

1. Tutorial:

- * *Before event starts:* Tutorial available immediately upon login
- * *After event starts:* Login, then click the Help/Feedback link to access.
- * It is important to click the “View Full Screen” button by clicking the “Menu” icon below the Tutorial slides.

2. Limited Time?

- * 15 minute blocks of time (multiple times over the 3 days) is better than all at once. This way you see the conversation unfolding over time.
- * Go to SEE Ideas > Expert Tags to see how the experts participating in the event are classifying the ideas and opinions.
- * A simple Search field is located in the upper right corner of SEE Ideas.

3. Browse & Build:

- * After you View Challenge & View Tutorial, a good first step is to browse what has already been submitted in the Share Ideas.
- * All ideas are clickable, so you decide where the building makes sense.
- * In Share Ideas, you can Search your idea before you Submit it. This will eliminate redundant ideas, or help you build off an idea that is similar to yours.
- * Don't just say “I agree or disagree” when commenting – explain why in your responses.
- * Don't just build at the end of a discussion chain. See if it makes sense to jump in higher in the conversation to branch it.

4. Favorites:

- * Click the grey star to turn it yellow on all ideas you like. You can track these in My Profile. This is critical to help promote the best ideas to the top.
- * Marking ideas favorite will also help you remember who to network with after the event is over.

5. Notes:

- * If you click on any idea text in the system, you will be able to add personal notes. These notes are not publically visible, and you can track them in My Profile. Consider which notes you can convert into public ideas.
- * Don't forget to check the ideas you added notes to as the event unfolds, as there may be additional ideas built off of the idea you noted.

6. My Profile:

- * Anonymity is critical to reducing politics. Change your generic ID in “My Profile > Edit” to something that does not share your real name, but fun.
- * Email alert settings control alerts when anyone builds off your idea, asks you a question, or your win an award.
- * The question mark will light up in the left margin when someone has submitted a question for you to answer.
- * Click the Edit button in My Profile to enter your Keywords of interest. The event will notify you when any of your keywords are submitted. You can update these keywords any time.

Browser Requirements**For Video:**

<http://get.adobe.com/flashplayer>

(Note: Some companies do not allow video through firewalls. PDF transcript link is located next to the video file as backup.)

For Dynamic IdeaMaps:

<http://www.microsoft.com/getsilverlight>

(Note: This Microsoft plugin is standard in most corporate settings. If Word Cloud or IdeaMap is not appearing, install this plugin. It will also work on Macs.)

Browser Version:

Internet Explorer: IE7 or 8 is best. IE6 will work, but may not be perfect. Latest versions of Safari, Firefox and Chrome are also compatible.

Other tips:

Click refresh if the colored idea cards do not appear in the IdeaMap

Questions / Problems:

Email us at:

support@discoverycast.com

or click **Help/Feedback** button once you login to the platform.