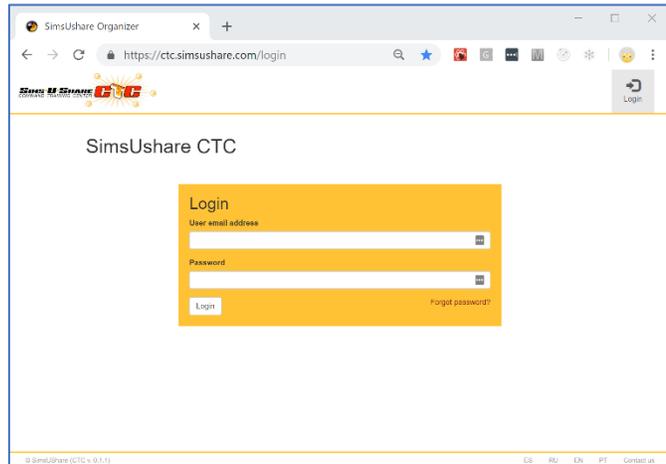


Quick Start Guide for Running an Exercise through SimsUshare CTC

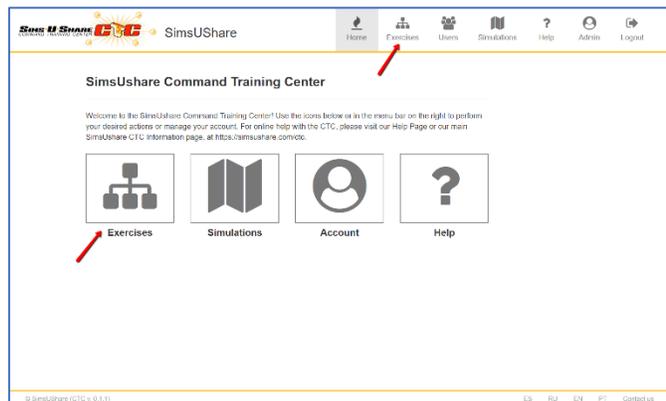
This guide assumes you have the SimsUshare app installed on one or more devices that will act as exercise participants. For any questions, please contact us at +1.215.627.8146 or support@simsushare.com.

Open a browser (preferably Chrome, Firefox, Edge, or Safari) and navigation to <https://ctc.simsushare.com>.

Enter the CTC credentials (email and password) for your CTC license.

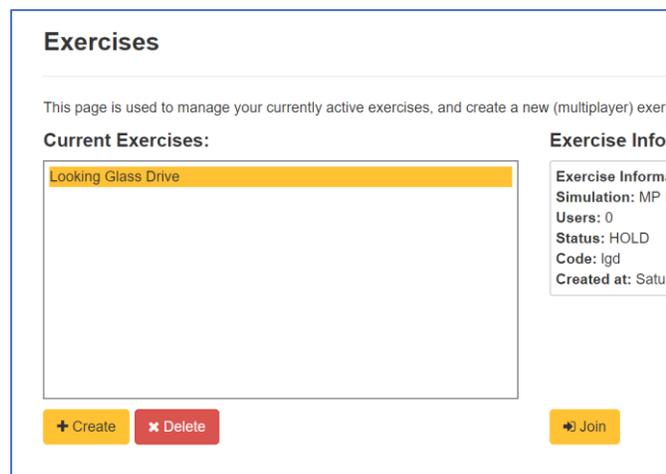


Navigate to the “Exercises” tab.



The list will show you any exercises that are currently running. If there are any exercises running currently, you can click on the name of the exercise and it will show you information about that exercise, including how you would tell participants to join (the exercise code). If you want to join this exercise as an instructor/organizer, then click “Join”. If you want to terminate this exercise, click “Delete”.

If you want to start a new exercise, press the “Create” button.



When you create an exercise, it will ask you to select

- **an exercise name** (shown to participants who connect)
- **an exercise code:** any alphanumeric text more than three characters that your participants will use to connect. If the code is in use already by someone else, it will tell you.
- **a simulation** to use for the exercise. The box will be populated with simulations you have loaded into your SimCloud.

When you have selected all of these, press “Create”.

Create Exercise

To create the exercise, give it a name your participants will see when they join, and an alphanumeric code they type in to connect to this exercise. If you remain in the Staging (next) screen until all your participants have joined, you will have the chance to disconnect any participant who you do not recognize.

Name
Wayne Street

Code
wayne

Simulations:

- 12926 w blue bonnet dr v2 L2
- Hi-Rise Idaho Falls
- ISO IN ACTION CHAP 2 - JIBC
- MP House
- Wayne Street SFR**

+ Create Cancel

An exercise starts in the “Staging” area. You can wait here for participants to connect (in which case they will be held in a staging screen before entering the simulation), or you can press “Start” at any time to begin the exercise.

Exercise Staging Area

This page is a staging area before you officially start the exercise. We suggest you allow your participants to join the exercise, then wait until all of them have the status of READY before you begin. Once you START your exercise, we will start the exercise clock (from 00:00:00), and automatically have the READY participants enter the exercise.

Exercise: Wayne Street
Simulation: Wayne Street SFR
Code: wayne

Participants

Start → Cancel

Tell the participants to open the CTC mode in the SimsUshare app -- main screen > menu > “Start CTC (Multiplayer) Mode”.



Choose the SimsUshare CTC Server from the list of CTC Servers, then press Connect.

Main Window - SimsUshare

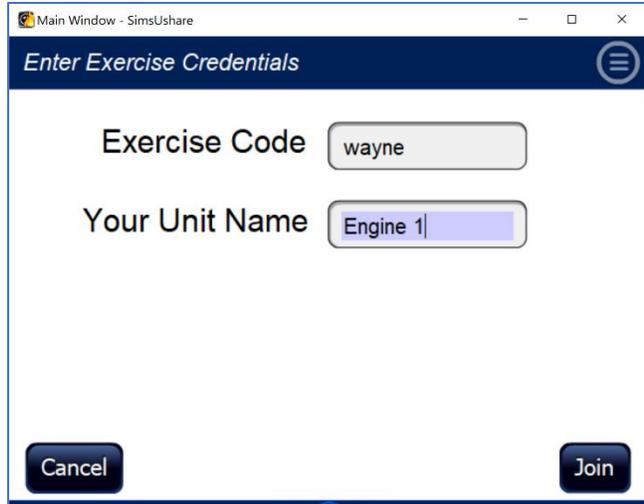
Multiplayer Mode

Choose a CTC Server

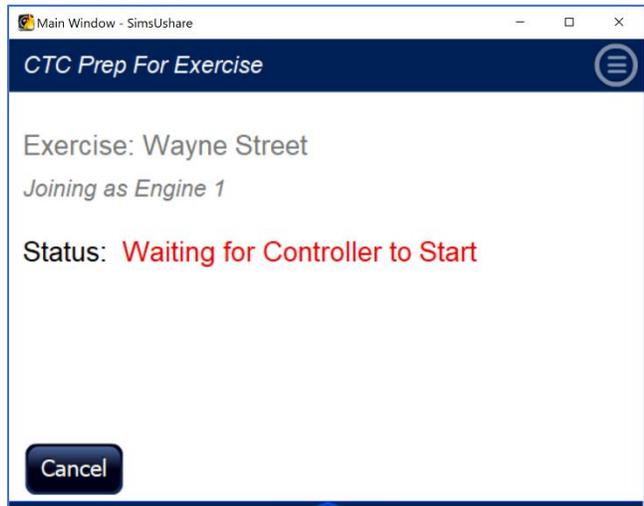
- SimsUshare CTC Server**

Cancel Connect

Tell your participants to enter the **exercise code** and their unit name. The app will connect to the CTC Server, which may take a few seconds. Press “Join”.

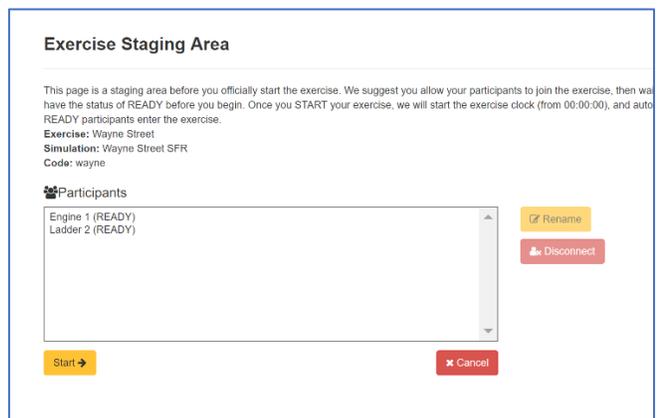


Once the participant connects, the app will download the exercise simulation if necessary, and when done, hold the participant in the Staging screen.



Back at the instructor/organizer’s panel, when you are ready to start the exercise, press “**Start**”.

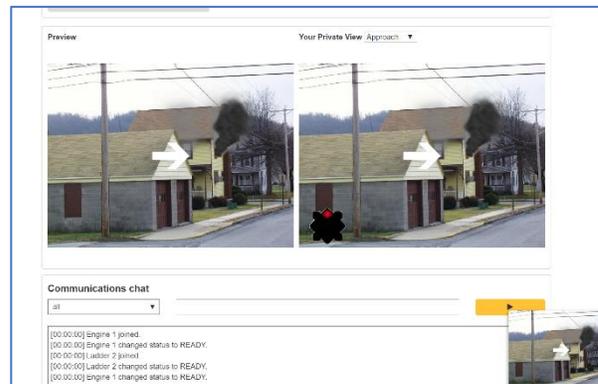
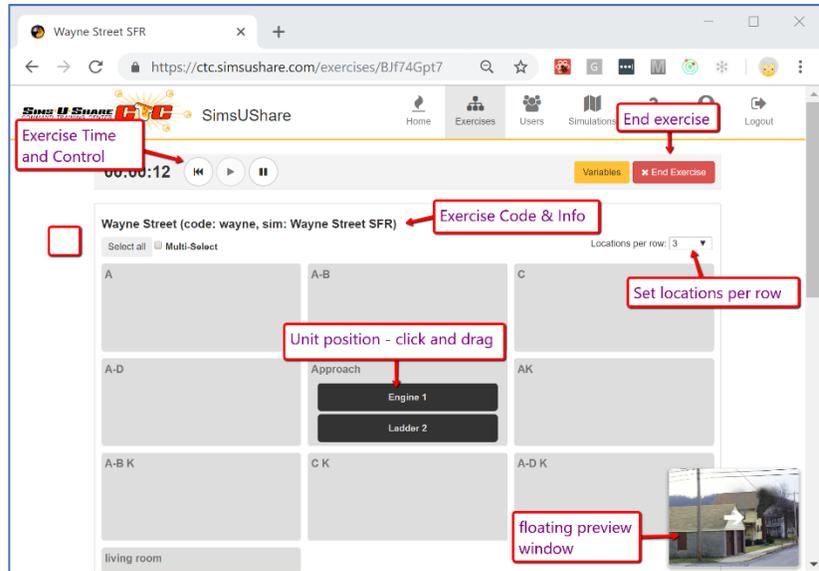
The participants will automatically enter the exercise at the initial location of the simulation.



Your exercise dashboard consists of the following:

- **Current exercise time:** gives you a running clock on the total exercise time. You can pause or reset the exercise time;

- **Exercise information** (exercise name and code): this can be useful to remind yourself of the code you used in case you want to add participants after the exercise has started;
- Dashboard of participants: the main action area. You will see a grid of the locations in the simulation. You will see tokens for each participant—even as they move—which you can drag-and-drop to wherever you want to place them;
- **Preview windows:** a floating window in the bottom right that shows a visual preview of whichever location you click on (clicking on the location title), or, if you click on a participant token, it will show you a visual of which location the participant occupies (even as that participant moves). Beneath the dashboard, there are two additional panels: the panel on the left duplicates the floating window behavior, and the panel on the right – a view that you can navigate through the simulation that no one else sees;
- **Communications panel:** Send short text messages to All participants or specific participants (choose the target);
- **Running transcript:** a transcript of actions performed in this exercise.



If you lose your connection for any reason or you are no longer in the Exercise Management screen, open the CTC and re-join the exercise.

Terminating the exercise. When you are finished with the exercise, click the red “End Exercise” button near the top of the screen.

