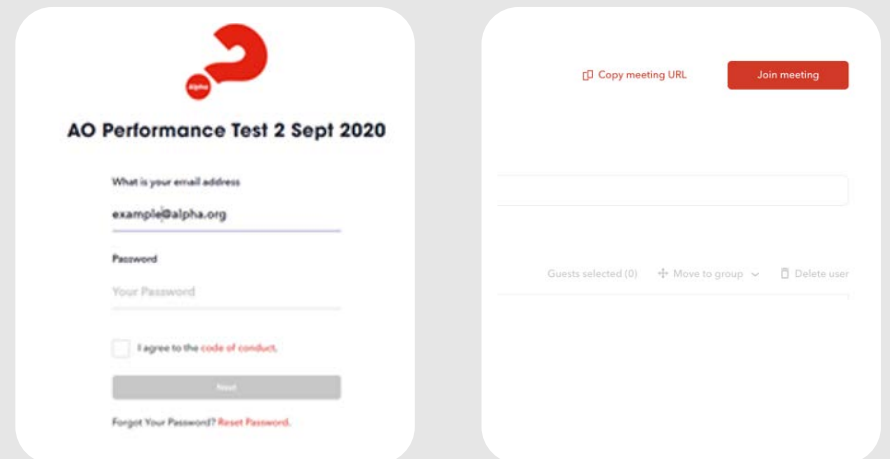


Managing an Alpha session on the platform

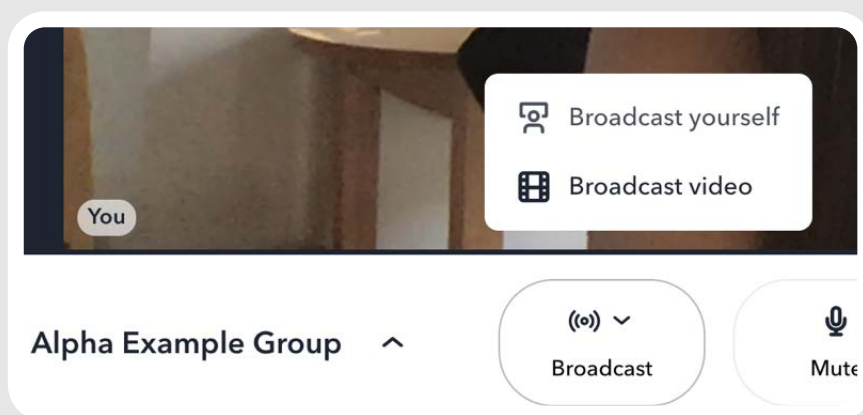
Starting your session

When you're ready to begin your Alpha, log in to the platform with your administrator account, find your Alpha, and select "Join Meeting".



Broadcasting into groups

Once all your guests have joined, you can then simultaneously broadcast yourself into each group to welcome everyone, (see p.8 on how to assign broadcasting privileges). Broadcasting is password protected. If you have been given Broadcasting or Moderation privileges, you will be asked to enter your email **and** password whenever you log in to the platform.

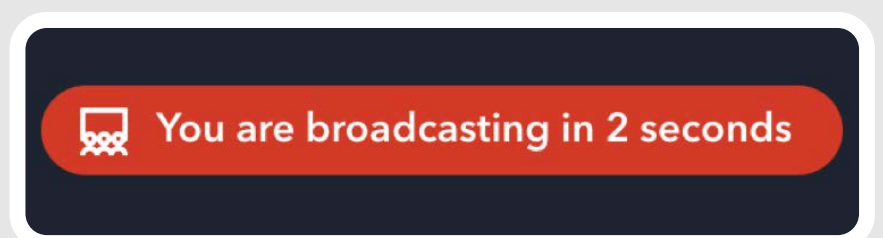


Groups will receive a 5 second countdown notification prior to the broadcast, so you won't take them by surprise.

When you broadcast, everyone attending your Alpha will be able to see and hear you. This is a great time to welcome them to Alpha, let them know what to expect, and give them a schedule for the session. Click "Stop Broadcasting" to end.

- If you do not yet have a password or have forgotten your password, click on the "Create New Password" or "Reset Password" link
- This will automatically send you an email with your password link. Go to your email and select the link given to set your password
- Once you have set your new password log into the platform. Enter your email and select "Next", enter your password and select "Next". This will take you to the preview screen where you can type in your name

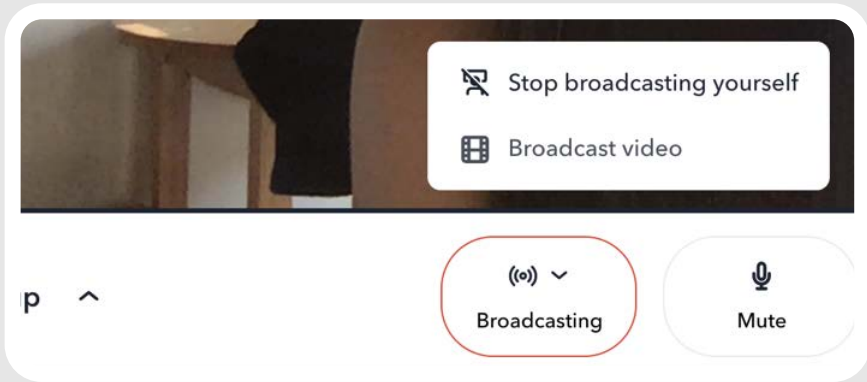
Please note: Guest users will only be required to enter in their email to log in to the platform.



Note: When you broadcast, everyone can see you but you will only be able to view the participants in your small group.

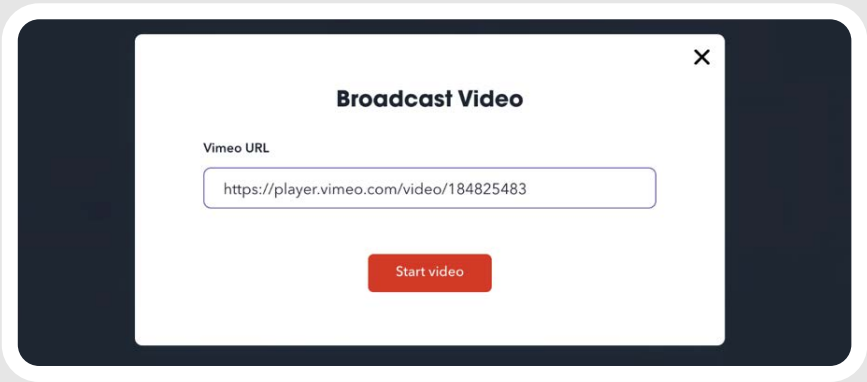
Showing the Alpha Film Series

When it's time to show the Alpha Film Series episode for the week, select "Broadcast Video".



When the video is complete, click "Broadcast Yourself" in order to broadcast yourself again before transitioning into small group discussions, or click "Stop Broadcasting" to end the broadcast and let the hosts in each small group lead the discussion right after the video.

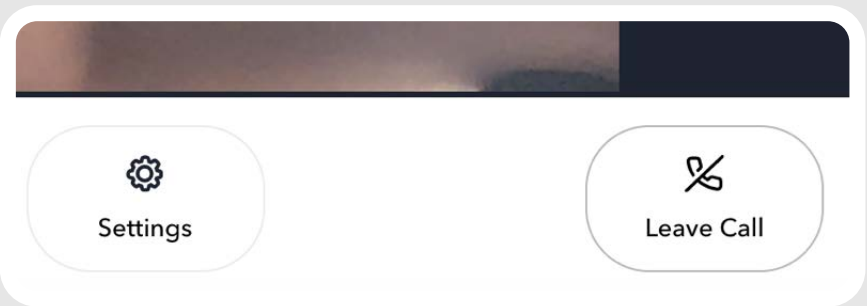
Insert the link to the video from the Alpha you registered in MyAlpha and click "Start Video". The video will start after the countdown, and synchronize for all participants.



Tip: To find the video link, go to the materials page in MyAlpha, select the video, select "Share Link", and copy the link. You will need to have created an Alpha in MyAlpha beforehand.

Ending the Alpha session

At the end of the session, once all guests have logged off, select "Leave Call" to finish. "Leave Call" will only log you off the session, it will not close the session for everyone else.



Showing other videos

In the pilot phase of the Alpha online platform, you can broadcast any video from the Vimeo video platform by pasting the link to the video in the broadcast function. This will allow you to play worship videos, for example. No other video platform is supported at the moment.

Removing disruptive guests

If a guest is being disruptive, rude, or you need to remove them for any reason, click on their name, and choose "Remove from call". They will be banned from joining again. If you would like to reverse this action, go to the Manage Course area, find the guest. Select the three dots beside their name and uncheck the "banned" option. This function can be carried out by anyone with 'Moderator' privileges.