



2018 PLAAY Day Practice Participation Guide

PLAAY Day is Thursday, Feb 22nd, 2018

Early Connection Start at 8:00AM, Event Runs 10:00AM – 10:30AM

PRE-PLANNING

1. Purpose

- a. This guide is to assist you in testing for the upcoming PLAAY Day 2/22/18. Everything on this guide is accurate for the testing and the live PLAAY Day.
- b. This guide highlights very important testing and connection information that should be used *prior* to PLAAY Day to confirm that your computer and network are ready to participate.

2. Participation types

- a. Individuals
- b. Classroom
- c. School

3. Physical connection recommendations

- a. An overview of technical topics can be found in this YouTube video:
<https://www.youtube.com/watch?v=4O3fTNOi2U0>
- b. The simplest method of connection is a **browser on a computer**. See 7a for further connection instructions.
 - i. We recommend accessing the Vidyo software by going to the link provided in the Connection area, below, and choosing to either download the software or connect via your browser.
 - ii. **Put it on the big screen!** Use a large monitor or projector if possible.
 - iii. **Make it loud and proud!** Use external speakers if possible.
 - iv. **Keep up your energy!** If using a laptop, plug in your charger ahead of time.
 - v. **Stay connected!** Use a wired network connection if possible and turn off WiFi to reduce the risk of “losing” your wireless signal.
 - vi. *Note: If you are one of the pre-selected “two-way” sites, we will also need you to have a webcam and microphone so that we can talk with you during the event.*
- c. If available in your school, the best method of connection will be a **dedicated in-room VTC system**. See 7e for further connection instructions.
 - i. You will be muted, unless notified separately. No microphone necessary.
 - ii. Use a projector, large monitor, etc if possible.
 - iii. Make sure everyone can see!

- d. Optional method of communication is via **mobile device**. See 7b for further connection instructions.

4. Communications

- a. Prior to Thursday morning you should organize your computer, videoconferencing platform, and communication channels. **Testing your connection before PLAAY Day will reduce the risk of problems on the day of the event.**
 - i. You may need additional IT support to ensure that everything is working correctly; please communicate with them through your normal process.
 - ii. If your IT support staff is unclear on what is being asked of them, please share this document. If they still have questions, have them email PLAAY IT Support at akplaay@gmail.com
- b. Google Group
 - i. If you have any trouble throughout the testing, in the setup, or on PLAAY Day, add yourself to this group and we'll help you out!
 - ii. If you need answers to questions between now and PLAAY Day, ask them there, too, and we'll respond to them as quickly as possible.
<https://groups.google.com/forum/#!forum/plaay-it-support>
- c. Links
 - i. PLAAY Day Page - <http://plaay.org/>
 - ii. Twitter - #PLAAYDay - [@AKsportshall](https://twitter.com/AKsportshall)
 - iii. Facebook (Informational Only)
<https://www.facebook.com/ALASKASPORTSHALL.ORG/>
<https://www.facebook.com/events/183005662296228/>

CONNECTING

5. Informal Testing

- a. At any time, it is possible to test your system by **using the connection information provided below**. We will have a testing loop running 24x7 that will give you an opportunity to verify that you can launch the Vidyo software, see video and hear audio from your system. We recommend testing in the location from which you will participate to make sure the network, video, and audio are all working correctly.
- b. Informal tests may not have any active technical support; if you run into issues please either email akplaay@gmail.com or post a question on the Google Group.

6. Formal Testing

- a. There will be three formal tests run in the weeks before PLAAY Day, and these can be accessed **using the connection information provided below**. These are a great opportunity to test with your real system, and we will have technical staff available to answer questions as you go.

- b. You are not expected to participate for all formal connection tests, and do not need to participate for more than a few minutes – assuming your systems are working normally, these tests don't take more than 5 minutes.
 - i. Formal Connection Test #1, Feb 15th 8:00am - 11:00am
 - ii. Formal Connection Test #2, Feb 19th 11:30 - 1:30pm
 - iii. Formal Connection Test #3, Feb 21st 8:00am – 12:00pm

7. Connection Information

- a. From Desktop or Laptop:
 - Please click the Vidyo Room Link below, download VidyoDesktop if necessary, and **enter your school and your name into the guest field.**
 - i. Vidyo Room Link
<https://anthc.health.vidyoconnect.com/join/CF1RY7A7KV>
- b. From Smartphone or Tablet:
 - Go to your app store and download VidyoMobile
 - After it is downloaded, come back to this invite and click the Vidyo Room Link above, and **enter your school and your name into the guest field.**
- c. From phone (optional, audio only):
 - Toll-free: 1 (800) 410-1634
 - You will reach the VidyoGateway IVR (Interactive Voice Response)
 - Press 1 to join a conference and then enter 6382285#
- d. From any of the ANTHC Conference room Vidyo units:
 - Enter plaay@anthc.health.vidyoconnect.com on the Vidyo remote and press the “call” button.
- e. From H.323 endpoints such as Polycom, Tandberg, Cisco, Lifesize, etc.:
 - Dial 63.251.243.81 or anthc.health.vidyoconnect.com
 - You will reach the VidyoGateway IVR (Interactive Voice Response)
 - Press 1 to join a conference and then enter 6382285#

8. American Sign Language Interpretation Information

- a. PLAAY will be providing ASL translation services during PLAAY Day. Accessing this service will require setting up another device specifically for hearing impaired students, and should be displayed in addition to the Vidyo Room link.
 - i. Example setup:
 1. Large classroom television is connected to PLAAY Day through the main link, with all children able to see the screen
 2. A laptop, iPad, or other device is connected for students in need of translation services. This should be positioned such that the students can see both the screen with the translator *and* the screen at the same time.
 - ii. ASL Translation Link
This service is still being established with our videoconferencing vendor; an updated document with connection information will be made available before PLAAY. If you would like additional support for this or have other questions, please email PLAAY IT Support at akplaay@gmail.com.