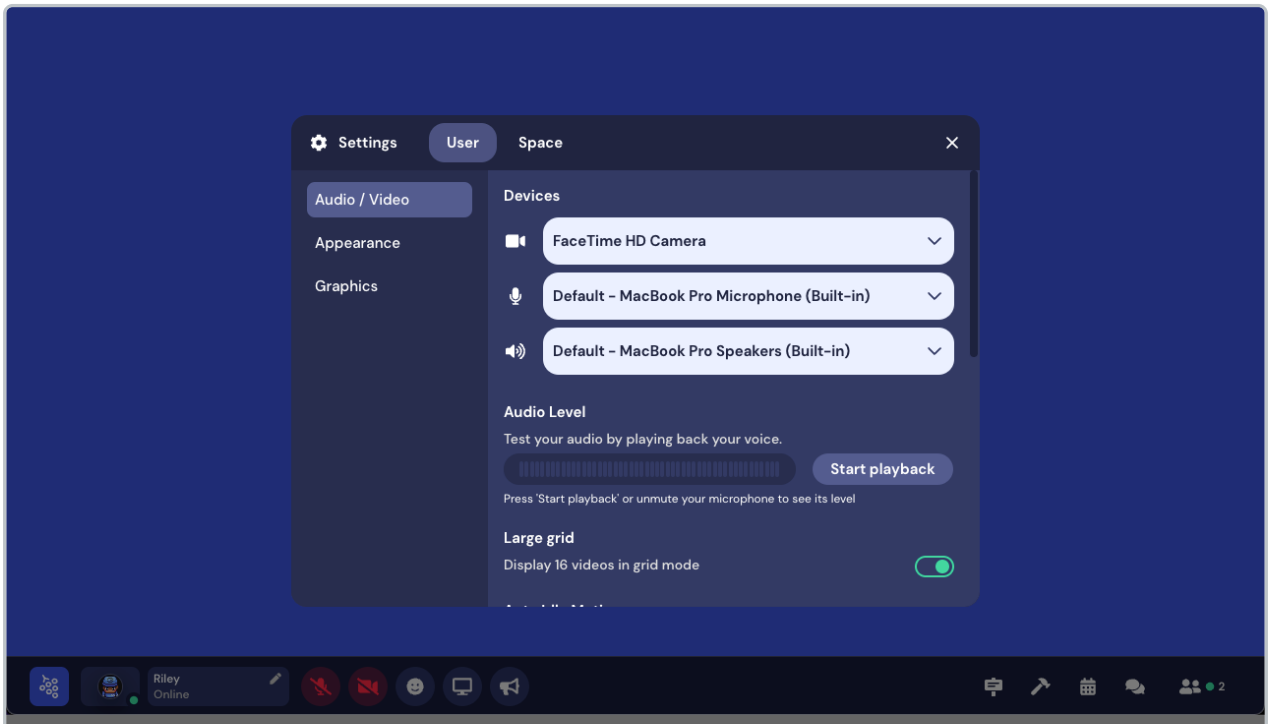
You can edit your name and character on the **Check Your Hair** screen by selecting **Edit**

Character, which will open the character picker. Select the mic and camera icons on the video preview to turn your mic and camera feed on or off prior to entering the Space. You can also change your input for camera and mic and output for speakers using the three drop-down fields. When you're ready to join, select **Join the Gathering**.

Note: When you're in a Space, you can see your video preview on the left of your toolbar. Select the mic and camera icons in the toolbar to turn your mic and camera on or off. Select your video in the toolbar to enlarge or pin your video feed.

Audio / Video Settings

To manage your audio and video settings while in the Space, open **Settings**. Select the **User** tab, then select **Audio / Video**.



To manage your devices and other A/V settings, select the User tab in **Settings**, then select **Audio / Video**.

Devices

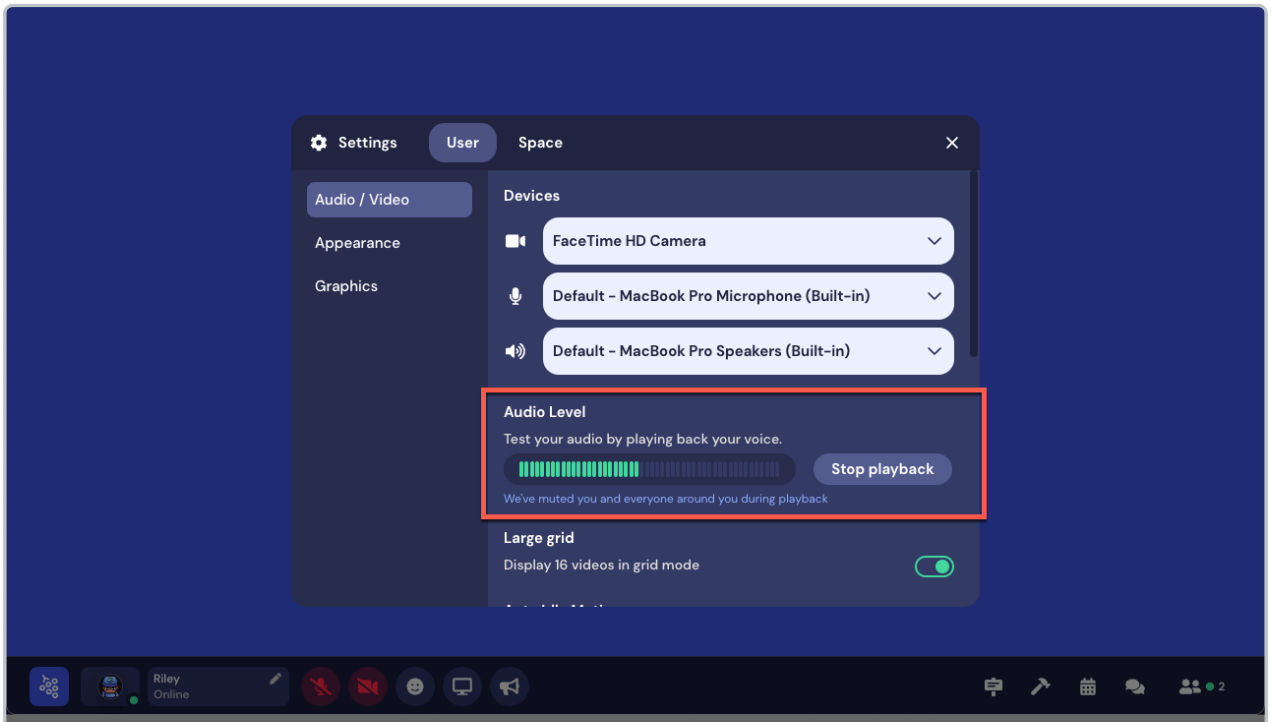
Open the drop-down fields to change your camera, mic, or speaker selections.

Note: If you do not see any options in the drop-down fields for **Devices**, check your browser settings. If you're on a Mac, you may need to check your system settings as well.

Warning: Firefox does not allow you to select your speaker output.

Audio Level

Select **Start playback** to test your microphone. When you are finished testing, select **Stop playback**.



From **User Settings**, select **Start playback** to test your audio. Select **Stop playback** when you're finished.

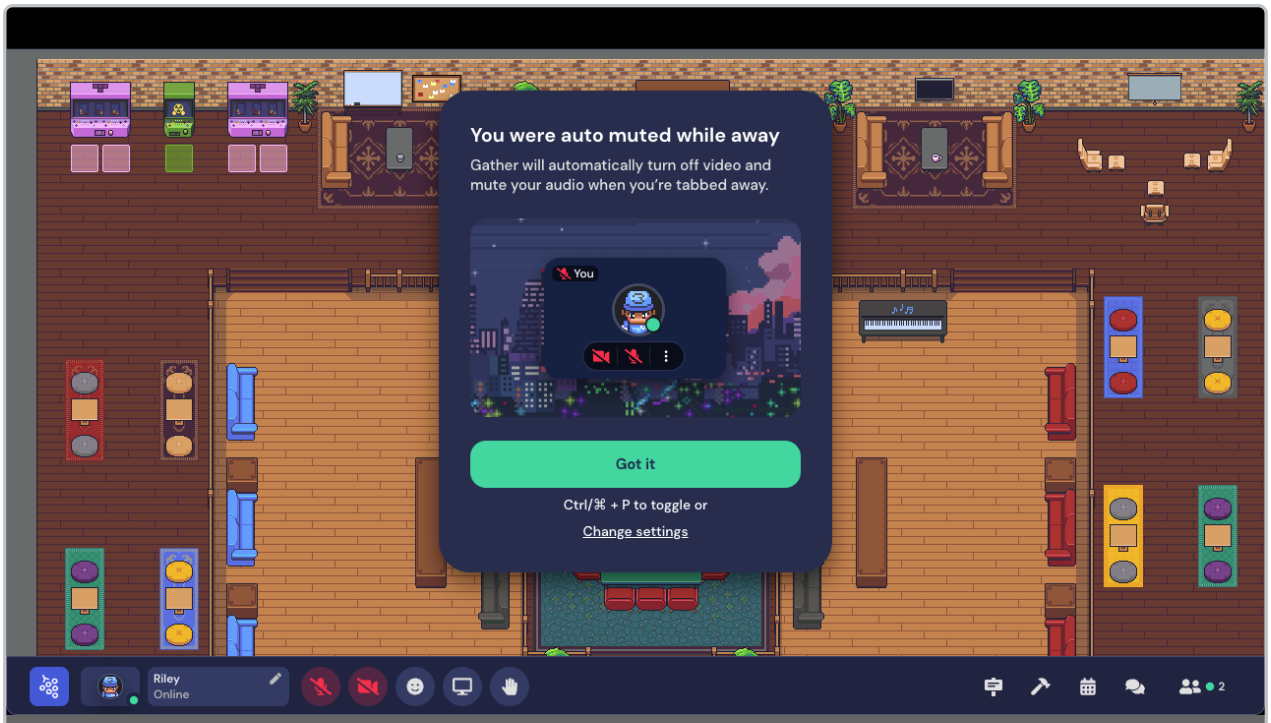
Large Grid

By default, large grid is turned on to display up to 16 videos at a time. Toggle this off to view no more than 9 videos at a time, which may improve your performance.

> **Note:** Read more about the video carousel for different video viewing options.

Auto Idle Muting

By default, **auto idle muting** is turned on so that your audio and video feed turn off whenever you are tabbed away from the Gather window and not connected to others. When you return to your Gather window by clicking in the Space, you will automatically be unmuted and your camera will turn back on. If you turn auto idle muting off, your camera and video will remain on unless you manually turn your mic and camera on or off, even while you use other windows or applications.



When you are tabbed away from Gather, auto idle muting automatically turns off your mic and camera. You see this message on your return.

Tip: If you want to hear any time someone walks up to you in your Gather Space, turn **Auto idle muting** off.

Note: When you are inside of an iframe (interacting with an interactive object such as an embedded video or website) and not connected to others, you may be automatically muted. This is because the iframe is in "focus," as opposed to the Gather app itself, which has a similar effect to being tabbed away. When you close the embedded object or click in the Gather Space, Gather should automatically unmute you.

Use HD Video Quality

By default, you will see HD videos if the people you are connected with are transmitting an HD video stream. You can turn this feature off to connect to SD video quality instead, which may improve your performance.

Chat Sounds

By default, chat sounds are turned on. Toggle off this setting to mute the notification noise for new chat messages.

Space Notifications

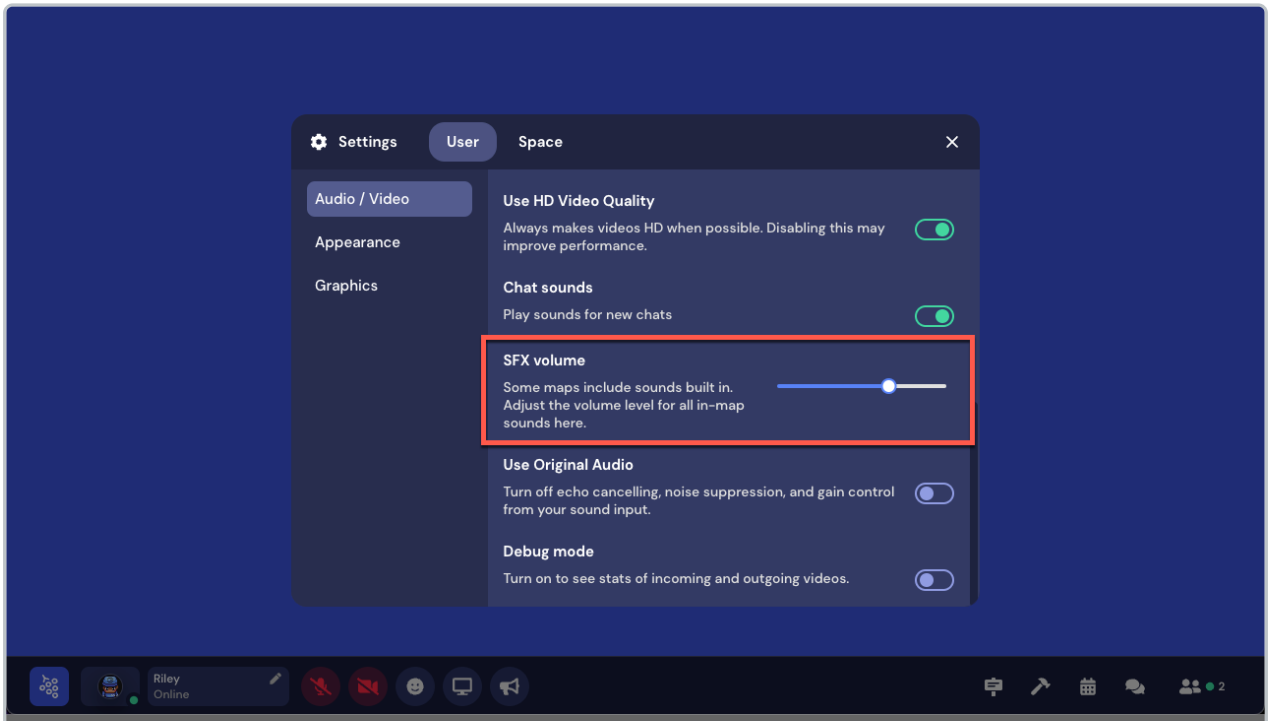
By default, Space notifications are off. Toggle on to receive a notification from your browser when the number of guests in the Space goes from zero to one.

> **Note:** This setting is currently in beta, so it will only display if beta features are enabled in the Space.

> **Warning:** You may need to allow notifications from Gather in your browser to receive the alert.

SFX Volume

Drag the **SFX volume** slider to adjust the audio level of any sounds in the Map (such as ambient noises or embedded media).



You can manage in-Space sounds using the SFX volume slider.

Use Original Audio

By default, original audio is turned off so that Gather can reduce echoes and suppress background noises. You can enable original audio to gain full control over your audio, which may also improve your performance.

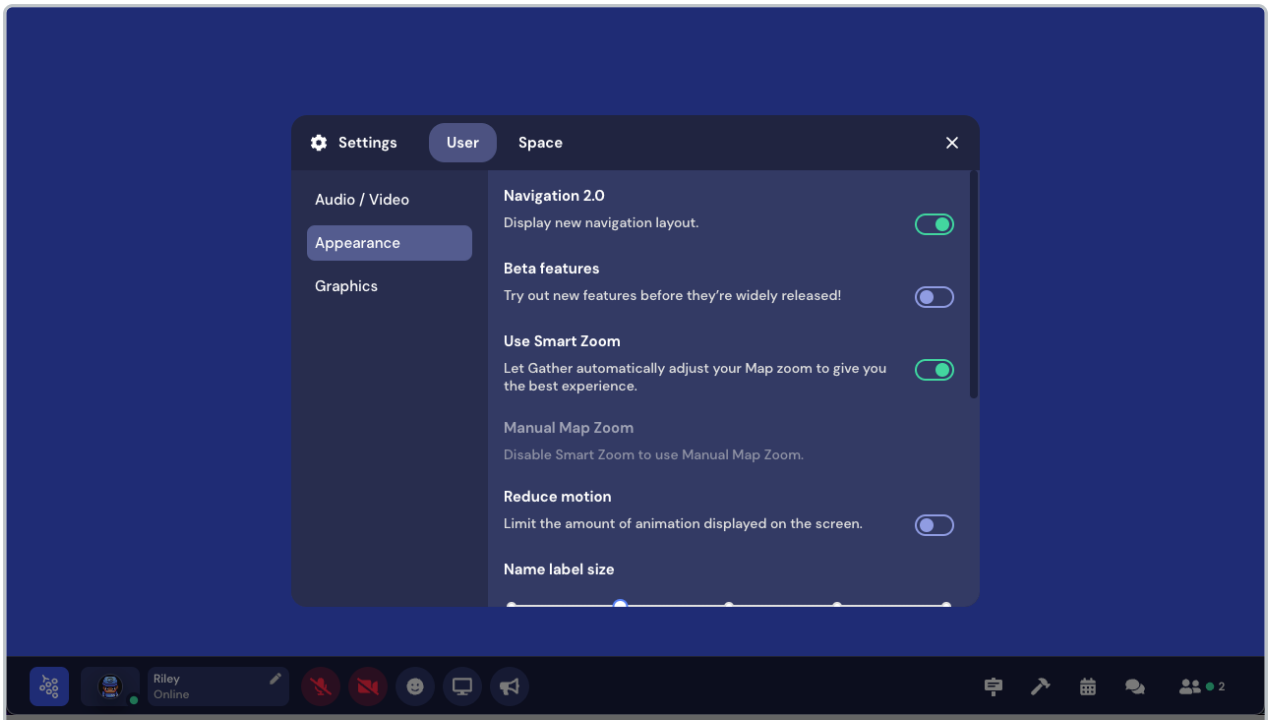
Debug Mode

By default, debug mode is turned off. Turn this mode on if you would like to see info on incoming/outgoing audio and video. This feature is generally helpful when working with Gather staff

to troubleshoot. You can also toggle this on/off with the keyboard shortcut **Ctrl/⌘+D**.

Appearance

To manage your settings related to what you see while in the Space, open **Settings**. Select the **User** tab, then select **Appearance**.



You can manage settings related to what you see in Gather in the **Appearance** section of User Settings.

Beta Features

If you want to be first to experience features we're developing and testing, turn on beta features.

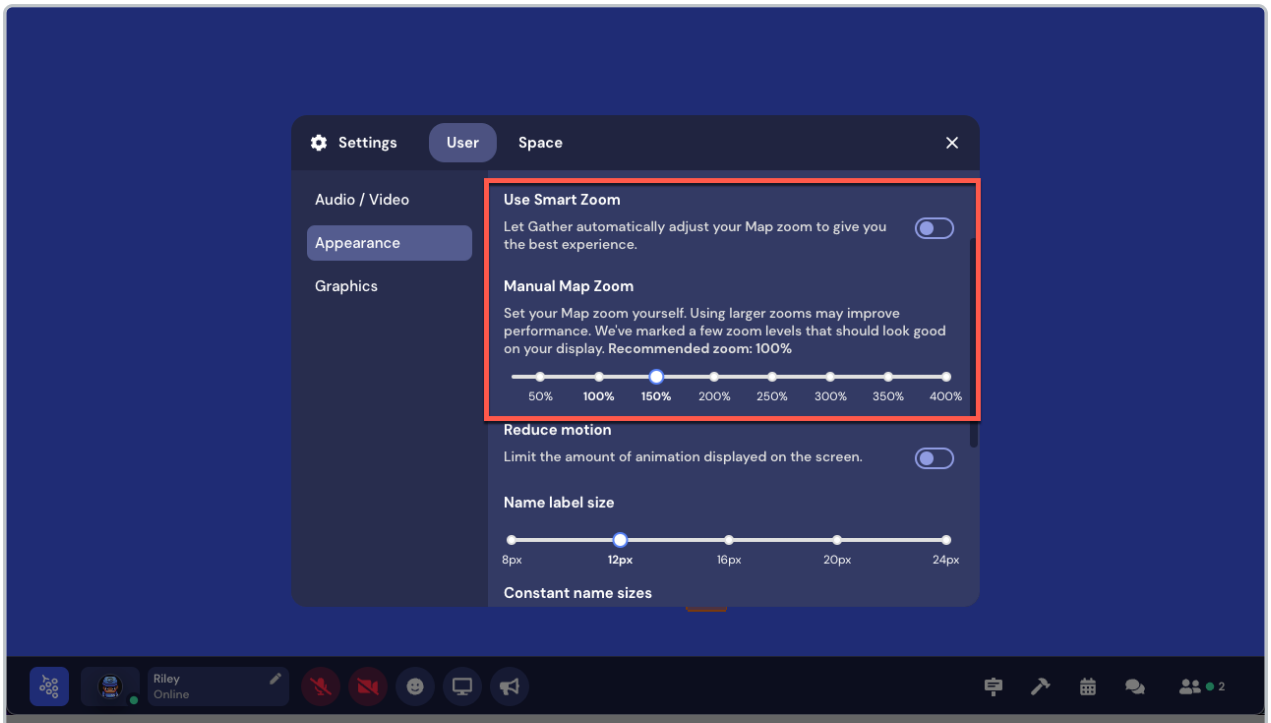
Use Smart Zoom

By default, Smart Zoom is turned on to provide you the best view of your Space based on the size of your browser window. You can turn off Smart Zoom to manually control your view of the Space.

Warning: When you turn off Smart Zoom, scroll to zoom is enabled. Use the scroll wheel to zoom in or out of the Space.

Manual Map Zoom

When Smart Zoom is turned off, you can manually adjust the view of the Map. You can select a percentage or a point on the slider (or use scroll to zoom with your mouse while in the Space).



You can turn off Smart Zoom to manually control the view of the Space, up to 400%. Changing the canvas zoom affects the view of the Map, not the size of the interface.

Note: Using the browser zoom function enlarges or shrinks the entire window, including the navigation menus and windows, whereas Manual Zoom just enlarges or shrinks the view of the Space.

Reduce Motion

By default, **reduce motion** is turned off. Toggle this setting on to limit the amount of animation displayed on the screen. (This may improve your performance, as well.)

Name Label Size

By default, **name label size** is set at 12 px. You can manually adjust the font size by dragging the slider or selecting one of the font sizes specified on the slider.

Constant Name Sizes

By default, **constant name sizes** is on so that your avatar's name label displays the same size regardless of the Map zoom level. Toggle this setting off to allow the name label to dynamically size with the Map zoom level.

Tooltip Label Size

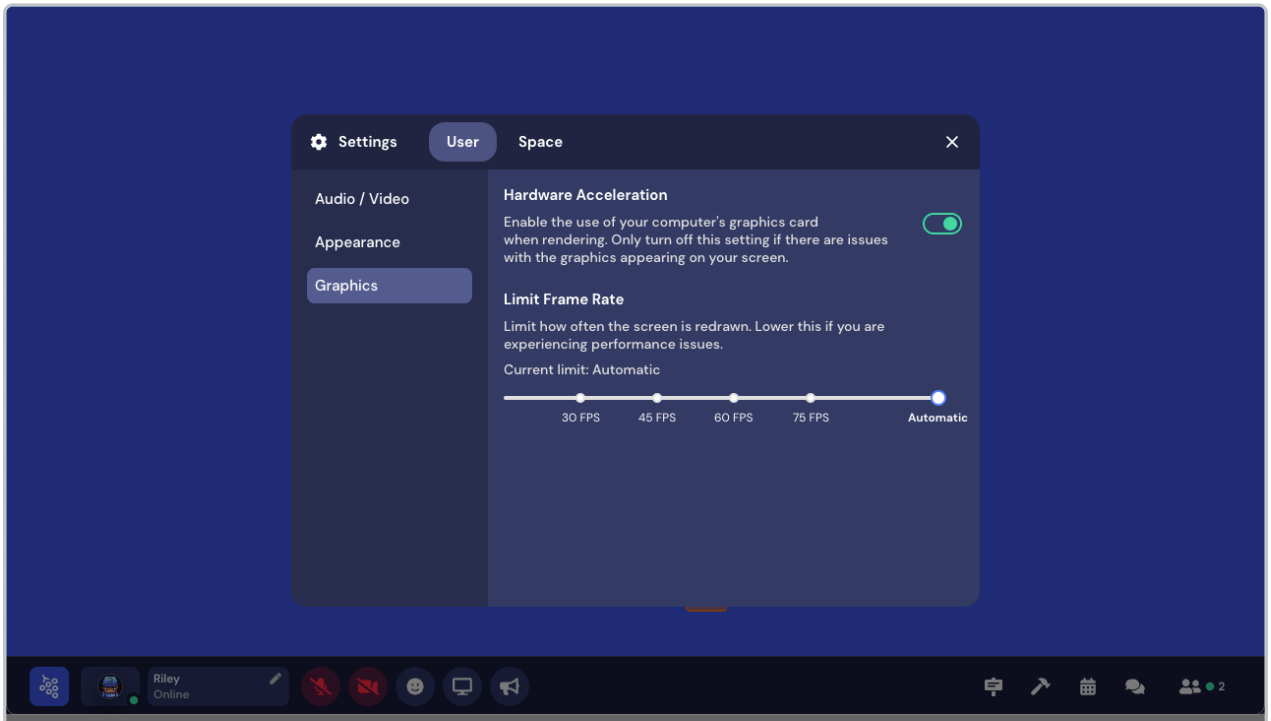
By default, **tooltip label size** is set at 13 px. (Tooltips are the messages that display for interactive objects.) You can manually adjust the tooltip font size by dragging the slider or selecting one of the font sizes specified on the slider.

Constant Tooltip Sizes

By default, **constant tooltip sizes** is on so that the tooltip font displays the same size regardless of the Map zoom level. Toggle this setting off to allow the tooltip labels to dynamically size with the Map zoom level.

Graphics Settings

To manage graphics settings while in the Space, open **Settings** in the **Left Nav Menu**. Select the **User** tab, then select **Graphics**.



To manage graphics settings, which may improve your performance, select **Settings** in the **Left Nav Menu**. Select the **User** tab, then select **Graphics**.

Hardware Acceleration

By default, hardware acceleration is turned on to use your computer's graphics card when rendering Gather. Toggle this setting off if you are experiencing issues with graphics loading on your screen.

Limit Frame Rate

By default, your frames per second (fps) display at the highest level to provide the best video experience of Gather. Drag the slider to lower fps, which may improve your performance.

Proximity A/V

Gather uses proximity video chat. This means the audio and video of a person grows clearer as you walk closer to them and fades out as you walk away. You begin connecting with someone who is five tiles from you, and you are fully connected when you are within two tiles of each other.

Exceptions

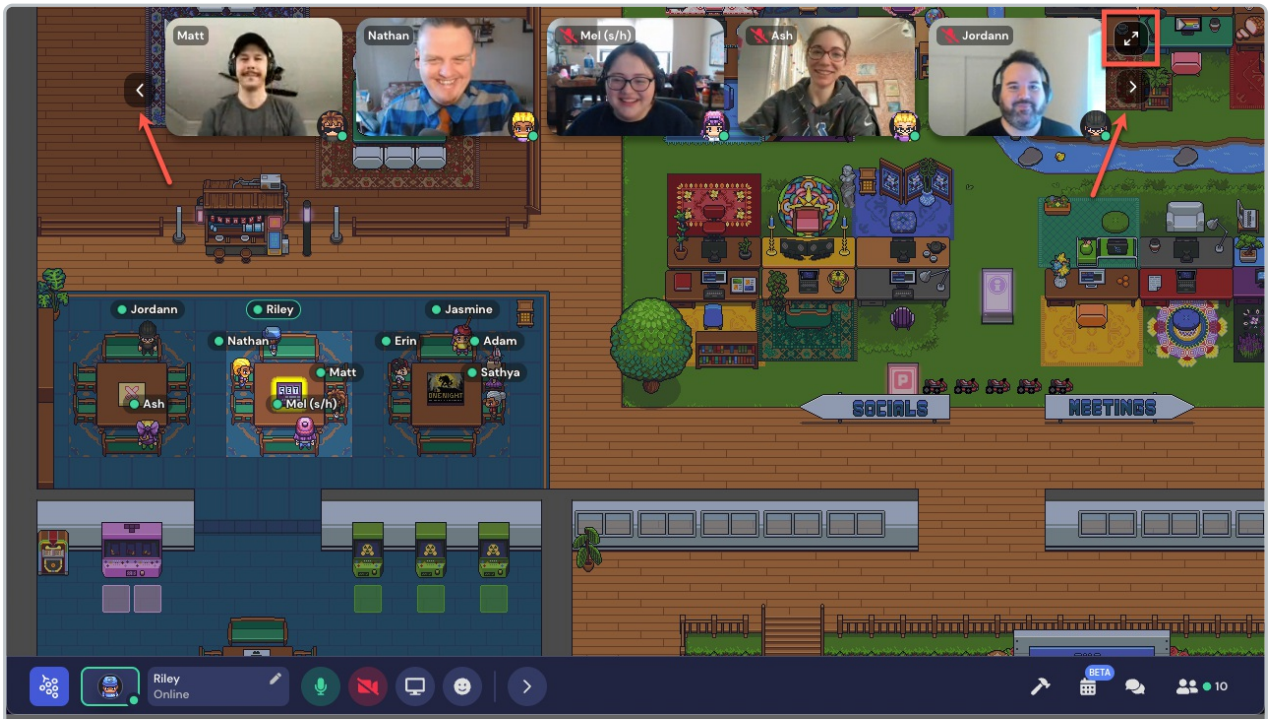
- **Private areas:** In a private area, you connect to the a/v of everyone who is in the same private area as you.
- **Quiet mode:** In quiet mode, you only connect to someone's a/v who is within one tile of you.
- **Ghost mode:** In ghost mode, you do not connect to anyone's a/v.

Video Carousel

When there are multiple people in one gathering, a select number of video feeds will show at the top of your screen. The number of video feeds that display depend on the size of your browsing window and resolution of your screen.

Video Carousel

You can scroll between videos manually by clicking the arrows to the left and right of the videos shown. This is called the video carousel.



You can navigate through your video carousel by clicking the arrows on either side of your screen. You can switch to grid view by clicking the expanding arrows icon at the upper right of the grid.

Grid View

To increase the number of videos visible to you or to enlarge the videos you are currently seeing, you can enter grid view by selecting the expanding arrows icon. Grid view displays up to 16 videos / screen shares in a grid format. To exit grid view, select the collapsing arrows icon at the upper right of the grid.

When you are in Grid View, you can collapse back to the regular Video Carousel by clicking the button in the upper right corner of the screen.

Video Prioritization

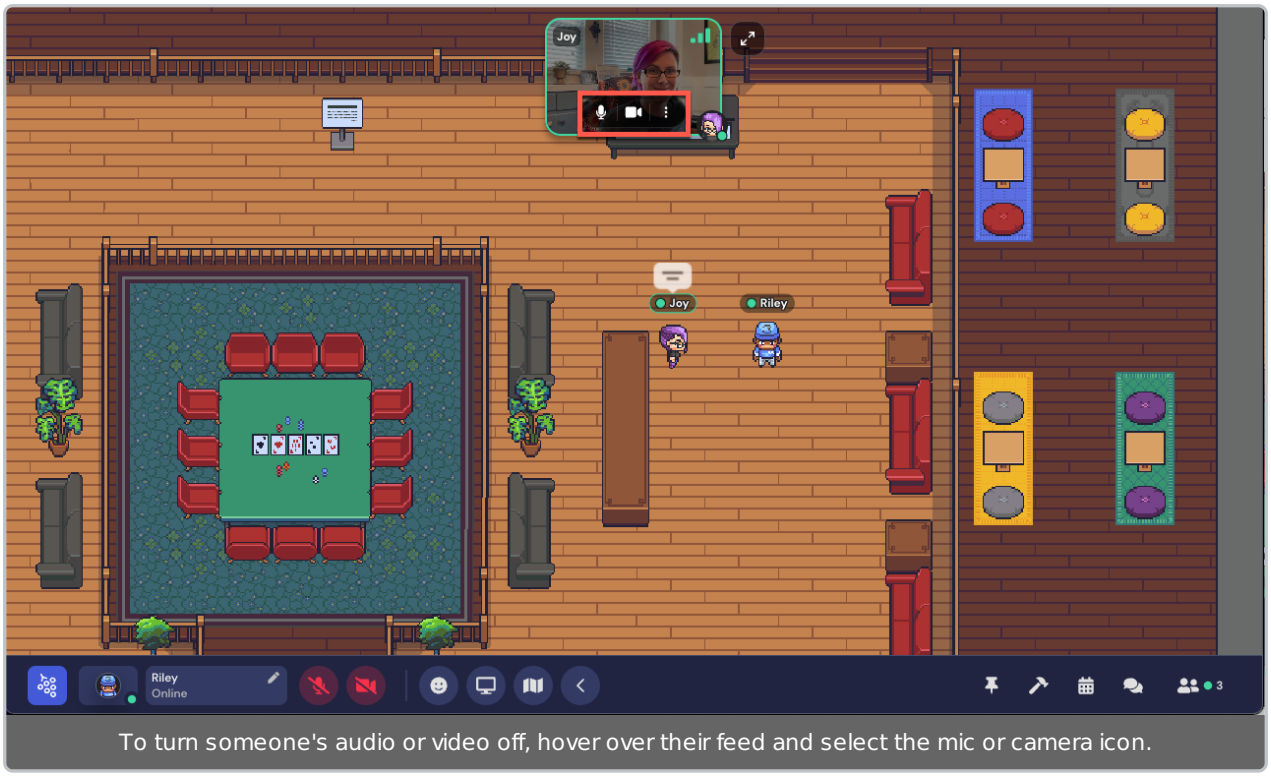
When someone first joins an ongoing group conversation, they will appear at the end of your video carousel. Whenever they speak, their video will show in the carousel if they aren't already visible on your screen. This helps sort the videos you see so that the most active contributors in a conversation will automatically display in your carousel. When anyone speaks, their video preview will also be outlined in green.

Enlarge a Video

To focus on one person's video (or screen share), click on that person's feed. The rest of the videos will display in a vertical row on the left of the screen. If the Build, Calendar, Chat, or Participants pane is open, collapse it for the largest view.

Muting Users

To turn off another person's audio or video feed, just hover over their video feed and select the microphone or camera icon. Keep in mind this just stops their feed to you, not to anyone else.



To turn someone's audio or video off, hover over their feed and select the mic or camera icon.

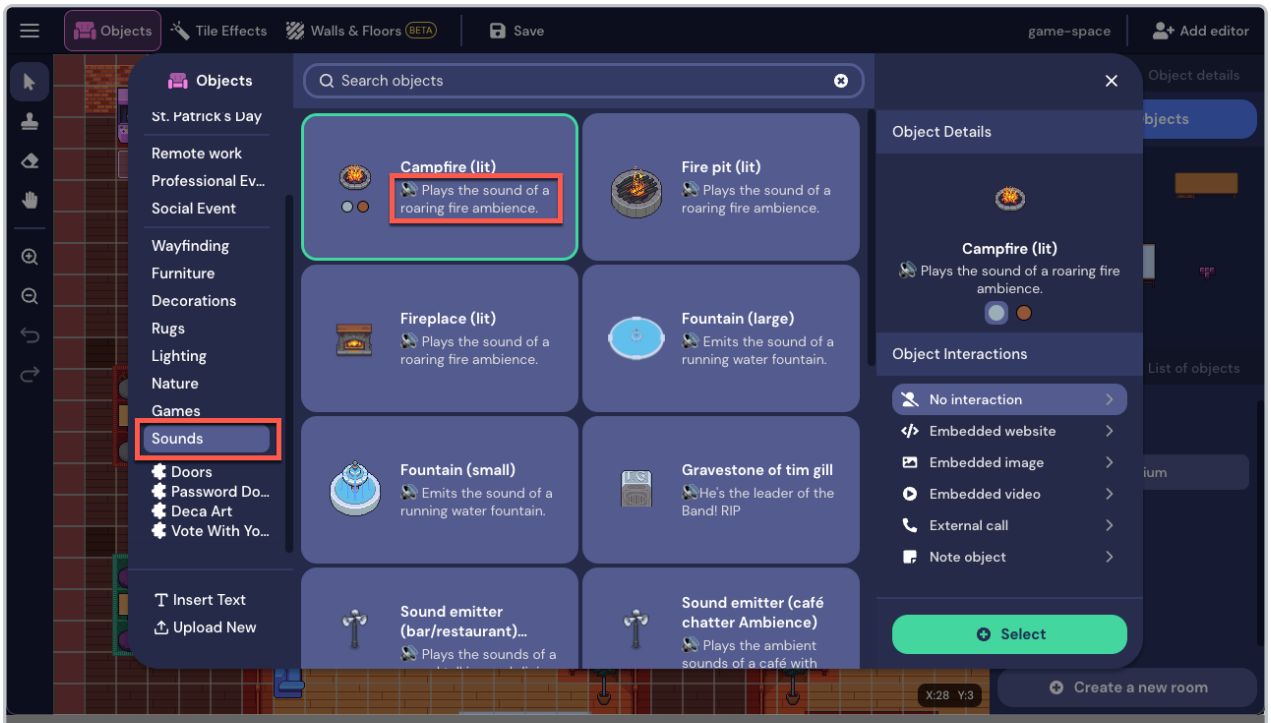
Note: If you turn off another person's audio or video for yourself, if they leave your range of conversation and return, it will reset the setting so that you will be able to see and hear them again.

Ambient Noise

We offer sound emitter objects to add ambient background noise to your Space, such as ocean waves or cafe chatter. You can manually add sound emitters or objects with sound to your Space, or your template or object may come with a sound emitter already embedded (e.g., beach and island templates typically have the ocean sound emitter, and fountain objects have water trickling).

Add Sound Emitter

If you would like to add a sound emitter or object with sound effects to your Space, open the Object Picker. Enter "sound" in the Search bar or select **Sounds** from the **Left Nav Menu** of the Object Picker. Select the object you wish to place and add it to your Space.

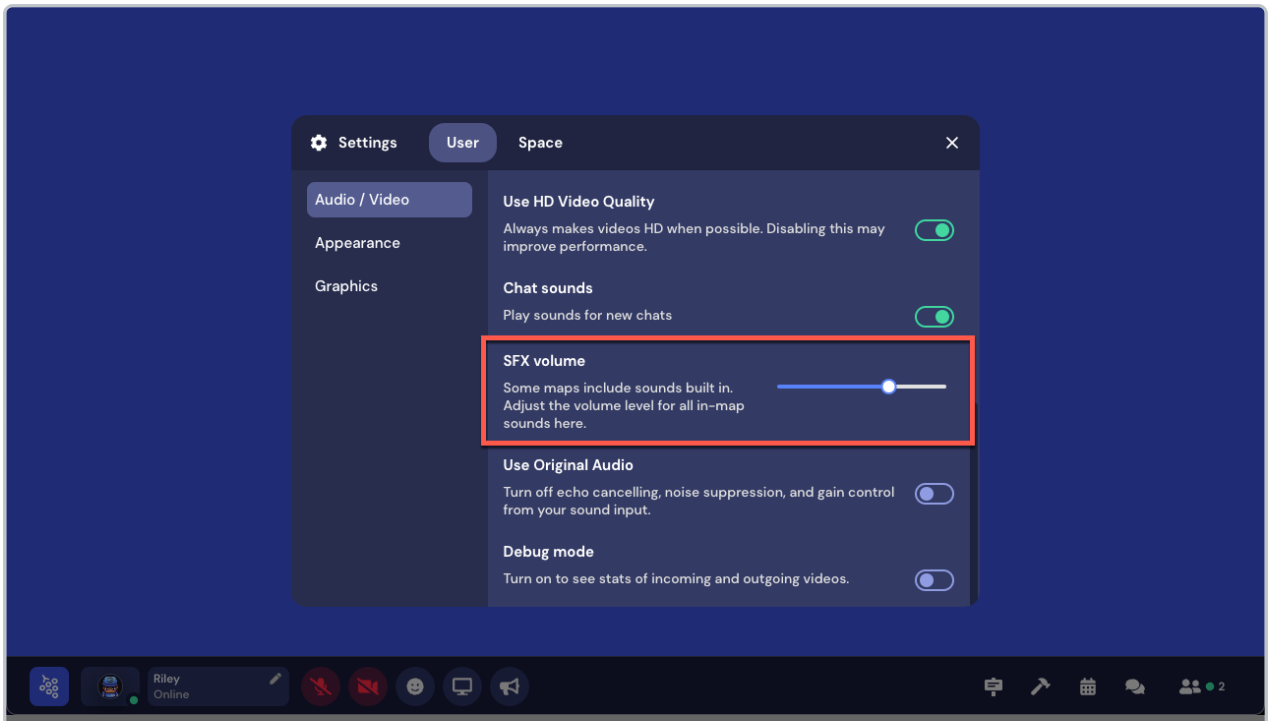


To add ambient noise to your Space, open the Object Picker and select the Sounds category. Objects that have sounds display a speaker (See fire pit) or are speakers on top of a pole.

Note: A speaker icon next to the object indicates that the object has sound effects embedded in it.

Adjust Sound Level

When you place a sound emitter or object with sound in your Space, the noise grows louder as your character walks closer to the object/emitter and fades as you walk away. If you would like to manually adjust the sound level of the ambient noise, open **Settings** and select the **User** tab. In the **Audio / Video** section, use the volume slider under **SFX volume** to adjust the noise level of all in-Map sounds.



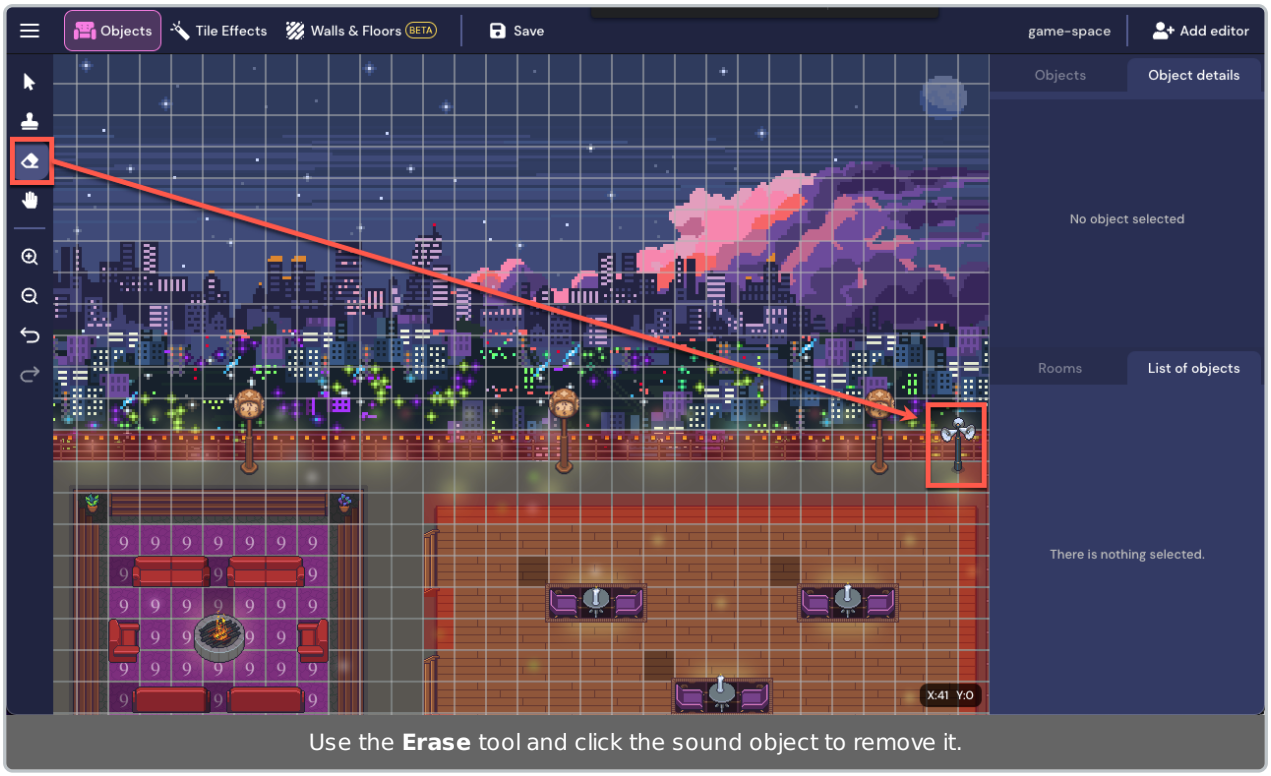
Open **Settings**, select the **User** tab, and in the **Audio / Video** section, adjust the volume slider for **SFX volume**.

Note: Adjusting the SFX volume only applies to your experience; this does not change the sound level for other people in the Space.

Remove Sound Emitter

If you want to remove a sound emitter or object with sound, use the **Erase** tool either by selecting **Build** in the **Left Nav Menu** and selecting the **Erase** tab, or by entering the Mapmaker and selecting the **Erase** tool while **Objects** is selected in the **Top Nav Menu**. Click on the object to remove it. Select **Save** if you are erasing from the Mapmaker.

Refresh the Space to apply the change. (Anyone currently in the Space should also refresh to experience the change.)



Use the **Erase** tool and click the sound object to remove it.

Note: Only Admins and Builders can use the **Erase** tool to remove sound emitters. If you're not sure what sound object you're looking for, search for the speakers on a pole in your Space or use the **Sound** category in the Object Picker to see which objects have sounds. **Refresh the page to apply the change.**

Tip: Love an object that we have but don't want the built-in sound effects? From the Object Picker, in the Object Details preview of the object, right click and select **Save Image As** to download the image. Then upload the image as a custom object. No more sound!

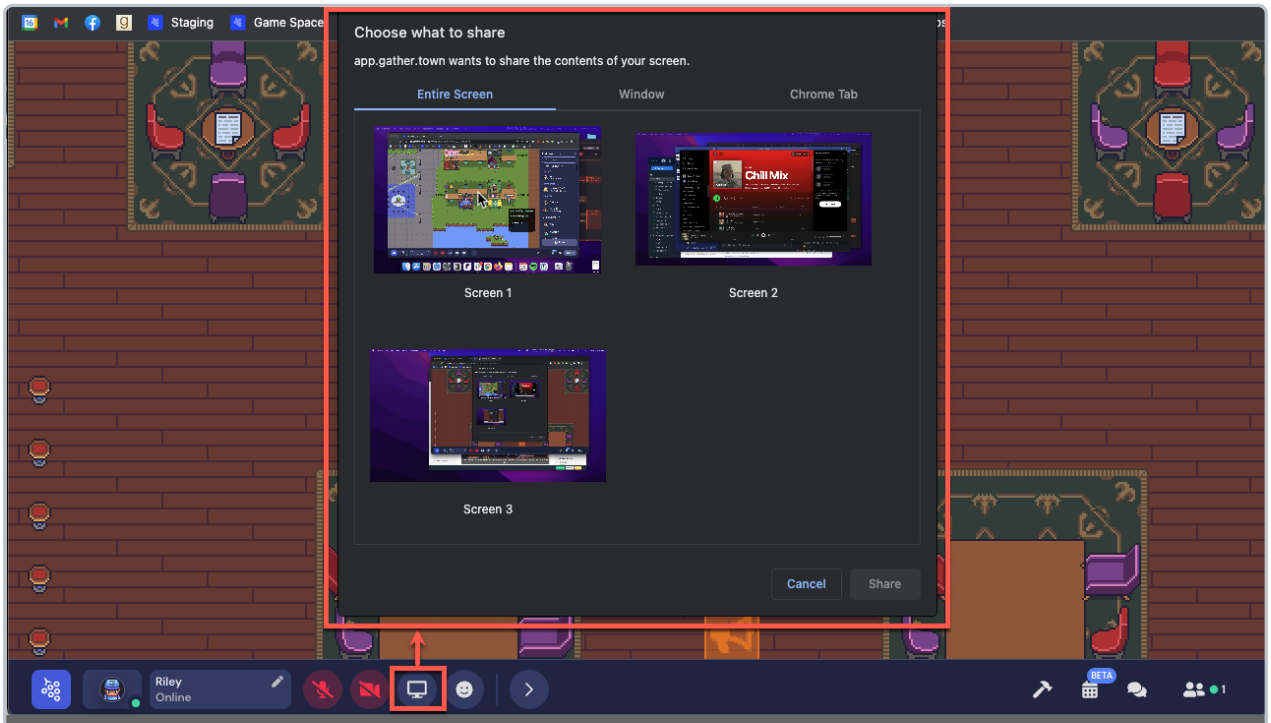
Screen Sharing

You can share your screen with all of the people you are connected to on Gather. To do so, select Screen Share in the toolbar. The process for sharing screens varies by browser and purpose.

- Sharing in Chrome
- Sharing in Firefox
- Sharing in Safari
- Sharing Slides
- Sharing Audio
- Sharing Video

Sharing in Chrome

Any time you screen share in Chrome, you are given the opportunity to share an **Entire Screen** (choose from any monitors you have), from a **Window** (choose from any program open on your machine), or from a **Chrome Tab** (choose from a specific tab in Chrome).

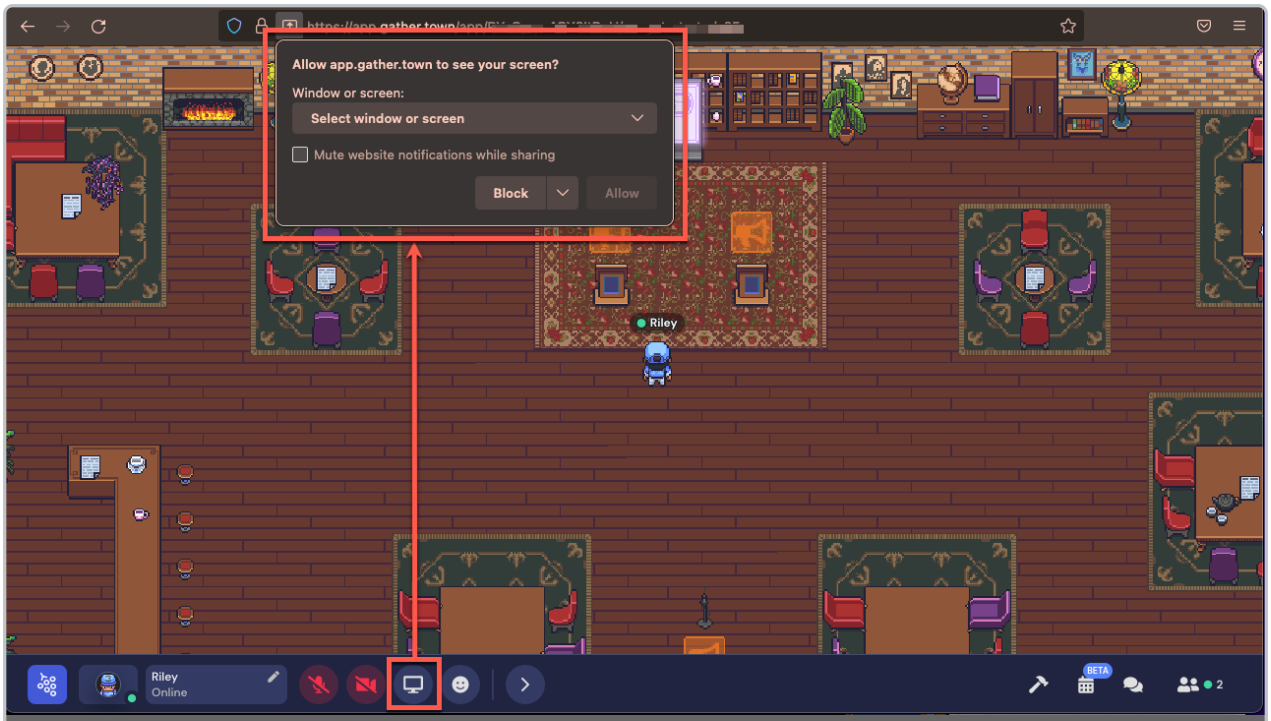


Select **Screen Share** in the toolbar. If you are in Chrome, select the screen, window, or tab to share.

When you have selected the screen, window, or tab you wish to display, select **Share**.

Sharing in Firefox

Any time you screen share in Firefox, you are given the opportunity to share a window or screen. The drop-down list will display all options for sharing, which include sharing a **window** (any open program) as well as your **screen** (entire monitor).

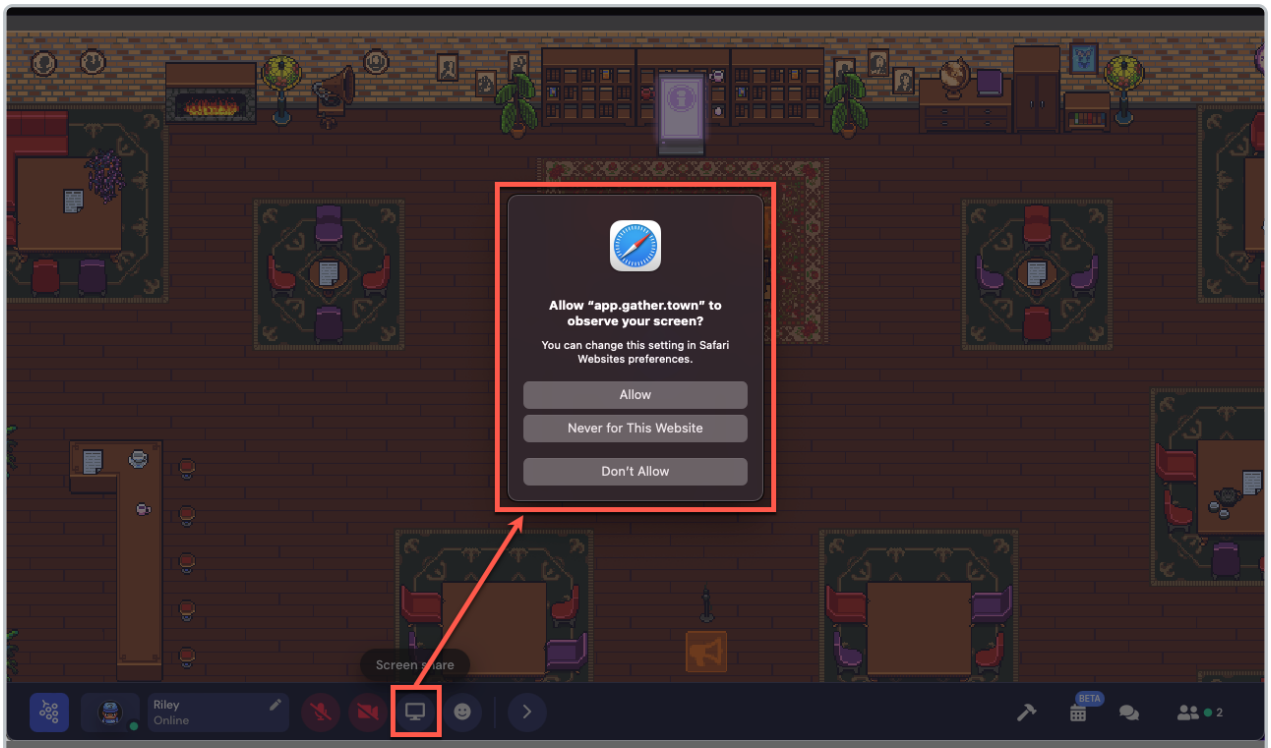


Select **Screen Share** in the toolbar. If you are in Firefox, select the window or screen to share.

When you have selected the window or screen you wish to share, a preview will display. Select **Allow** to begin sharing that program or window.

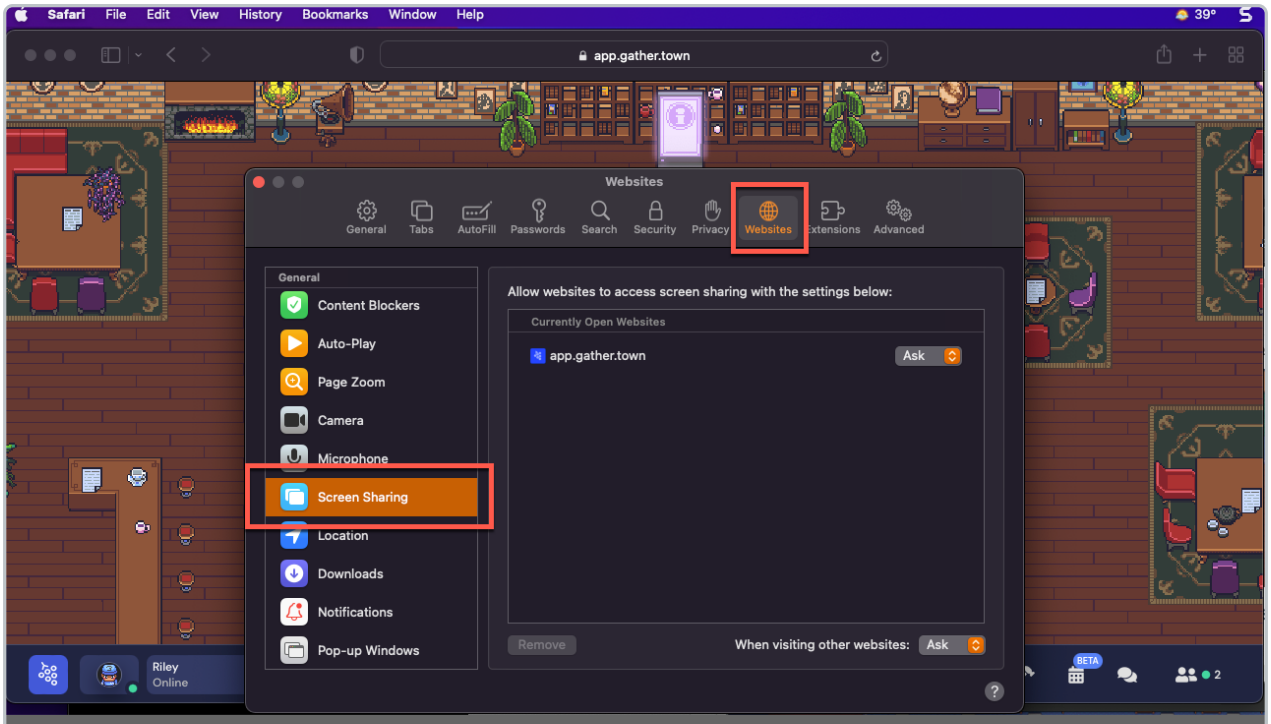
Sharing in Safari

Any time you screen share in Safari (the desktop browser, not the mobile browser), you will need to grant Gather access. Select **Allow** to screen share. You only have the option to share the screen (monitor) that Safari displays on.



Select **Screen Share** in the toolbar. If you are in Safari, select Allow to share your current window.

If you accidentally select **Don't Allow**, refresh the page to be prompted again. If you accidentally click **Never for This Website**, or if you want to have Safari automatically authorize Gather, open **Safari Preferences**. Select **Websites** in the top panel, then select **Screen Sharing**. Grant Gather access by selecting **Ask** in the drop-down field.

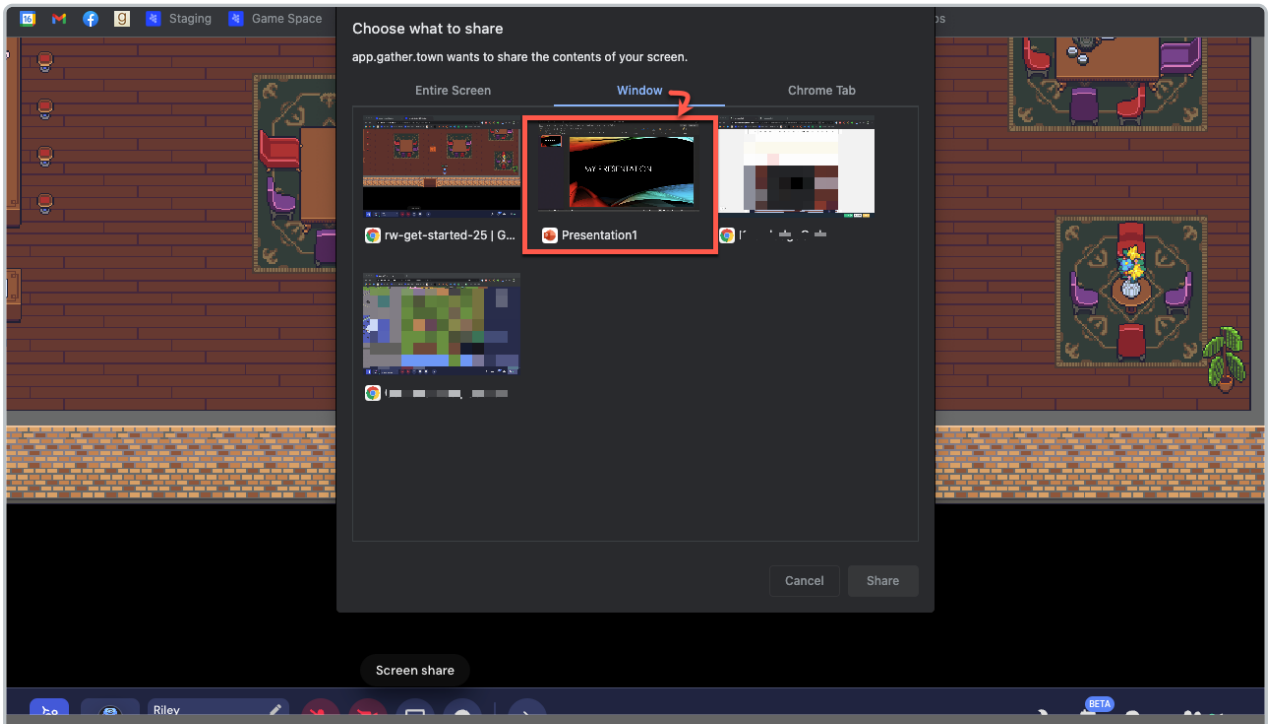


From Safari Preferences, select **Websites**, then **Screen Sharing**. Select **Ask** for app.gather.town.

Warning: We do not currently support other browsers, so we have not included information for screen sharing outside of Chrome, Firefox, or Safari.

Sharing Slides

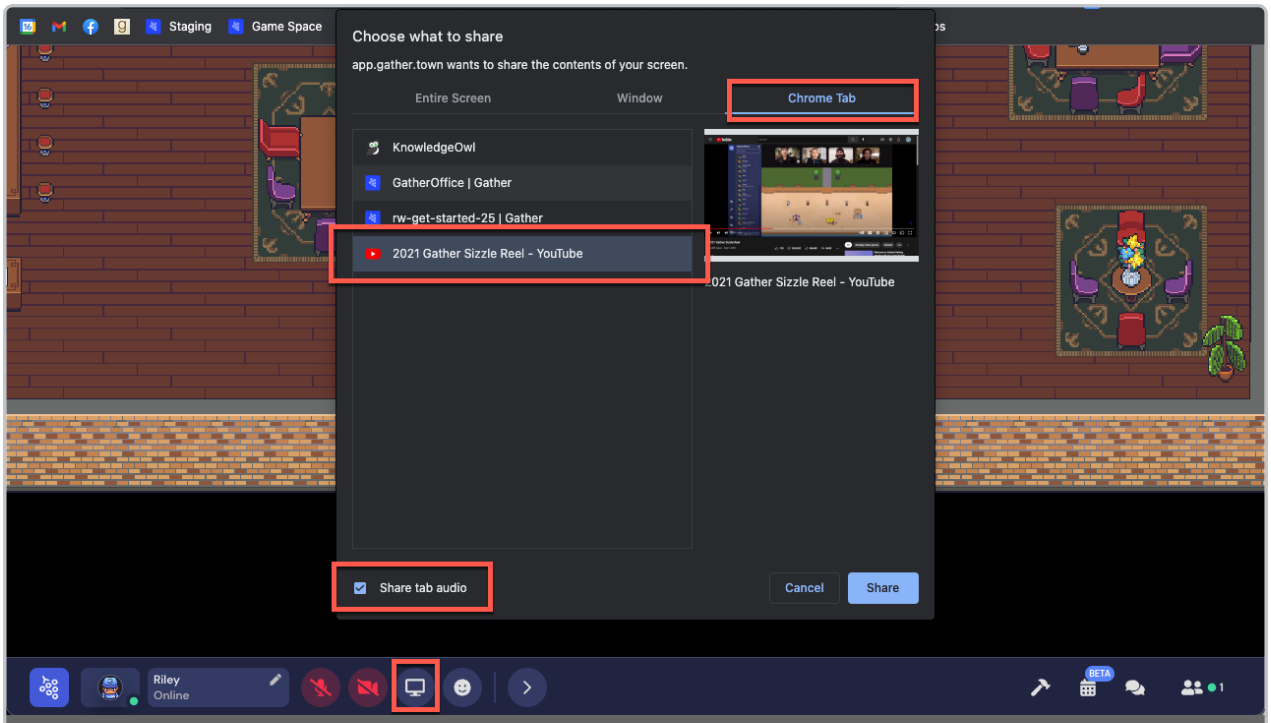
To share a PowerPoint or slidedeck, select **Screen share** in the toolbar, and in your browser's screen sharing window, select **Window**. Then select the window that's showing the presentation. If you have multiple monitors, you can select the window that's displaying the fullscreen slideshow.



To screen share a slide show, select the **Window** tab in your browser's screen sharing window. Then select the preview that's displaying the fullscreen presentation.

Sharing Audio

To share audio while screen sharing in Chrome, (1) select **Screen share** in the toolbar, (2) select **Chrome tab** in the **Choose what to share** window, and (3) select the Chrome tab that has the audio. Make sure **Share tab audio** is selected.



To screen share with audio, (1) select **Screen share** in the toolbar**,** (2) select **Chrome tab**, and (3) select the desired tab. Make sure **Share tab audio** is selected.

Sharing Video

If you are screen sharing media, you can toggle on **Optimize for video**. This changes your screen sharing to HD, which will provide a better viewing experience. However, this means you will be sharing more data, so it could cause performance issues for the person sharing or those watching.

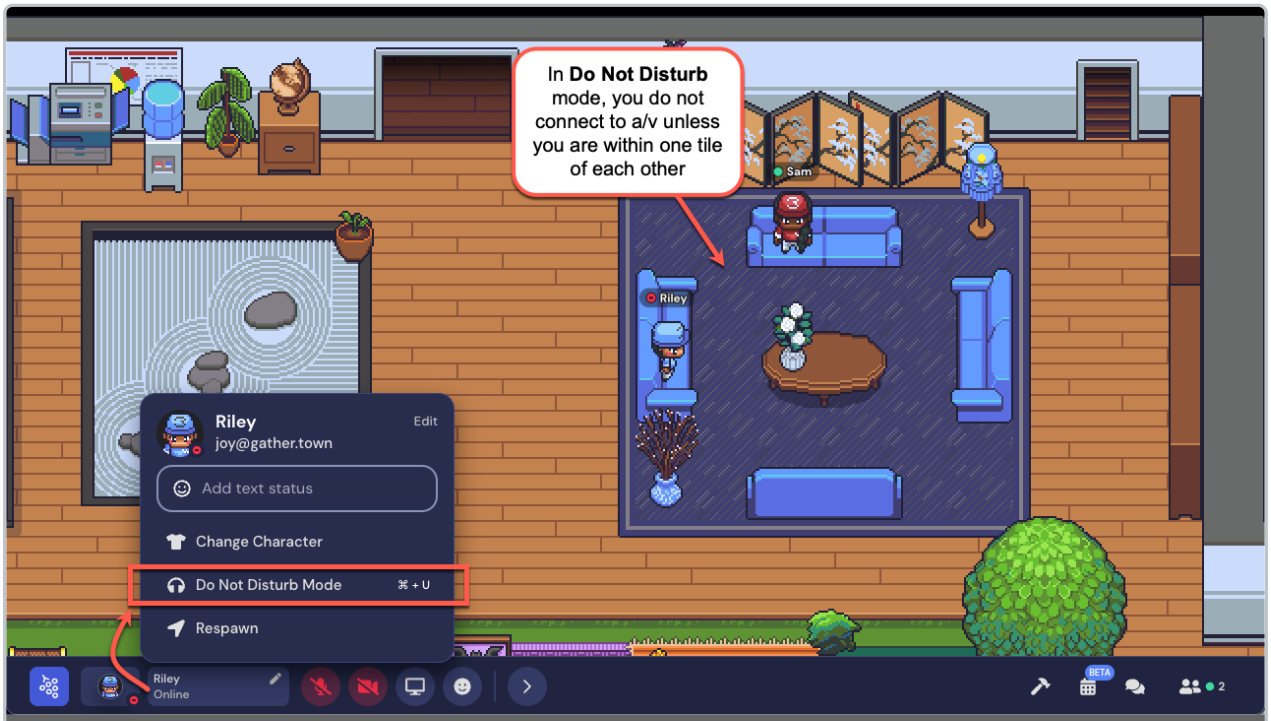
When you screen share, you can toggle on Optimize for video for an improved experience.

Modes

Modes

Do Not Disturb Mode

To connect only to the audio and video of people right next to you (within one tile), turn on **Do Not Disturb** mode from your personal menu or by pressing **Ctrl/⌘ + U**. Your status indicator will turn red in the toolbar, next to your name in the Participants list, and on your name label.



Riley is in Quiet Mode, as seen by the red status indicator, and they are not connected to Sam because they're two tiles apart.

Ghost Mode

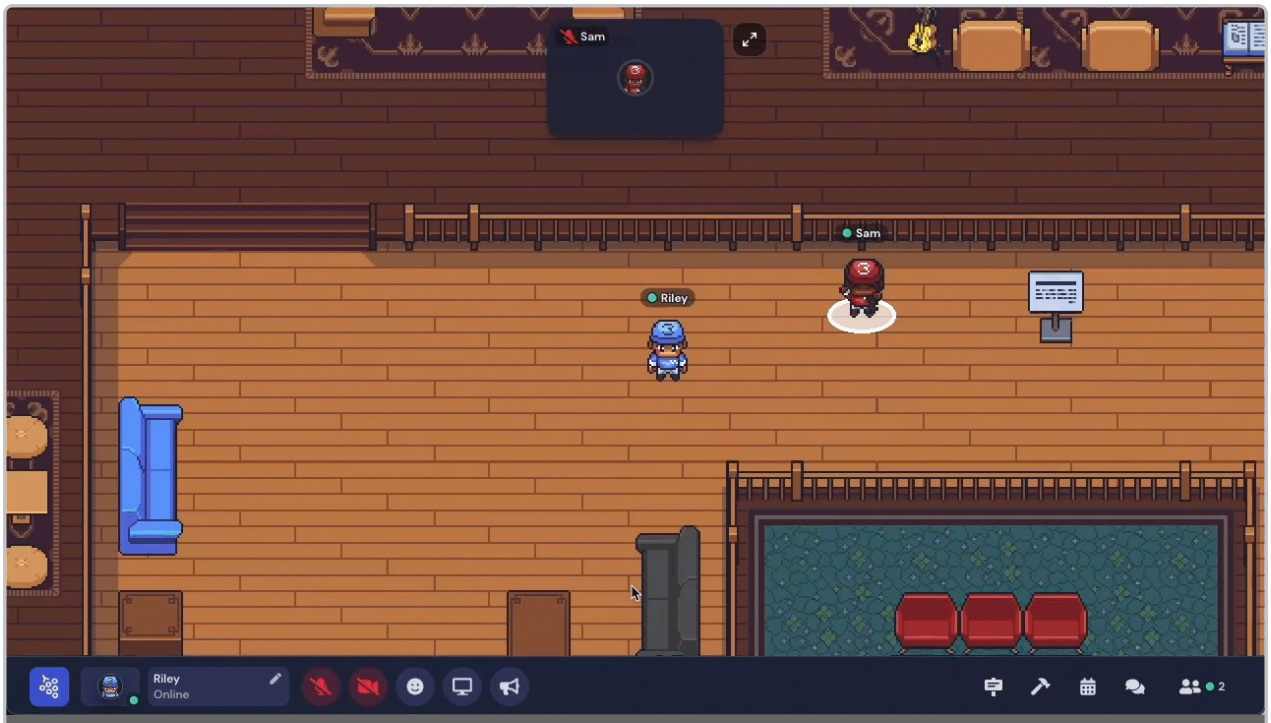
If you are blocked in by other people or you want to enter a spot where all the seats are taken, press and hold the "g" key to enter Ghost Mode. This allows you to pass through tiles that are occupied by other people.

Riley enters ghost mode by holding the "g" key and can walk through Sam.

Warning: While in Ghost mode, you will be disconnected from everyone and will be unable to make new audio or video connections until you exit Ghost mode.

Dance Mode

You can dance by pressing "z" on your keyboard. To stop dancing, use the arrow or WASD keys.



Riley and Sam are dancing by pressing "z"!

Debug Mode

You can view details on incoming/outgoing audio and video from **User Settings** > **Audio/Video** and toggling on Debug mode or by pressing **Ctrl/⌘ + Shift + D**. This is mostly used for troubleshooting issues with Gather support staff.

System Requirements

Gather can be used on any computer (laptop or desktop), on any OS (Windows, Mac OS, Linux), using one of our supported web browsers (Google Chrome, Firefox, and Safari). Our Safari and Linux experience are currently in beta, as is our desktop app.

> **Warning:** You can access Gather on your mobile device or tablet; however, the mobile-responsive experience is in development. Use a desktop browser for the best experience!

We recommend the following system specifications for an ideal experience:

- 2.4 ghz dual core
- 8 gb RAM

For internet speeds, we recommend:

- 10 Mbps download speed
- 3 Mbps upload speed

Your experience will vary based on the total number of video feeds you are connected to and whether you have "HD Video Quality" toggled on (User Settings > Audio/Video). The number of videos you are connected to is based on the number of participants you are actively video chatting with. It will be more taxing on your computer if you are connected to 20 or more participants as opposed to being connected to one or two people. You may still be able to experience most of the features of Gather with a minimum of 3Mbps down/1Mbsp up; however, you will experience more lag as you connect to more people.

Explore the Space

Last Modified on 03/28/2022 2:04 pm EDT

You can easily move through Gather on a keyboard using the **arrow** keys or the **WASD** keys. You can also navigate using your mouse by double clicking on a spot on the Map to walk to it.

Note: On mobile, you can double tap to move to a spot on the Map, or you can hold and drag to move throughout the Space.

Find Others

To find someone on the Map, you can view the **Participants** list, select a person's name, then choose **Locate on Map** or **Follow**. **Locate on Map** will display a dynamic line that will lead you to wherever the person is. **Follow** will automatically move you in the Space to the person and will attach you to them so they can lead you through the Space.

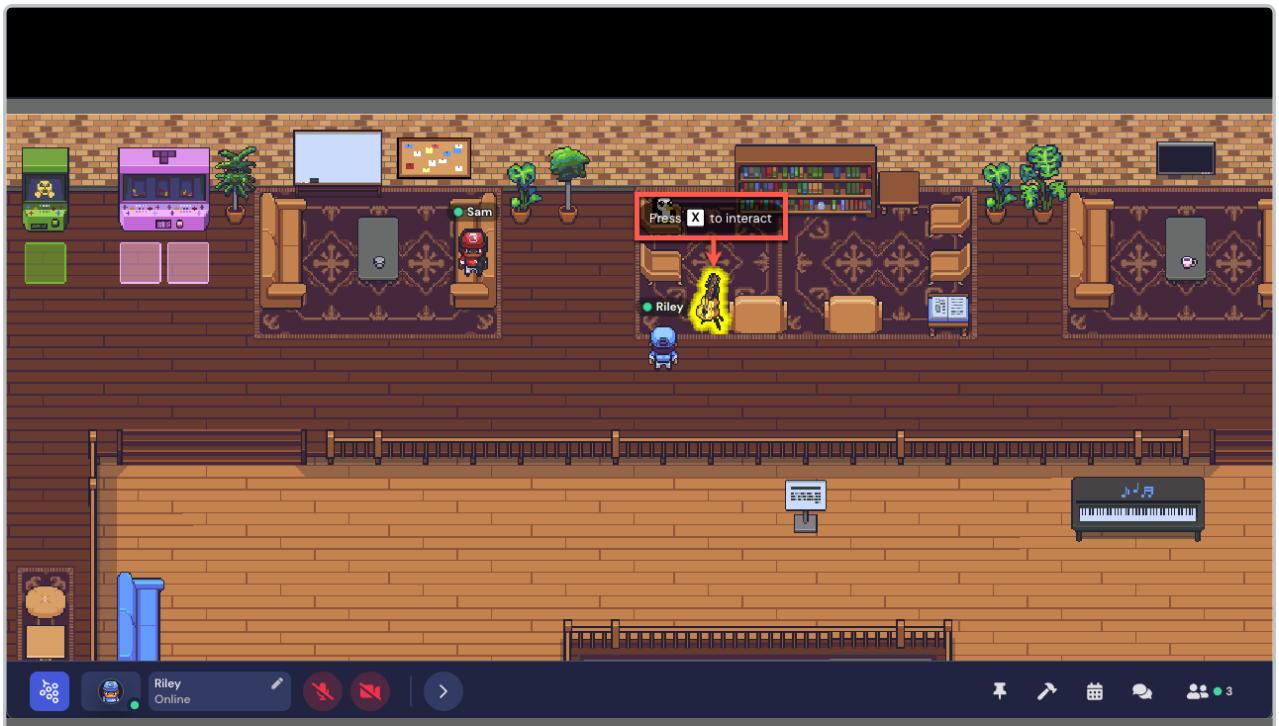
You can also right click (or two-finger click) on anyone in the Space to open a context menu for that person. This menu lets you move to them, follow them, request to lead them, send them a message, or start a bubble. Messages will appear as private messages in the chat panel.

You can double click on the Map to automatically move to a location. You can also find someone in the **Participants** panel, then select their name to **Locate on Map** or **Follow**. Right clicking on a character also allows you to move to them, follow them, request to lead them, start a bubble with them, or send them a message.

Interactive Objects

If you walk up to an object and see it glow yellow, the object is interactive. A message displays next to the interactive object that reads "Press **x** to interact." (It may display more specific text, depending on the type of object and whether the object has a custom prompt message.) Just press the "**x**" key to engage with the object.

Note: The "toast" or prompt message for an interactive object displays for approximately 10 seconds.

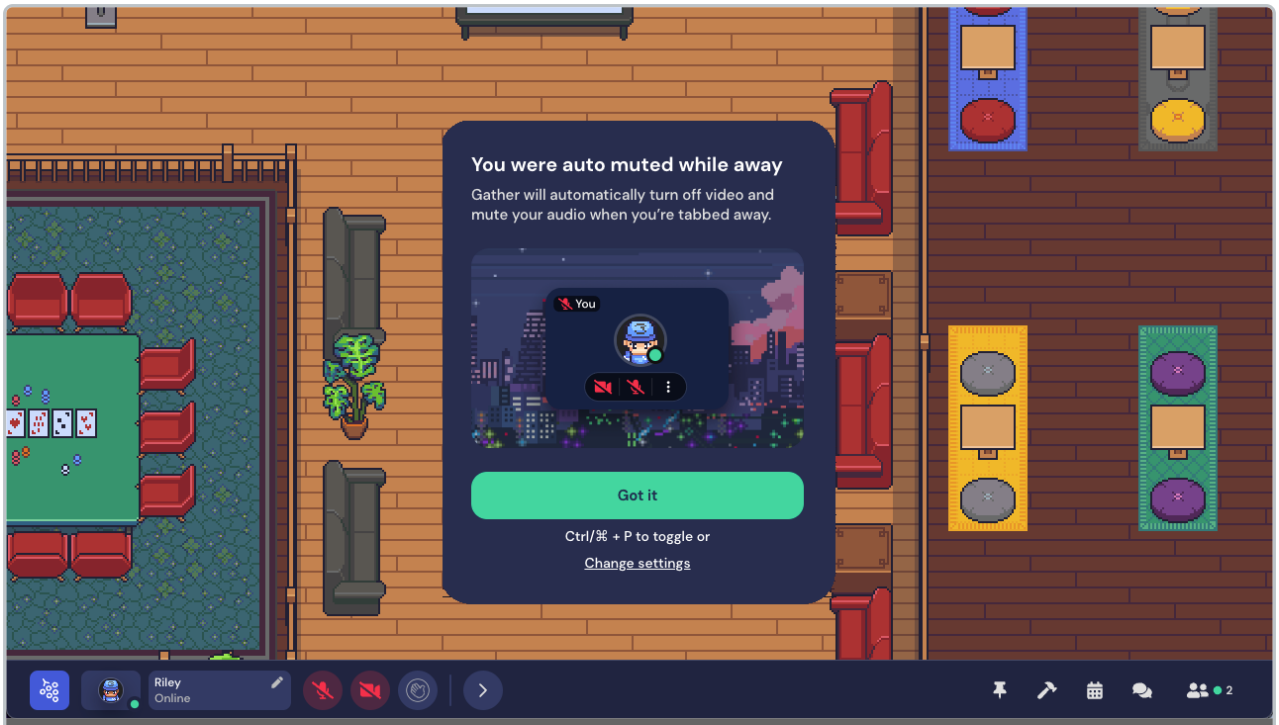


Walk up to an interactive object to see it glow yellow and display a message. Press the "x" key to engage with the object.

You can close the interactive object by pressing the "**x**" key again or clicking the "**x**" at the top right of the window or iframe.

Leave the Gather Tab

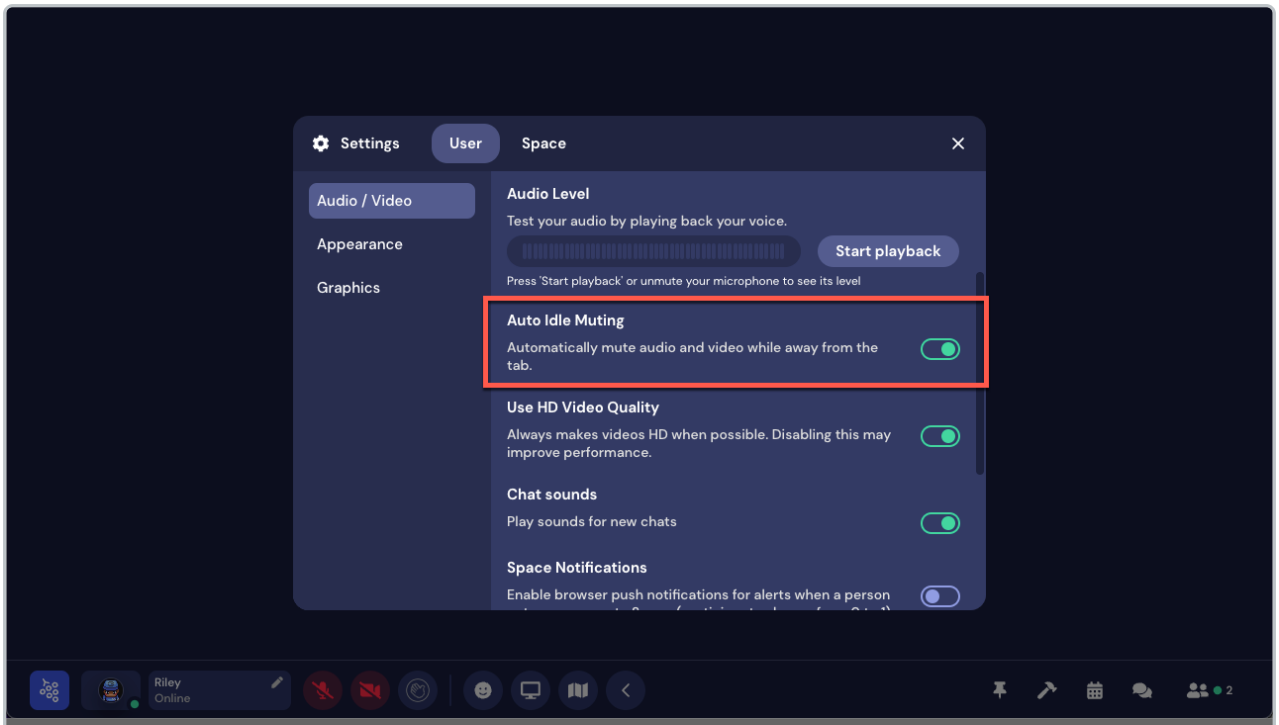
By default, **Auto Idle Muting** is turned on in your **User Settings**. This means that when you click on a program or browser tab outside of Gather, your audio will automatically mute, and your video will automatically turn off. They will turn on again when you return to the Gather tab.



The **Auto Idle Mute** message displays the first time you return to your Gather Space after being in another tab or program.

If you'd like to leave your audio and video on while you're in other tabs or programs, go to **Settings** (cog icon in the **Left Nav Menu** or keyboard shortcut **Ctrl/⌘+P**), and in the **Audio & Video** section, toggle off Auto Idle Mute.

Tip: If you want to hear any time someone walks up to you in your Gather Space, turn **Auto Idle Muting** off.



If you want to keep your audio and video stream on while you are in other tabs or programs, open your **Settings**, and in the **Audio & Video** section of the **User** tab, toggle off **Auto Idle Muting**.

Leave the Space

When you're done using Gather, all you need to do is shut your browser tab. If you have created an account and signed in, you can sign out by clicking the **Gather menu**, then selecting **Sign Out**.

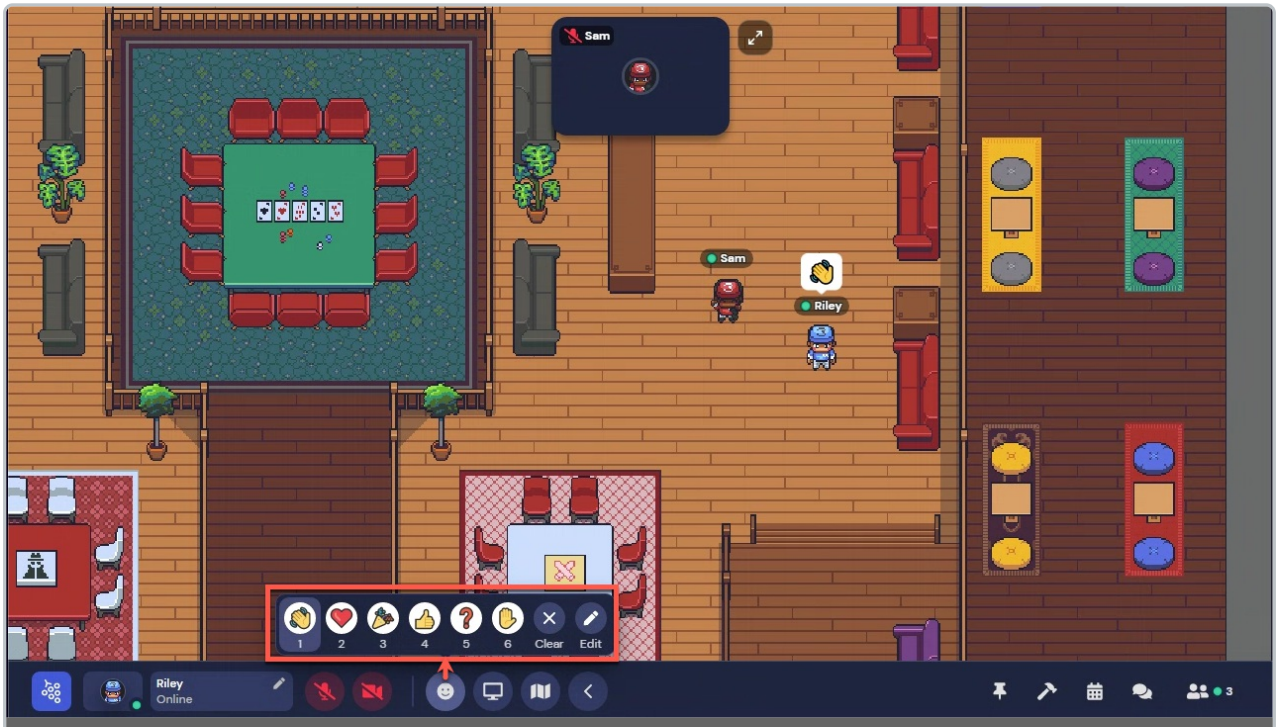
If you are signed in, from the **Gather menu**, select your name, then select **Sign Out**.

Keyboard Shortcuts

- **(g)** - Enter ghost mode and walk through other participants.
- **(x)** - Interact with an object.
- **(z)** - Make your avatar dance.
- **(f)** - Shoot confetti in the air. (**Note:** This mode is in testing and is only available to a limited number of users.)
- **(Esc)** - Close interaction (e.g., close minimap, close object interaction)
- **(Ctrl/⌘ + P)** - Open Settings.
- **(Ctrl/⌘ + Shift + A)** - Turn personal mic on/off
- **(Ctrl/⌘ + Shift + V)** - Turn personal video on/off
- **(Ctrl/⌘ + U)** - Turn on/off quiet mode (events Spaces) or do not disturb mode (remote work Spaces).
- **(Ctrl/⌘ + Shift + D)** - Turn on/off debug mode.
- **(Windows key/Control + N)** - Turn on network diagnostics

While you are in a Space, you can press the keys 1-6 to emote! (You can also customize Emotes 1-5.)

- (1) - Wave
- (2) - Heart
- (3) - Party popper
- (4) - Thumbs up
- (5) - Question mark
- (6) - Raised hand
- (0) - Clear emote



Use keyboard shortcuts like **z** to dance or 1-6 to show an Emote!

Tip: Want to set your own custom emotes for 1-5? Check out our article on Emotes!

Interact With Other Users

Last Modified on 04/14/2022 5:58 pm EDT

An overview of all the ways in which you can interact with other users in Gather

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Chat

Select **Chat** (speech bubble icon) in the navigation bar to view any messages you've received while in the Space, as well as to send messages to others. While there are some basic features, chat works a little differently based on what type of Space you're in:

- Basic Chat Features
- Chat for Remote Work
- Chat for Events

Tip: You can quickly tell what type of Space you're in by looking at the navigation bar. Events Spaces show a push pin icon for the Info Board, and Remote Work Spaces don't have this icon. Read more about the difference between Spaces.

Basic Chat Features

You can also search for and select a person's name in the **Participants** panel, and from their info card, send a private message them. (You can also open this info card by clicking on a person's name in their video preview.)

You can also right click on a person and select **Send chat**.

Note: Space Admins and Moderators can choose whether to preserve chat history. If **Preserve Chat History** is on, all messages you receive while in the Space display in the **Chat** panel and are stored locally on your computer. If it is off, messages are deleted from your cache every time you leave or refresh the Space.

Manage Notifications

When you receive a chat, you also receive a sound notification. To turn off sound notifications, open **Settings**, and in the **General** section, toggle off **Chat sounds**.

From User **Settings**, in the **Audio / Video** section, you can toggle the chat notification sound on or off.

Chat for Remote Work

When the **Chat** panel is open, you can read any pinned moderator messages, read any messages you've received while you are in the Space, as well as send messages. To send a message, select the **To** drop-down list in the **Chat** panel and pick your recipient.

- **Everyone** - Your message will be sent to every person currently in the Space.
- **Nearby** - Your message will be sent to everyone who is standing within your interaction distance (within 5 tiles of you), or whomever you are in a private area with.
- **Individuals** - Your message will be sent to the person you select.

With the Chat panel open, select who you wish to send a message to: Nearby, Everyone, or a specific person.

Chat for Events

When the **Chat** pane is open, you can read any messages you've received while you are in the Space, as well as send messages. The tab you select in the **Chat** pane determines who you send a message to:

- **Room** - Your message will be sent to every person currently in the Room.
- **Nearby** - Your message will be sent to everyone who is standing within your interaction distance (within 5 tiles of you), or whomever you are in a private area with.
- **Inbox** - Your message will be sent to the person you select. If you are an Admin or Mod in the Space, you can message other Admins and Mods.

With the Chat pane open, select who you wish to send a message to: Room, Nearby, or a specific person in your Inbox.

Q&A

In Event Spaces that use session scheduling in the checklist, Q&A chat is available during the scheduled session time. Attendees can ask a question during a session or upvote others' questions. Depending on the session settings, the Speaker, Admin, or Mod may choose to approve questions before they display in the chat. The Speaker, Admin, or Mod can answer the question in the chat or mark that the question has been answered live. Speakers, Admins, and Mods can download the Room and Q&A chat after the session is over.

Locate on Map

The **Locate on Map** feature creates a dynamic line connecting you to the person you're trying to find in the Gather Space.

Tip: If you want to find someone on the Map without moving, select **Follow** from the **Participants** list. You will be automatically moved to find the person in the Space. Just press an arrow key on your keyboard to stop following them once you've found them!

Open the **Participants** panel and search for the person you wish to locate. Select their name, and on their info card, select **Locate on map**. (You can also open this info card by clicking on a person's name in their video preview.)

From the **Participants** panel, select the person's name, and from their info card, select **Locate on map**.

You can also right click on a person's character and select **Move here**, which will take you to them without activating the **Follow** feature**.**

Note: If the person is in another Room in the Space, the dynamic line will take you to the Room, even if you access the Room via a portal. However, if the person you're trying to locate is beyond a password door, you will need the password to unlock the door and get to them.

Follow

The **Follow** feature attaches your Gather character to the person you're following so that you don't have to navigate.

Open the **Participants** panel and search for the person you wish to follow. Select their name, and on their info card, select **Follow**. (You can also open this info card by clicking on a person's name in their video preview.)

From the **Participants** panel, select the person's name, and from their info card, select **Follow**.

You can also right click on a person's avatar and select **Follow**.

Right click on the person and select **Follow**.

To stop following someone, press an arrow key on your keyboard.

Note: At this time, there is not a way to make someone stop following you, unless you block them. Follow also isn't available on mobile yet. We are exploring these features for the future!

Request to Lead

The **Request to Lead** feature lets you ask permission to guide someone in the Space. If they accept, their character will find you in the Space and attach to you so that you can lead them and

they don't have to navigate.

Tip: The **Request to Lead** feature is helpful when offering tours of a Space or to support neurodivergent guests or others who cannot navigate easily in Gather!

Open the **Participants** panel and search for the person you wish to lead. Select their name, and on their info card, select **Request to Lead**. (You can also open this info card by clicking on a person's name in their video preview.)

From the **Participants** panel, select the person's name, and from their info card, select **Request to Lead**.

You can also right click on a person's avatar and select **Request to Lead**.

Right click on the person and select **Request to Lead**.

The person you've requested to lead sees a pop-up, which asks them if they'd like to follow you and shows them a preview of where you are in the Space. They select **Accept** if they'd like to be led. They will automatically be taken to wherever you are in the Space, and they won't have to navigate while you lead them.

The person you request to lead receives a message asking them if they want to follow you, with a preview of where you're at in the Space. They can accept or decline your request.

To stop following someone, press an arrow key on your keyboard.

Note: Request to Lead isn't available on mobile yet. We are exploring these features for the future!

Ring

The Ring feature allows you to call a person's attention back to the Gather tab. Select **Ring [Name]**, and a short audio ring plays.

When a person is away from Gather, you can ring them to bring their attention back to the Gather tab.

Emotes

You can easily respond to the current situation and let others know how you are feeling by using emotes (aka emojis, emoticons, etc.). Just select **Emotes** (smiley face icon) in the **Navigation Bar**. A bar with 6 emojis displays, with a **Clear** and **Edit** button. You can select the emote you wish to send, or use the 1-6 keys to quickly send an emote at any time.

In the **Navigation Bar**, select **Emotes** (smiley face icon) to view available emojis and their shortcut keys.

Note: Emotes show above your head and in your video preview for 3 seconds, except for the raised hand, which stays raised until your press 6 or Clear.

All emotes will show above your avatar for 3 seconds before fading, except for 6 (raised hand), which will stay raised until you press 6 again or select **Clear** in the Emote bar. While your hand is raised, your name will move up to the top of the Participants list.

Edit Default Emotes

By default, use the 1-6 keys for the following emotes:

- (1) - Wave
- (2) - Heart
- (3) - Party popper
- (4) - Thumbs up
- (5) - Question mark
- (6) - Raised hand

However, you can customize your emojis for keys 1-5! Select **Emotes** (smiley face icon) in the **Bottom Bar**, then select **Edit**. The **Customize emotes** window opens. Select the number you wish to edit, then choose your desired emoji.

Note: You can only change 1-5; 6 will always be a raised hand.

To customize your Emotes, select **Edit** from the **Emotes** bar, then choose your new Emotes! You can change shortcuts for 1-5.

Note: The graphics for the Emotes will vary depending on your operating system.

You can pick any emoji from your operating system's emoji browser. At this time, you cannot upload your own custom emojis.

Bubbles

Need to get a word in, but don't want to disturb the flow or the larger meeting going on? Break out into a bubble!

Bubbles are great for a speedy whisper with your neighbor without talking over the current group conversation. People outside your bubble will still be able to hear you, but very softly (and with transparent video). People can join and leave bubbles freely, even across private areas.

Start a Bubble

Right click or double click on another character to open the context menu.

Select **Start Bubble**. A semi-transparent bubble shape will appear around the people in the bubble.

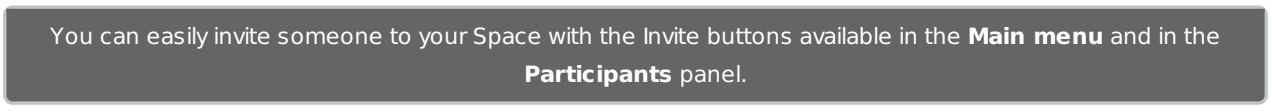
You can join a bubble by right clicking on any person in the bubble, then selecting **Start Bubble.** You'll join their conversation.

To leave a bubble, select **Leave Bubble** above the **Bottom Bar**, or just walk away.

Warning: Screen sharing in a bubble will broadcast your screen to everyone who could see you in a normal conversation.

Invite

You can invite guests to your Space in three ways: copy and paste the URL, create and a copy a unique link, or email a link through Gather. It's easy to find the **Invite** buttons from either the **Main menu** or from the **Participants** pane.

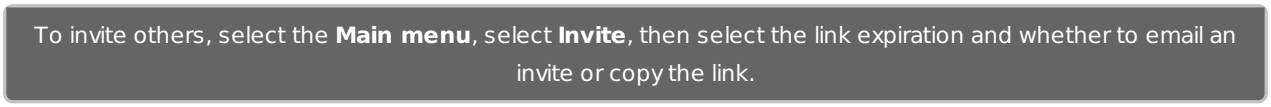


Note: If you don't see an **Invite** button in the **Main menu** or see an **Invite Disabled** button in **Participants**, invites have been disabled in your Space.

To invite someone to your Space, you have three options:

1. **Copy and paste the URL of your Space:** That's it!
    - ✔ It's easy!
    - ✖ The link won't expire and anyone can pass it on.

2. **Invite with a unique link:** Select the **Main menu**, select **Invite**, select an expiration for the link, and select **Copy Invite Link**.
    - ✔ You control how long the link is active!
    - ✔ You decide how to send the link (e.g., via email, messenger, hyperlink in another file, etc.)
    - ✖ You have to manually distribute the link.
3. **Invite via email:** Select the **Main menu**, select **Invite**, select an expiration for the link, enter the email address of the person you wish to invite, and select **Send Invite**.
    - ✔ You control how long the link is active!
    - ✔ You don't have to go to another platform to send it.
    - ✖ You can only email one person at a time. (Coming soon: multiple email entry!)



Note: The Invite modal is a bit different between events and remote work Spaces. Remote work Spaces allow you to invite someone as a Member or a Guest.

Member vs. Guest

In Remote Work Spaces, you can invite people to your Space as Members or Guests. When you first enter a Remote Work Space, you may be prompted to invite others. Otherwise, you can send invites from the **Main menu**, from **Participants**, or by heading to **Space Settings** or your Space dashboard and opening **User Roles**. Read Managing Roles: Remote Work for more details.

Members

- You can send an invite to a Member via email or by copying the link to your Space.
- The email invitation and the invitation link for Members expire automatically after 30 days.
- A Member must have a Gather account.

Guests

- You can copy a link to invite Guests to the remote work Space.
- A Guest does not have to have a Gather account.
- The link for a Guest has an expiration date.
- The Guest can still visit the Space after the invitation link has expired if they have the URL to the Space.
- If you want to prevent a Guest from accessing the Space after you have invited them, you must

block or ban them.

Disable Invite

If you want to restrict access to the invite button, open **Settings**. Select the **Space** tab and **Space Preferences**. Toggle on **Disable invite Button**.

Note: Admins and Moderators will still be able to invite people and both roles have access to the Disable Invite feature. All other roles will not be able to invite people.

You can hide the Invite people option by opening **Settings**. Under **Space Preferences**, toggle on **Disable invite button**.

Users in the Space (who are not Admins or Moderators) will not be able to send an email invite.

Warning: Keep in mind users can still copy and share the URL; for more info about limiting who can access your Space, see Space Access Restrictions.)

When the Admin has disabled the Invite feature, the Invite button is disabled in **Participants** and it does not display in the **Main menu**.

Note: You are welcome to share the URL to your Space any time. Your Space will always be hosted on a Free server outside of any paid reservation times, so up to 25 users can always enter for free! If you want to prevent people from visiting your Space, you can set Space Access permissions, including adding a password, adding a guest list, or restricting by email domains.

Block, Kick, & Ban

Among Gather's core values are being open, honest, and constructive, as well as being warm-hearted. We want people in our Spaces to feel safe, respected, and accepted. There are times when Space Admins and Mods may need moderation tools, particularly if you want to give the people in your Space agency over who they interact with. For those situations, we have the following three options: blocking, kicking, and banning.

There are also just times when audio and video can be overwhelming or distracting, and there's an easy way to mute a person's audio or turn off their video!

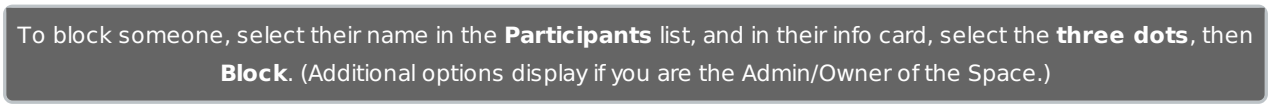
Muting

To turn off another person's audio or video feed, just hover over their video feed and select the microphone or camera icon. Keep in mind this just stops their feed to you, not to anyone else.

Blocking

Anyone in the Space can use the blocking feature. Blocking someone will stop all audio/video connections between you and that person. It will not block that person from interacting with anyone else in the Space. You will still see the avatar of the person you've blocked; you just will not connect with each other's audio or video feed. The person will *not* be notified that they have been blocked, and they will still be able to see and hear you. You will not be able to chat with them, bubble with them, or use the follow/request to lead feature.

To block a person, select the **three dots** on their video feed, then select **Block**. You can also select a person's name on the **Participants** list, and in the info menu on that person, select the **three dots** in the top right corner, then select **Block**.



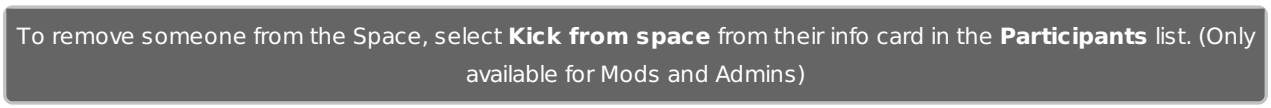
Unblocking

To unblock a person, select **Unblock** on their video feed. You can also select their name from the **Participants** list, and from the three dots on their info card, select **Unblock**.

Kicking

Space Admins and Mods can kick someone out of the Space. Kicking someone will remove them from the Space and send them to the **Check Your Hair** screen. This feature is primarily used for removing inactive guests from a Space.

To kick someone, select their name on the **Participants** list, and in the info card, select the **three dots** in the top right corner, then select **Kick from Space**.



Banning

Space Admins and Mods can ban someone from their Space. This blocks the user from fully joining the Space.

Note: Bans are by user ID if the person is signed in to Gather, or by IP address if the person is

not signed in.

To ban someone, select the person's name on the **Participants** list, and in the info menu on that person, select the **three dots** in the top right corner, then select **Ban from Space**.

To ban someone, select **Ban from Space** from their info card in the **Participants** list. (Only available for Mods and Admins/Owners)

You will then be prompted to confirm the ban. Select **Ban User**.

To confirm removing the person from the Space, select **Ban User**.

Unbanning

Only Space Admins can unban someone. To unban a user (which will unban the entire IP address), open your Space Dashboard and select the trashcan icon next to their IP address and character name. You can also unban all.

To remove someone's ban, the Admin must go to the **Space Dashboard**, and from **Banned Users**, select the trashcan.

Note: If you accidentally ban yourself or someone else, reach out to the Admin of the Space. If you are the Admin, you can unban yourself from the Dashboard.