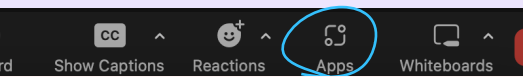


## How to Play Townhall as an Attendee

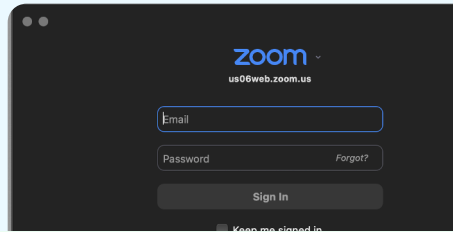
💡 Townhall rewards you for engaging in the Zoom session. Earn points, coins and an engagement score based on your level of participation! Can you get a high score? 🤖

**1A** Townhall is a Zoom app plug-in. Simply click Apps, search for Townhall, and add to your account. Or the host may invite you to use Townhall via chat.

After adding Townhall, it will show up on the side of the Zoom screen in a separate window.

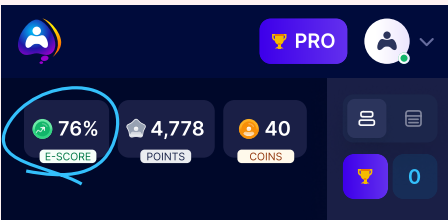


**1B** Use Townhall Web Link  
Open the link to your Zoom meeting. Ask the Host to post the Townhall web link in the chat. Create a Townhall account or authenticate through Google.

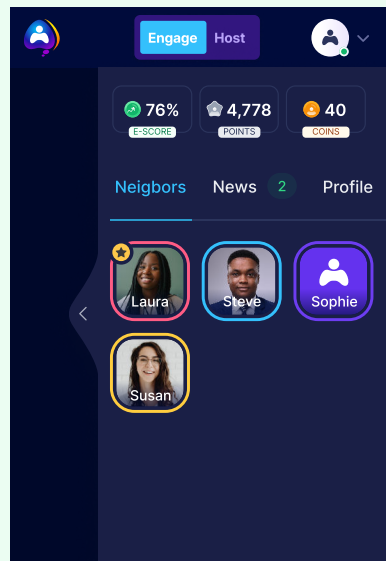


**2** Engage to Score!

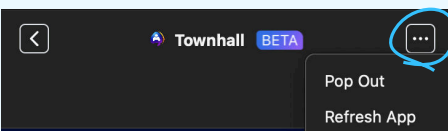
The dashboard tells you how much your engaging. Get in the game by posting reactions, speaking up, or answering activities. Can you earn some coins?



**3** Customize your experience by changing your avatar and seeing who else is in Townhall with the Sidebar



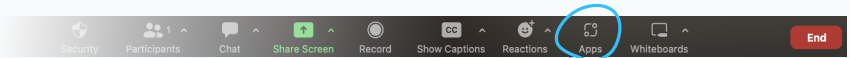
**4** **PRO TIP:** Hit "Refresh" if you experience any IT issues



# FAQ

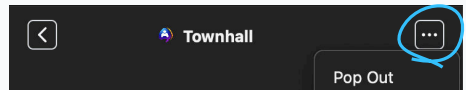
## I don't see an "apps" button?

You are either on a mobile device, web version of Zoom, not logged into Zoom or you do not have the most recent version of the Zoom client. Please join the web version of Townhall (pg 1, step !B) or upgrade your Zoom client. [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)



## I go full screen, but lose the Townhall app?

We recommend "popping out" both the chat screen and the app screen and arranging your screens your way! You can pop out the chat by opening the chat, click on the arrow in the upper left, and "pop out". You can pop out the app screen by selecting the three dots in the upper right and select "pop out".



## What counts towards my engagement score?

Posting reactions, answering activities, speaking, etc. all count towards your engagement score.

## The Host went full screen and I lost Townhall?

Hit the ESC key or click the "Apps" button to reopen Townhall. "Pop" out Townhall to keep the game in front of you.