How to use EasyRetro

We will be using the EasyRetro platform during workshop breakout room sessions. If you haven't used this before, we recommend spending 2 minutes testing it out before the workshop! We've shared some instructions below on how to use it, but please get in touch (on communications@sustainabilityfirst.org.uk) if you have any questions.
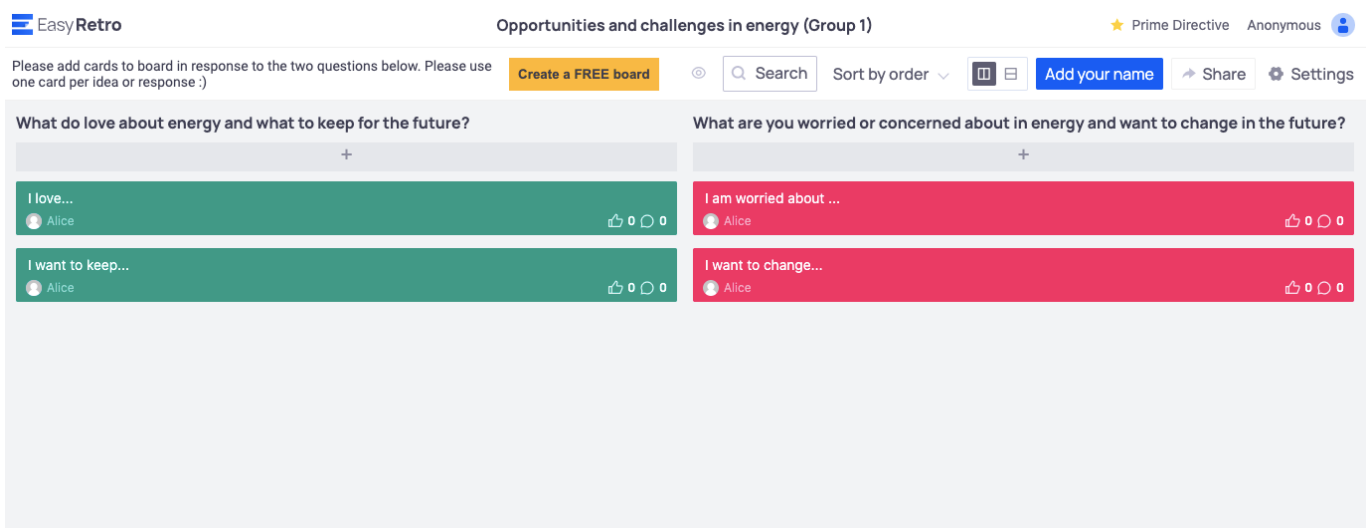
Note: You do not need to create an account to use EasyRetro during the workshop.

If you would like to practice using the EasyRetro platform before the conference, please use the test board which can be access via this link: https://easyretro.io/publicboard/cI1stsnZ3dQ0yQlMk4vDrHnfWU33/c6516e53-1e94-499b-9b4f-a13fb9ac6d93. You will be asked to enter a password to access the board. The password is: **de5747.**
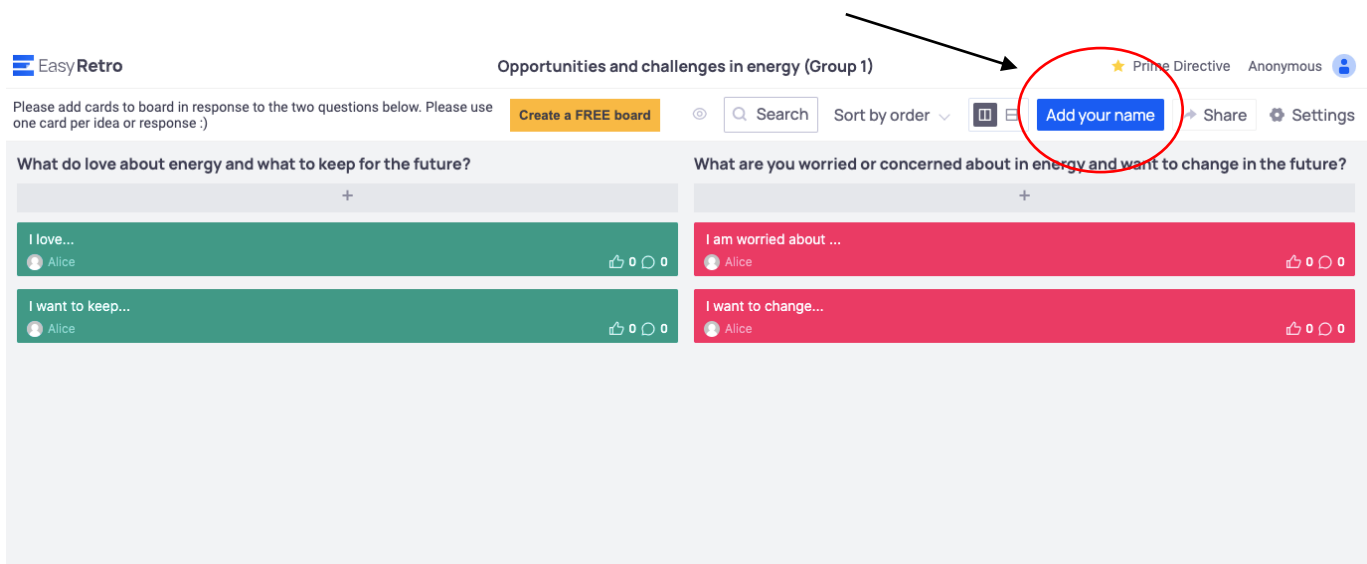
Using EasyRetro during the workshop:

Each breakout room will be assigned a facilitator. Your facilitator will share the link to your breakout room's EasyRetro board in the Zoom chat at the beginning of the session. Each breakout room will have their own EasyRetro board.
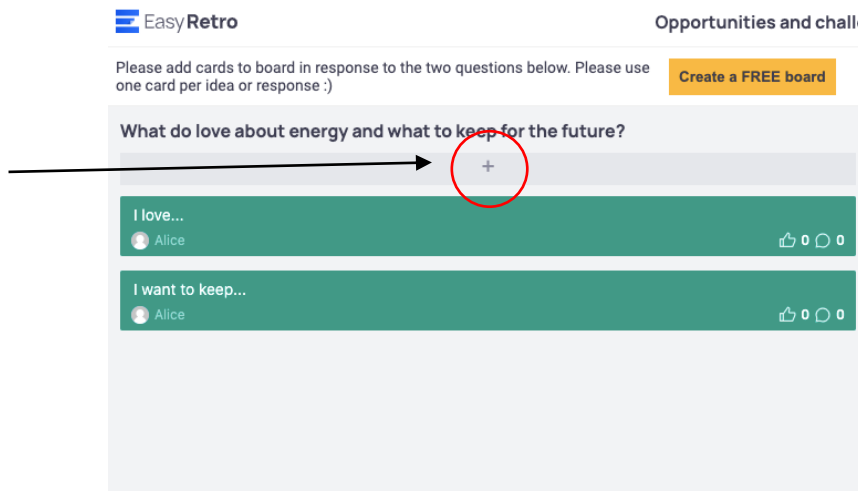
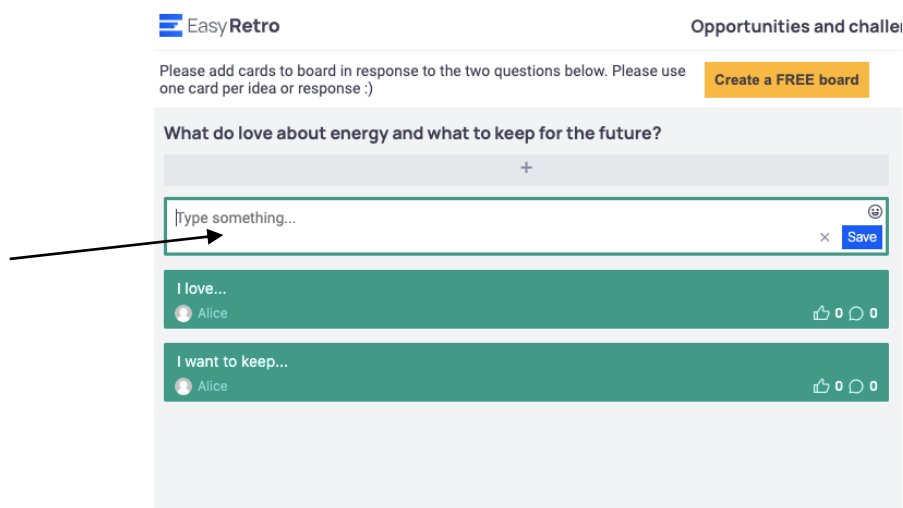When you open EasyRetro, the board will look something like the screenshot below:

Start by clicking the blue "Add your name" button at the top right-hand side of the screen. If you would like your contributions to remain anonymous, just leave this blank.
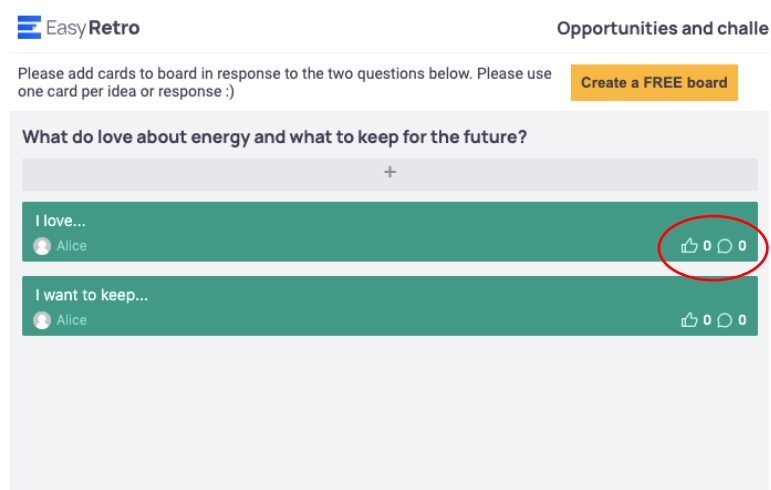
On the board, you will see a number of columns with different headings. You can add cards to the columns by clicking the grey **+** button at the top of the column.
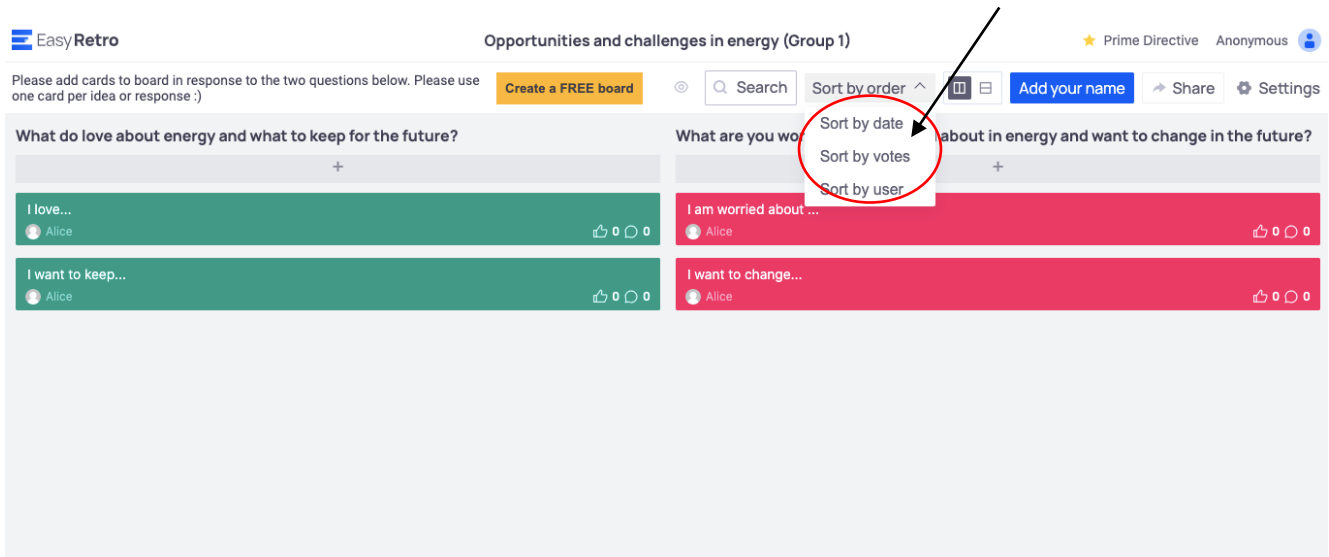
After pressing **+**, a new blank card will appear, and you will be able type your idea onto the card. Click the tick to add the card to the board. Please only add one idea/response per card. You can add as many cards as you like to your column. Your cards will be visible to everyone who has access to the board.
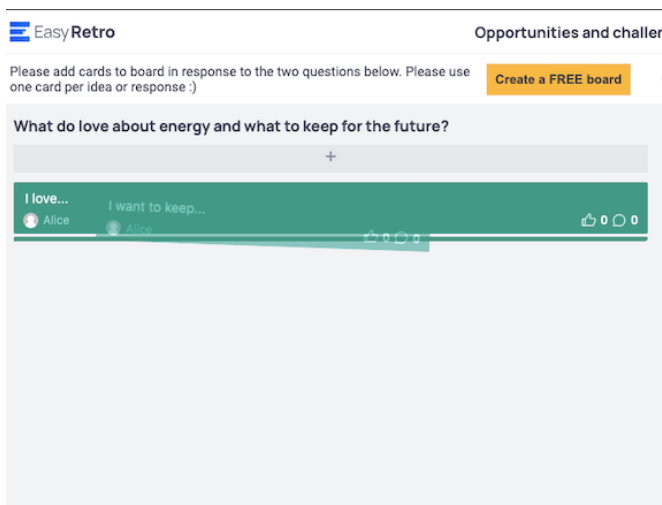
You can comment on or add details to other people's cards, by clicking the speech bubble at the bottom right of their card. And you can upvote your own or other people's cards by clicking the thumbs up button at the bottom right of the card.
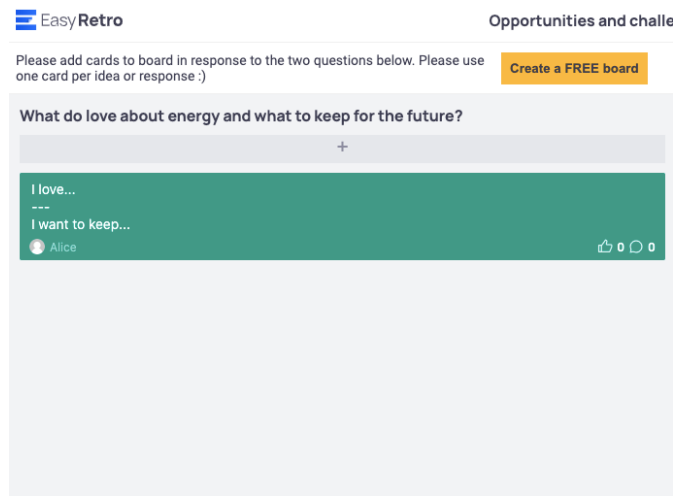
To reorder the cards in your column by the most upvoted (rather than recently added), click the "sort by votes" from the drop down at the top of the screen.

To collate cards together in themes, you can drag one card and drop it on top of another. This will mege two cards together.

(Image 1: drag and drop)

(Image 2: cards merged)

How to use Slido

We will be using Slido during workshop. Slido helps participants ask and answer questions during presentations. We've shared some instructions below on how to use it, but please get in touch (on communications@sustainabilityfirst.org.uk) if you have any questions.

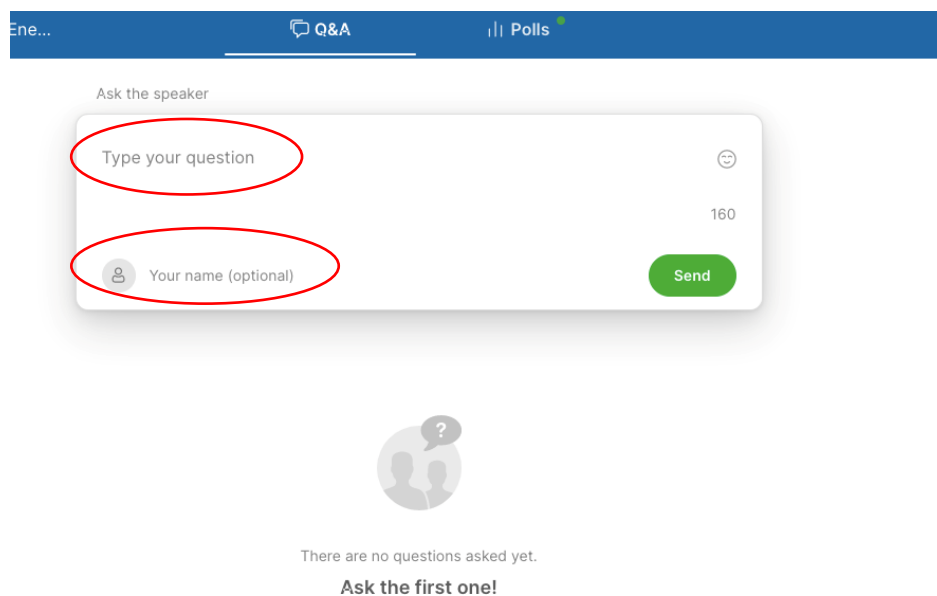**Note:** You do <u>not</u> need to create an account to use Slido during the workshop.

Using Slido during the workshop:

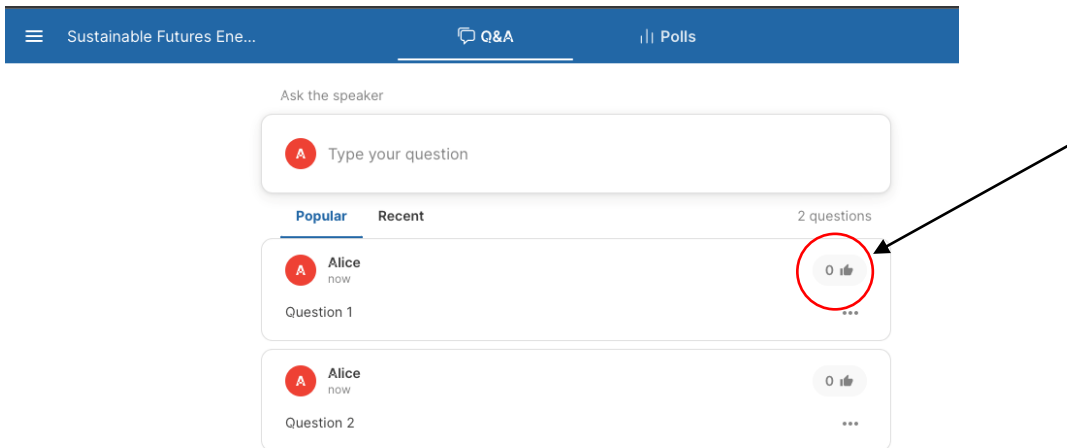Simply go to slido.com (on your phone or computer) and type in the event code.

The event code is: #422148

One you have entered the event code; you will see a page like the screenshot below. Throughout the workshop, you will be able to send your questions into the speakers by simply typing your question into the question box in the centre of the screen. You choose to enter your question anonymously or add your name (optional).
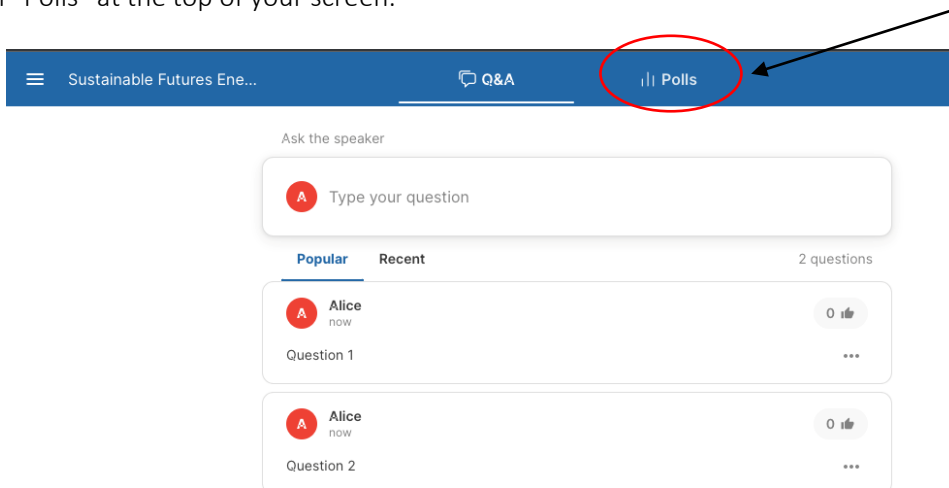
You can see other people's questions, and you can upvote questions by clicking the thumbs up button.
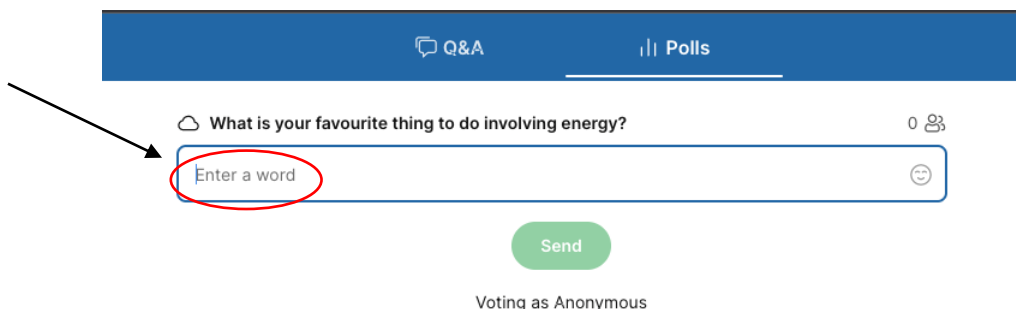

This Q&A will be available throughout the workshop, so you can submit your questions before, during, or after the presentations and sessions.

We will also invite you to use Slido to respond to a few of Polls or questions at certain points during the workshop. To do this, click on "Polls" at the top of your screen.

The Polls will only appear when they are activated by the speaker. The speaker will let you know when the polls are live, and invite you to go to the polls page and type in your answers. A question will appear on your screen to answer. Type your answer into the box in the centre of the screen

You can either choose to send in your anonymously or add you name to your answers. Click "Voting as…" to change the settings from the drop down menu"