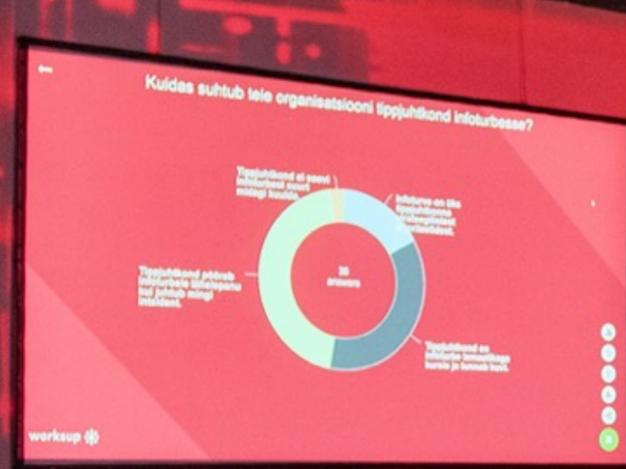


Worksup user guide: BEFORE THE EVENT

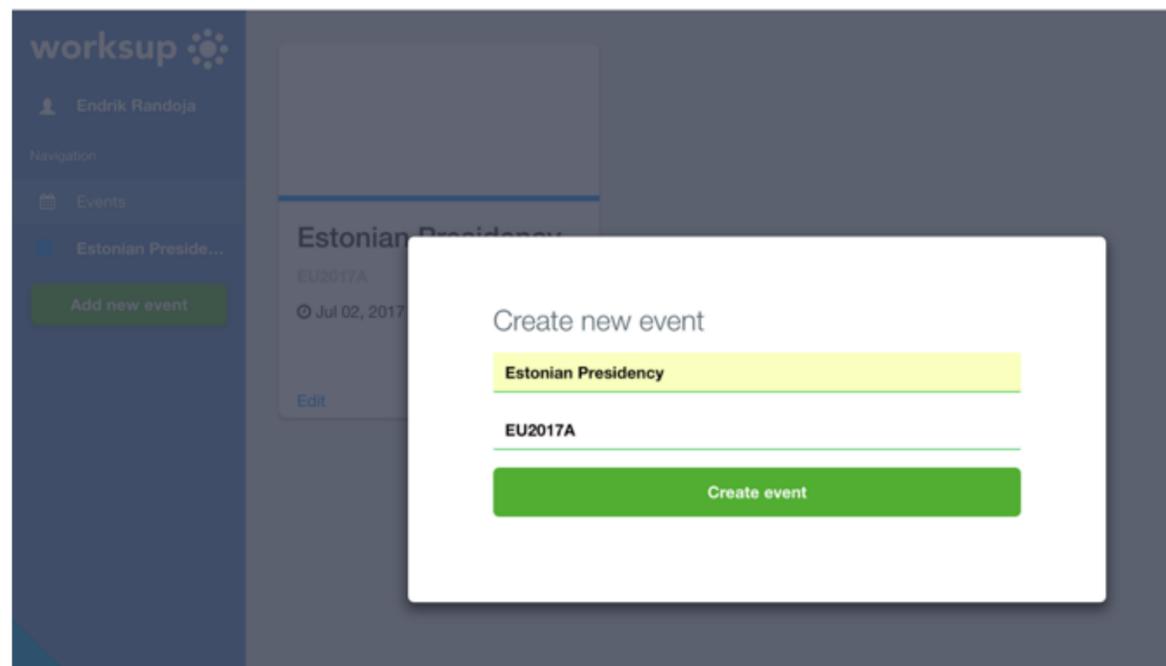


Creating and branding an event

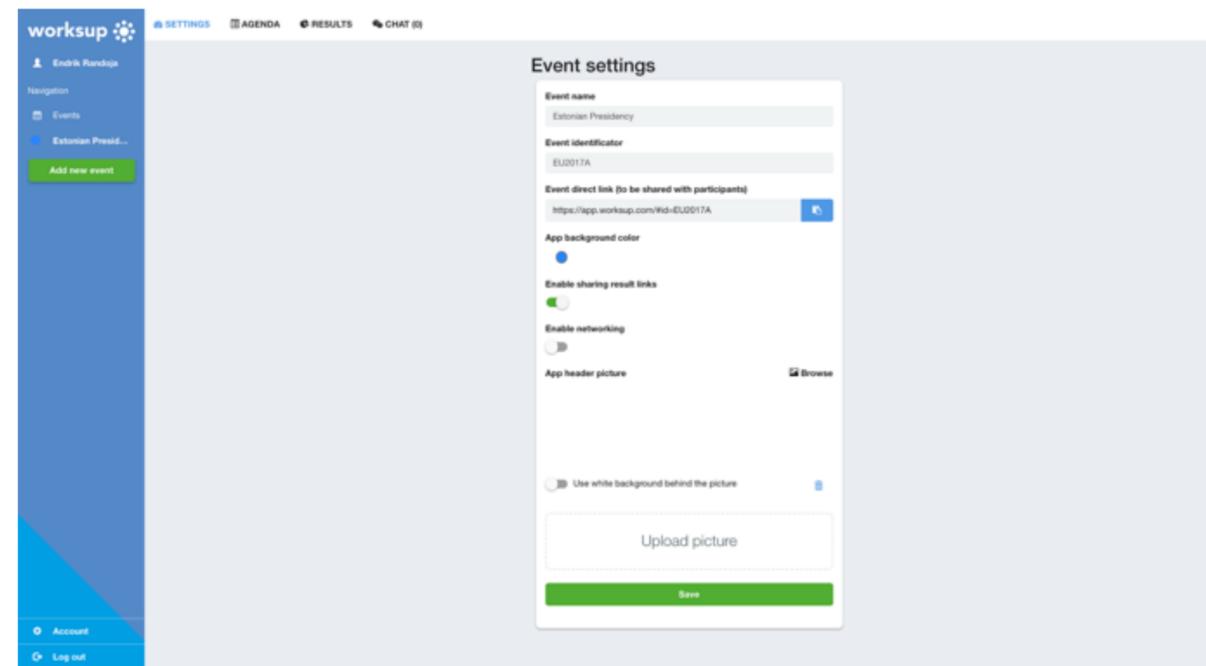
Enter the administration portal here. Click **Add new event**, think of a name for your event and create an ID which the participants can use to find the event. Do not change the ID after you have given it to the participants.

In **SETTINGS** section, select a background colour to suit the identity of your event and a header picture that can also be the logo of your event or event organiser.

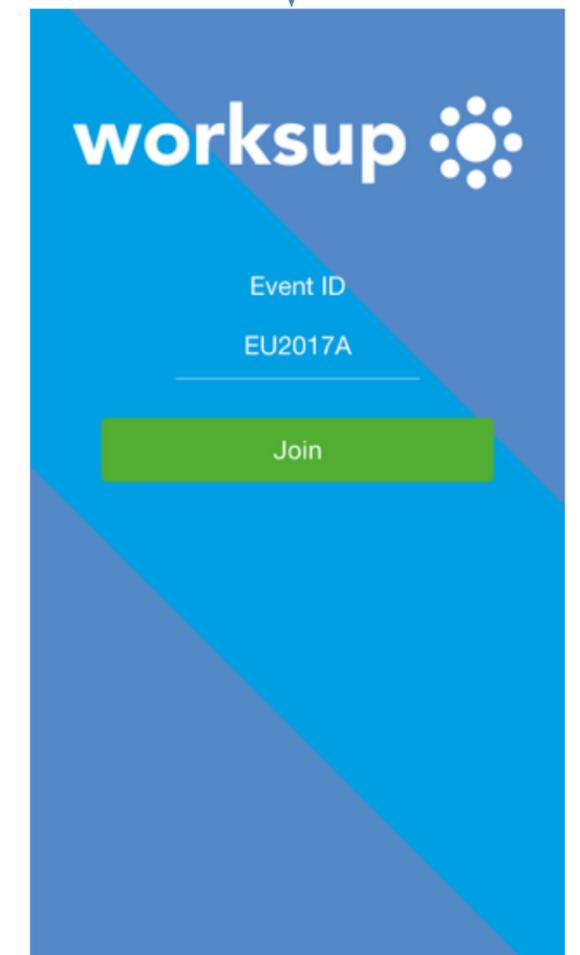
This step enables you to start reviewing an event as a participant in the user application.



By checking “Enabling sharing result links” you enable or disable sharing results with outsiders via a link.



By checking “Enabling networking” you enable or disable participants to set up a profile and send meeting requests.

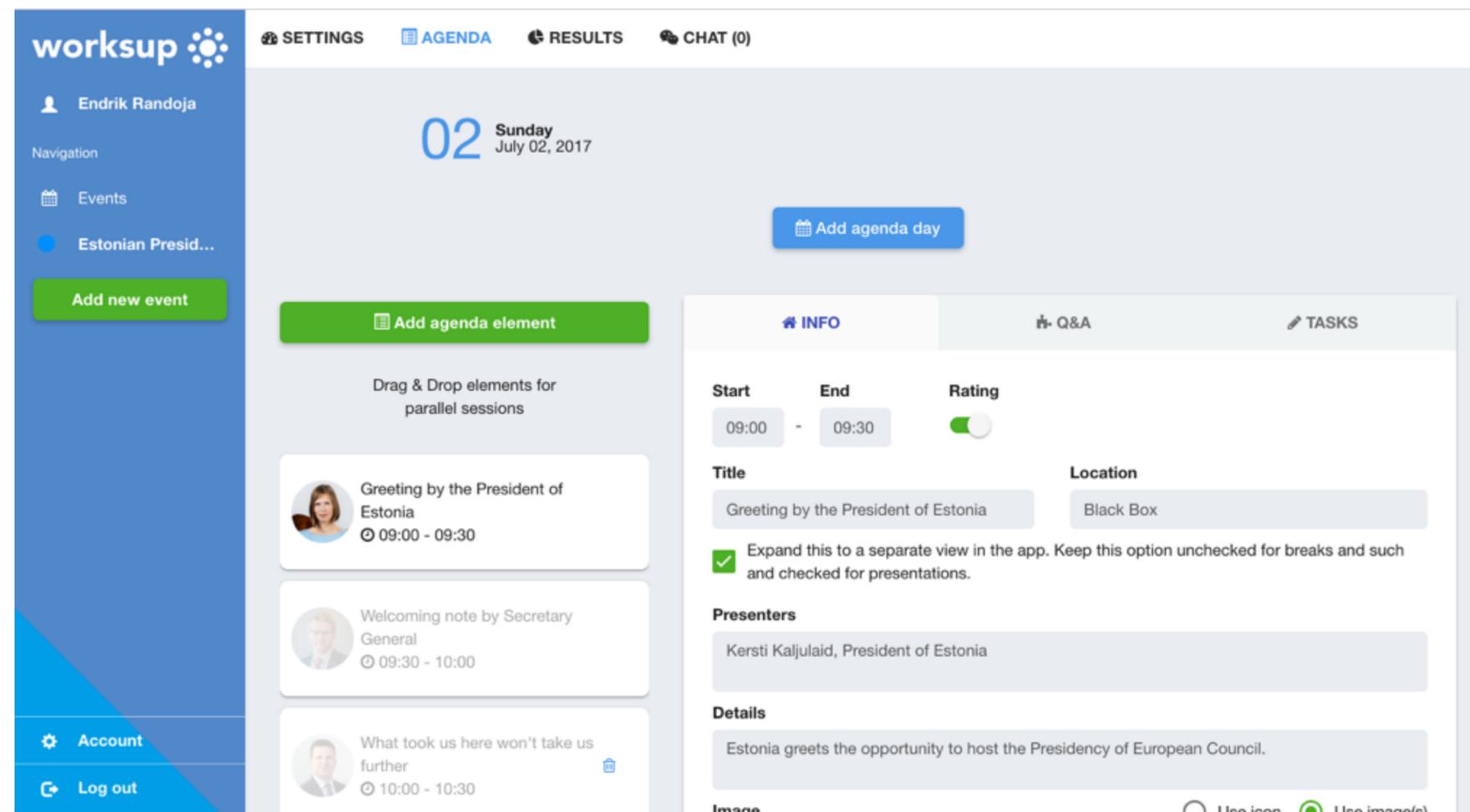


Setting up an agenda

Select a date or dates for your event. Start by clicking **Add agenda day**.

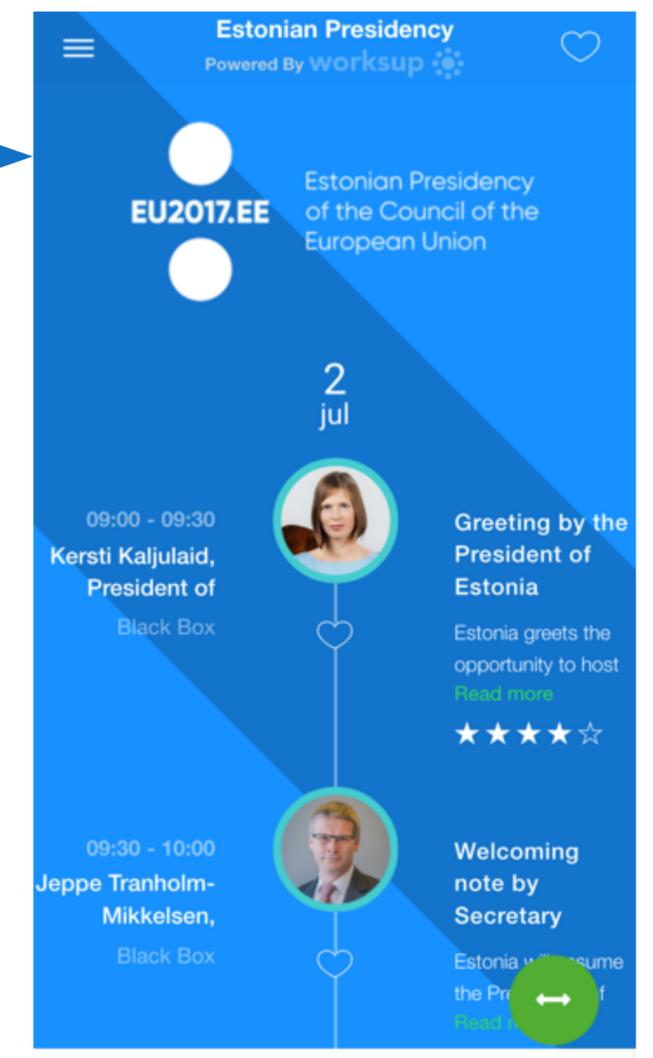
Start building your agenda by clicking **Add agenda element**. Elements can be presentations, breaks, workshop sessions etc. Use drag and drop to create parallel sessions with simultaneous activity.

By enabling **Rating**, the audience can rate your speakers in the app. Instead of photo, you can use pre-set icons e.g for breaks, workshops, etc.



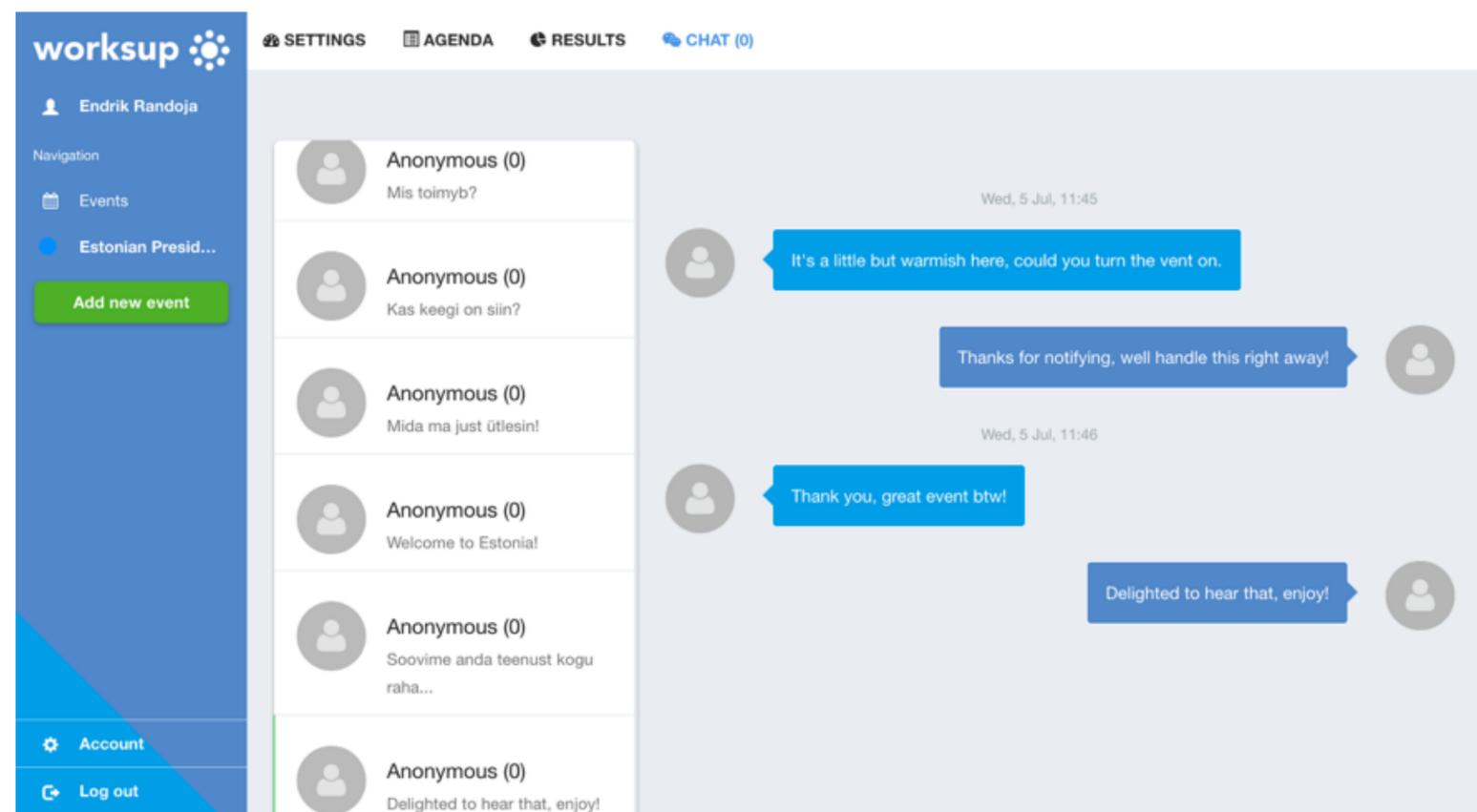
This is how attendees see your events agenda.

Blue button for adding agenda day, green button for adding agenda elements.

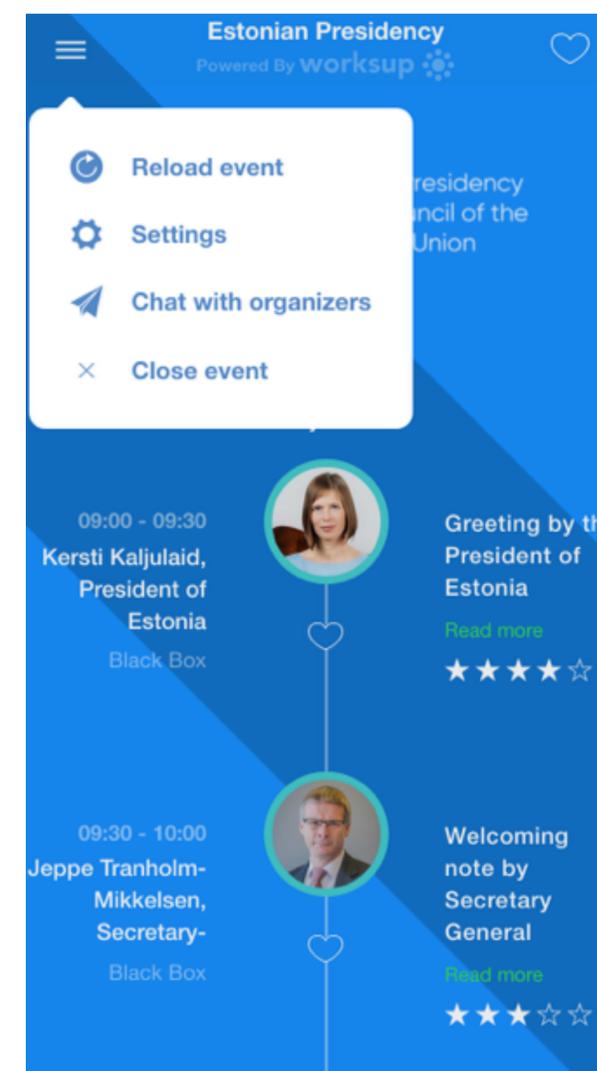


Setting up chat

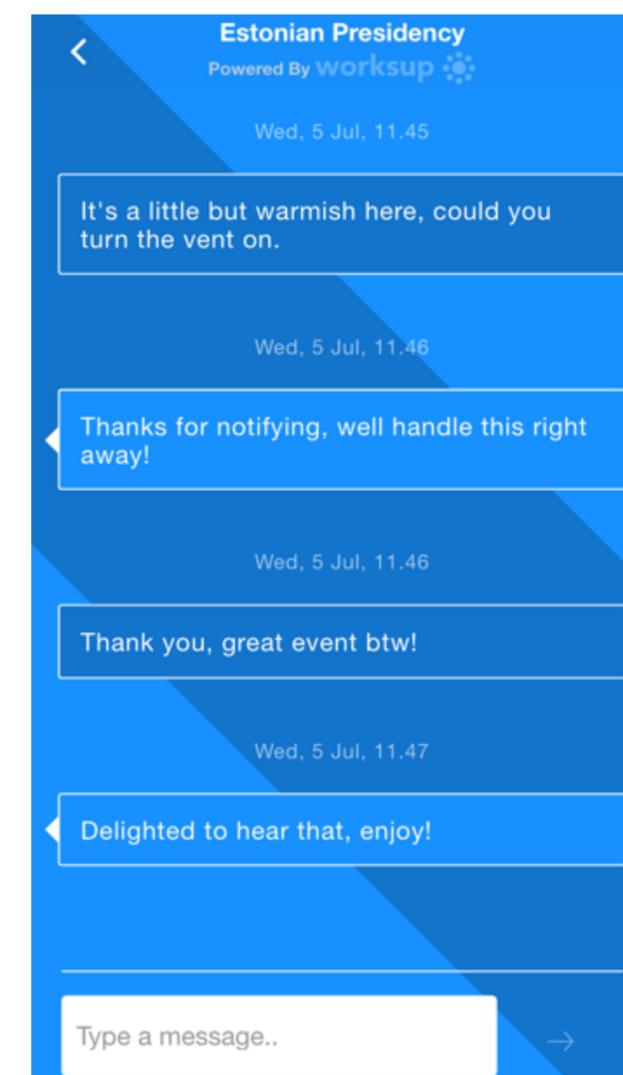
The **CHAT** section at the top of the screen opens discussions between you as an organiser and participants. **You don't have to do anything to set it up**, just keep an eye on it during the event.



Attendees can access chat from the top left menu.

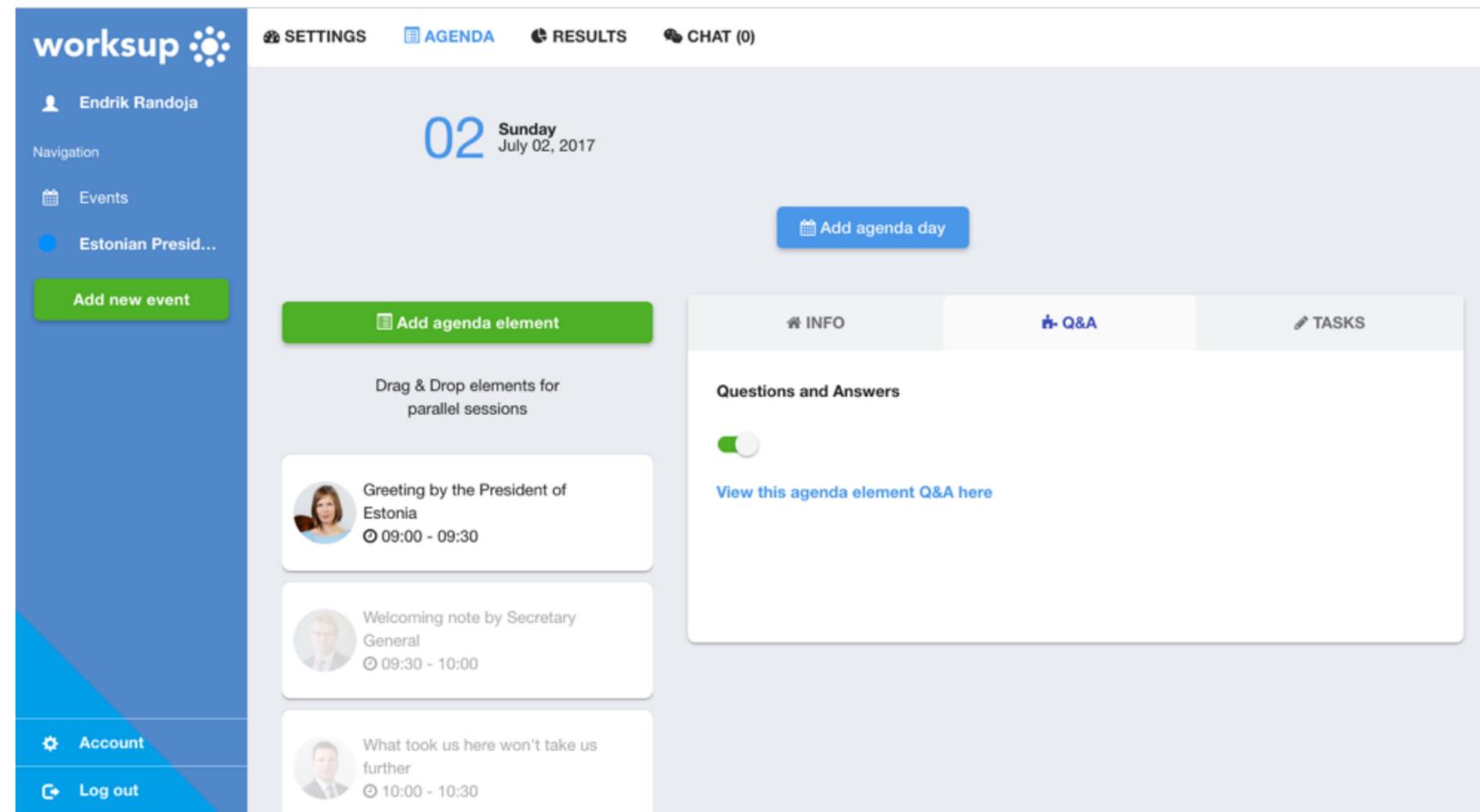


Chat is private between organiser and an attendee and refreshes automatically.



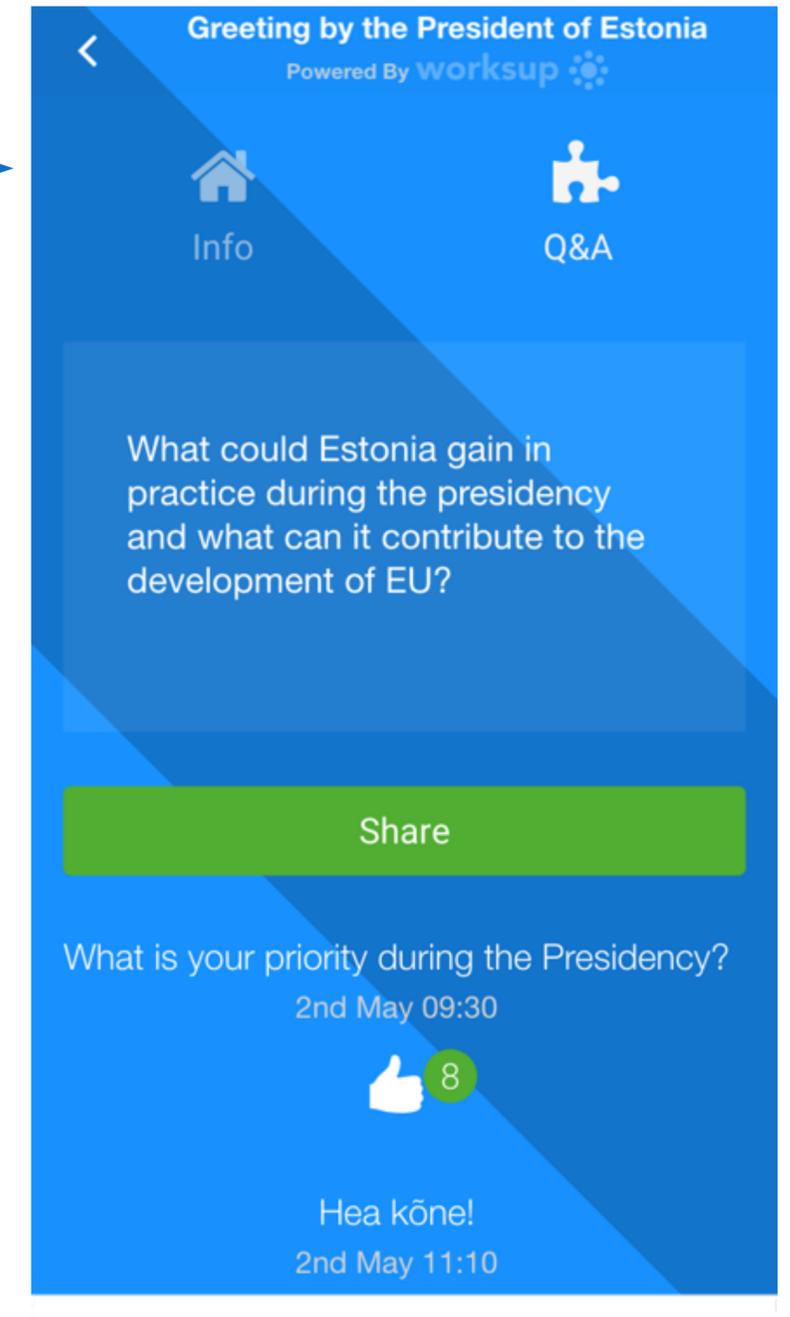
Setting up Q&A

From the **Q&A** tab, enable or disable questions and comments on a particular agenda element.



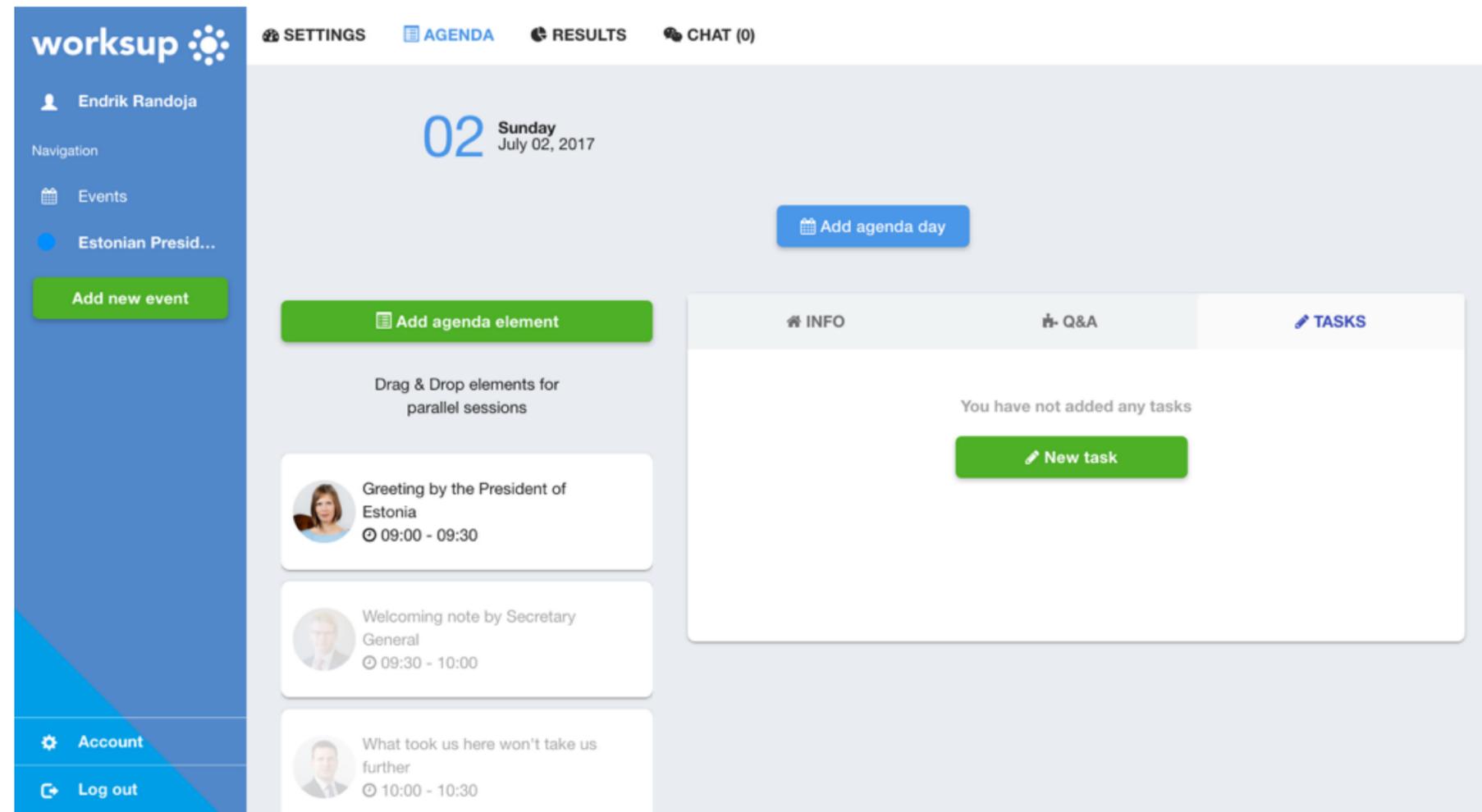
This is how Q&A looks to the attendees. All questions and comments will be visible to all of the attendees.

Attendees will be able to upvote each others' questions and comments.



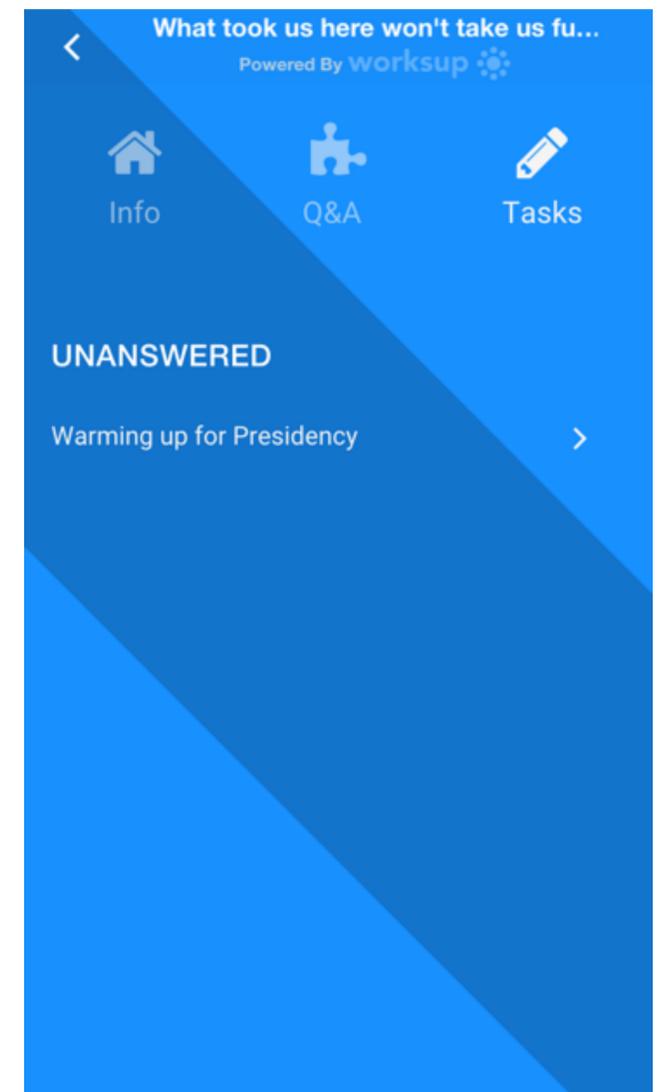
Setting up tasks

If you want to assign tasks to your audience, click on the agenda element and then insert polls, text tasks or image tasks from **TASKS** tab.



Attendees can access tasks from the tasks tab.

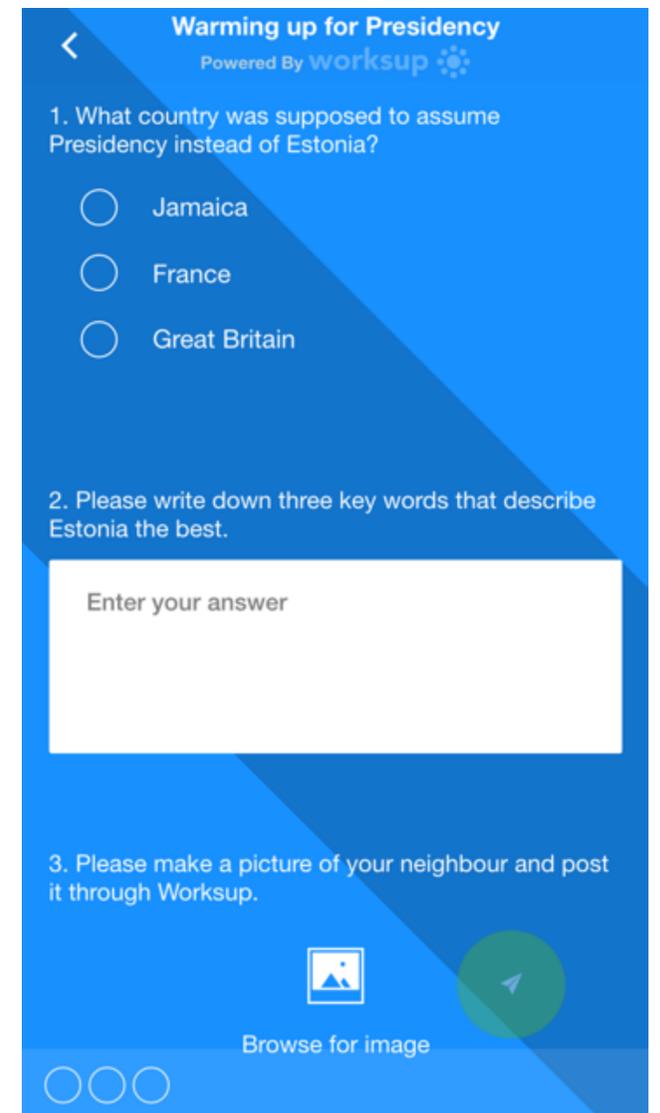
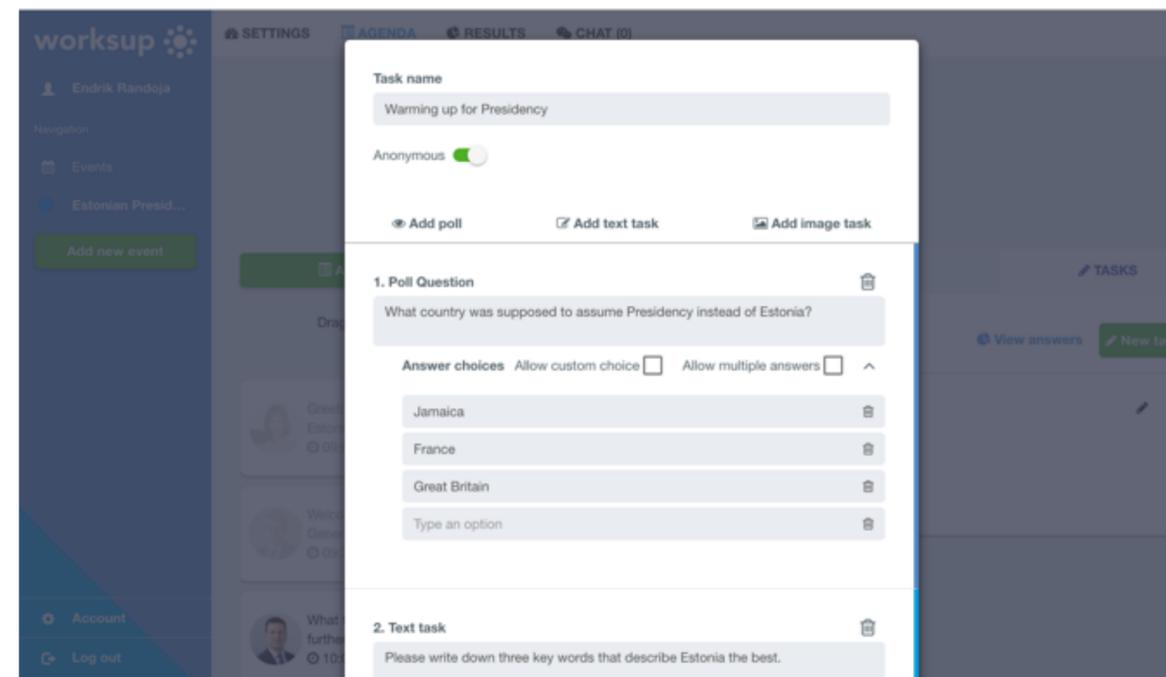
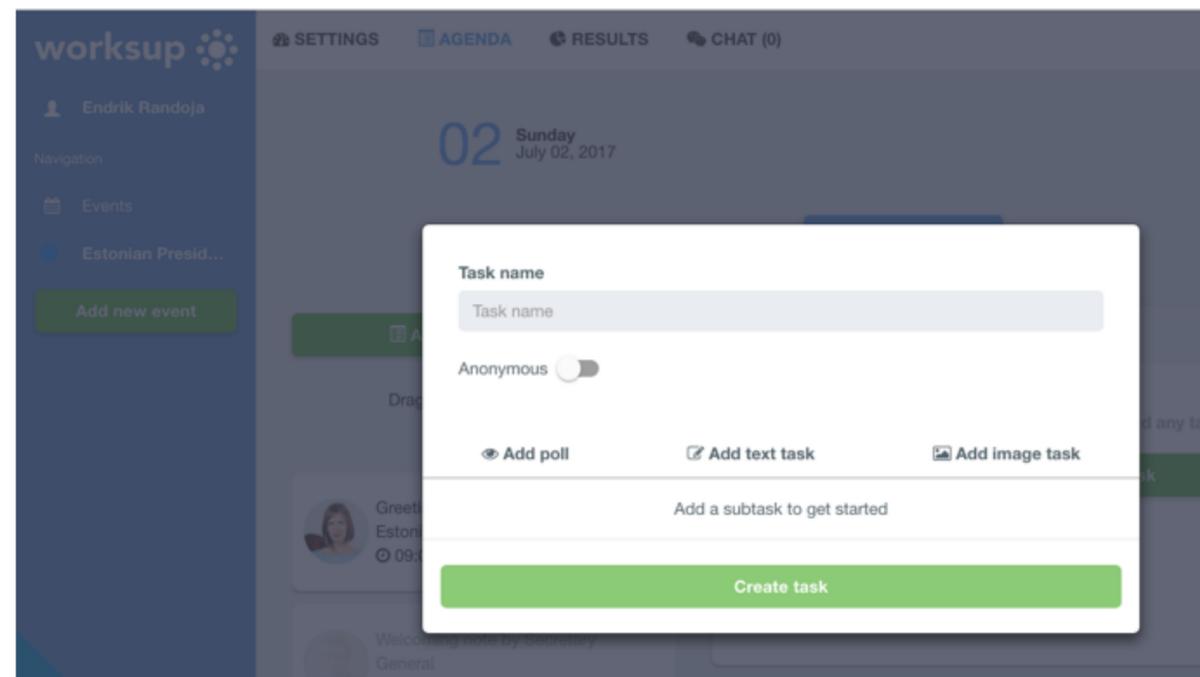
Administrators can decide to sort tasks into one block like in the example on the right, or in different blocks, e.g. for different parts of a session.



Setting up polls

First, give your task session a name. Then decide, if it should be anonymous or not. In **Add Poll** insert multiple or single choice poll questions. You can select the option by ticking the corresponding box. Insert the question and the answer options and decide, if you wish to enable a free text answer option by ticking the box.

All the exercises within a task must be answered in order to send the answer. Progress can be seen via the rings at the bottom of the screen.

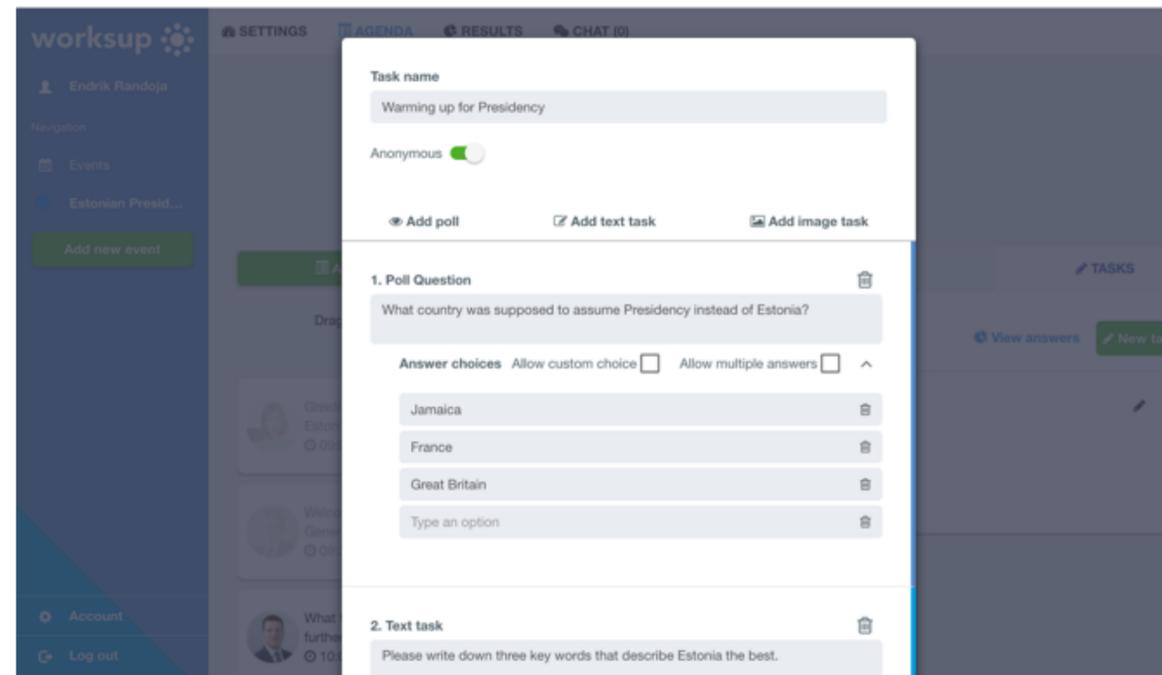
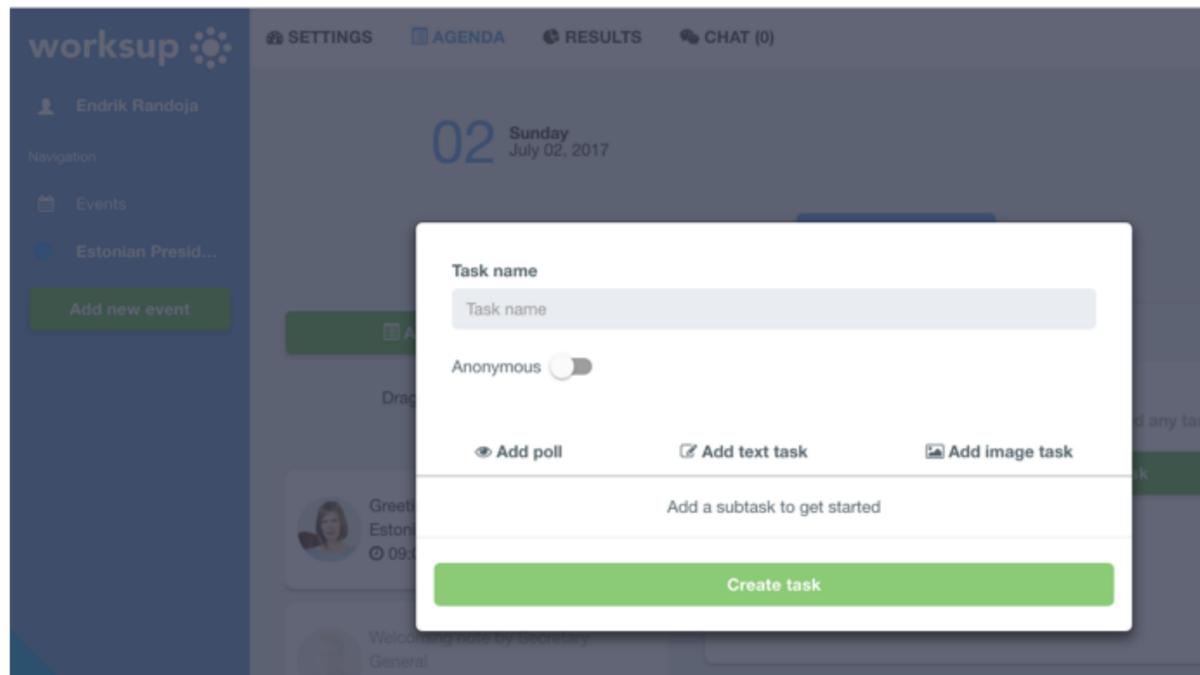


Poll tasks are ideal for finding out attitudes and expectations before the program starts. Gauge audience attitudes with funny or entertaining questionnaires.

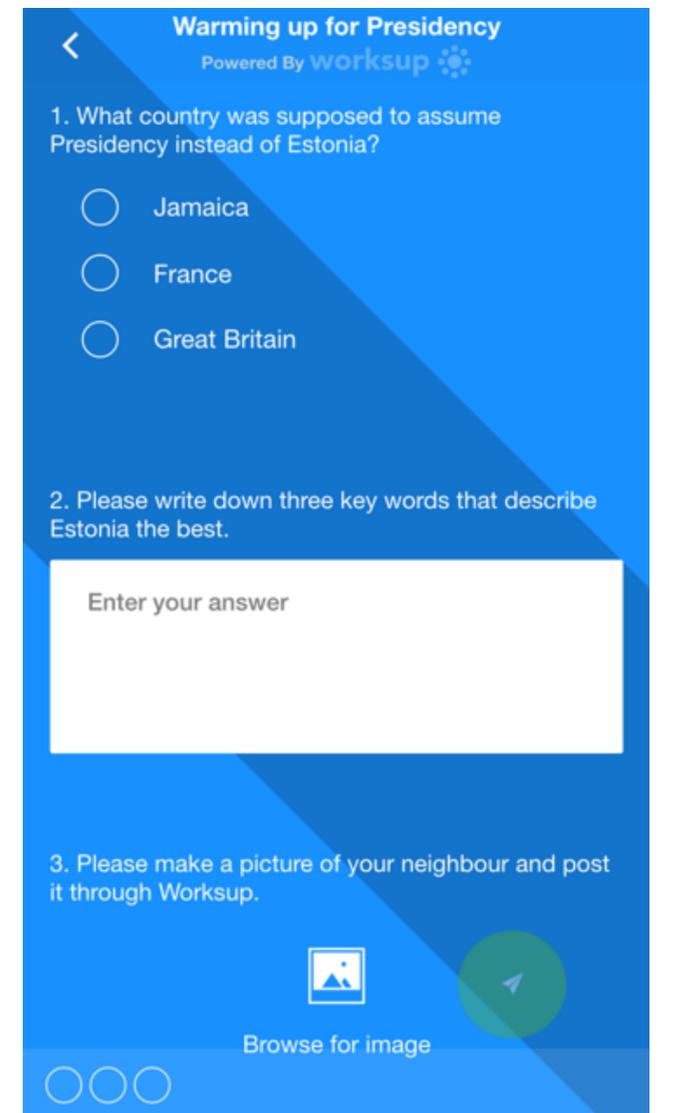
Setting up text tasks

Text tasks enable the audience to give text based answers.

This is how tasks look in the mobile app. Using hyphenated text answers will create text bullets.



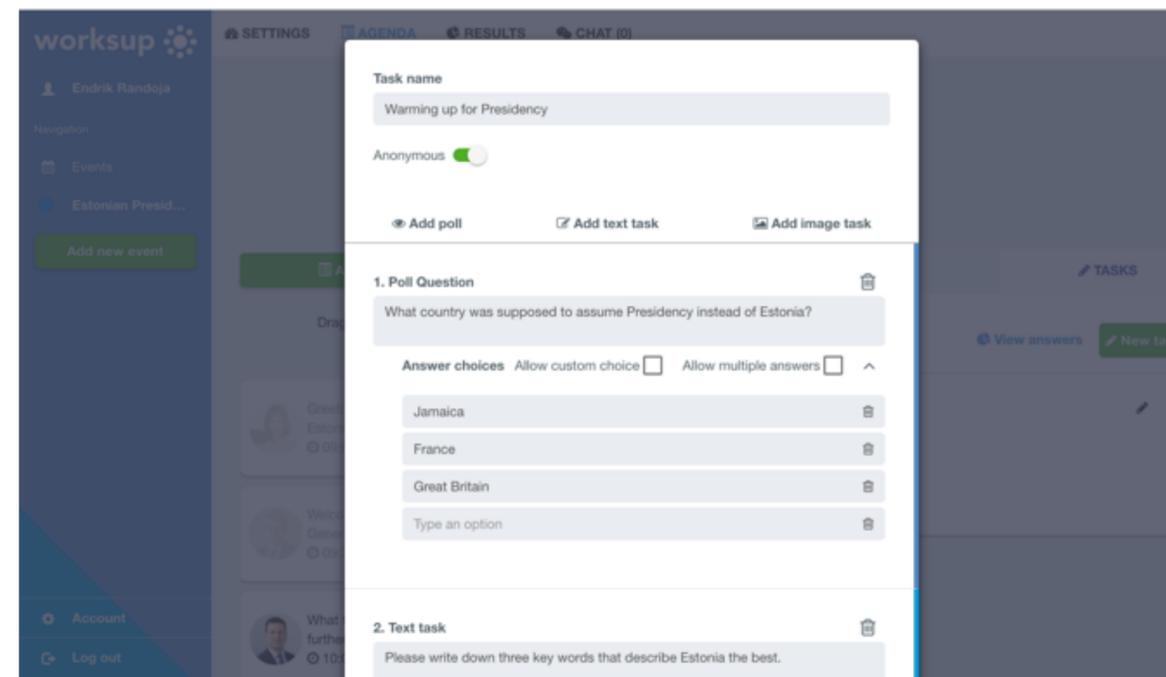
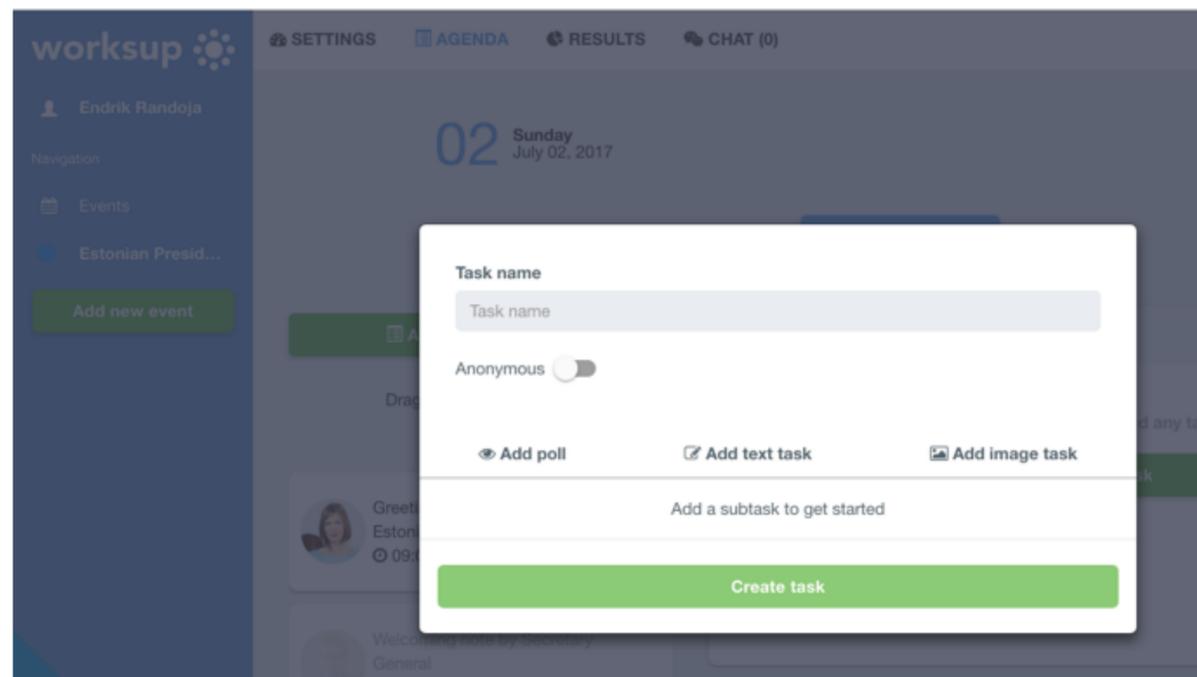
This is ideal for group work, e.g., where an audience is divided into smaller groups that need to discuss and reply to certain tasks. Group can formulate answers before one group member inserts the response either as plain text or bullet points.



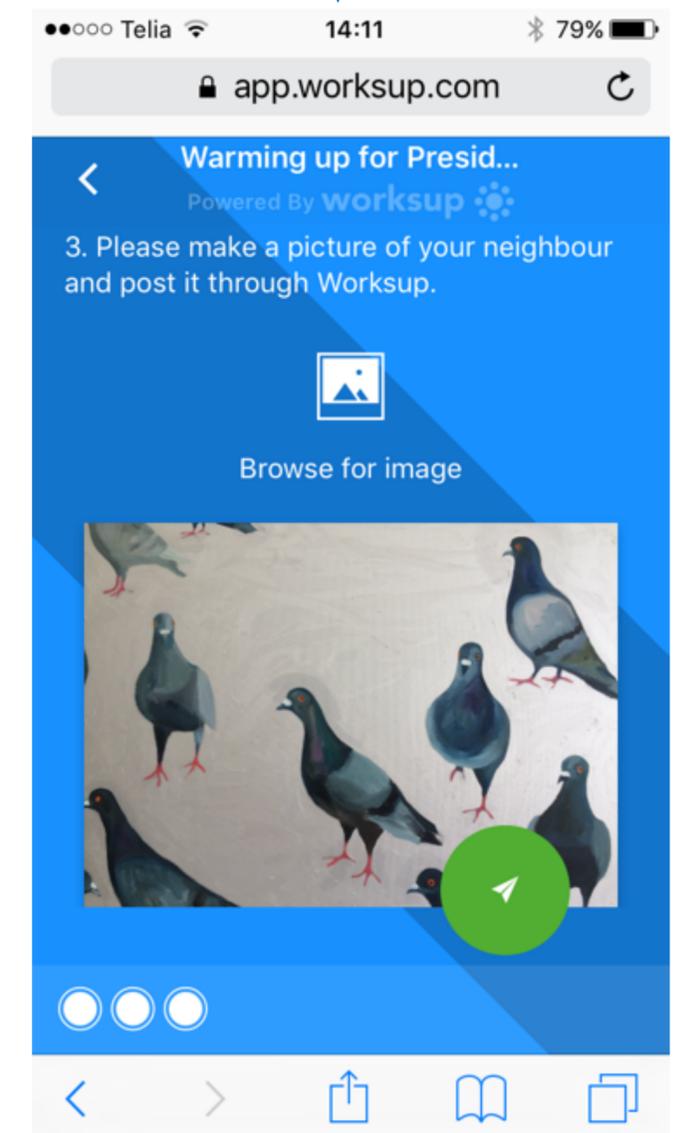
Setting up image tasks

Image tasks enable the audience to demonstrate its creativity. For example, you can ask a group to draw a picture together or individual attendees to find the most cheerful attendee of the event and make a picture of him/her.

Inserting an image answer in the user app.



From a more serious perspective, it can be a sophisticated scheme or chart that you ask the group to draw first and then make a picture of it using Worksup, for joint analysis and later storage.



Spreading the word

Inform your attendees, that Worksup will be used at your event for information and interaction. Share with them either **1)** the home page address app.worksup.com and your unique event ID or **2)** send a direct link that you can copy from the Event Settings section. Share the info in your messages prior to the event and at the beginning of the event.

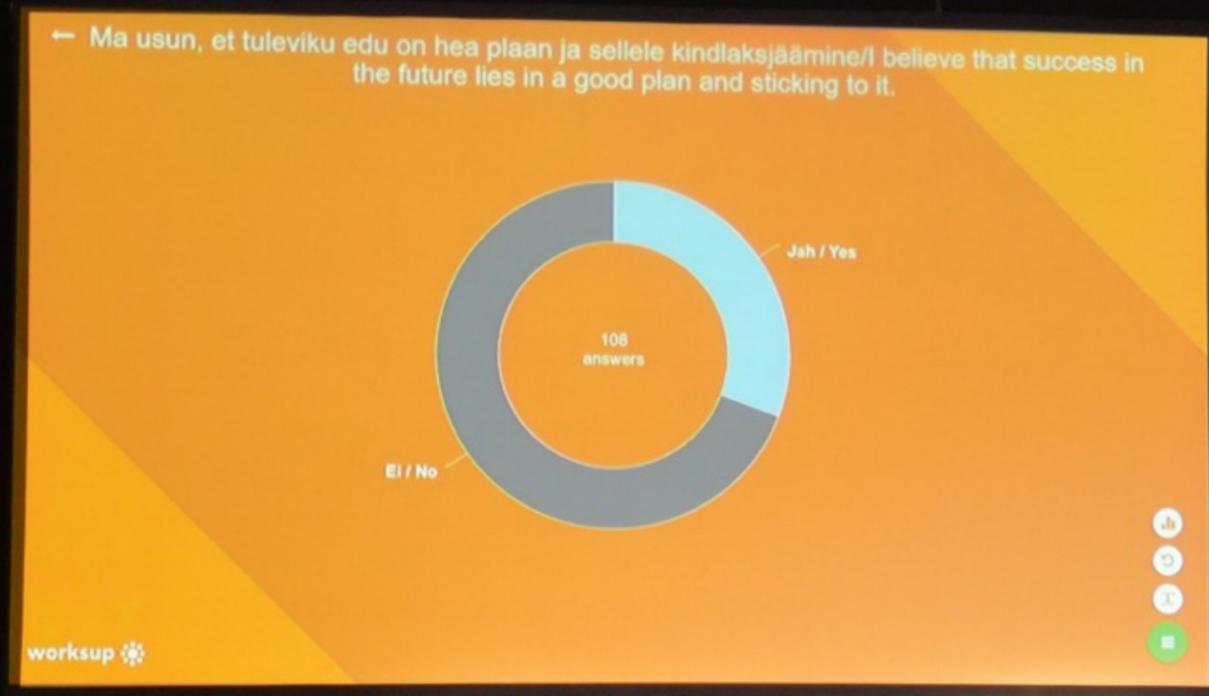
Inform your speakers and moderators well in advance that Worksup is being used at your event. They might wish to use Worksup interaction tools within their presentations or in leading the event. Let them know, if Worksup will be used for a Q&A session and walk through the event agenda with the moderator.

Inform your technical team or people who help with tech equipment during the event. Tell them that you will be using Worksup, ask them to check this guide and inform them when do you wish to project results on the screen. If you plan to handle everything yourself with one computer then give it a try before the event.

Clickable direct links are handy to add to your invitations or event home page. app.worksup.com links, together with an event ID are handy to share at the beginning of an event.

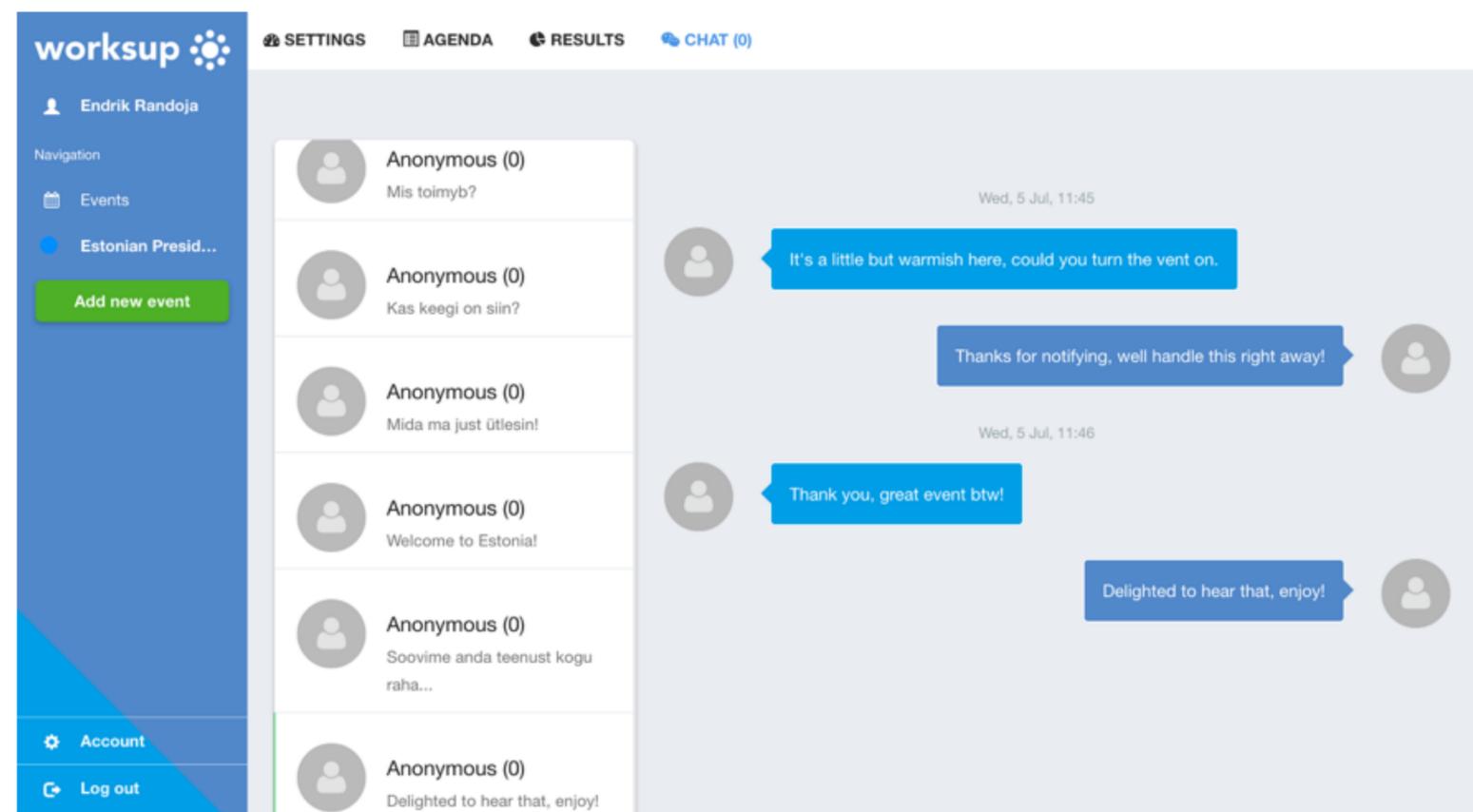
When using one computer for slides and Worksup results, try switching between them before the event starts.

Worksup user guide: DURING THE EVENT



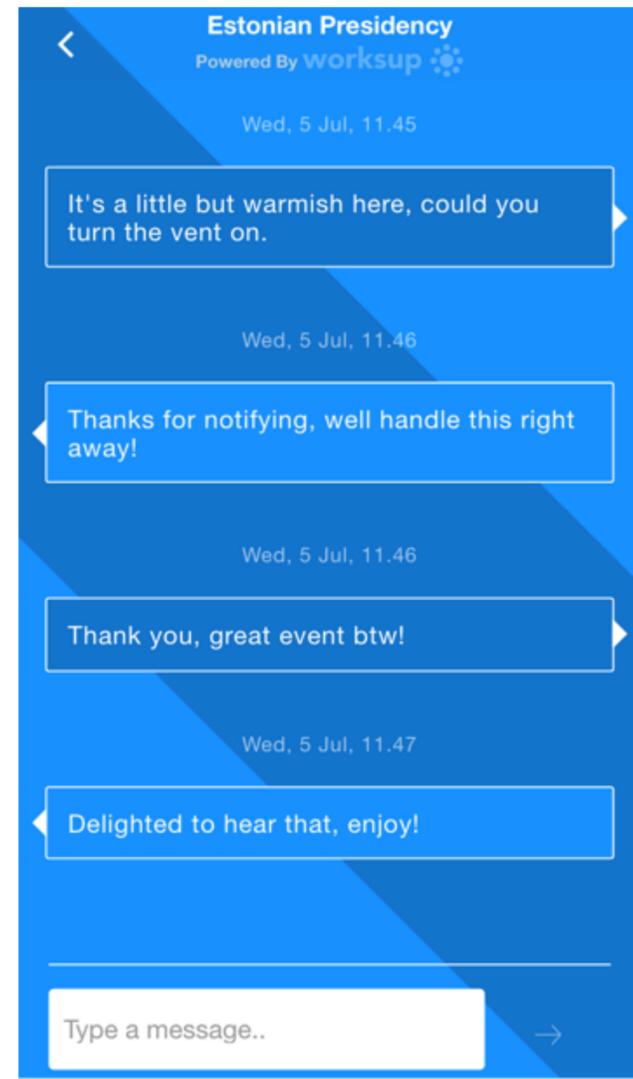
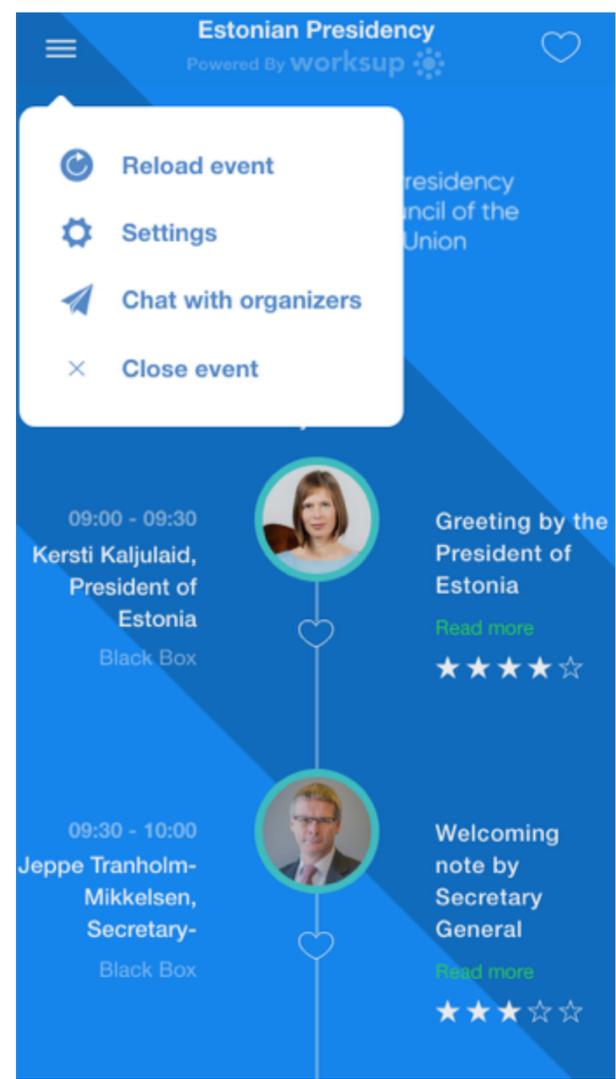
Chat with organisers

Attendees can chat with organisers by selecting **CHAT** with from top left menu.



Attendees can access the chat from top left menu.

Chats are private between an organiser and an attendee and refresh automatically.

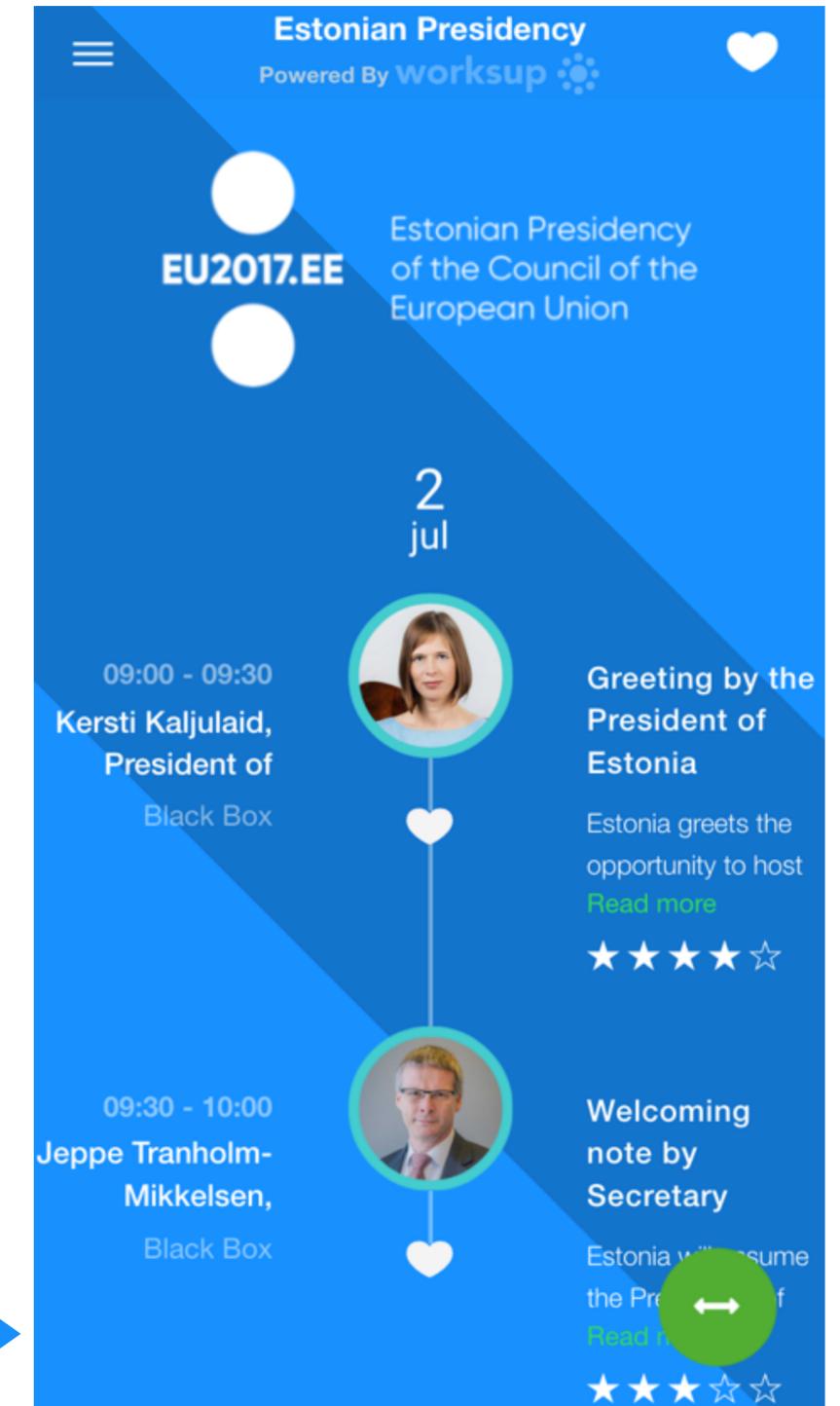


As an organiser, keep an eye on the chat. You will notice new messages if the number after the CHAT section changes.

Agenda

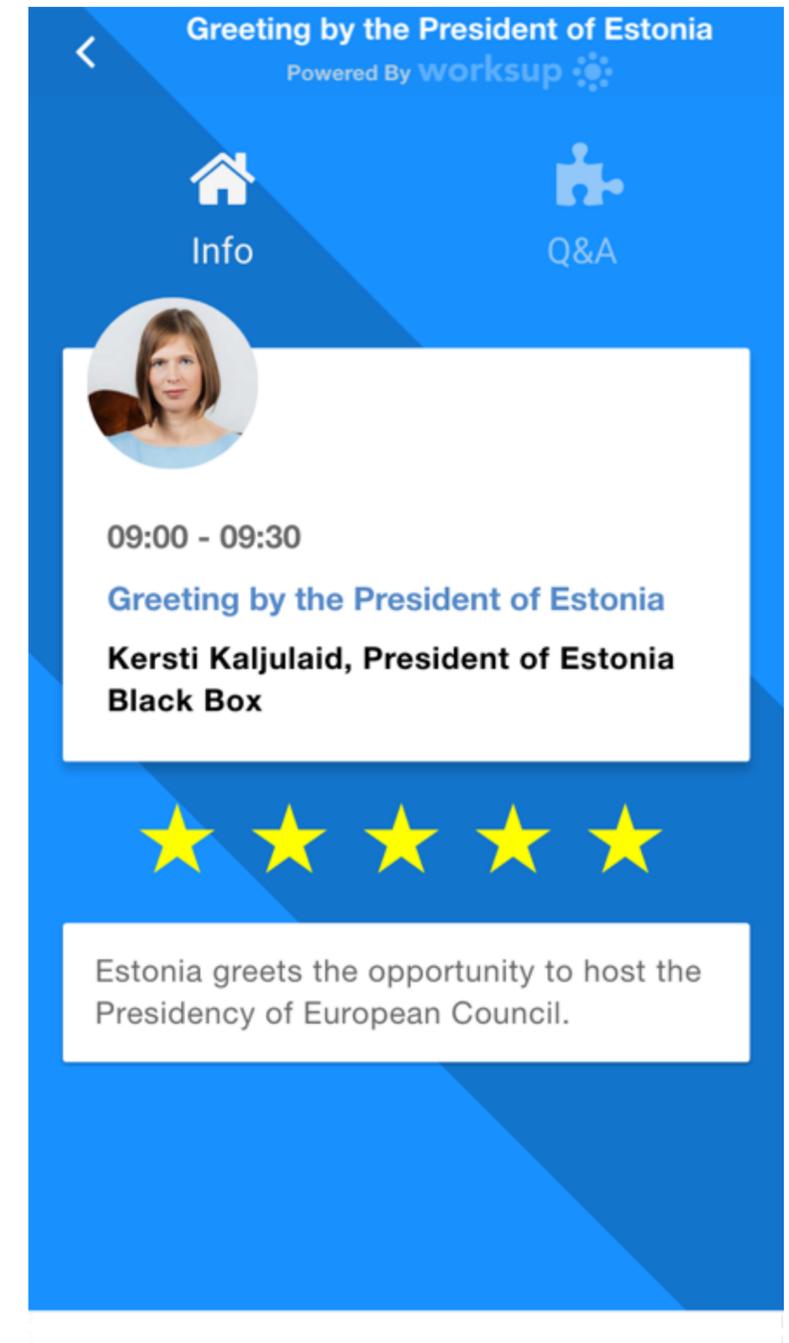
Attendees can follow the agenda and customise their program view by favouriting presentations using little hearts and entering the favourites mode by clicking the heart in the top right corner.

Attendees can change the agenda view from the green button to suit their preference.



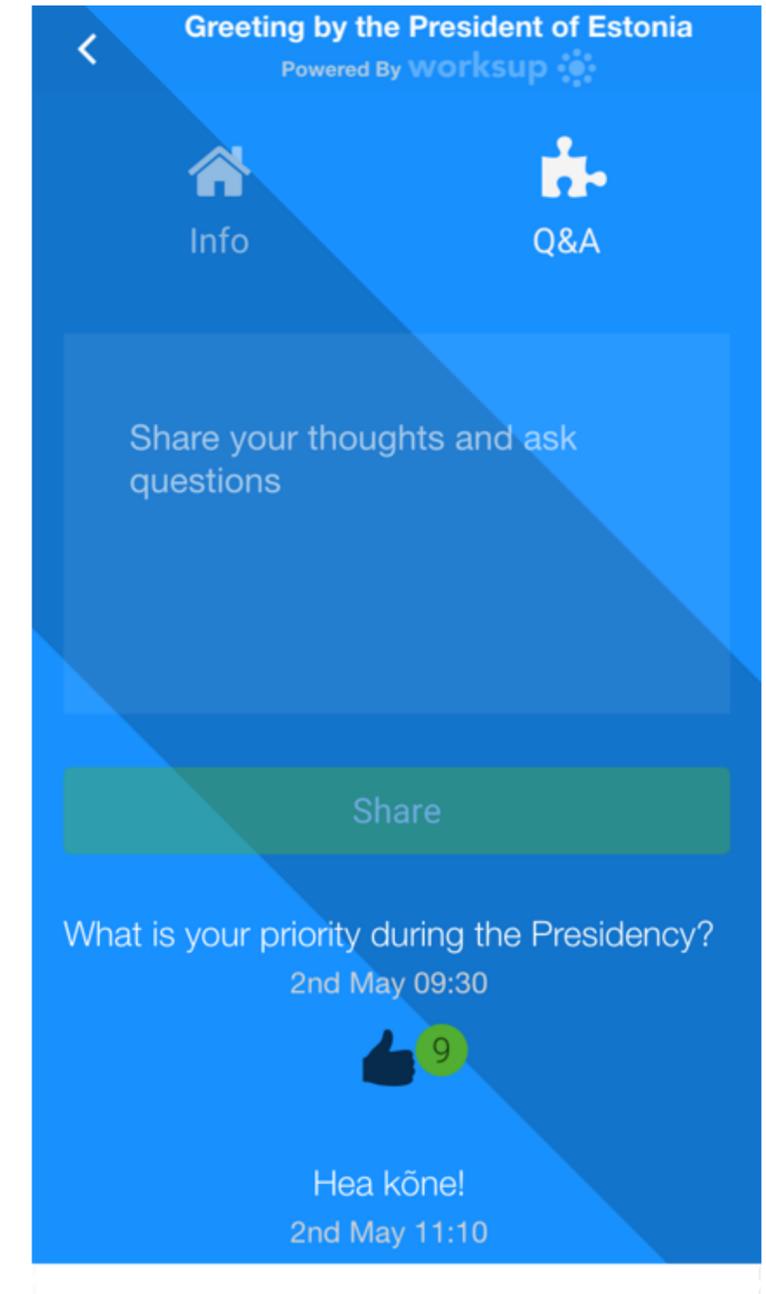
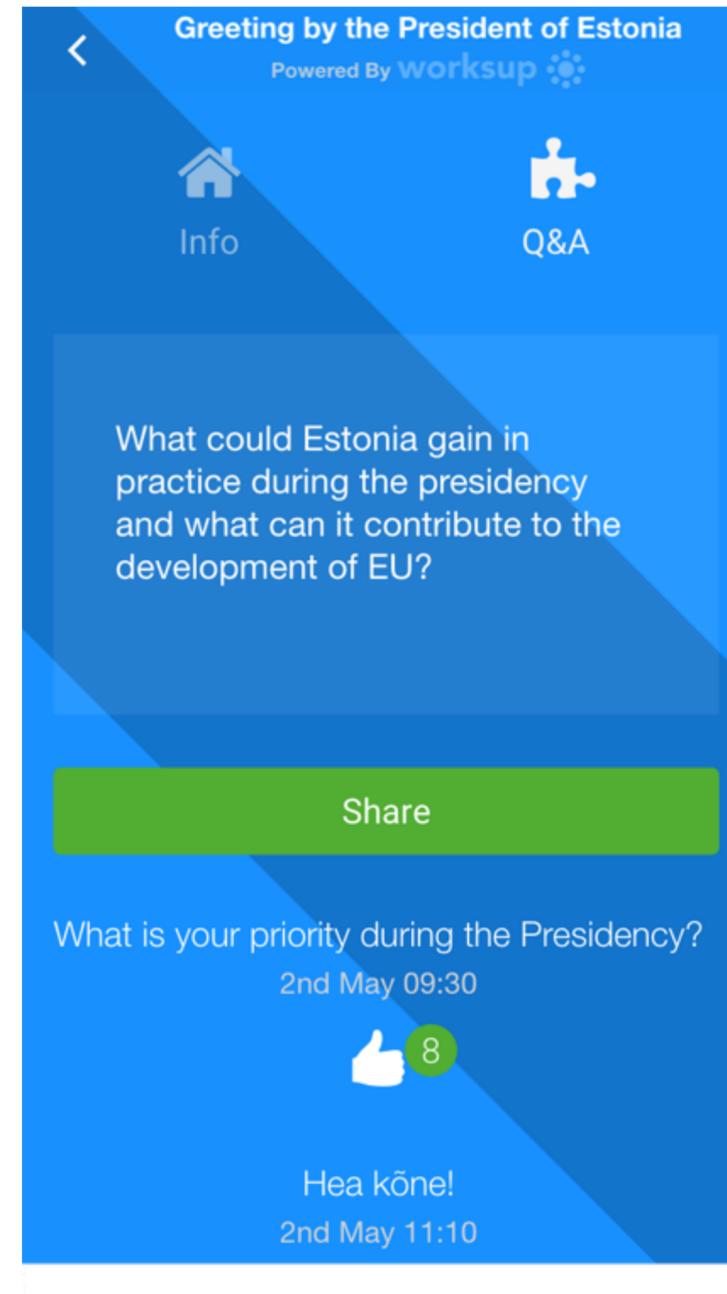
Info

Attendees can view an in depth description of each presentation by clicking on the particular session.



Q&A

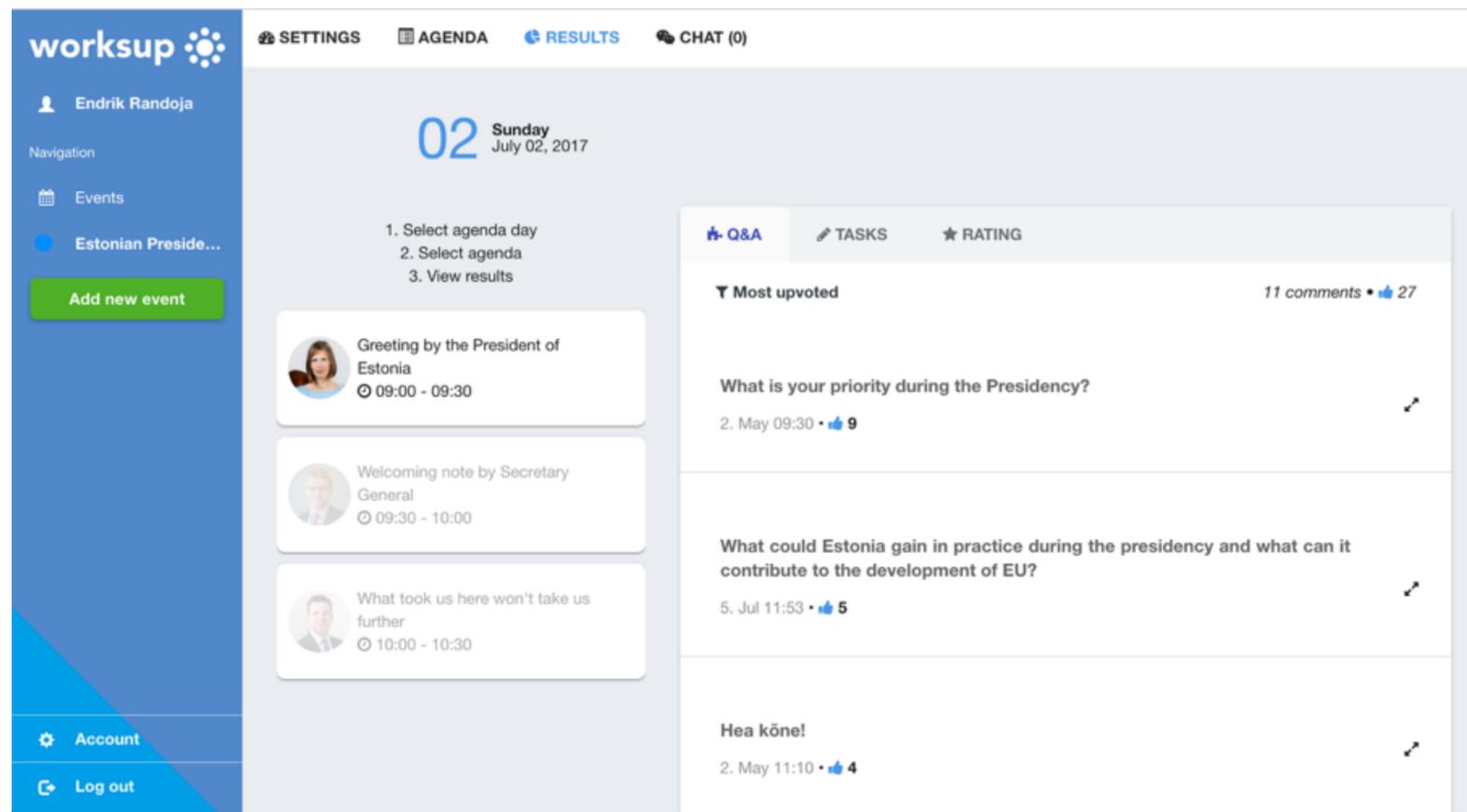
Attendees are welcome to join the discussion by clicking on Q&A after opening a session from the agenda (if Q&A is enabled by the organiser).



Attendees can post their own questions and thoughts as well as up-vote comments from other attendees with a thumbs up.

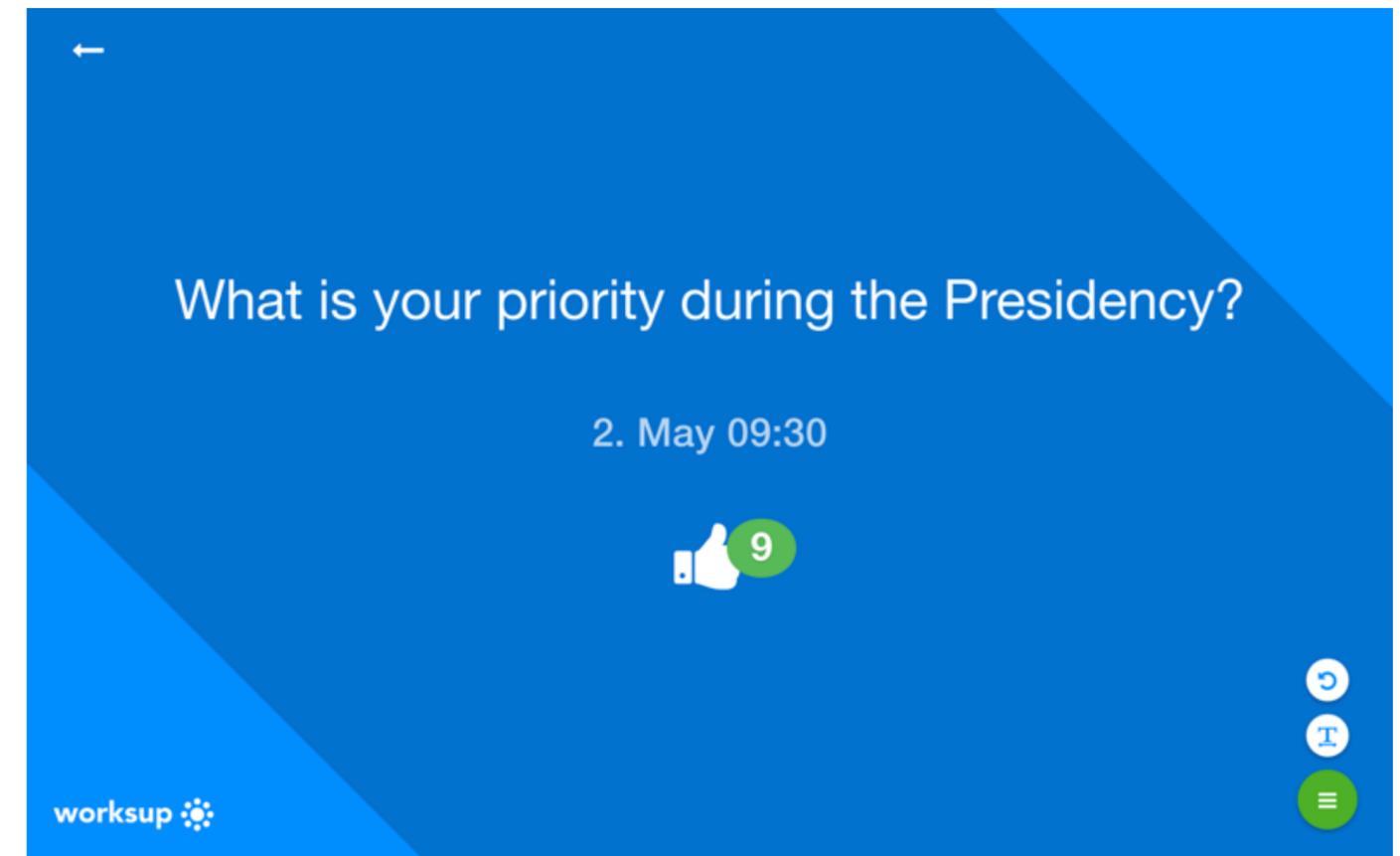
Q&A to the screen

Organisers can boost the Q&A session by displaying a particular question on the screen while it is being discussed. For this, launch the particular session from **RESULTS** section **Q&A** tab using the full screen arrow button.



The screenshot shows the worksup interface with the following elements:

- Top navigation: SETTINGS, AGENDA, RESULTS (active), CHAT (0)
- User profile: Endrik Randoja
- Navigation menu: Events, Estonian Preside..., Add new event
- Account menu: Account, Log out
- Calendar view: 02 Sunday July 02, 2017
- Agenda items:
 - Greeting by the President of Estonia (09:00 - 09:30)
 - Welcoming note by Secretary General (09:30 - 10:00)
 - What took us here won't take us further (10:00 - 10:30)
- Q&A section (Most upvoted):
 - What is your priority during the Presidency? (2. May 09:30 • 9 likes)
 - What could Estonia gain in practice during the presidency and what can it contribute to the development of EU? (5. Jul 11:53 • 5 likes)
 - Hea kõne! (2. May 11:10 • 4 likes)



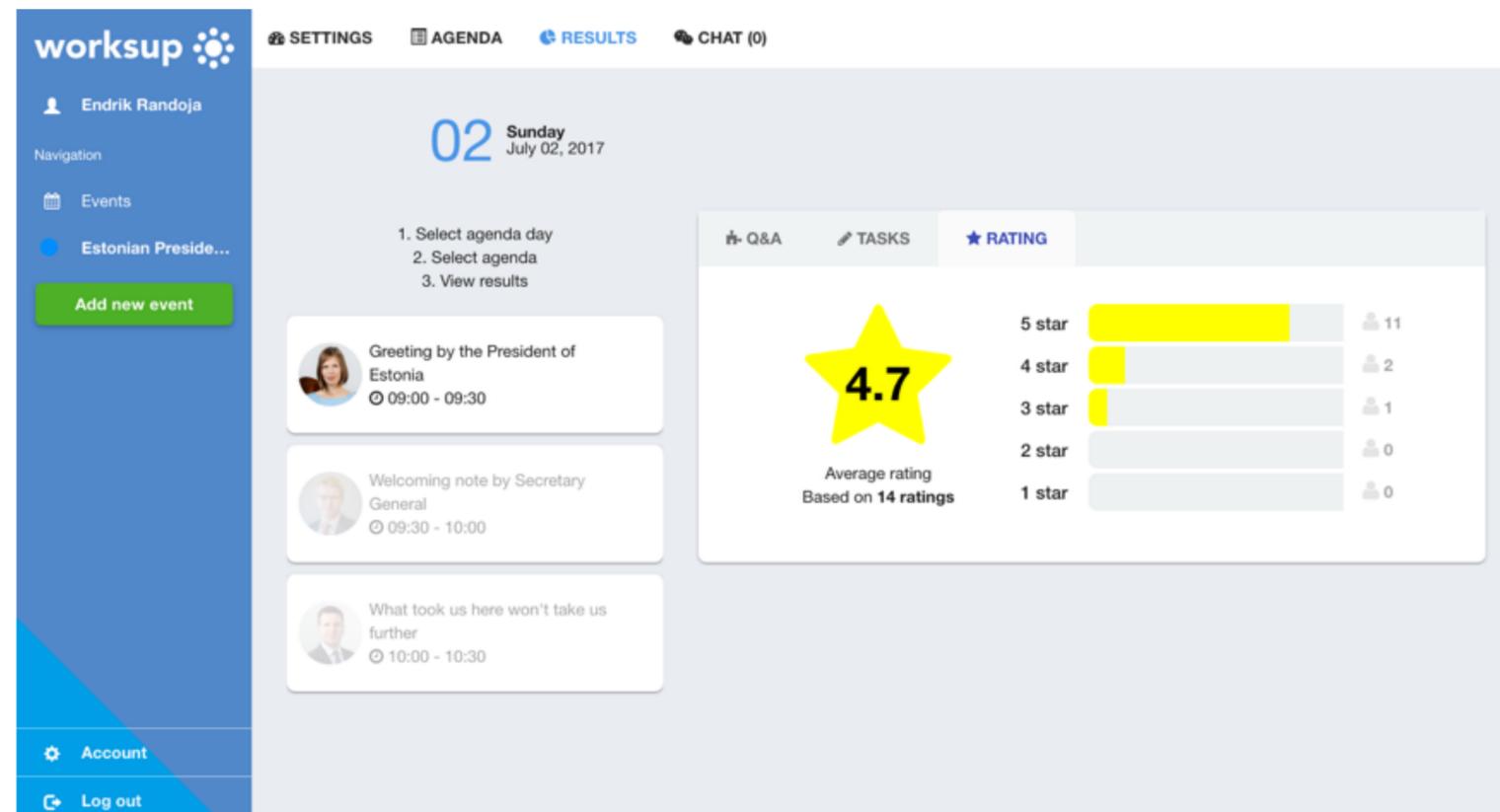
The screenshot shows a full-screen Q&A session with the following elements:

- Back arrow in the top left corner.
- Question: What is your priority during the Presidency?
- Date and time: 2. May 09:30
- Like button with a green circle containing the number 9.
- worksup logo in the bottom left corner.
- Navigation icons (refresh, text, menu) in the bottom right corner.

Rating

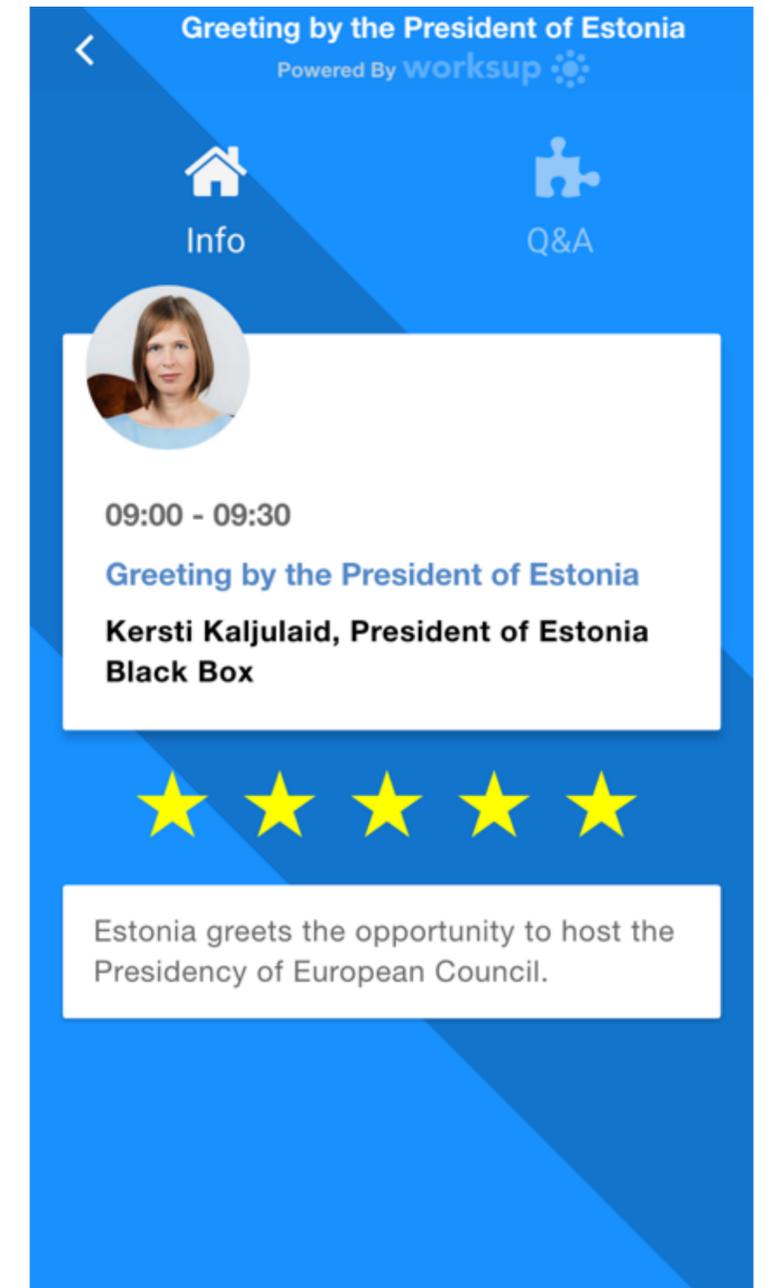
Attendees can rate a presentation or any other agenda element, if the organiser has enabled it.

Organisers can gather quick feedback by checking the ratings from the **RESULTS** section **RATING** tab.



The screenshot shows the Worksup web interface. The top navigation bar includes 'SETTINGS', 'AGENDA', 'RESULTS', and 'CHAT (0)'. The left sidebar shows the user 'Endrik Randoja' and navigation options like 'Events' and 'Add new event'. The main content area displays the date '02 Sunday July 02, 2017' and a list of agenda items. The 'RESULTS' section is active, showing a 'RATING' tab with a large yellow star and the number '4.7'. Below the star, it says 'Average rating Based on 14 ratings'. A bar chart shows the distribution of ratings: 5 star (11), 4 star (2), 3 star (1), 2 star (0), and 1 star (0).

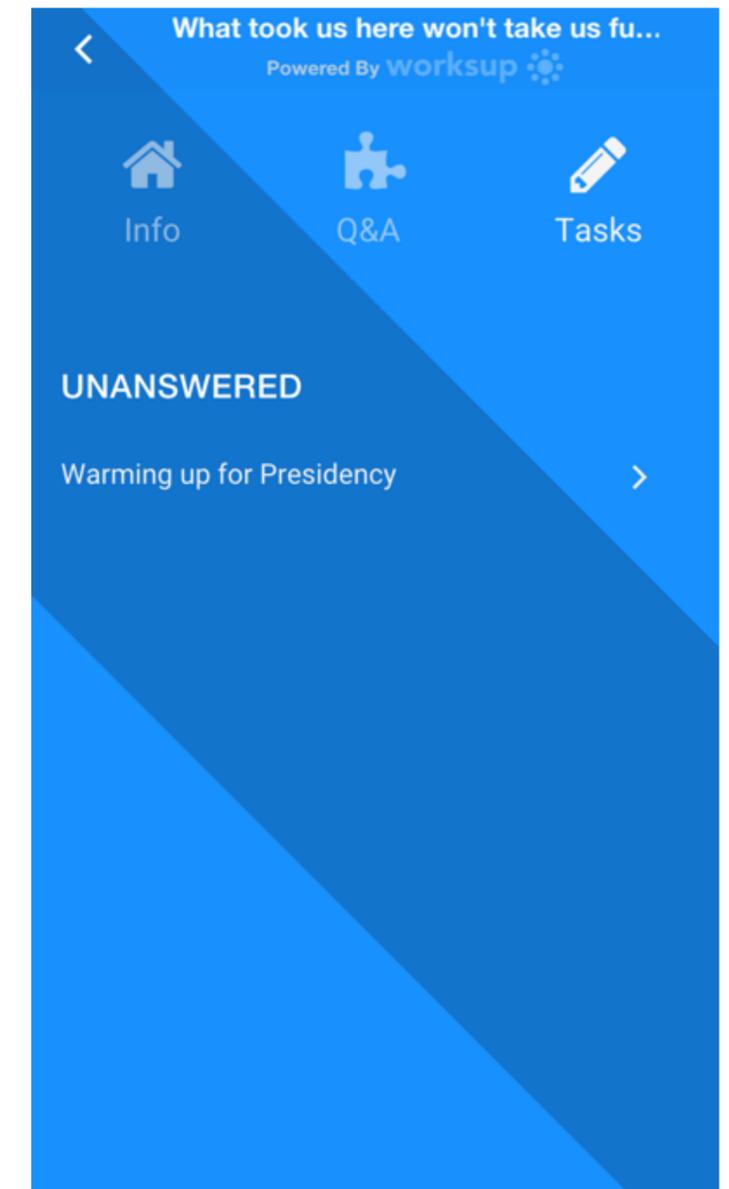
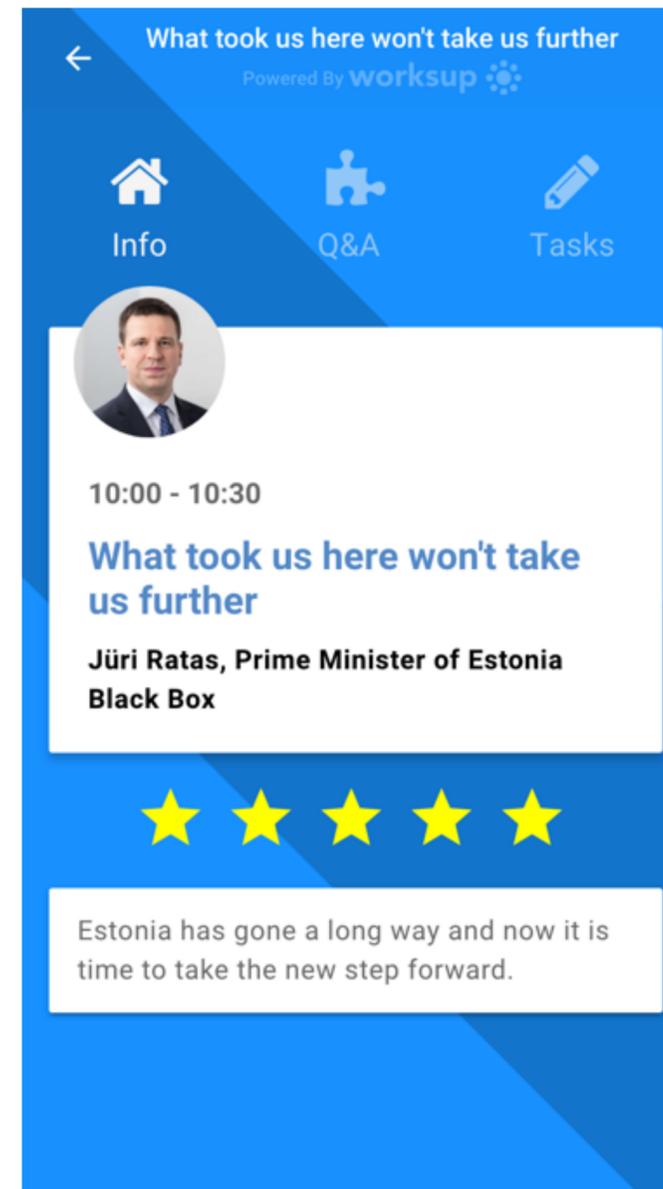
This is particularly handy for pitching competitions or similar where in-depth feedback is not required.



The screenshot shows the Worksup mobile app interface. The top bar displays 'Greeting by the President of Estonia' and 'Powered By worksup'. Below the bar are icons for 'Info' and 'Q&A'. A profile picture of Kersti Kaljulaid is shown. The event details include the time '09:00 - 09:30' and the title 'Greeting by the President of Estonia'. Below the title is the text 'Kersti Kaljulaid, President of Estonia Black Box'. A 5-star rating is displayed with five yellow stars. At the bottom, a text box reads 'Estonia greets the opportunity to host the Presidency of European Council.'

Tasks

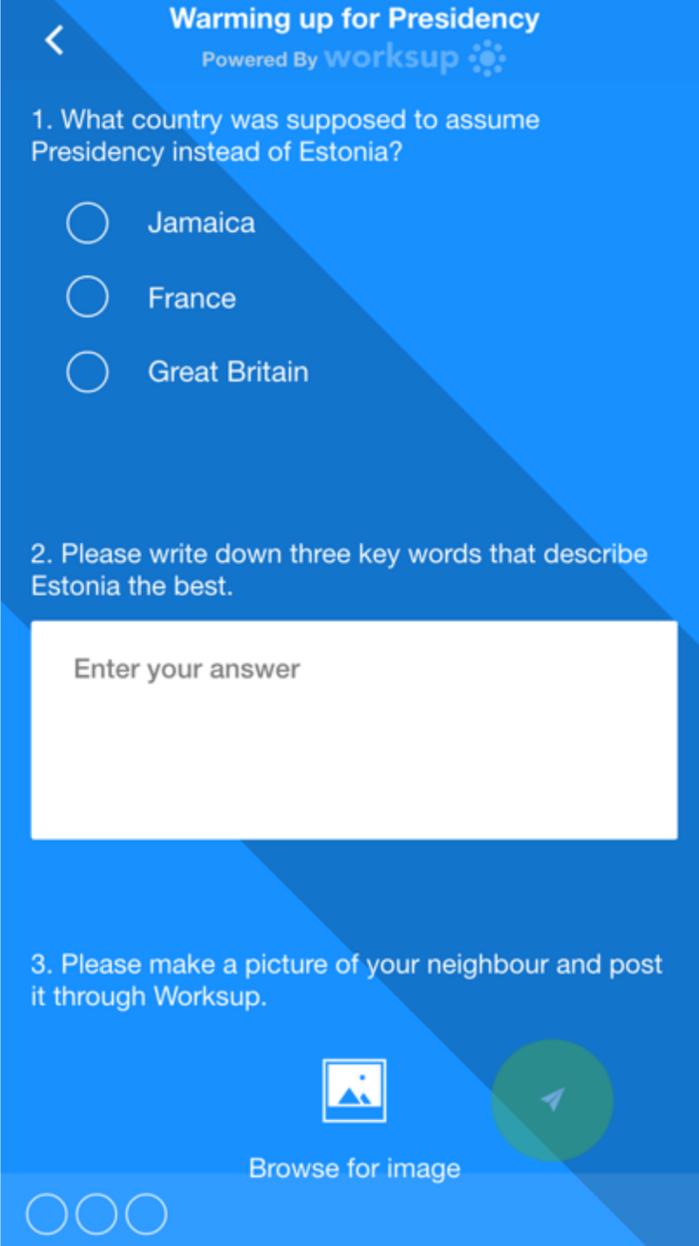
Attendees can perform different tasks if these are enabled by the organiser. You will find your way to tasks by clicking **Tasks** after opening a particular session. If the **Tasks** symbol is not present, there are no tasks in this session.



Polls

Attendees can answer single or multiple choice polls. Whether the poll is anonymous or not is indicated above the task

Using hyphenated text answers will create text bullets.



The screenshot shows a mobile application interface for a poll titled "Warming up for Presidency" powered by worksup. The poll consists of three tasks:

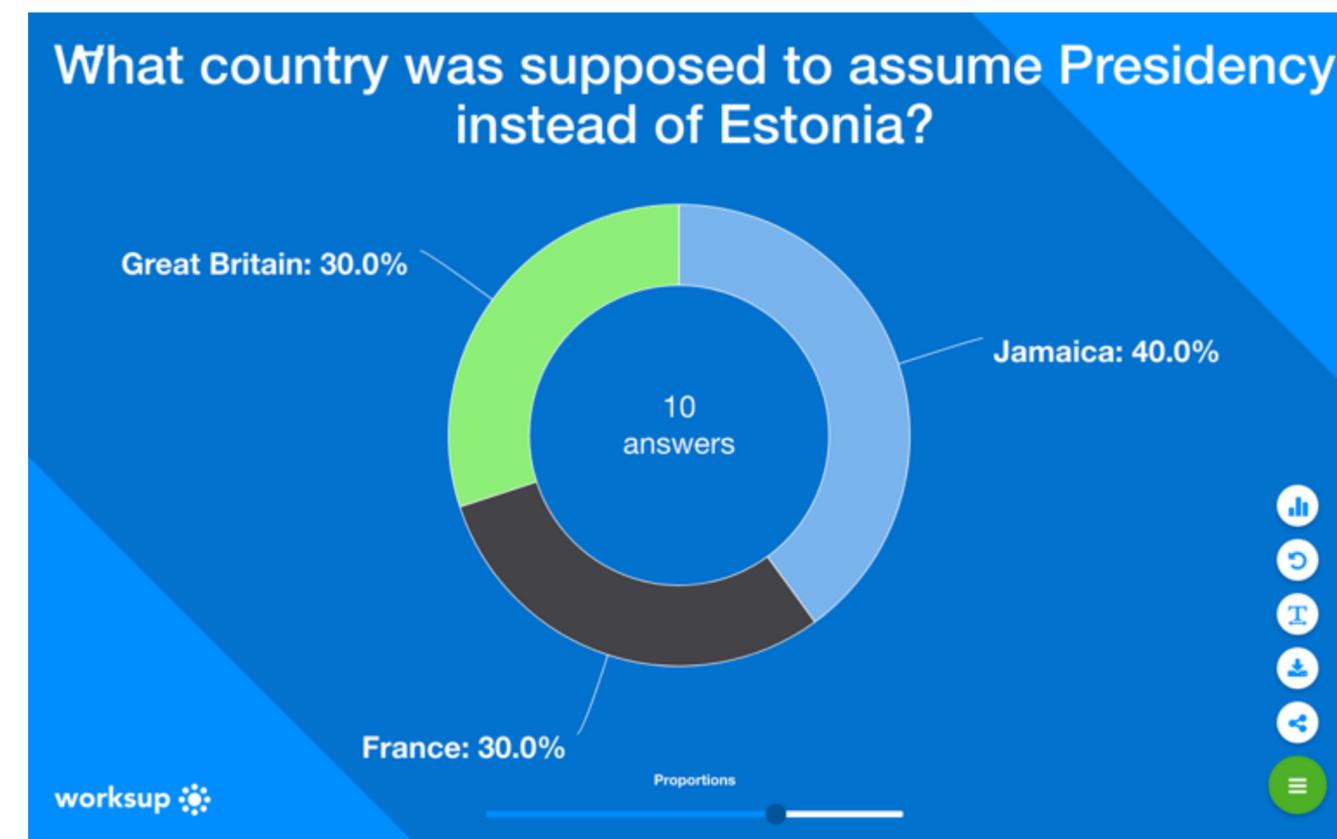
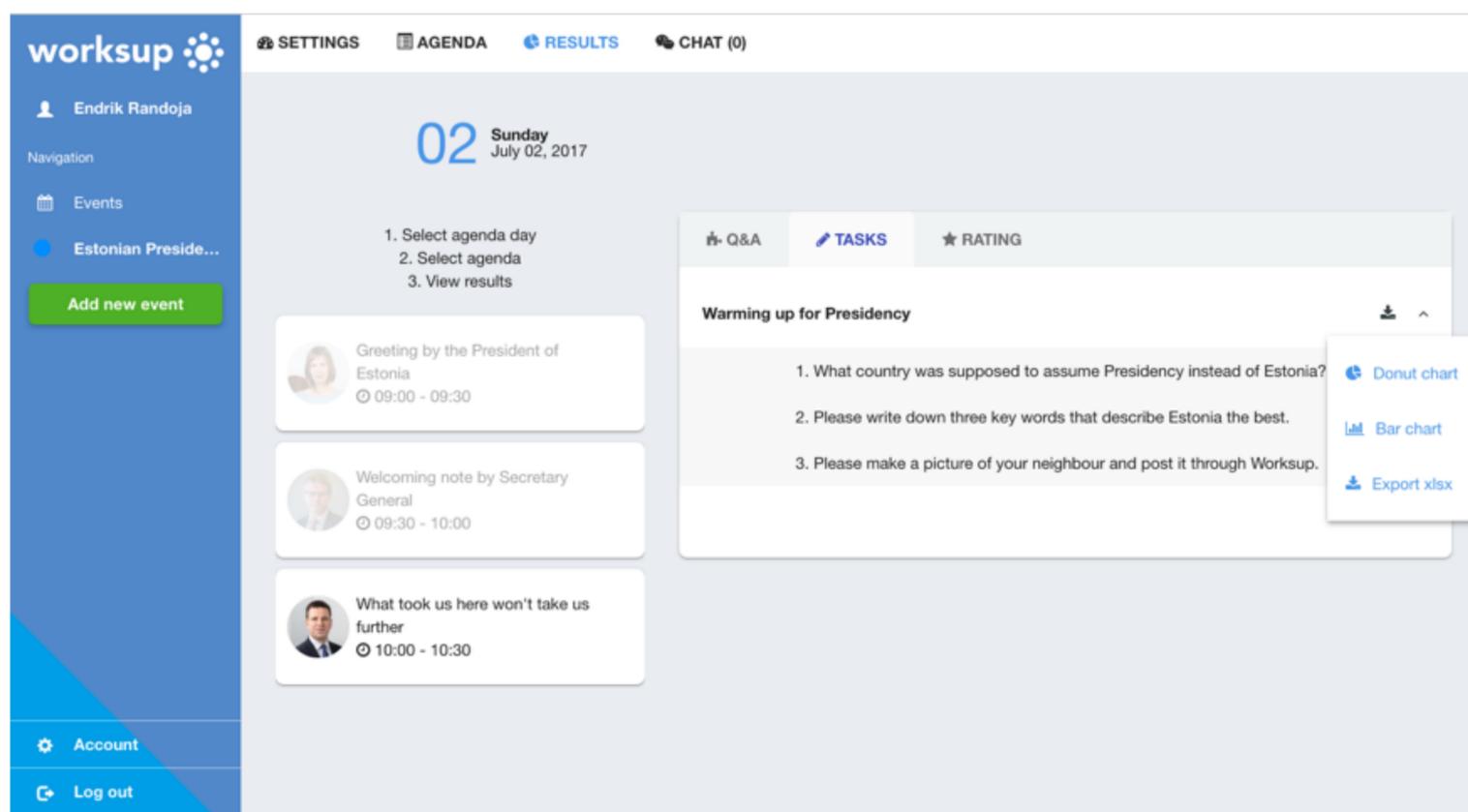
1. What country was supposed to assume Presidency instead of Estonia?
 - Jamaica
 - France
 - Great Britain
2. Please write down three key words that describe Estonia the best.

Enter your answer
3. Please make a picture of your neighbour and post it through Worksup.

At the bottom, there is a "Browse for image" button with an image icon and a green circular button with a white arrow. Three small white circles are visible at the very bottom of the screen.

Displaying poll results

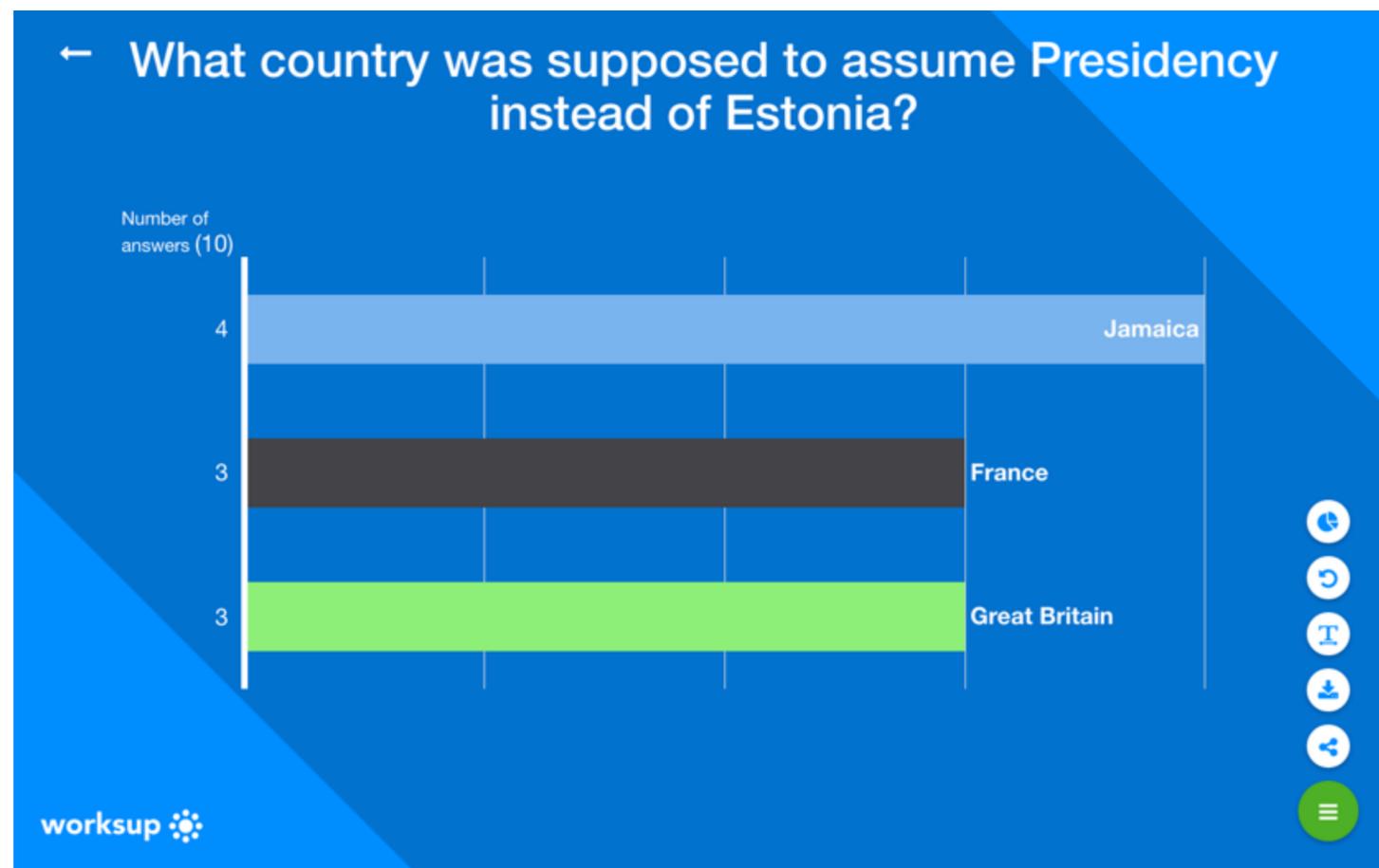
Organisers can present poll results in real time by choosing the **TASK** tab from the **RESULTS** section, then opening the preferred chart type from the menu right after the question. This displays the poll result on screen in real time.



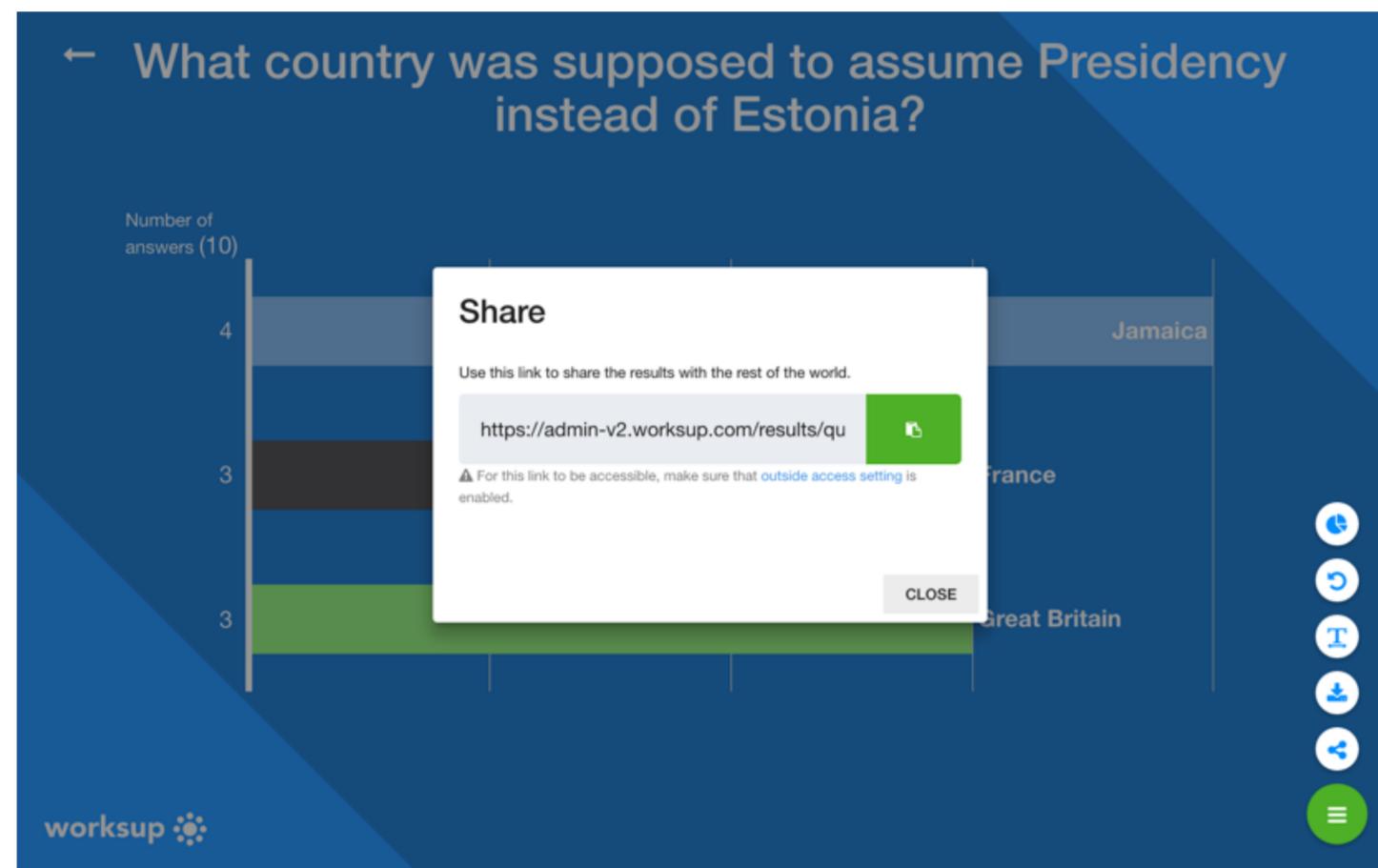
Notice the menu on the right! From "T" you can optimise the design to fit the resolution of your screen or projector. You can also easily switch between bar and pie diagrams.

Sharing poll results

Organisers can share results as a .png graphic file or a live link by clicking the appropriate buttons on the side menu.



.png is handy if you wish to share static picture of the result to a report or another paper based summary of the event.



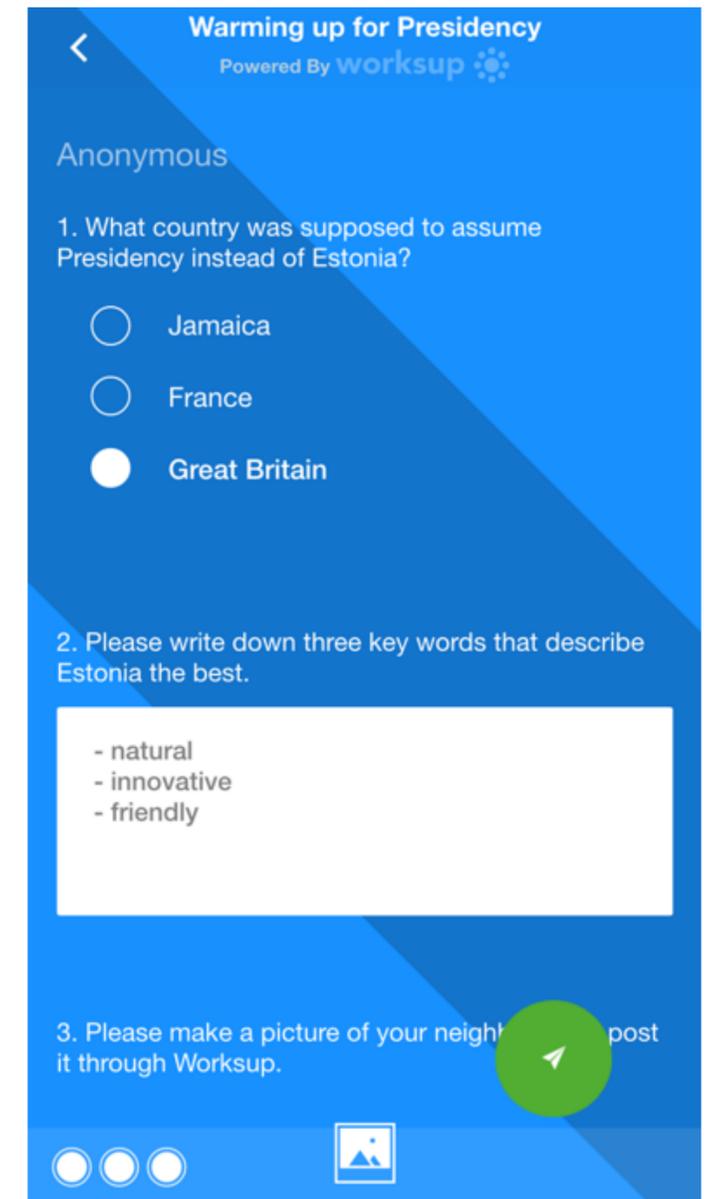
Link is handy if you wish to share live result e.g. to an intranet or social network to be followed in real time.

Text tasks

Attendees can answer text questions either individually or as a group task. Just fill in the text field individually or pick one person from your group who inserts your group's response.

This is how attendees insert text tasks in the user app.

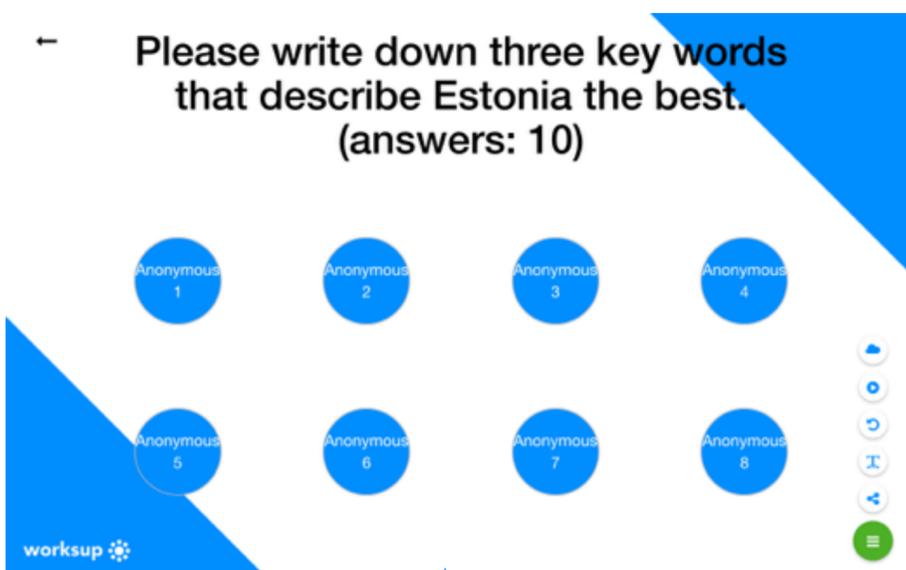
Using a hyphen in front of a text string generates a bullet.



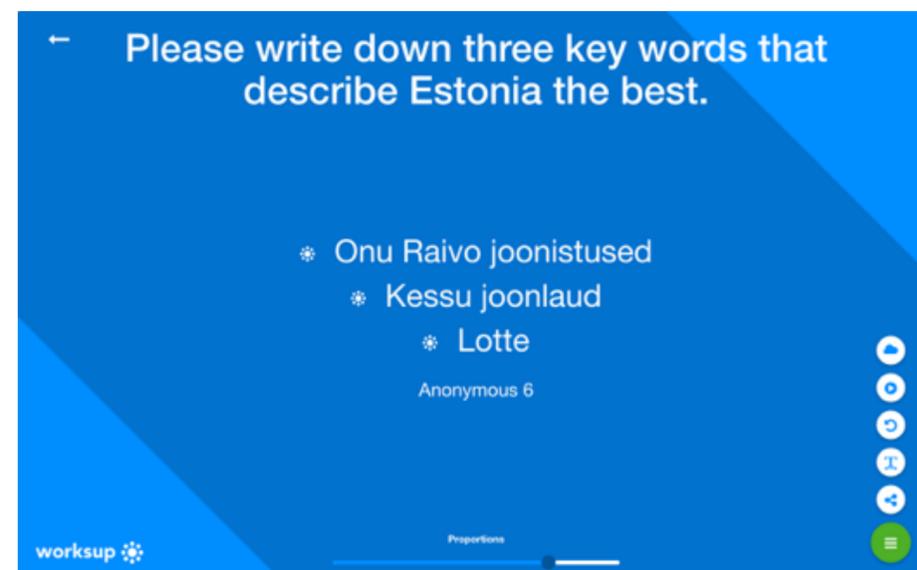
Displaying text tasks

Organisers have many opportunities to present text task answers. First, the “workshop table view” which dynamically lays out all the answers from the individual attendees or groups. A moderator can pick a group, open their answer and ask the group's representative to elaborate.

Secondly, organisers can sum up all the answers by using the word cloud generator function. Thirdly, organisers can play all the answers as a slide show and choose the interval time between slides. Again, all the slides can be downloaded as .png or shared by links if sharing is enabled in Settings.

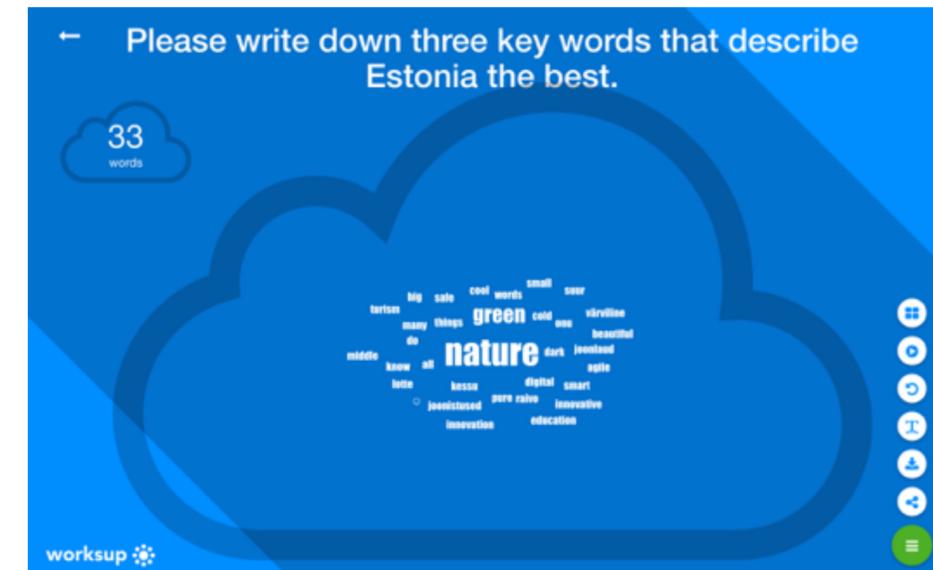


Session leaders can see how the answers are rolling in.



Open answers and ask teams or individuals to elaborate.

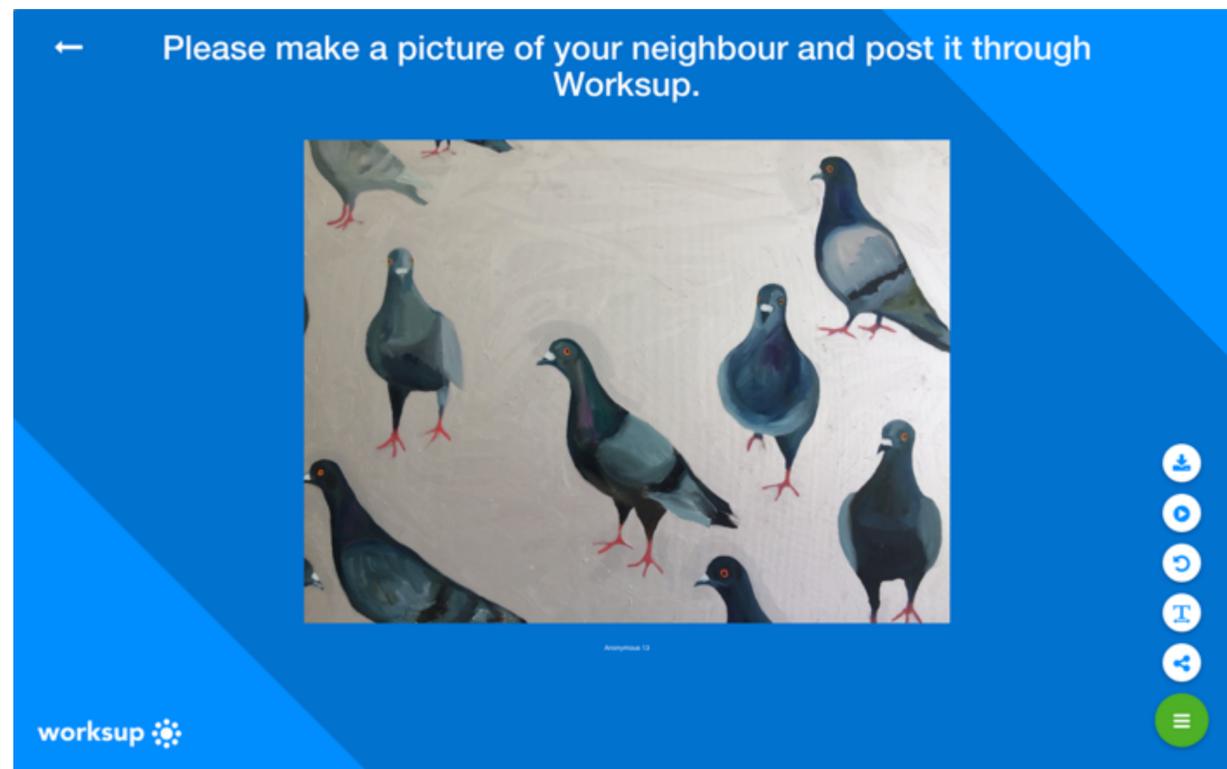
This button plays all the answers as looping slides. This is handy when you wish to play answers passively in the background.



Summarise the session with a word cloud.

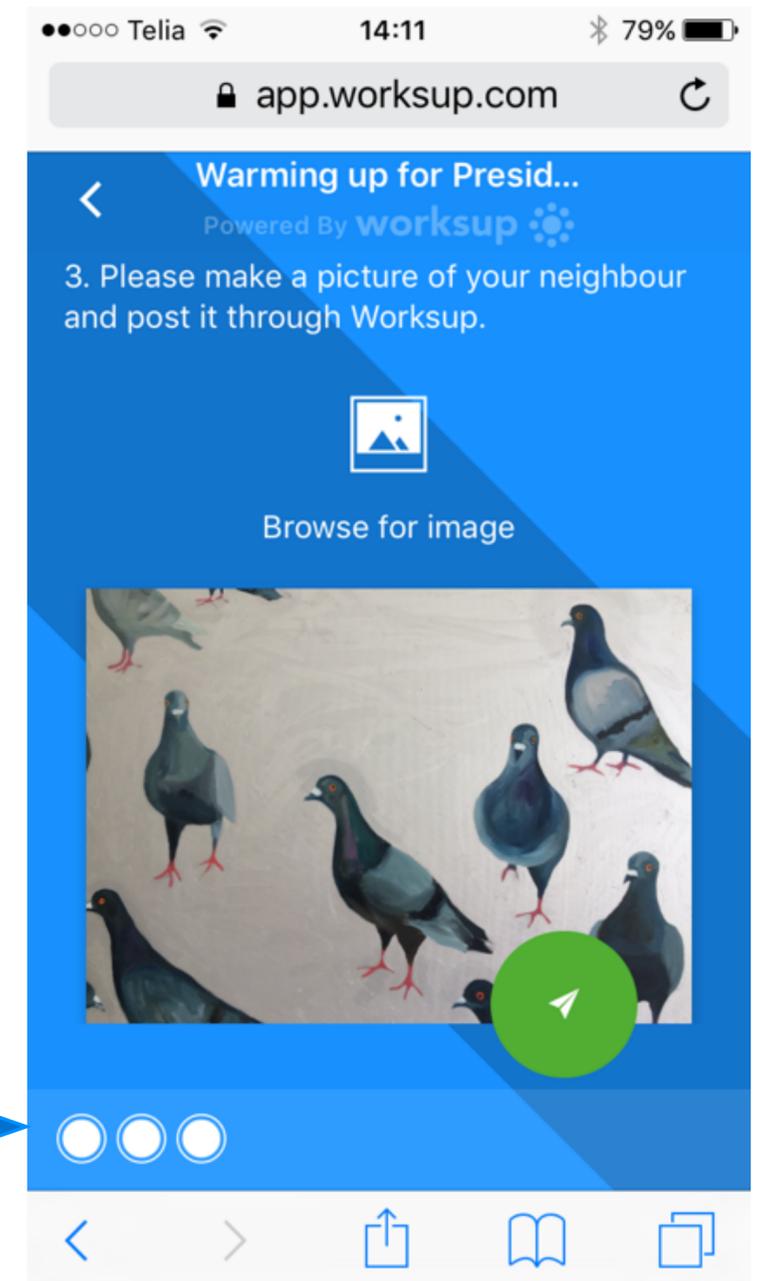
Image task

Attendees can respond to creative tasks that require posting a picture. You can take a picture with your phone or choose it from your phone or computer library. Attendees can use a rotation tool if needed. Organisers can pick images from the workshop table view, look individually at every picture sent or play them as a slide show.



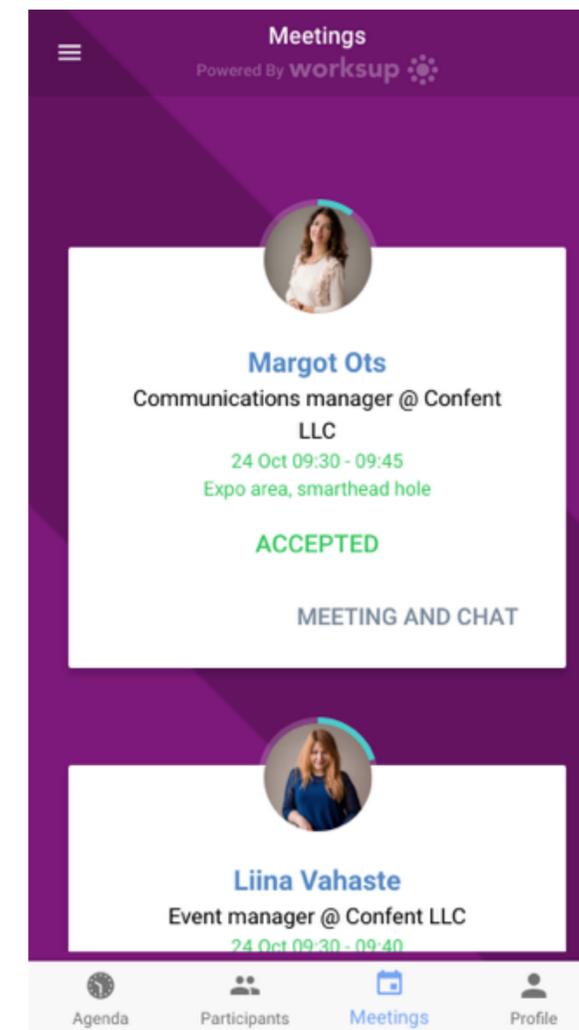
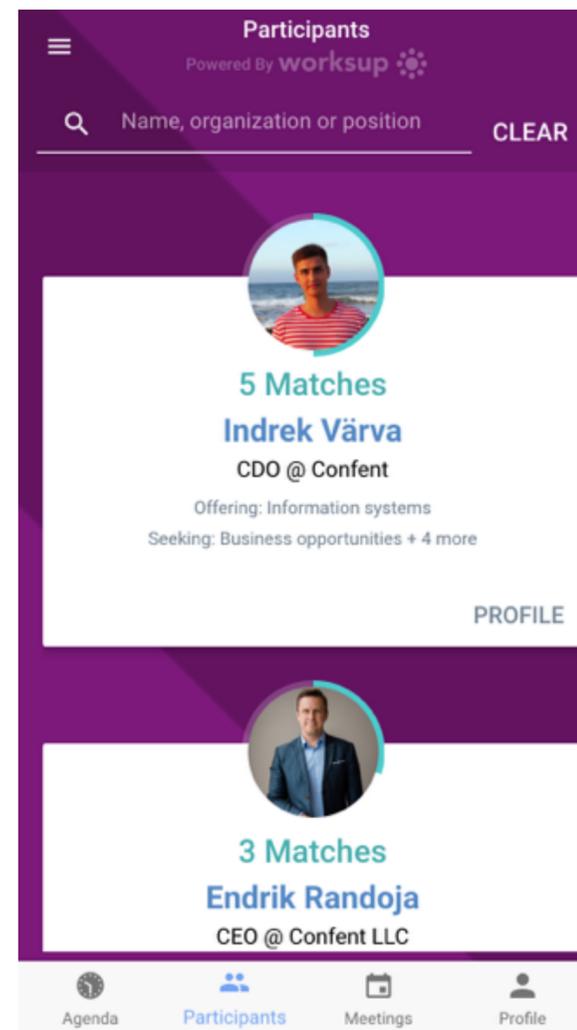
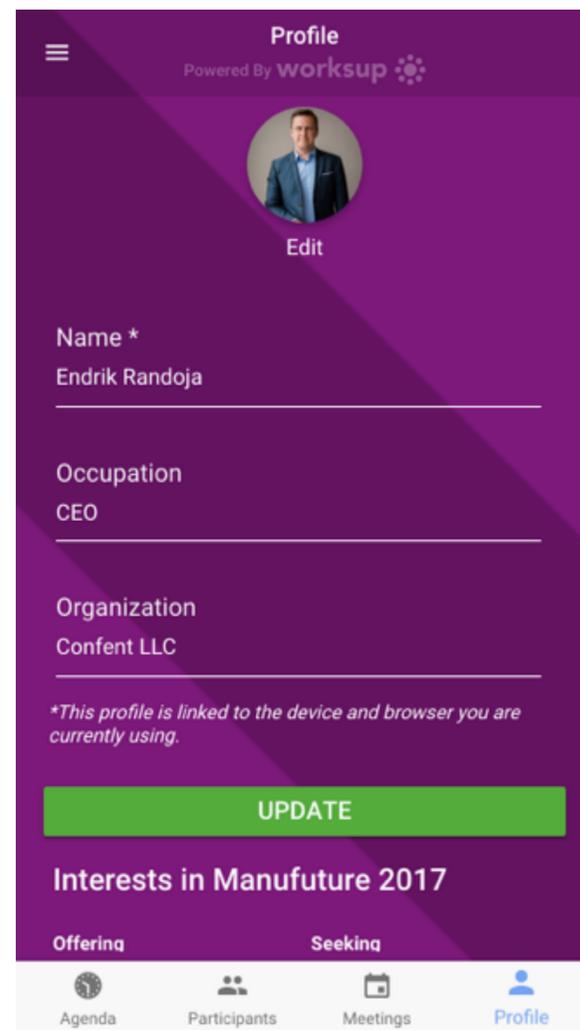
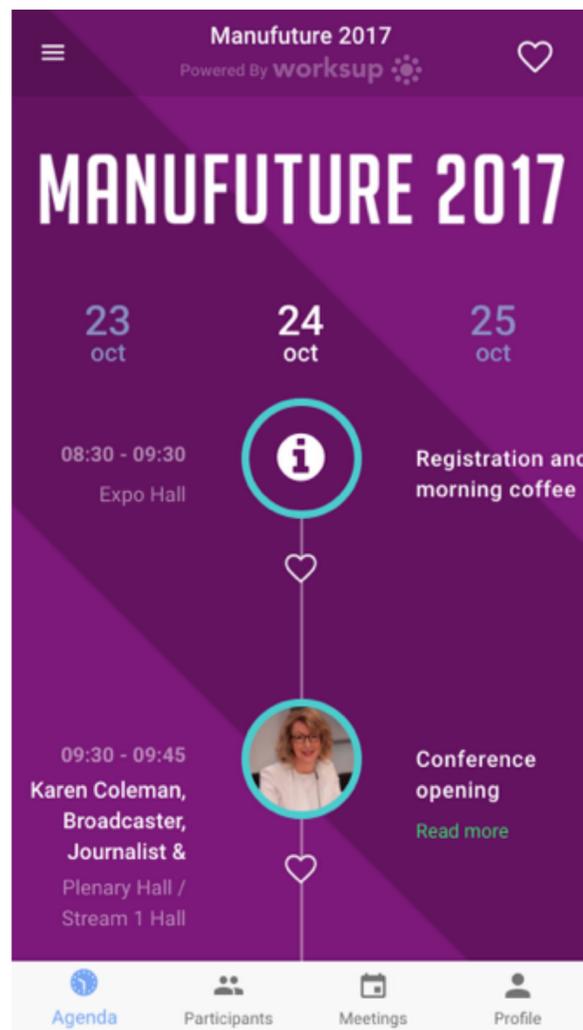
This is how images will be projected on the screen

This is how attendees insert images in the user app.



Networking

In case networking is enabled from settings, participants can set up their profile, browse profile of other participants, suggest meetings and chat with other participants, when meeting is confirmed.



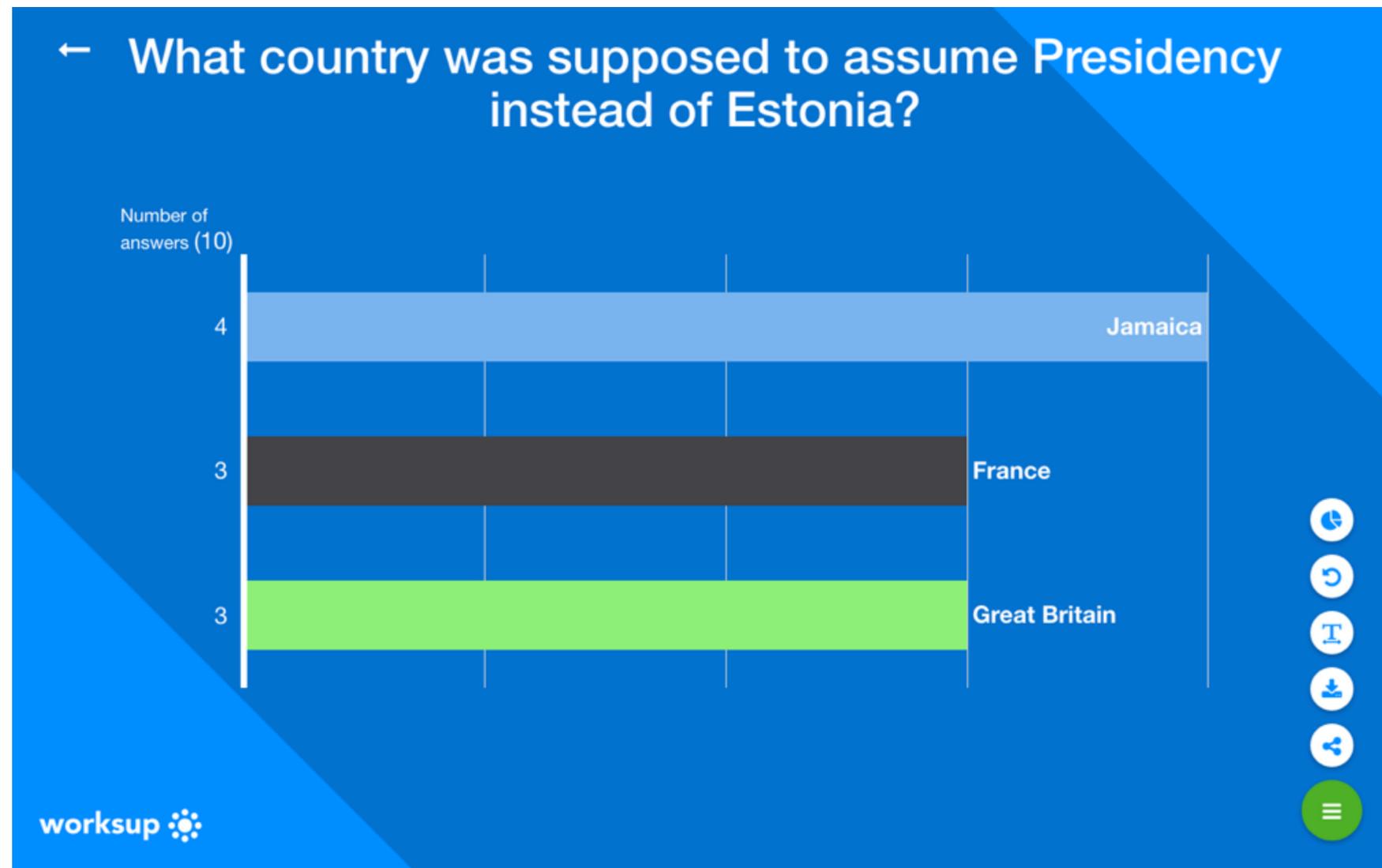
Participants can determine what are they offering and seeking at particular event. Worksup proposes the best matches.

Worksup user guide: AFTER THE EVENT



Share image files

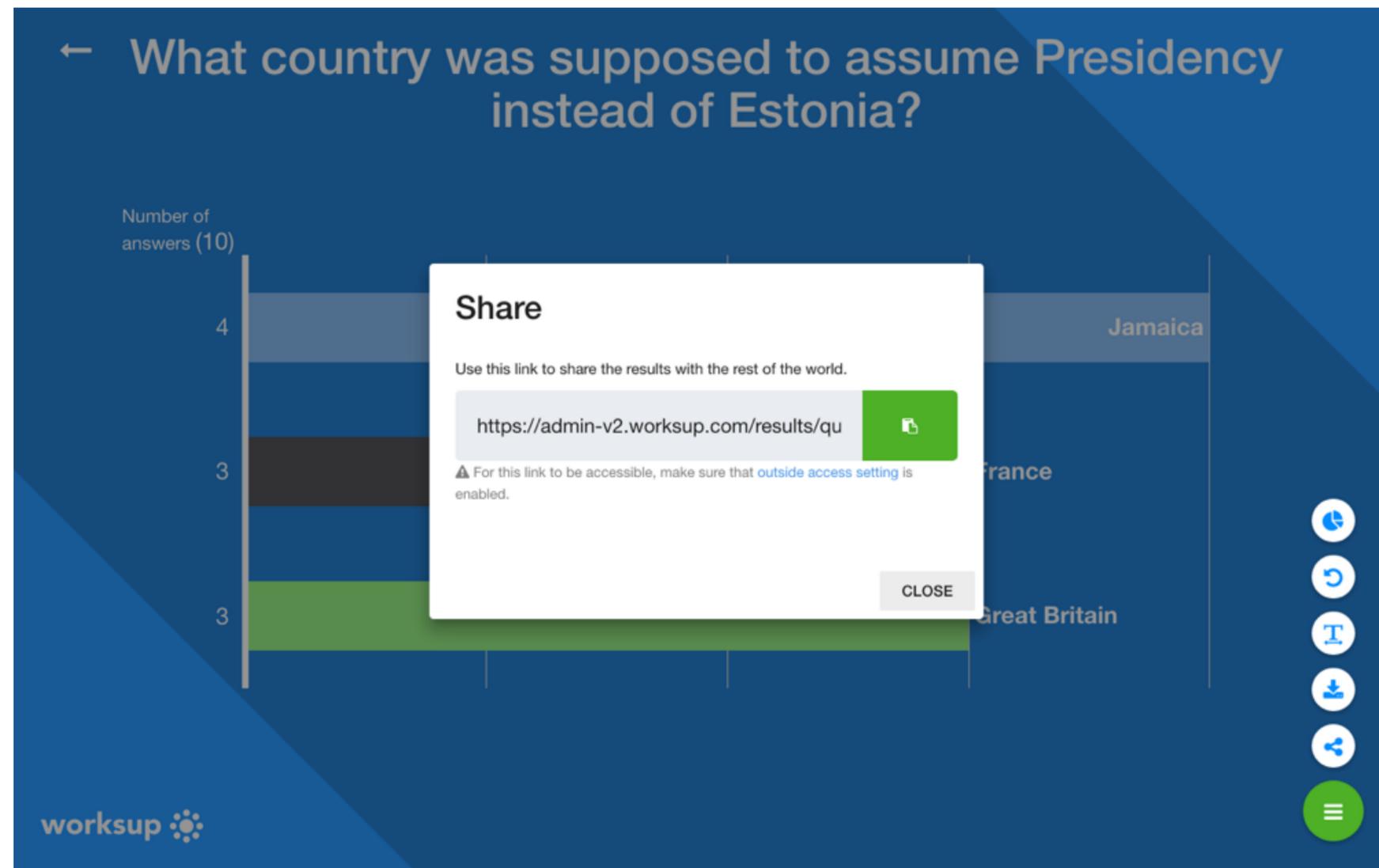
Organisers can download any diagram, text answer or picture answer as a .png file for sharing via social media, event report or other medium.



Download poll result, text answer or image answer as a .png file and share.

Share live link

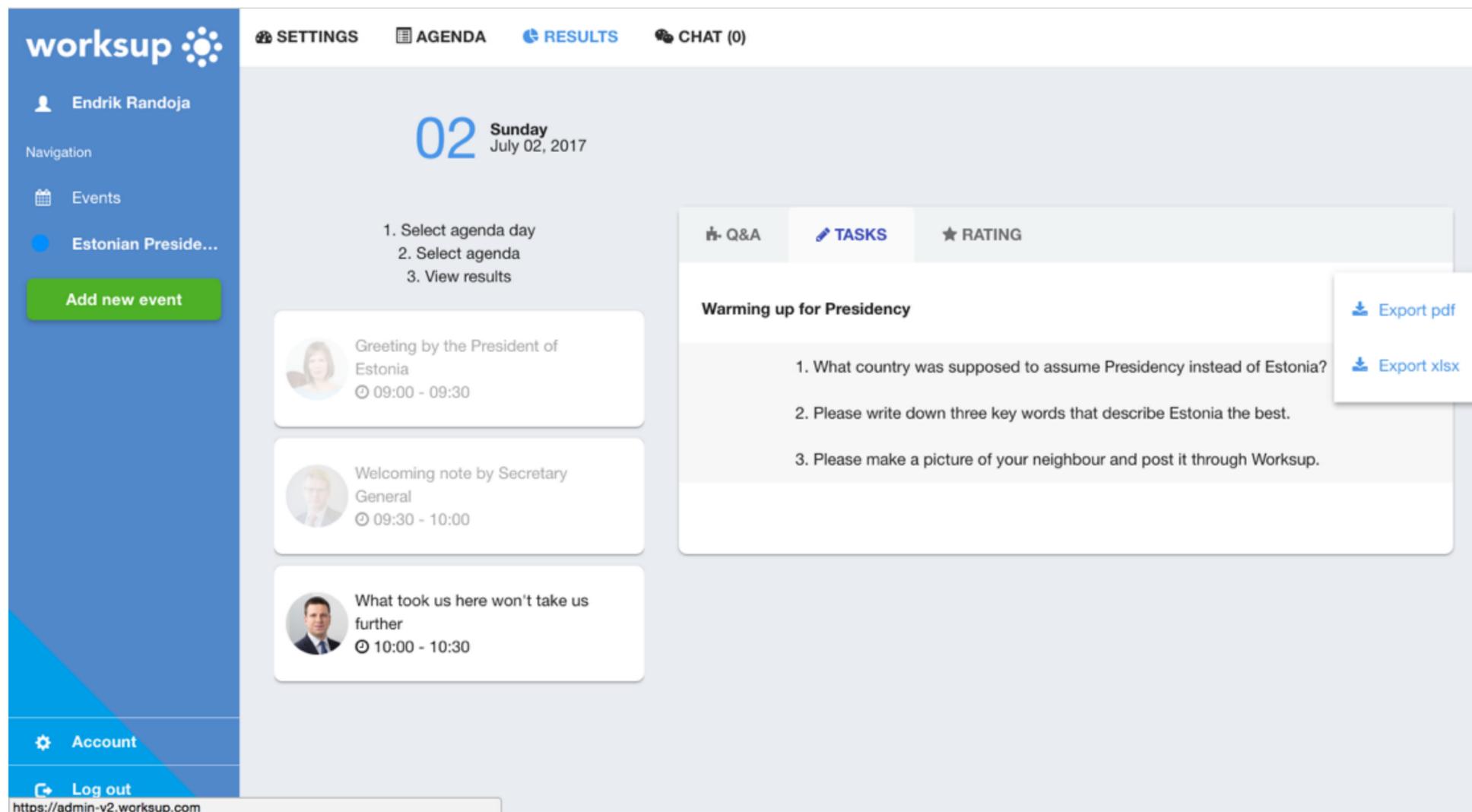
Organisers can copy and share links with poll results, text results and word cloud or image task graphics. Sharing needs to be enabled in event settings. Whoever gets the link can follow task results in real time.



Download poll results, text answers or image answers as live links. View an example following this link:

Download report and data

Organisers can download full .pdf reports and .xls data sheets of tasks.



The screenshot displays the Worksup admin interface. On the left is a blue sidebar with the Worksup logo, user name 'Endrik Randoja', navigation options (Events, Estonian Preside...), and an 'Add new event' button. The main content area shows the date '02 Sunday July 02, 2017' and a navigation bar with 'SETTINGS', 'AGENDA', 'RESULTS', and 'CHAT (0)'. Below this, there are three agenda items: 'Greeting by the President of Estonia' (09:00 - 09:30), 'Welcoming note by Secretary General' (09:30 - 10:00), and 'What took us here won't take us further' (10:00 - 10:30). A 'TASKS' tab is active, showing a task titled 'Warming up for Presidency' with three sub-tasks: '1. What country was supposed to assume Presidency instead of Estonia?', '2. Please write down three key words that describe Estonia the best.', and '3. Please make a picture of your neighbour and post it through Worksup.' A dropdown menu is open over the task, showing 'Export pdf' and 'Export xlsx' options.

Download all data and results as .pdf for an event report or as .xls for later analysis.