



beekast
Create together



Your first steps!

CONTENT

1. The admin's guide p. 3 - 25
2. Library of activities and use cases p. 26 – 46
3. Library of information sections and use cases p. 47 - 53



1. The admin's guide

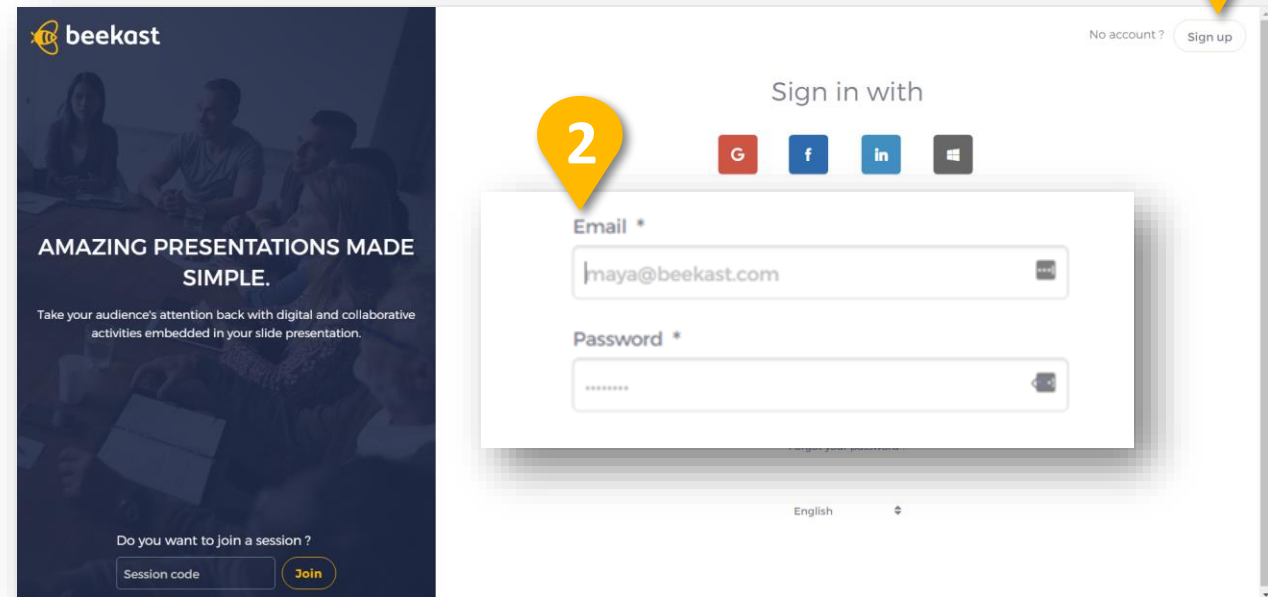


SIGN UP

Create your admin account

1. Go to <https://my.beekast.com> and sign up.
2. In the tab “Email : write down your email address and your password.”
3. If you don’t have an account, click on “Sign up”

You will then receive a confirmation email.

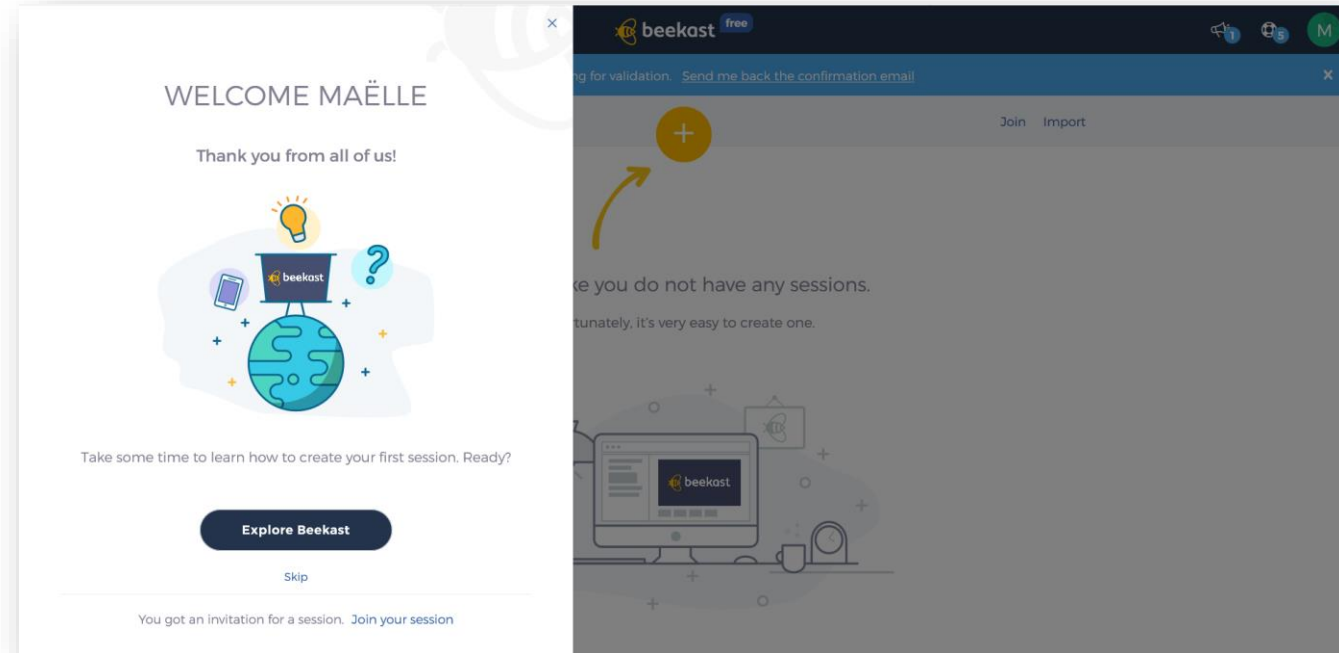


ACCOUNT CREATION

First connexion :


When you connect to your account for the first time, there is a “First steps” tutorial which is proposed to you.

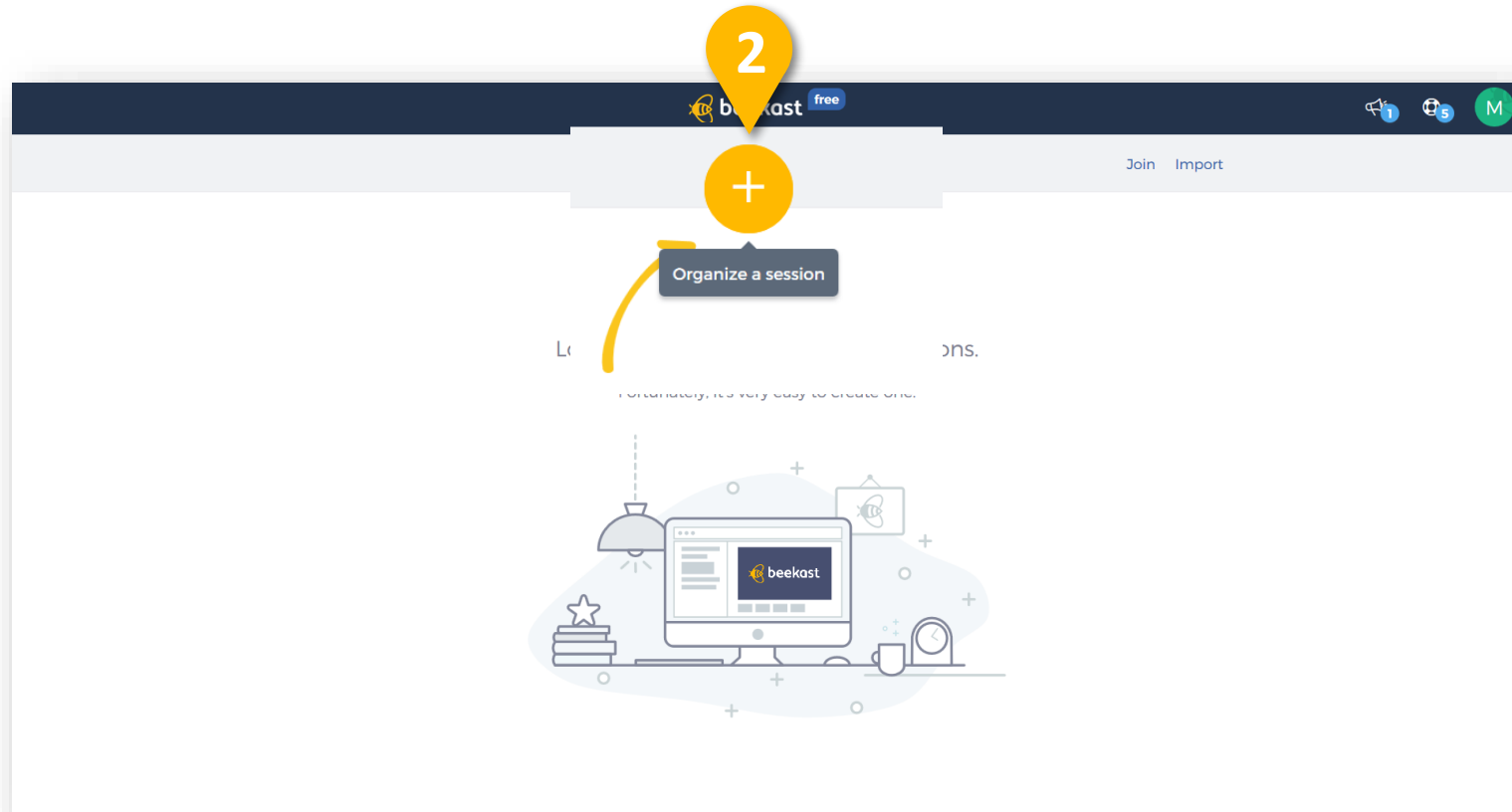
Please follow it up to have a better comprehension of Beekast !



YOUR SESSION

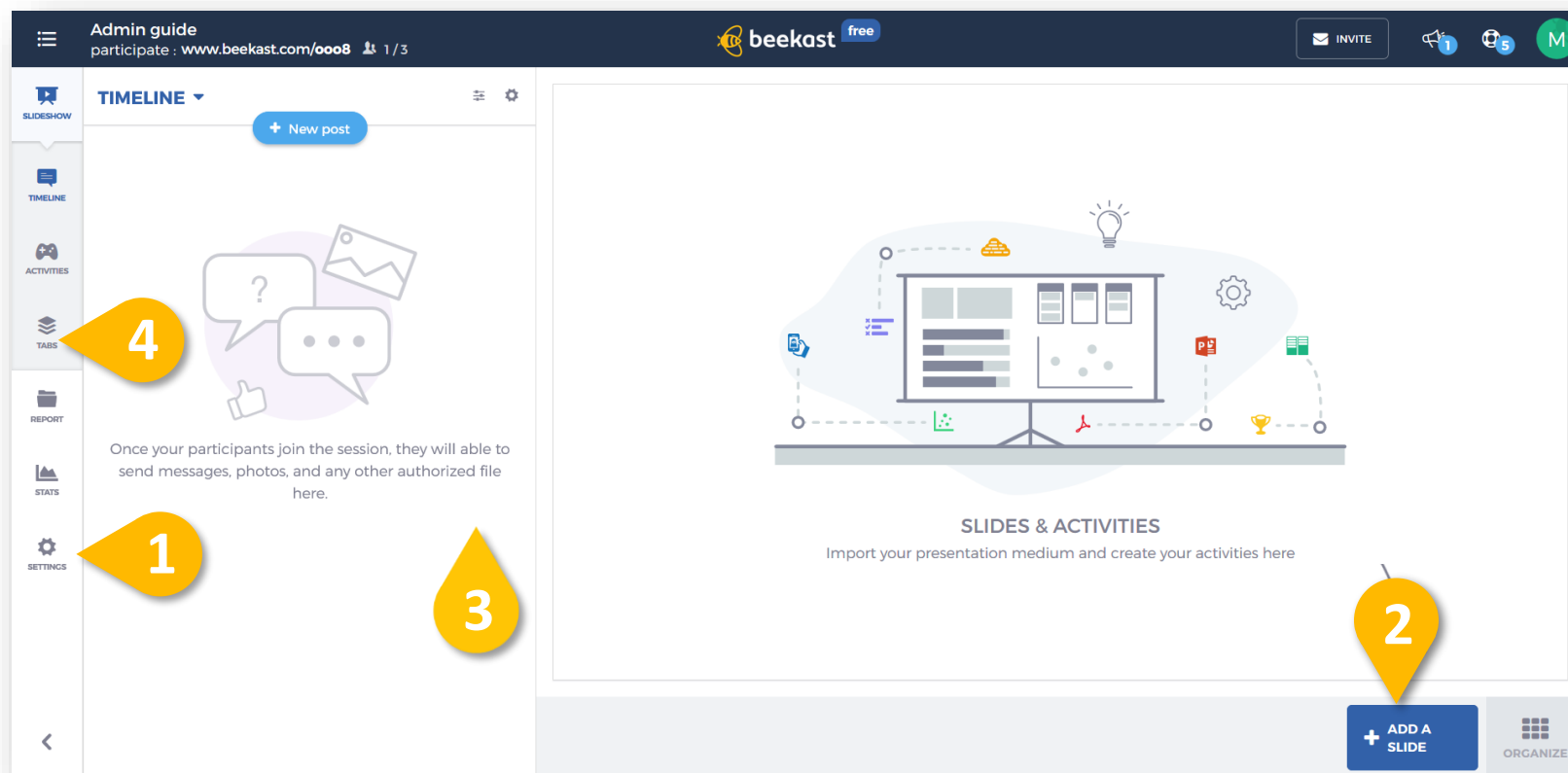
« My sessions »

1. « My sessions » is the page where you can find every session that you will create.
2. To create a new session, click on  give a title to your session.



YOUR SESSION

Set up your session



Once your session is created, you access your admin's space to prepare your session and manage it for the D-Day !

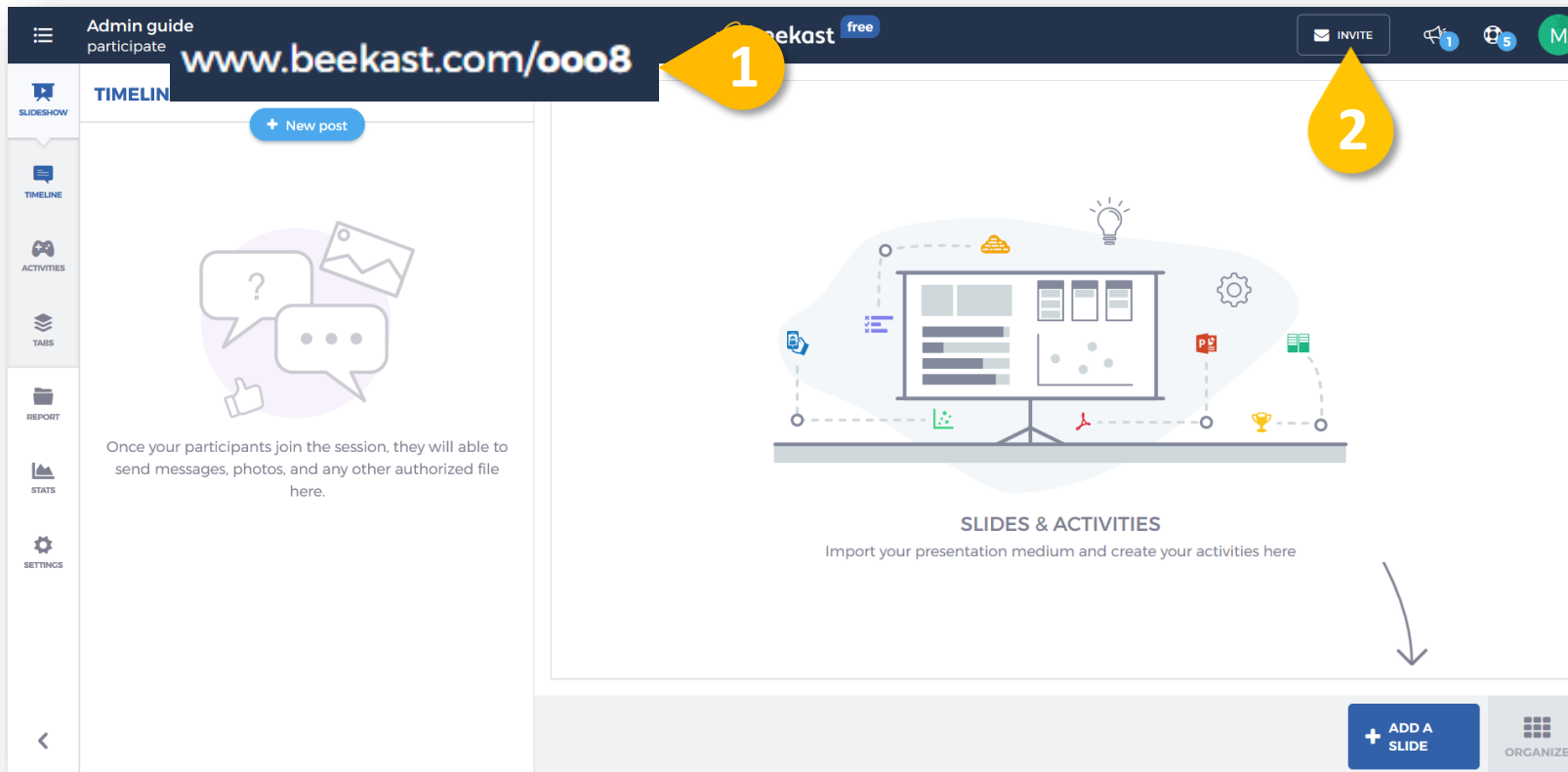
Here, you can :

1. Edit the settings to personalize your session (logo, color, session code)
2. Import your slides and create your activities
3. Manage your timeline
4. Add items via the « Tabs » button

Set up your session

1. Share the session link to your participants : www.beekast.com/ooo8
2. Invite your participants directly : click on « Invite » and write down their email addresses.

Session's code is randomly generated at the creation of a session. There, the session's code is : ooo8. If you have a premium account, you can edit it on the settings. It needs a minimum of four (4) characters.



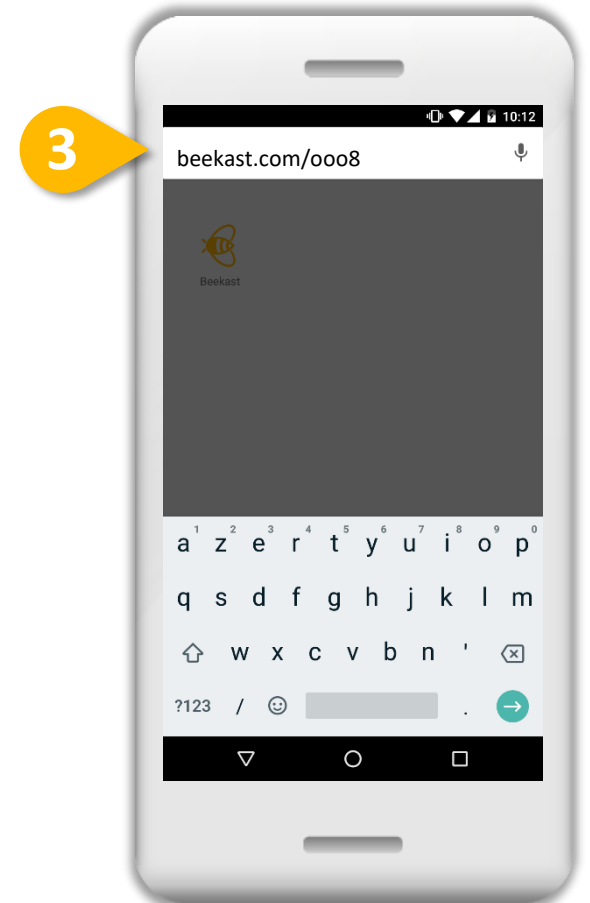
CONNECTION

Instructions to connect participants to your session 0008

Join the session via
www.beekast.com/0008

- 1 – Make sure your device is connected to the internet (WIFI, 4G...)
- 2 – Open your favorite web browser (Chrome, Safari...)
- 3 – In the URL bar, type:

beekast.com/0008



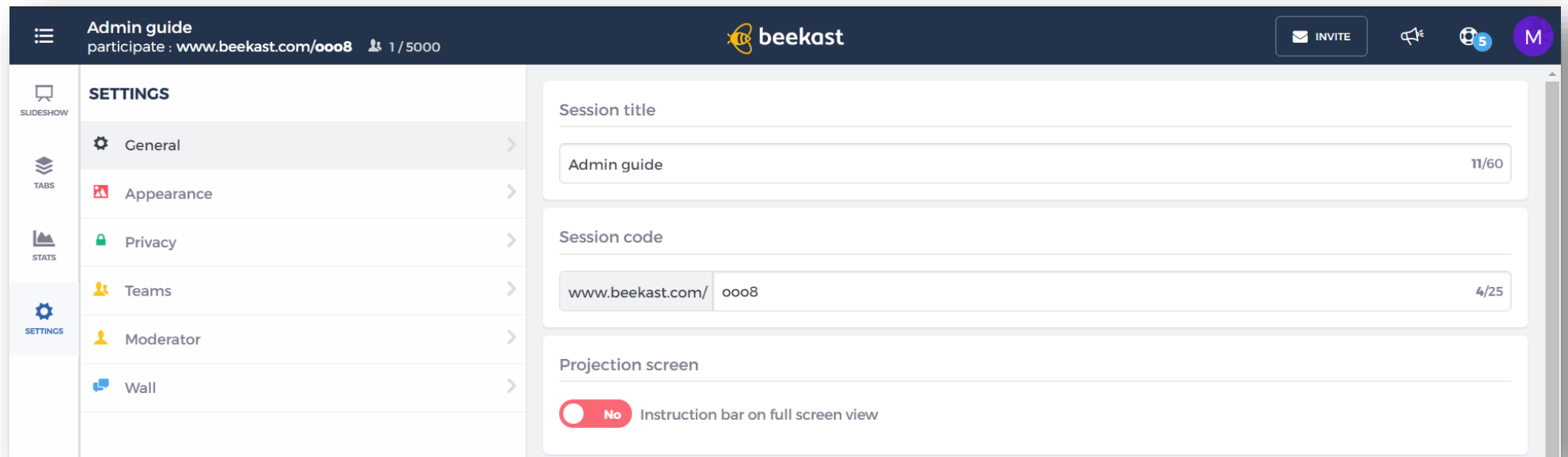
1 – Customize your session & advanced settings

The customization of the sessions can be found under settings:

- General: change the name of your session & the session code
- Appearance: change the logo of the session as well as the dominating color

Here you will also find the advanced settings:

- Participants
- Adding teams
- Adding moderators
- The settings of the Social Wall
- Security settings



The screenshot shows the Beekast settings interface. At the top, there's a dark blue header with the Beekast logo, a navigation menu, and user information. The main content area is divided into a left sidebar and a right main panel. The sidebar contains icons for SLIDESHOW, TABS, STATS, and SETTINGS (which is highlighted). The main panel is titled 'SETTINGS' and contains a list of settings categories: General, Appearance, Privacy, Teams, Moderator, and Wall. The 'General' category is selected, showing fields for 'Session title' (Admin guide), 'Session code' (www.beekast.com/ooo8), and 'Projection screen' (a toggle switch set to 'No').

Admin guide
participate : www.beekast.com/ooo8 1 / 5000

beekast

INVITE

SETTINGS

SLIDESHOW

TABS

STATS

General

Appearance

Privacy

Teams

Moderator

Wall

Session title

Admin guide 11/60

Session code

www.beekast.com/ ooo8 4/25

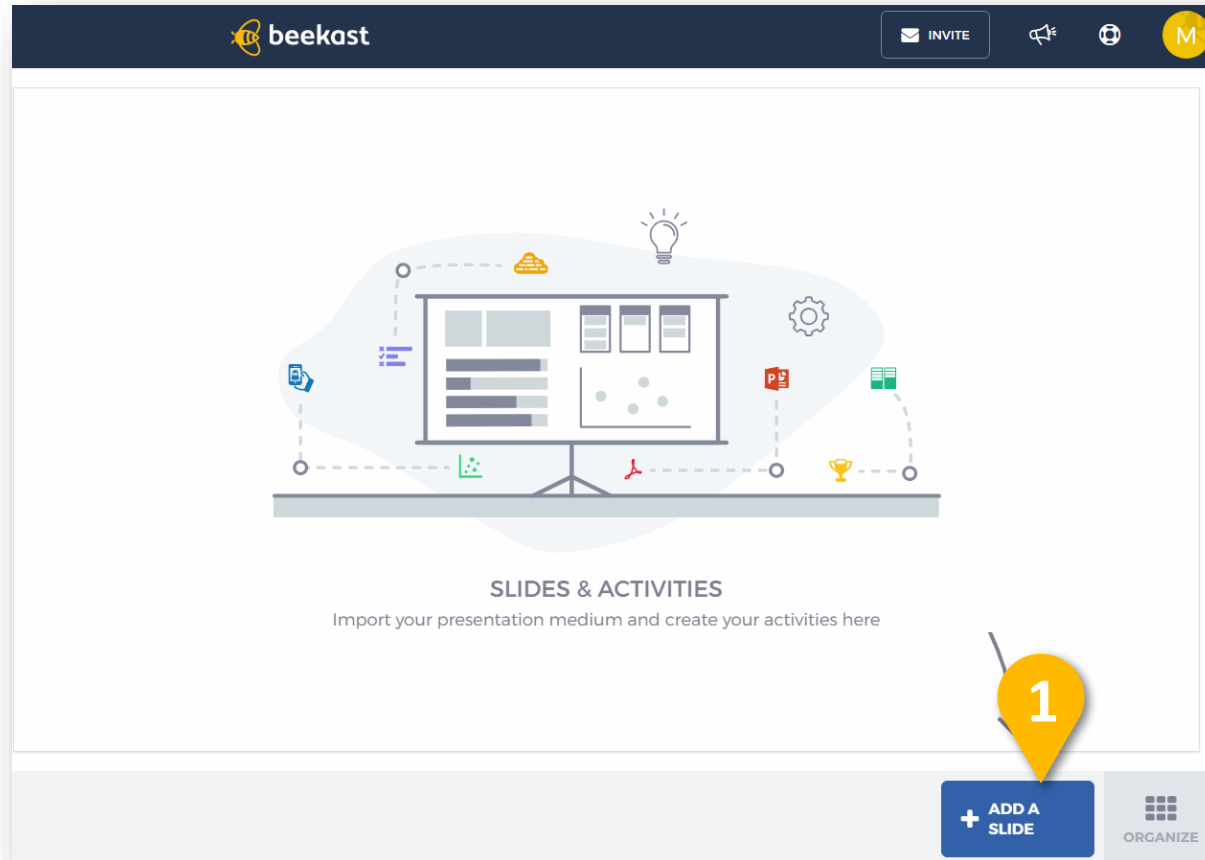
Projection screen

☒ No Instruction bar on full screen view

2 – SLIDES & ACTIVITIES

2 – Import slides and create your activities

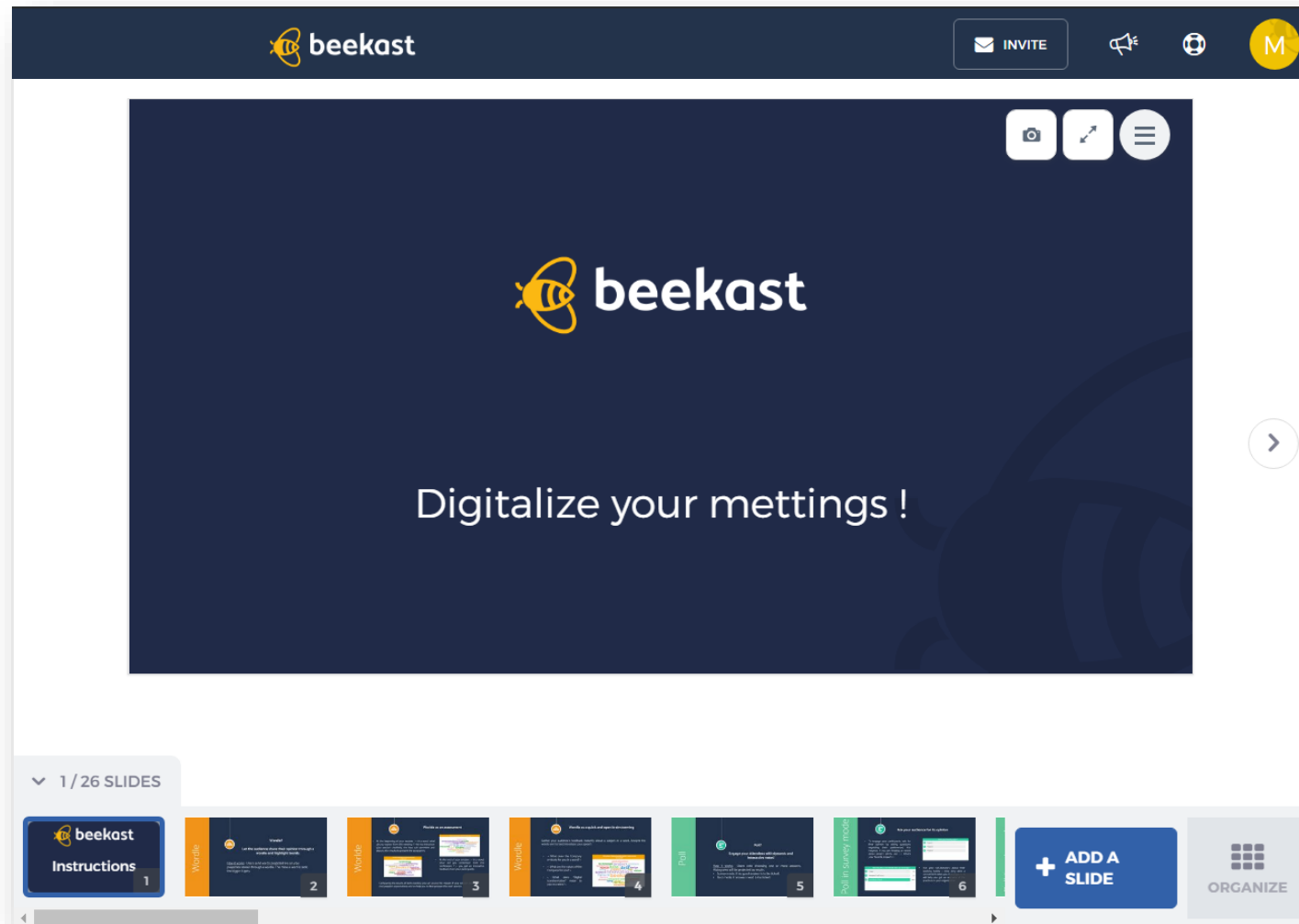
In the presentation space: “slides & activities” allows you to integrate your presentation’s contents and to create Beekast activities.



To create your slides or import your files:

1. Click on **+ ADD A SLIDE** and select PDF or PowerPoint.
2. Once your presentation is imported, your slides will automatically display one by one.
3. You can then move them around and add your activities between the slides of your choice.

2 – SLIDES & ACTIVITIES

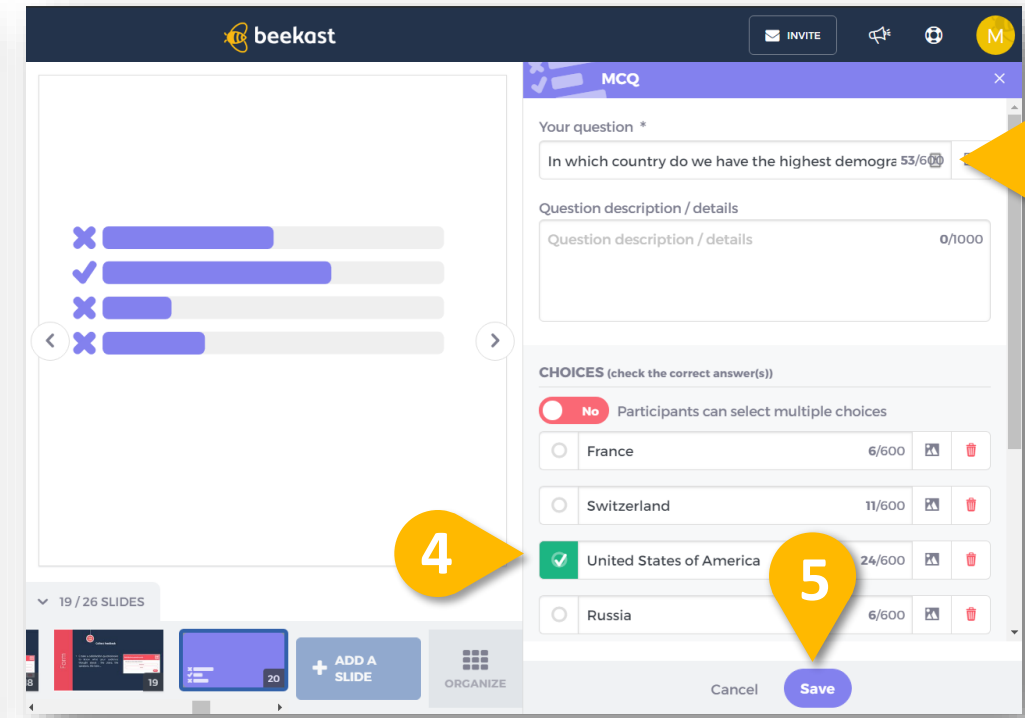
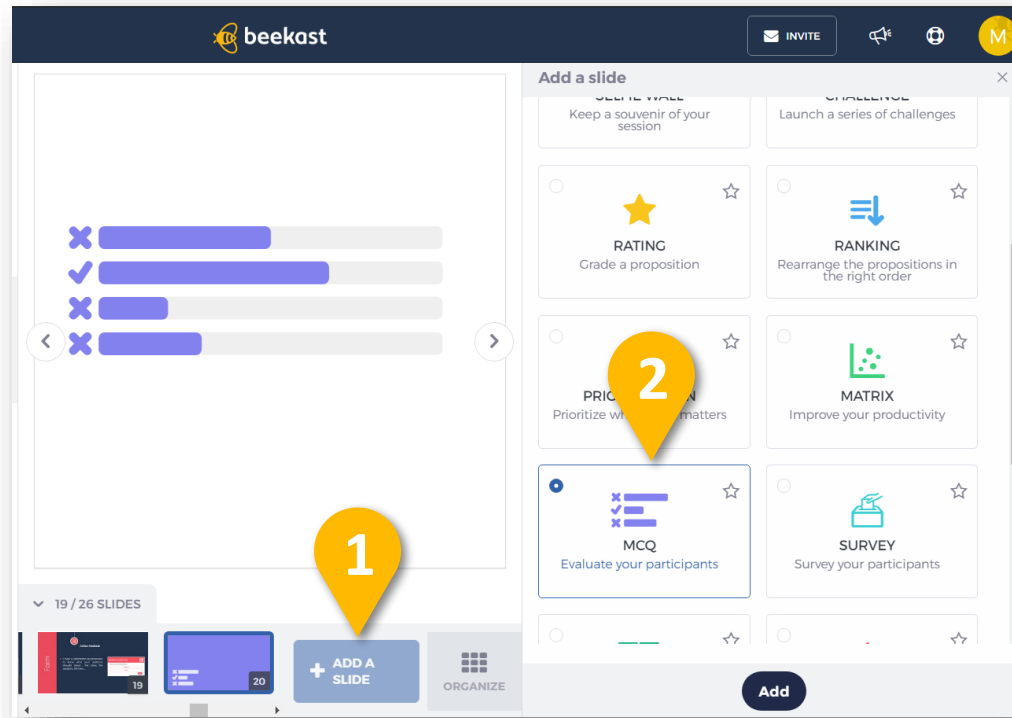


To add and create your activities :

1. Click on **+ ADD A SLIDE** and select the activity of your choice.
2. The activity will automatically be added to the right side of the active slide.
3. Edit your activity to integrate your content and modify the **Settings**.
4. Organize your presentation by dragging the activity to the desired position in your presentation.

Let's have a look at how a MCQ is created!

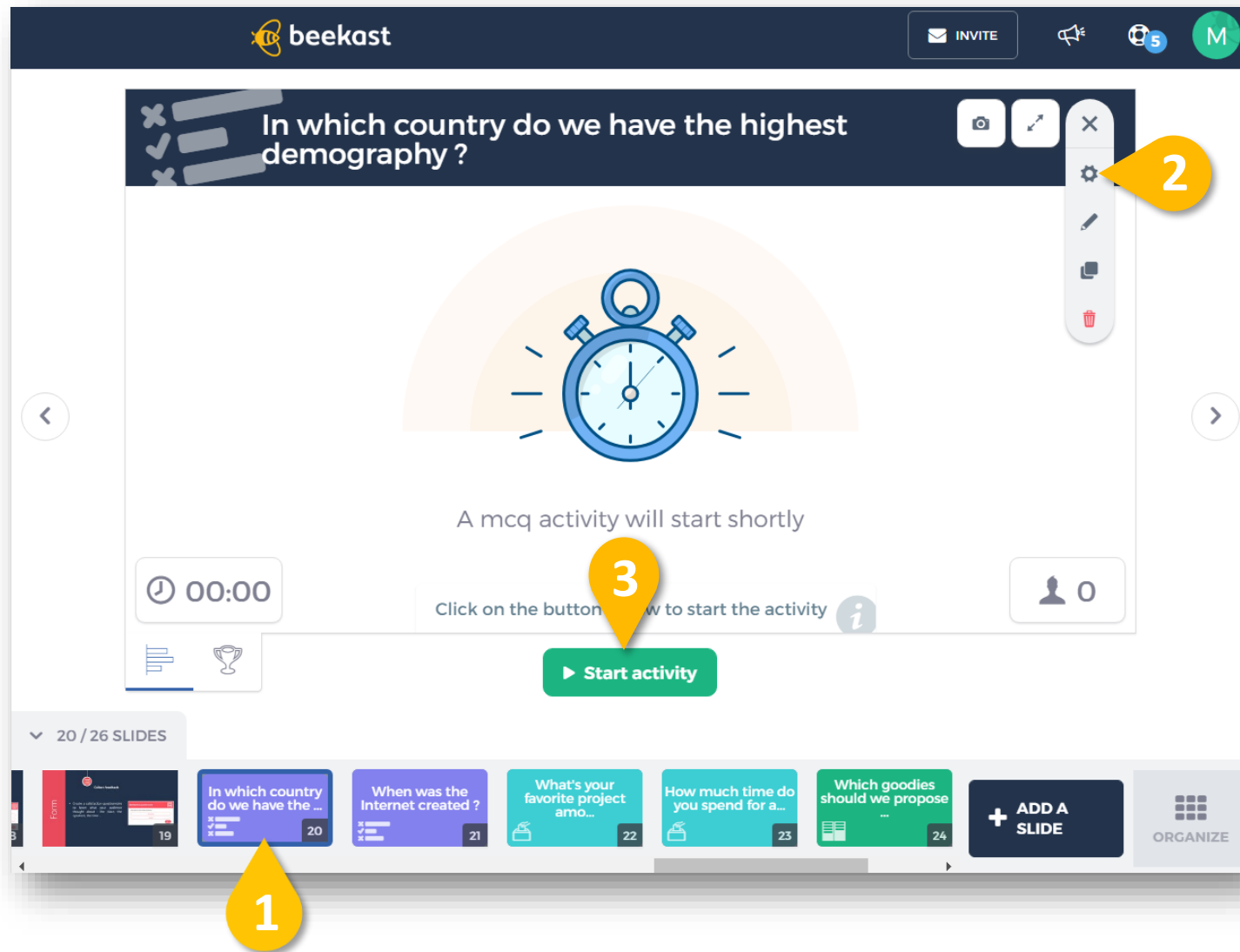
2 – SLIDES & ACTIVITIES



1. Click on **+ ADD A SLIDE** to open the library of activities then select the MCQ for example.
2. Select the “MCQ” for example and click on “Add”
3. Write down your question and/or description or details (optional), add images for illustrating (optional)
4. Write down the different choices and tick the box or boxes of the appropriate answer/s,
5. Once all this is done, click on “Save” to save your MCQ.

Discover different uses for our activities on p.28.

2 – SLIDES & ACTIVITIES



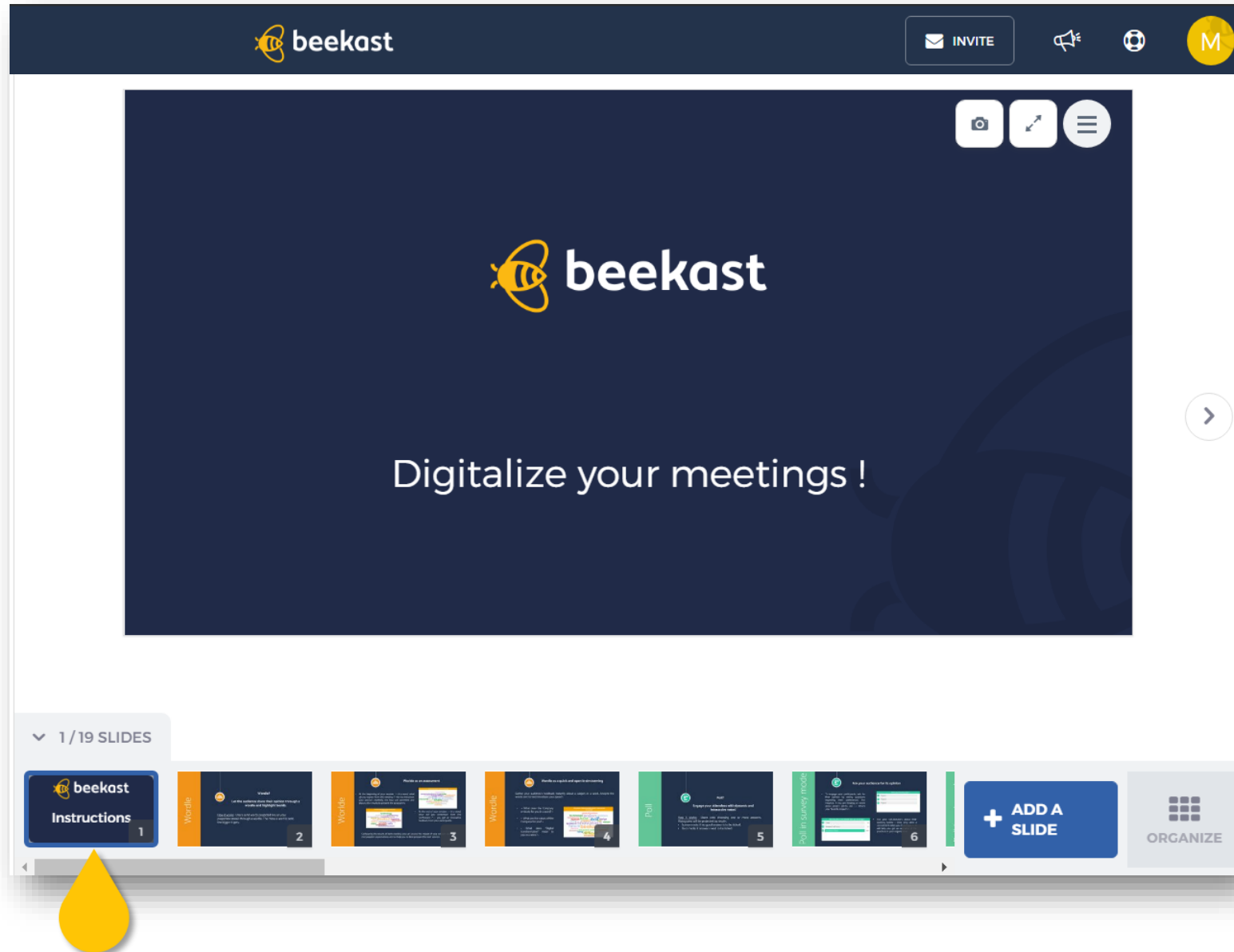
1. Your MCQ is then available among the list of slides at the bottom.
2. Click on « Settings » to set your session the way you want, i.e. enable the stopwatch or the countdown, or show the result to participants.
3. Once your MCQ is ready, click on “Start activity” to enable your participants to take part in.

Discover different uses for our activities on p.28.

2 – SLIDES & ACTIVITIES



Once your session is ready, all slides and activities have been added and organized, select the active slide to start the presentation.

The active slide will be shared to your participants' devices and can be displayed in full screen if you wish to project your presentation.

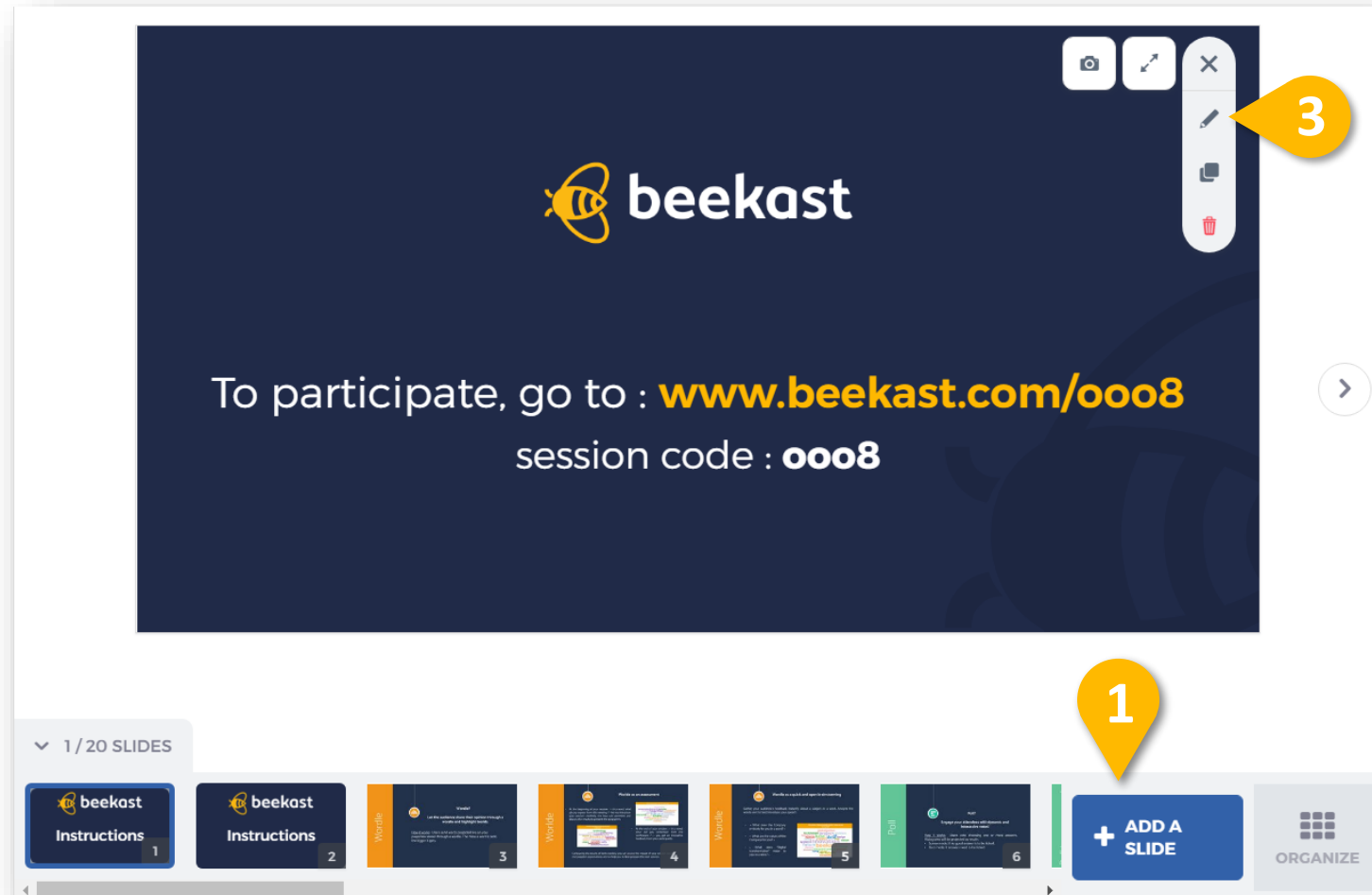


2 – SLIDES & ACTIVITIES

The slide “Instructions” is a customizable slide you can use to give information to your participants at the beginning or at the end of the session.

1. Click on 
2. In the tab “All” choose the slide “Instructions”.
3. By default, it invites your participants to go to your presentation. You can edit it with the  button.

You may use this slide to project instructions regarding the connection or to launch a break !



3 – The Timeline

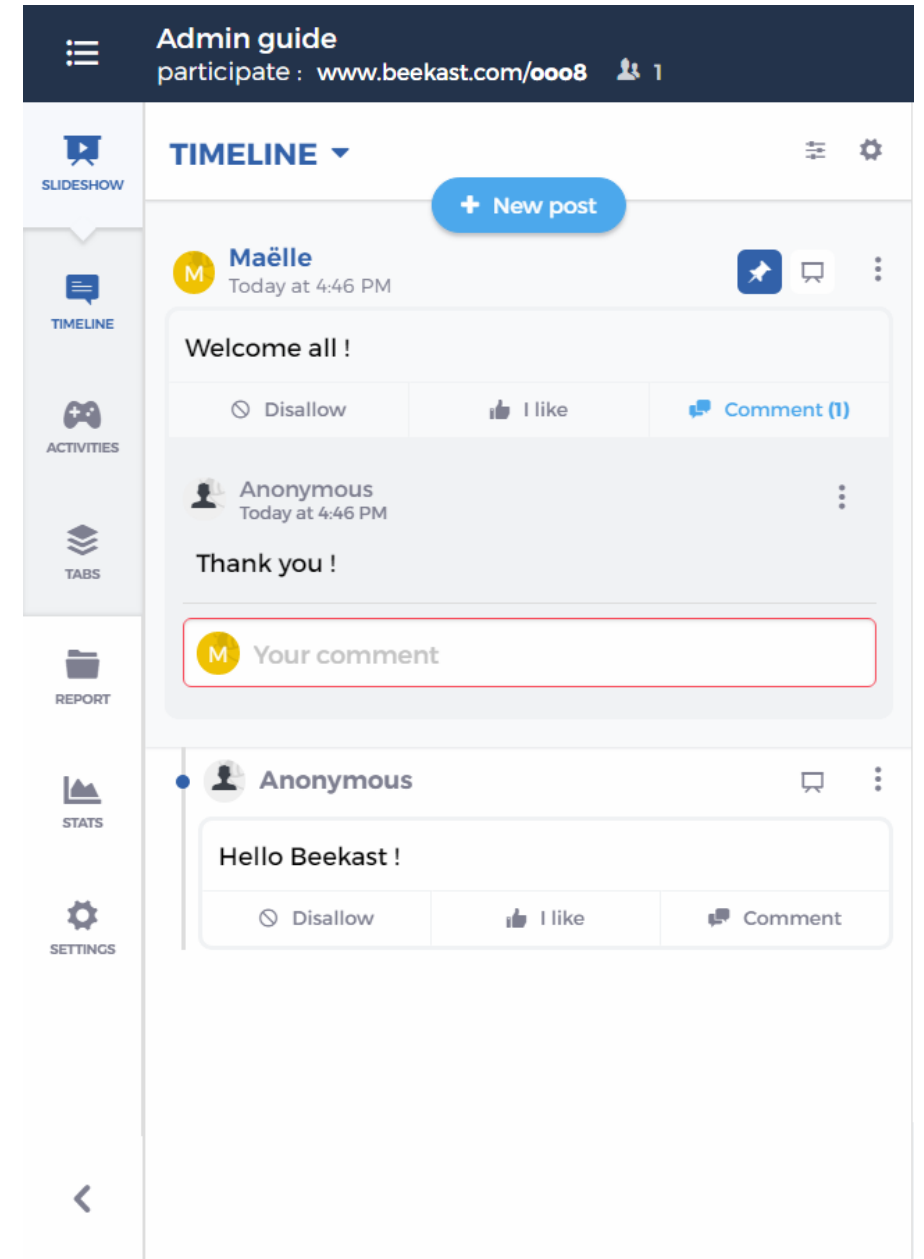
The Timeline is the space dedicated to your participants' posts, questions and comments.

Your audience can like or comment on each other's contributions.

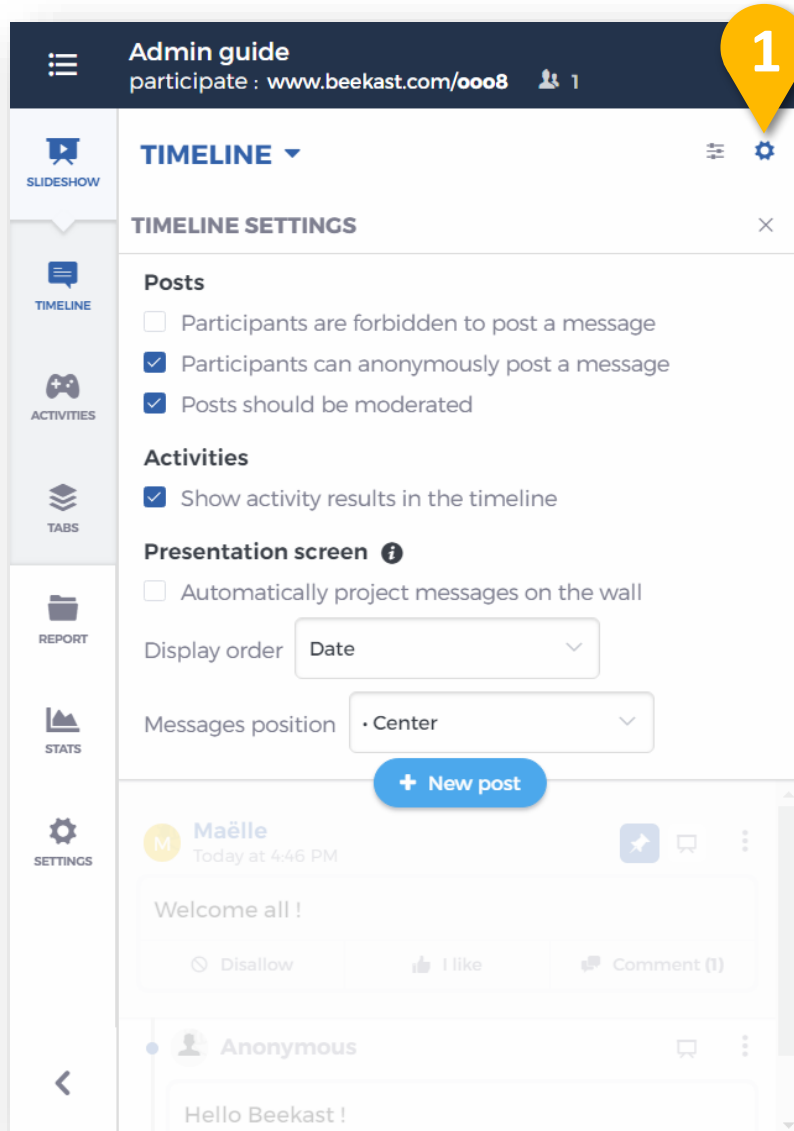
Perfect for Q&A sessions!

Click on “Express yourself” to write down your message.

Click on  to send a post.



3 – The Timeline: Wall settings



The “Wall settings” allow you to use some settings to moderate, control and display the messages and comments:

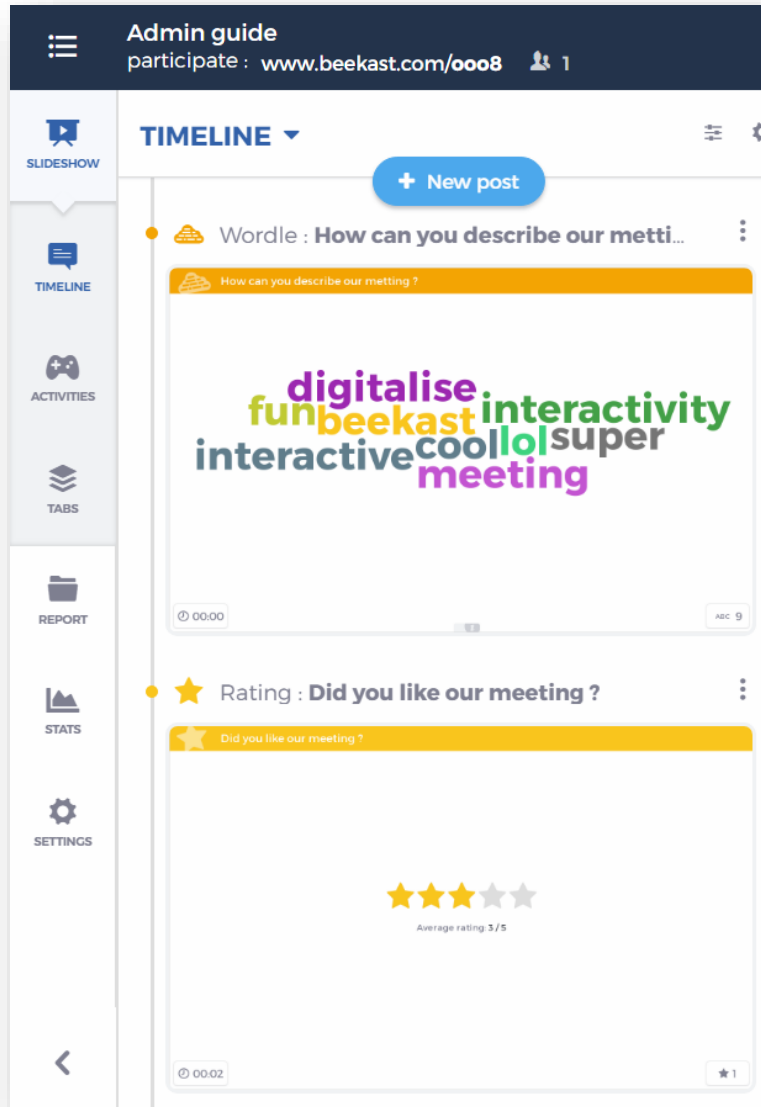
1. Click on the Settings icon

2. Choose your settings :

- Enable participants to publish message on the wall.
- Enable participants to post anonymously
- Enable the moderation
- Show activity results in the timeline
- Choose the type of positioning and the display mode (by date or by like) that you want.

3 – THE TIMELINE

3 – The Timeline: Wall settings



There's activities results.

Screenshots are generated and automatically published on your timeline.

Perfect to share results to your participants !

You can find these screenshots and results on your report.

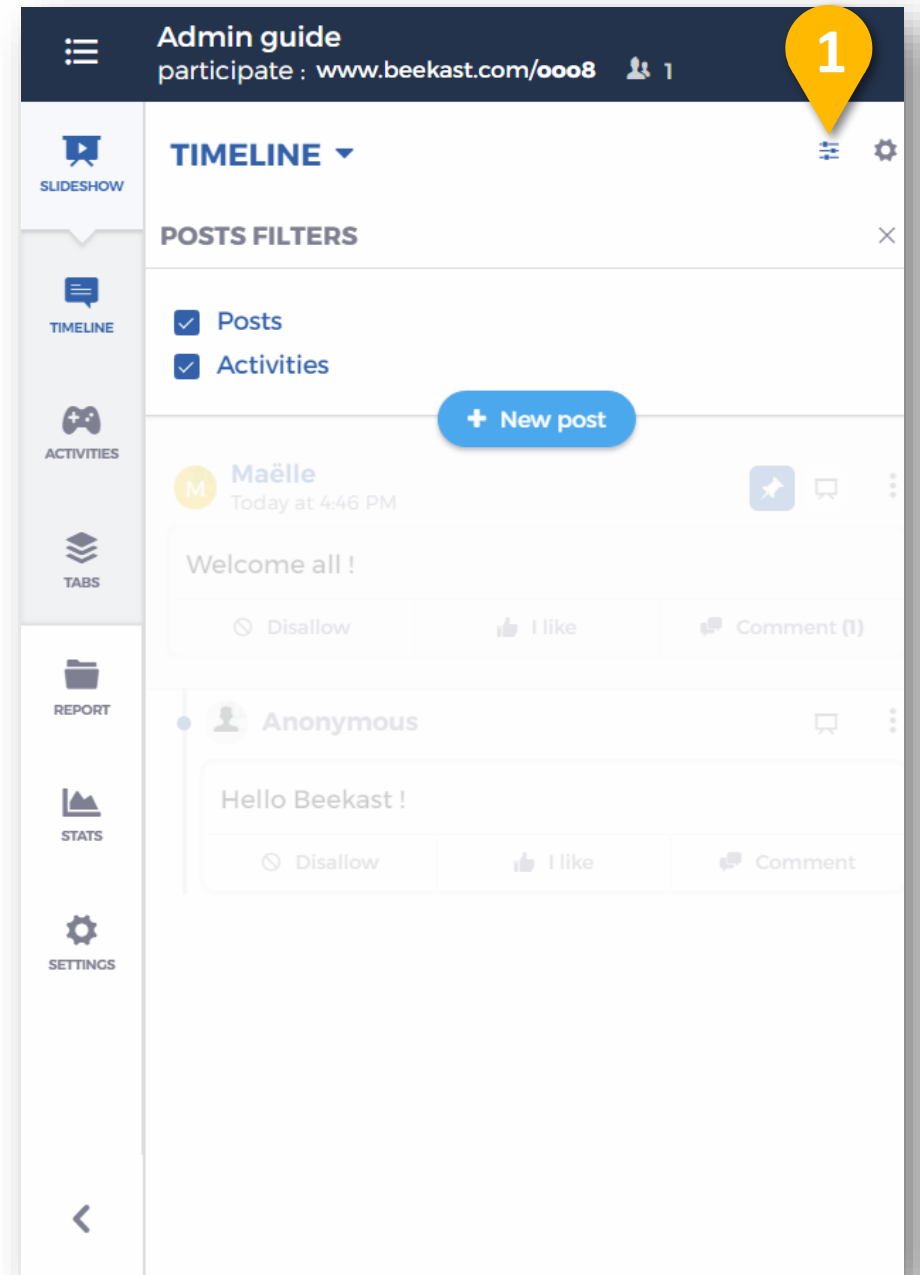
3 – The Timeline: filters

The Timeline filters help you to manage posts:

1. Click on the Filters icon to discover the different available filters.
2. Then choose your filter(s).

You can decide to filter posts and activities at the same time, or just posts, for example.

Be careful, wall's filters are available only for the session owner. Participants can't see them and their wall is not impacted by the owner's setting!



3 – THE TIMELINE

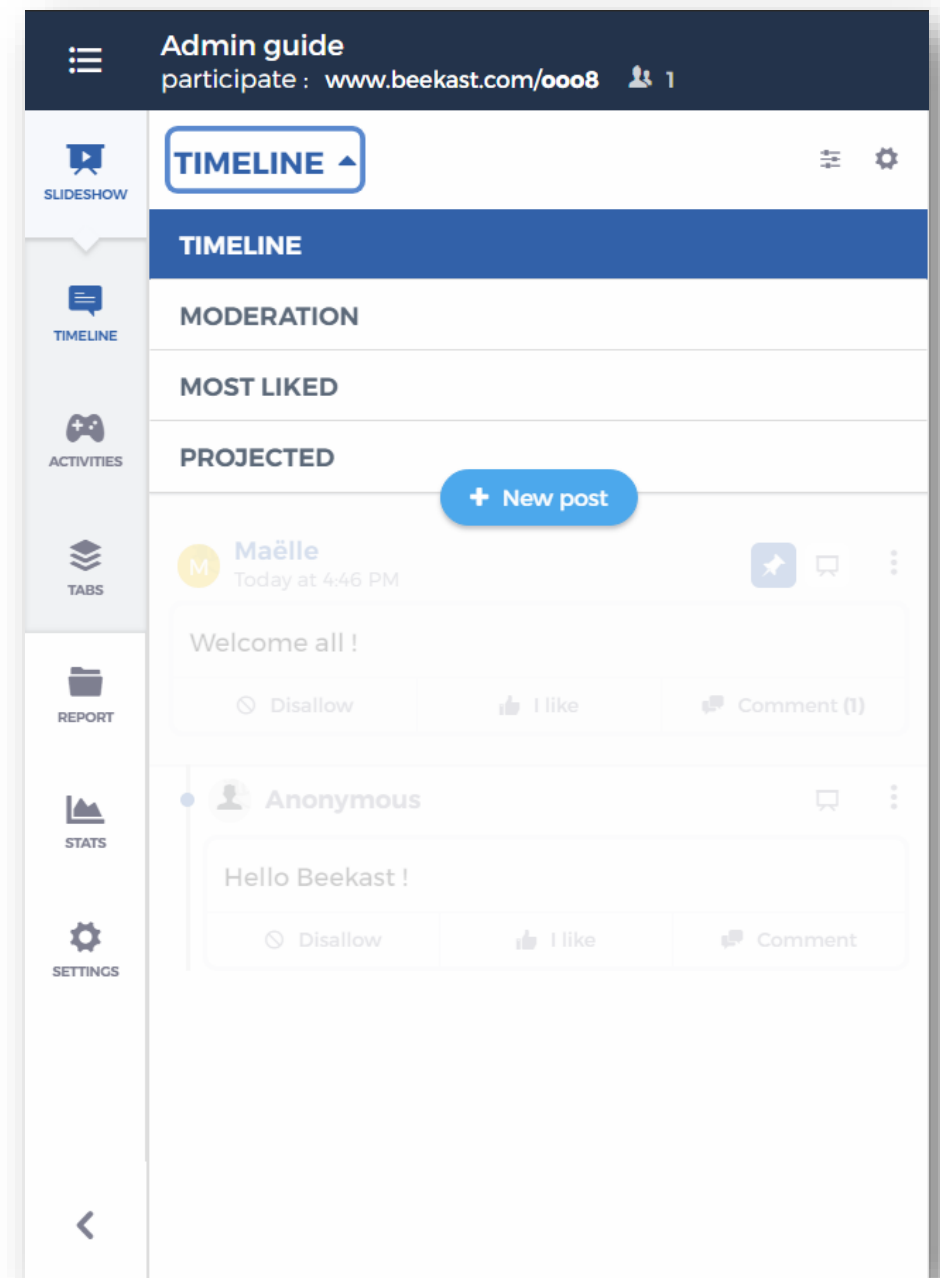
3 – The Timeline: filters

The Timeline filters help you to manage posts:

1. Click on “Timeline”.
2. Then choose your filter(s).

You can decide to show your entire timeline, moderate posts, most liked posts or projected posts.

Be careful, wall’s filters are available only for the session owner. Participants can’t see them and their wall is not impacted by the owner’s setting!

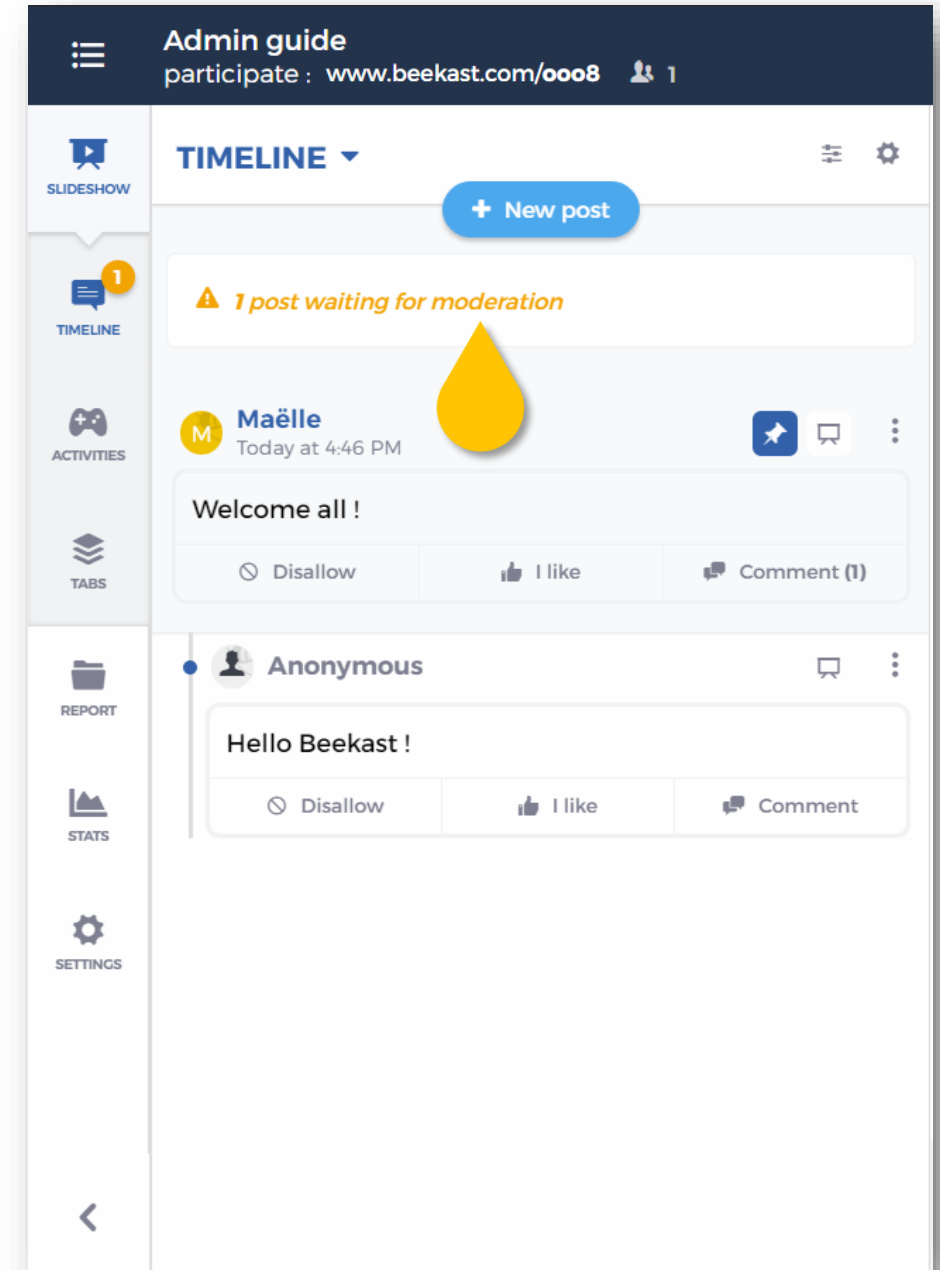


3 – The Timeline: Moderation

If you choose Moderation, once a post is sent in by a participant:



1. It requires an approval to be visible to other participants on the Timeline.
2. To see moderate posts, you can click on “Timeline” and then “Moderation”. You can also click on “1 post waiting for moderation”

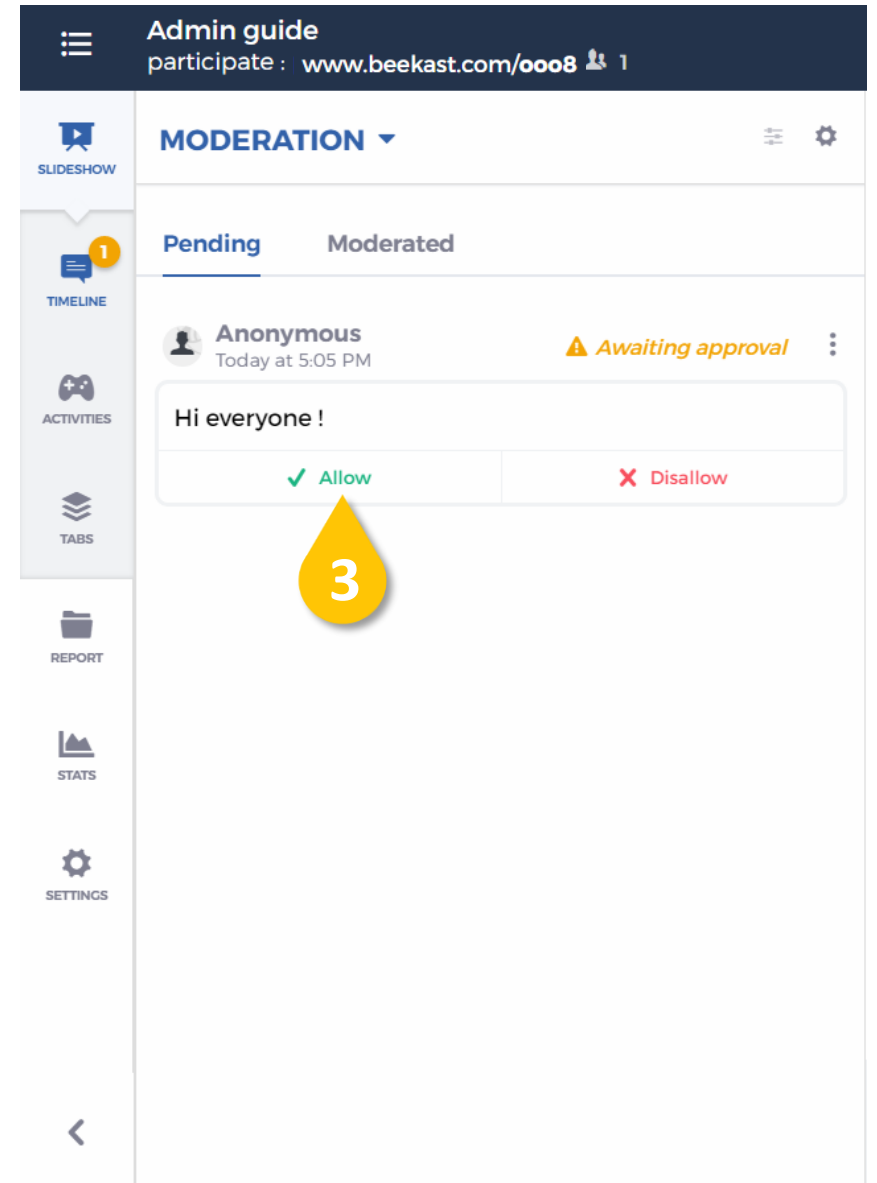
Each time you will have an unmoderated post, you will have a notification.



3 – The Timeline: Moderation

If you choose Moderation, once a post is sent in by a participant:

1. It requires an approval to be visible to other participants on the Timeline
2. As long as it hasn't been authorized: the participant who sent the post will see "Awaiting approval" and the other participants will not see the post on their Timeline.
3. Click on "Allow"  Allow or "Disallow"  Disallow depending on the post.





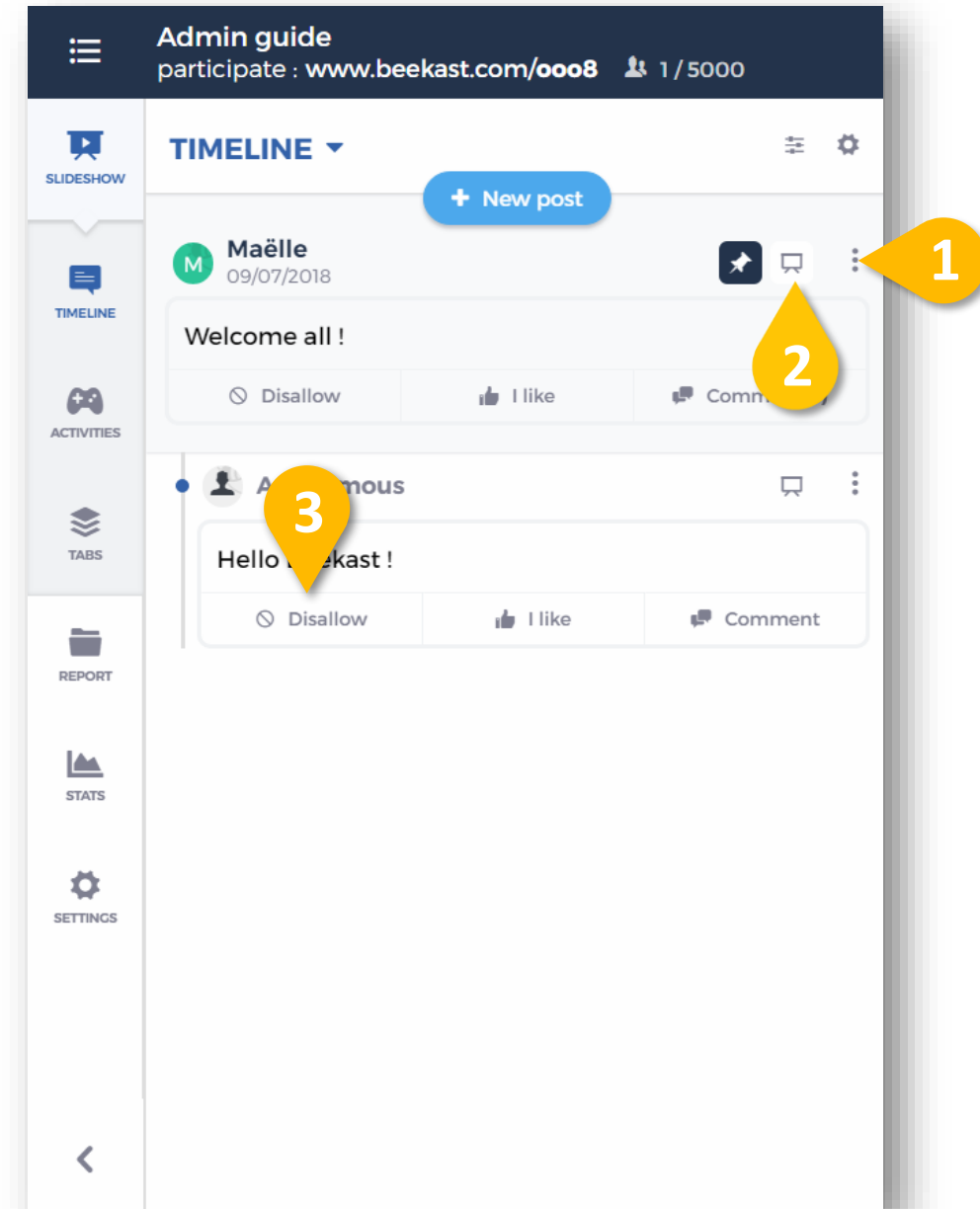
3 – THE TIMELINE

3 – The Timeline: projection

Once the messages are allowed or if the Moderation is not active, the messages are displayed in real time on the timeline.

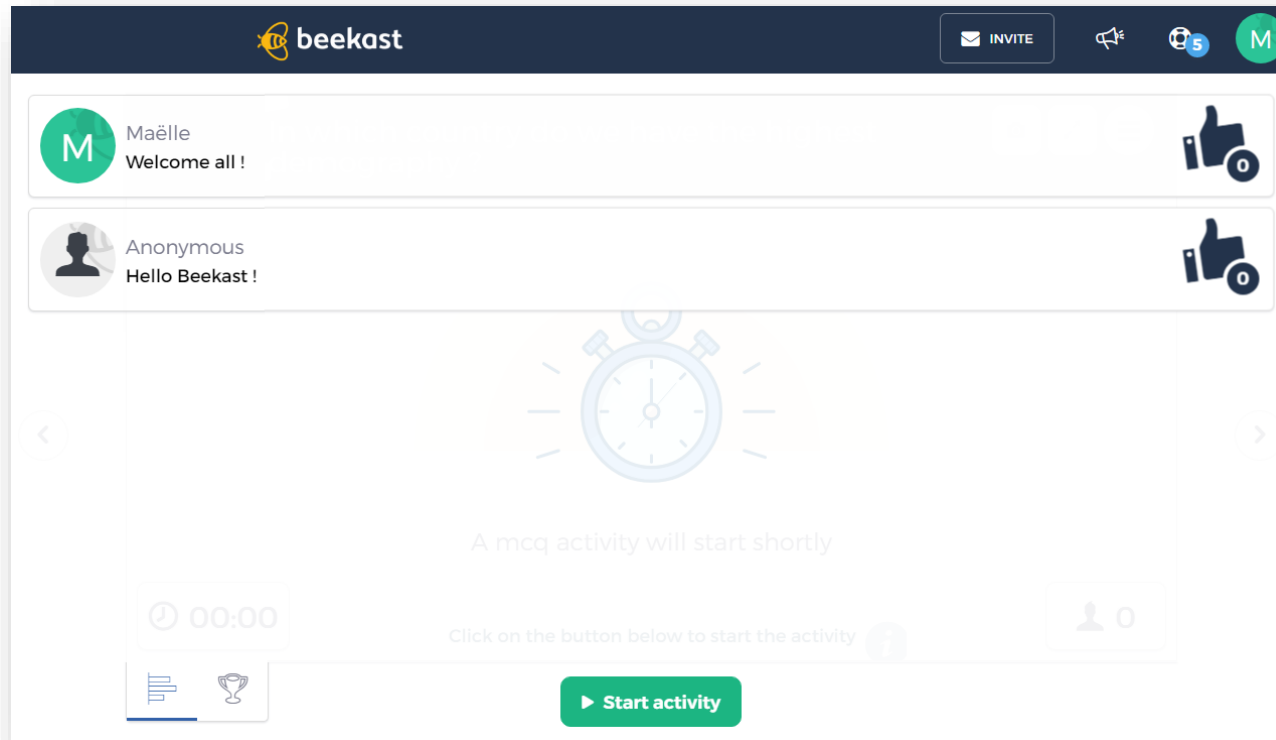
Scroll down to read all posts on the timeline.

1. Click on the 3 small dots to discover further options: edit a post, project it in full screen in your presentation, pin the post to the top of the Timeline or delete it.
2. Click on the Presentation icon  to display your posts on your slide. Several posts can be projected at once.
3. Click on this icon  Disallow to moderate a post after its publication on the Timeline.




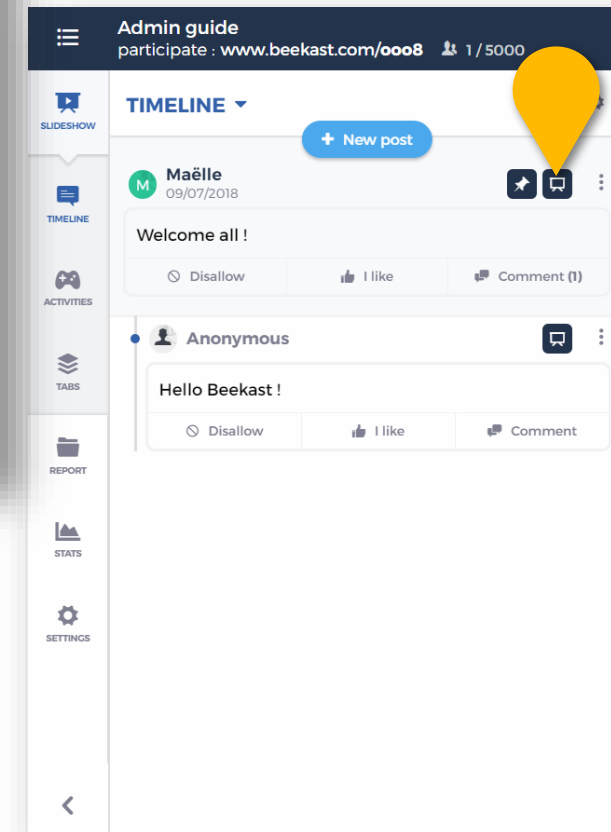
3 – THE TIMELINE

3 – The Timeline: Projection



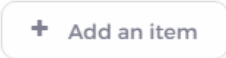
Above is the default positioning (“**Center**”) when posts are projected in your presentation view. You can change the positioning in the Social Wall settings (**Left, Right, Top, Bottom**). See page 18

If you no longer wish to project a post of the Social Wall, click again on the Presentation icon 



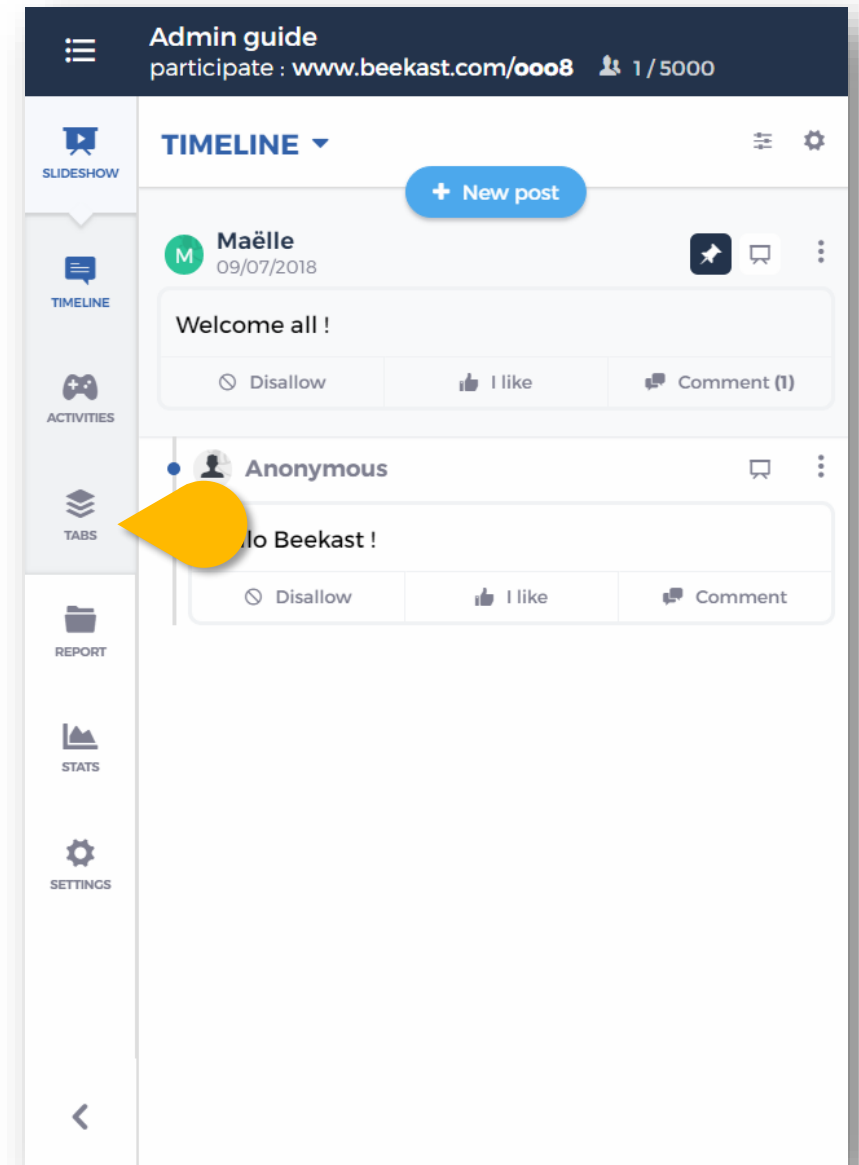
4 – Add Information Sections

On the left side of your screen, you have the possibility to add sections in order to share important or useful information with your participants.

To do this, click on “Tabs”, then on  and discover our customizable sections.

Warning: The information sections cannot be projected. Add information, files and lists that your participants can consult once they have connected to your session.

Discover the different uses of our information sections on p.57.



4 – Add information sections

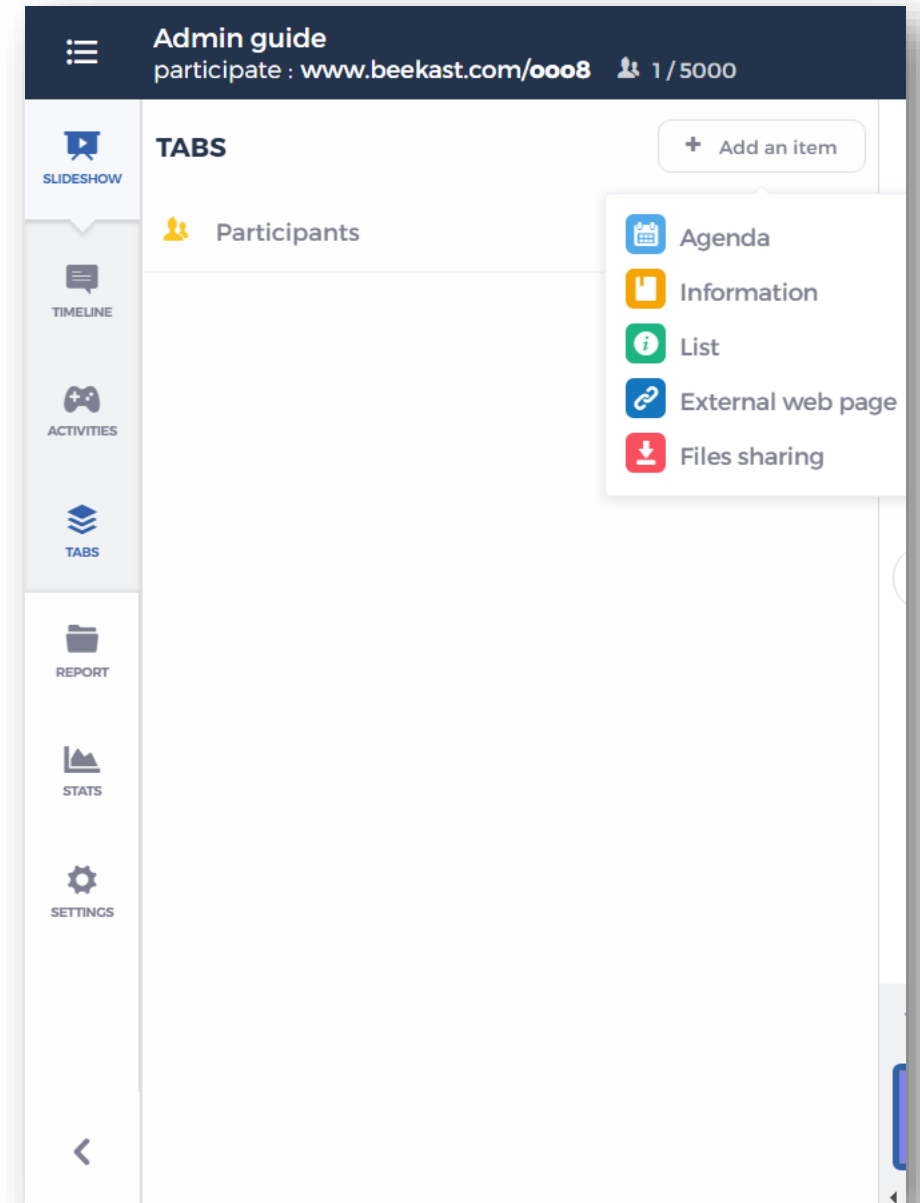
You may add:

- The agenda of your event
- An information page: a text editor allows you to write down something, a welcoming word for example.
- A list (e.g. the speakers),
- An external web page: HTTPS site
- Downloadable documents to be shared with the participants.

To come back on the Social Wall, click on




Discover the different uses of our information sections on p.47.

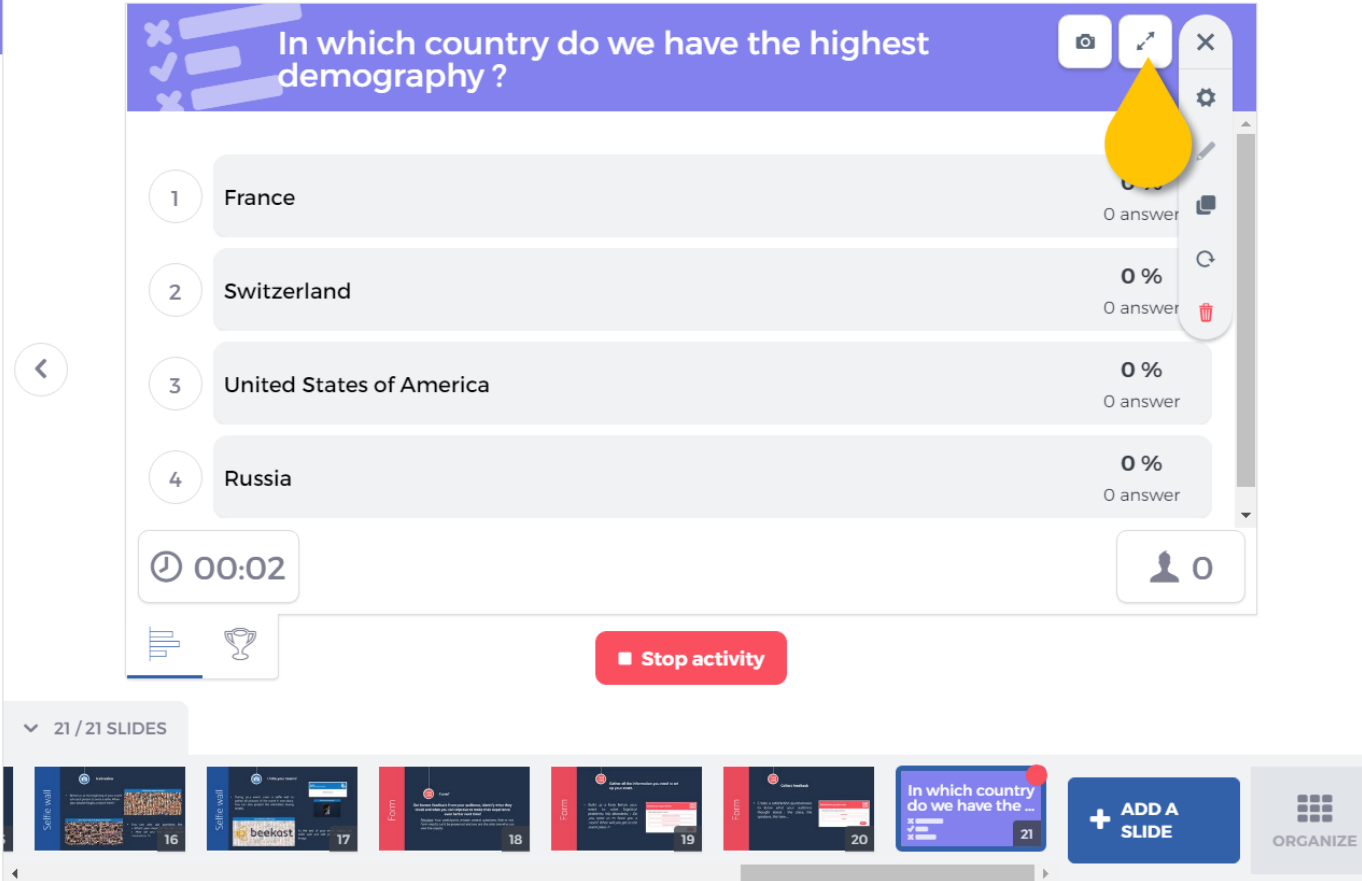


5 - PROJECTION

5 – The projection of your presentation

To display your Presentation in full-screen mode (and not the admin interface): simply click on . You can then connect it to your video projector.

Now, you can go through your slides, project posts of the Social Wall and open / close your activities !



The screenshot shows a presentation interface in full-screen mode. The main slide is titled "In which country do we have the highest demography?" and lists four options: 1. France, 2. Switzerland, 3. United States of America, and 4. Russia. Each option shows "0 answer" and "0 %". A yellow teardrop icon highlights the full-screen icon in the top right corner. The bottom of the screen shows a slide navigation bar with 21 slides, a "Stop activity" button, and an "ADD A SLIDE" button.

Rank	Country	Answers	Percentage
1	France	0 answer	0 %
2	Switzerland	0 answer	0 %
3	United States of America	0 answer	0 %
4	Russia	0 answer	0 %

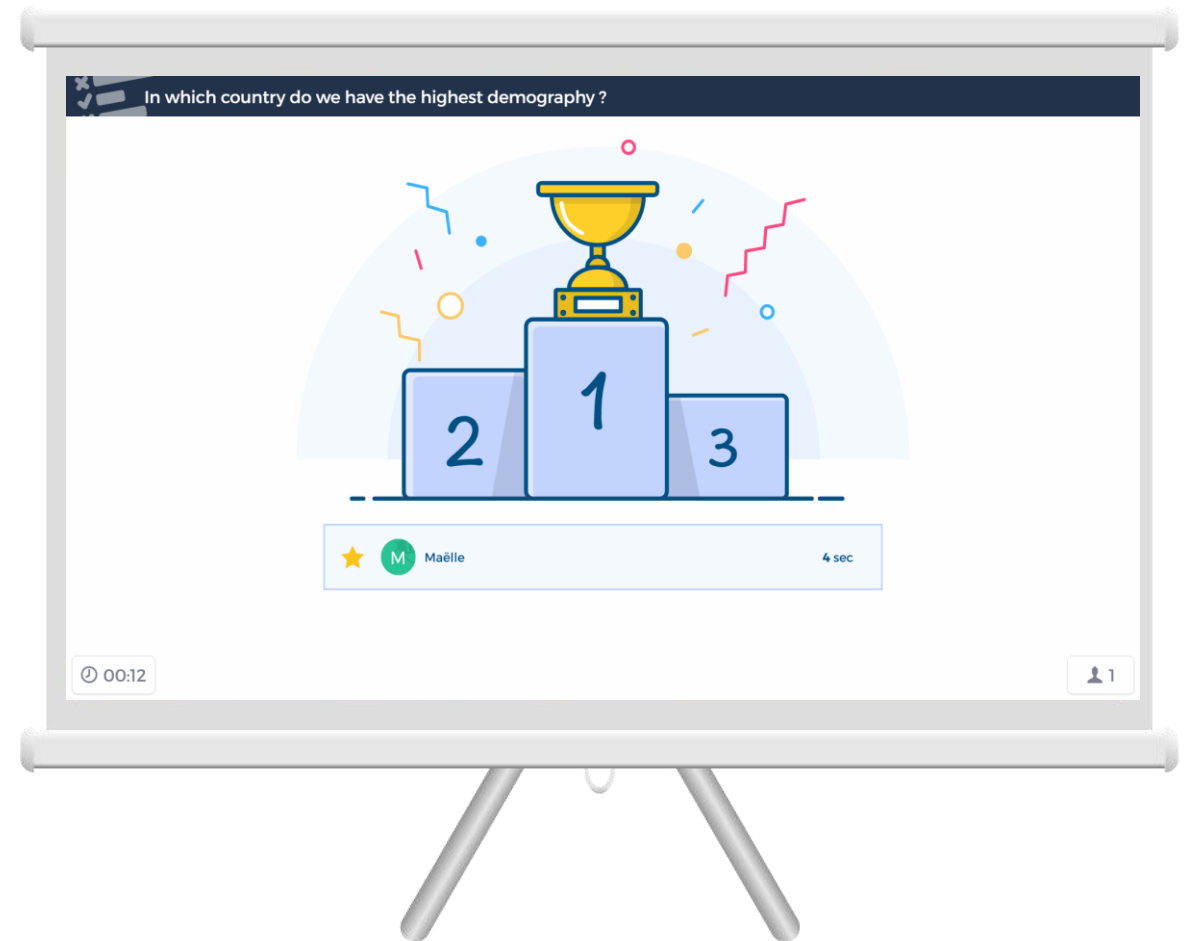
5 - PROJECTION

5 – The projection of your presentation

Here is how your presentation is displayed in full-screen mode.

Manage the admin interface of your presentation:

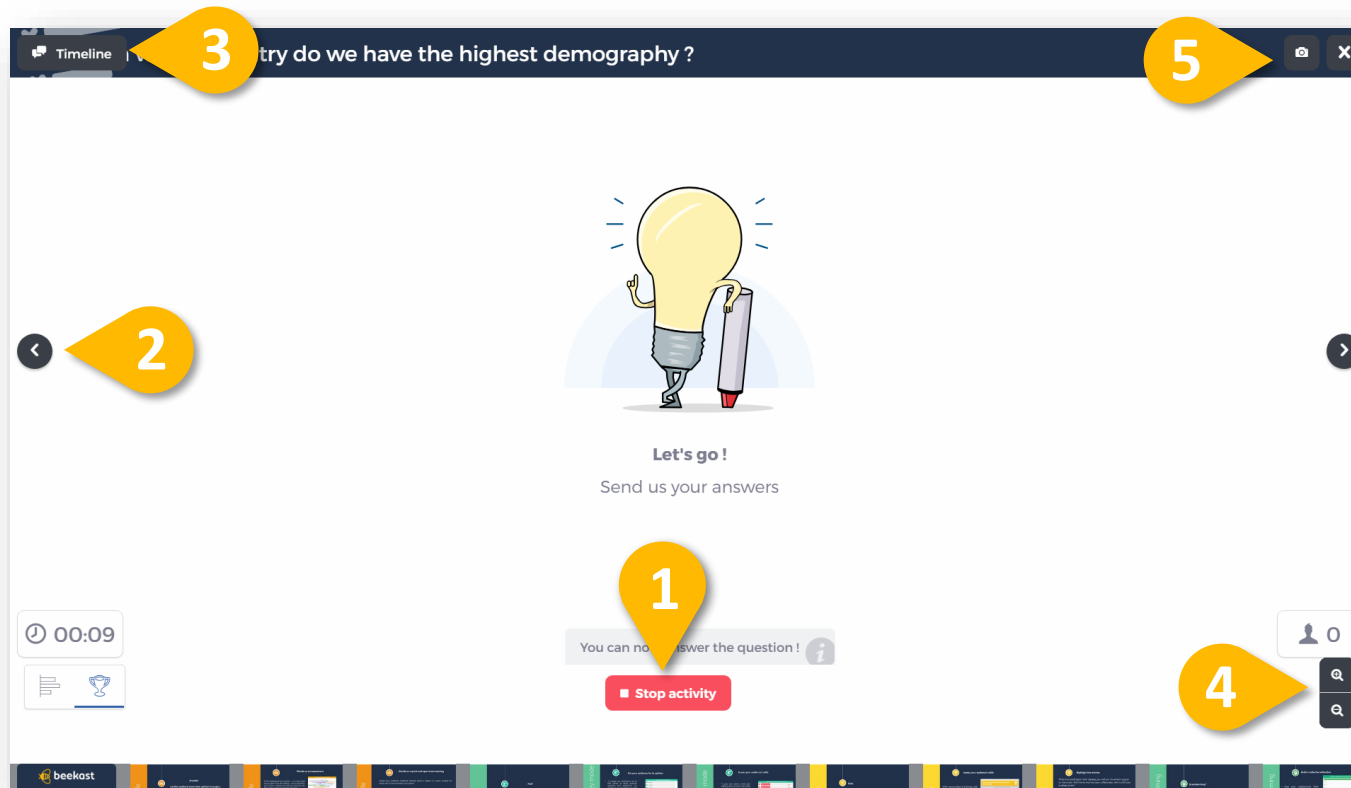
- Via another device (your smartphone, tablet or computer) that is connected to your admin account
- Directly on the same device by choosing the “extended screen” configuration on your computer.
- Via the projection screen and the advanced features, visible by moving the cursor on the screen.



5 - PROJECTION

5 – The projection of your presentation: Advanced features












See below the Presentation mode with our advanced features (visible by moving the cursor on the screen).



With the advanced features in the Presentation view, you can directly:

1. Open and close activities
2. Move, drag and drop your slides
3. Access the Timeline
4. Zoom in /out
5. Take a screenshot

THÈMES

	Prise d'opinion	Prise de décision	Évaluation	Ice breaker	Brainstorming
 Nuage de mots	●			●	●
 Sondage	●				
 Priorisation	●	●			
 Notation	●				
 Formulaire	●				
 QCM			●		
 Classement			●		
 Challenge			●		
 Tableau	●	●			●
 Matrice		●			●
 Mur de selfies				●	



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Create together



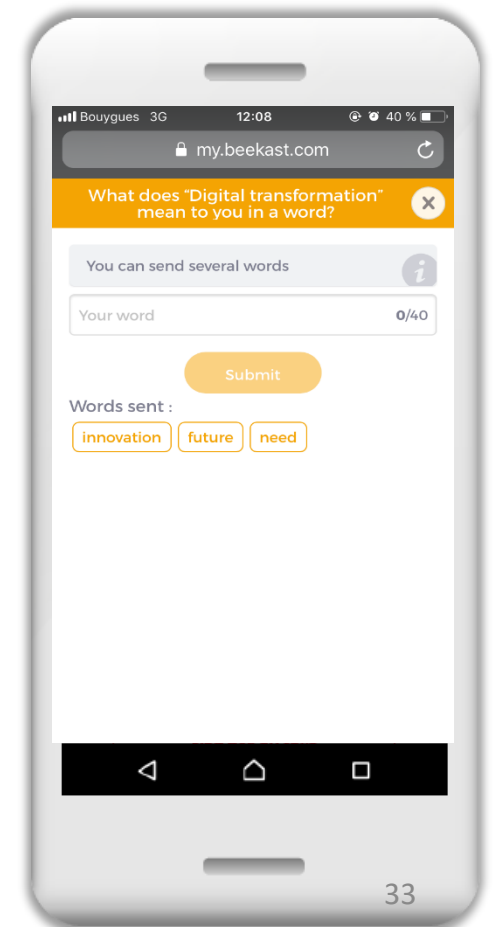
Library of activities and use cases



Wordle

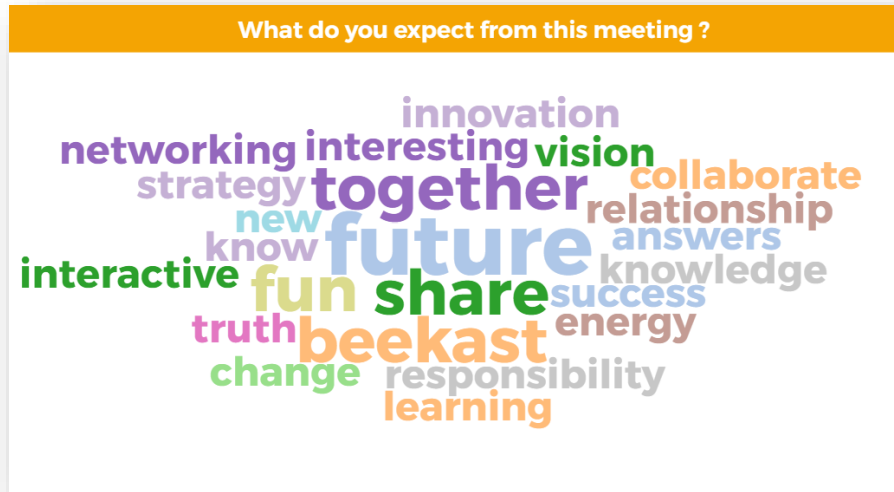
Let your audience share their opinions and highlight trends with a Wordle.

How it works: Users send in words that are projected in real time on your projection screen in the form of a Wordle. The more frequently a word is sent in, the bigger it will be displayed.





The Wordle as an assessment



At the beginning of your session : *“In a word, what do you expect from this meeting ?”* let’s you start off your session creatively. The moderator can comment on and discuss the results or use this opportunity to present the program.



By ending your session with this activity, you can collect your participants’ feedbacks in an innovative way and in real time.

At the end of your session, compare the starting Wordle with the ending one, then try to understand whether you have met the participants’ expectations. And finally, better prepare your future sessions accordingly.



The Wordle as a fast and open brainstorming

Gather your audience's feedback instantly. Analyze the words sent in to introduce a new topic.

At the beginning and/or at the end of your presentation, you can brainstorm with your participants using one/several word(s) one or several time(s):

What does the Company stand for?

What are the values of the Company for you?

What does "Digital transformation" mean to you?



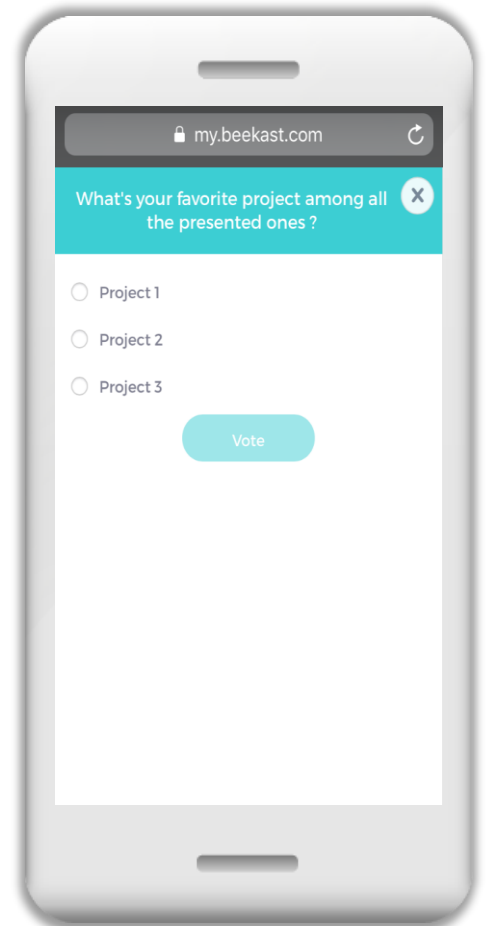
SURVEY



Survey

Poll your audience with an instantly voting system with visual and interactive features.

Principle : Participants vote for one or more propositions. The audience results are displayed in % as histograms, pie chart or donuts.

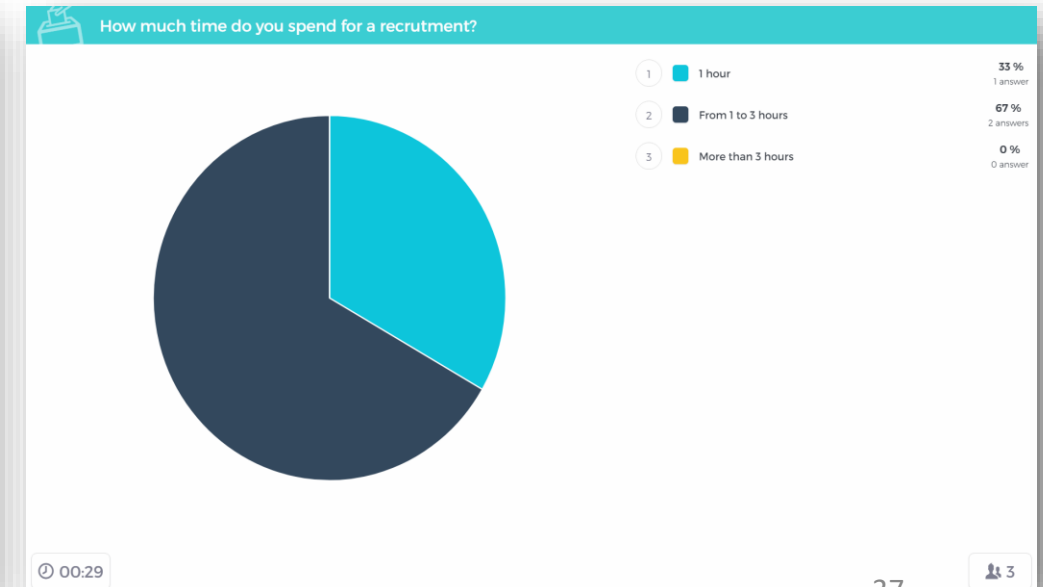
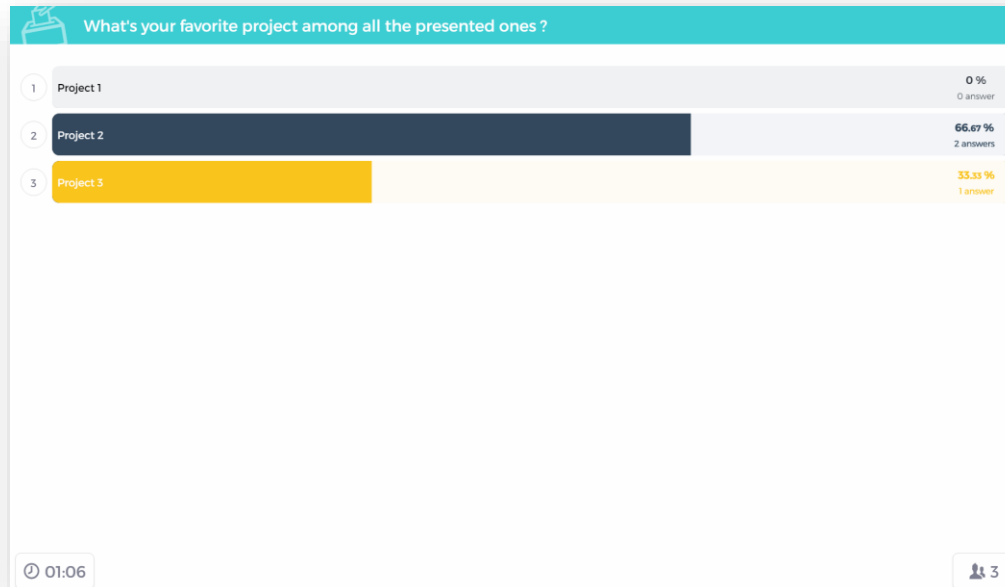




Survey : ask for your audience's opinion

To engage your audience, you can ask for their opinion according to their preferences. In the case of project pitch for example, you can ask this question: « What's your favorite project among all the presented ones ? »

Ask your employees about their practices : « How much time do you spend for a recruitment? » It allows you to have an overview on the practices within your structure in order to obtain some optimization tools.



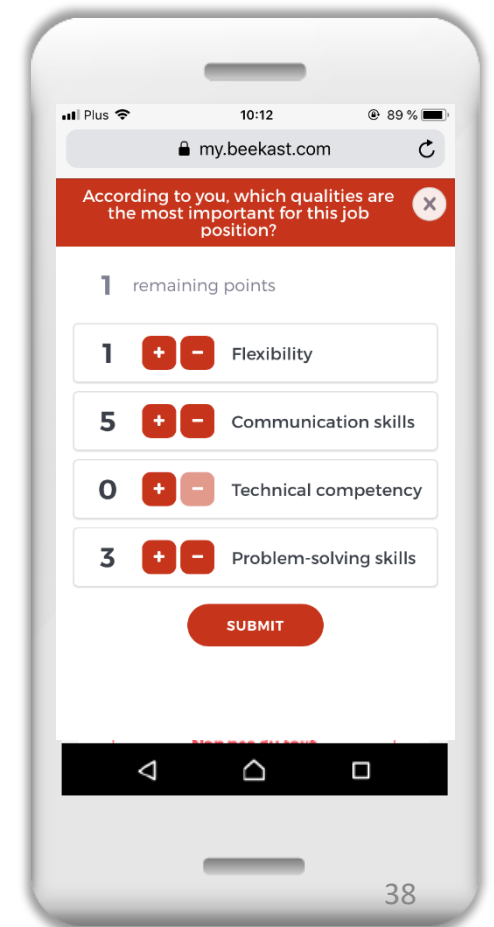
Prioritization



Prioritization

Accelerate processes of complex decision making with the Prioritization activity.

How it works: Display a variety of proposals and a set an amount of points to be allocated by the participants according to their preferences. Then, choose to display the results in real time. Process to identifying relevant topics and urgent matters is getting easier and easier.



Prioritization



Collect your audience's priorities and make complex decision-making easier



For example, collect your participants' opinion on the essentials skills for a job position. See above.



Take complex decisions collectively and strengthen team spirit by asking your colleagues questions such as "Which matter should be addressed as a priority?"

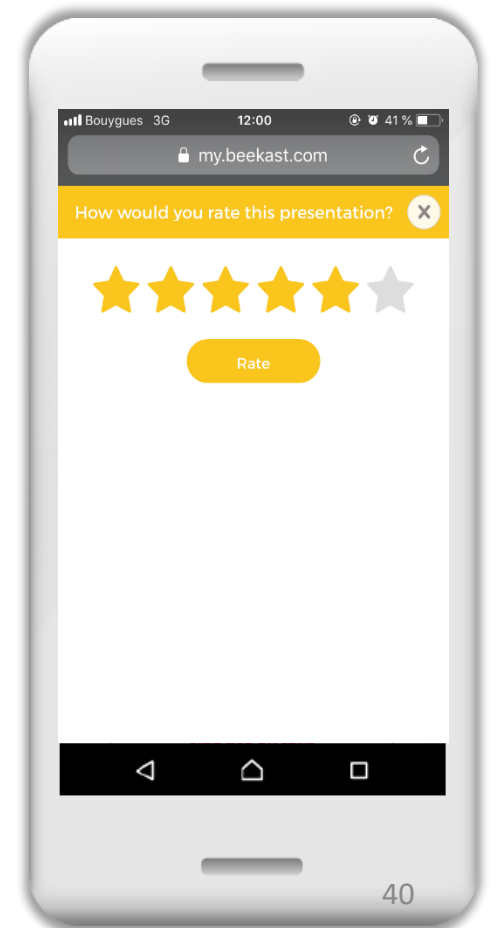
Rating



Rating

Allow your participants to rate a proposition

How it works: Visualize a rate in a simple, efficient and fun way with a star-rating system! Your users answer your statement or your question by a rate, going from 3 to 6 stars! Get a different feedback and display the average rate of the results in real time.





Collect the opinion of your audience in a rate form



Are you confident (5*) or pessimistic (1*) regarding your future position?



Average rating: 4 / 5

Above is an example which can be used to collect your attendees' feelings on specific topics.



Do you consider the process of sales satisfactory?



Average rating: 3.5 / 5

Estimate the satisfaction of your audience regarding a project such as « *Do you consider the process of sales satisfactory ?* »

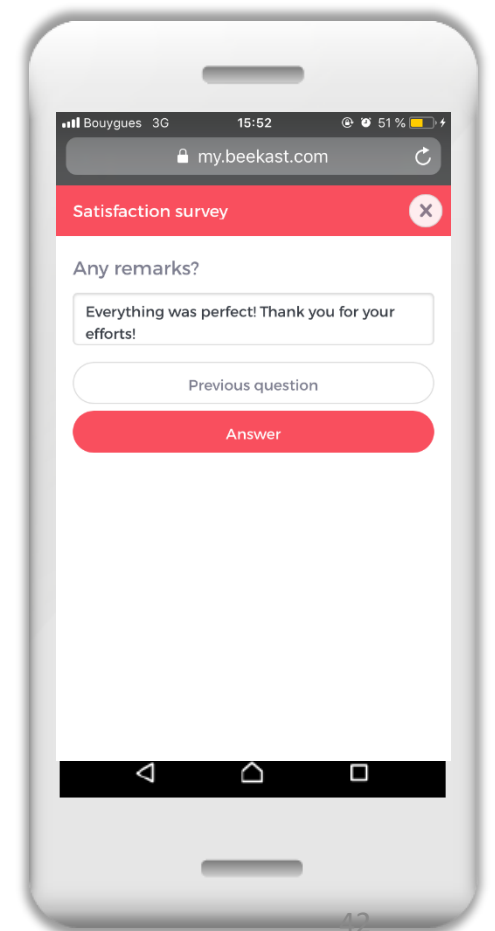


Form

Create your satisfaction survey

Throughout the Form activity, you can get feedback from your audience, and identify what could help you/your company to improve future experiences!

How it works? : Your participants answer different types of questions (open or closed, MCQ or in a rating form). The Form's results can be projected and/or exported (as .xls files) for more analysis.



FORM



Gather all the information you need to plan your event

Create a form before your event to solve logistic problems for example.

Ask your attendees:

Do you need us to book a hotel for you?


At what time will you arrive at the location?

The image shows a smartphone screen with a web browser displaying a survey. The address bar shows 'my.beekast.com'. The survey title is 'Satisfaction survey'. The question is 'How will you get to the hotel?'. There are three radio button options: 'By train' (unchecked), 'By plane' (unchecked), and 'By car' (checked with a blue checkmark). At the bottom of the survey are two buttons: 'Previous question' and 'Answer'.



Collect key information to organize your event

Create a satisfaction survey to know what your audience thought about: the location, the speakers, the agenda, etc.

 **Satisfaction survey**

1

 Did you get the chance to share your ideas?

Yes, more or less!


100.00 %

No, not enough!

0 %

2

 How would you rate this presentation?



Average rating: 4.5 / 6

3

 Any remarks?

Everything was perfect! Thank you for your efforts!

The venue was magnificent!

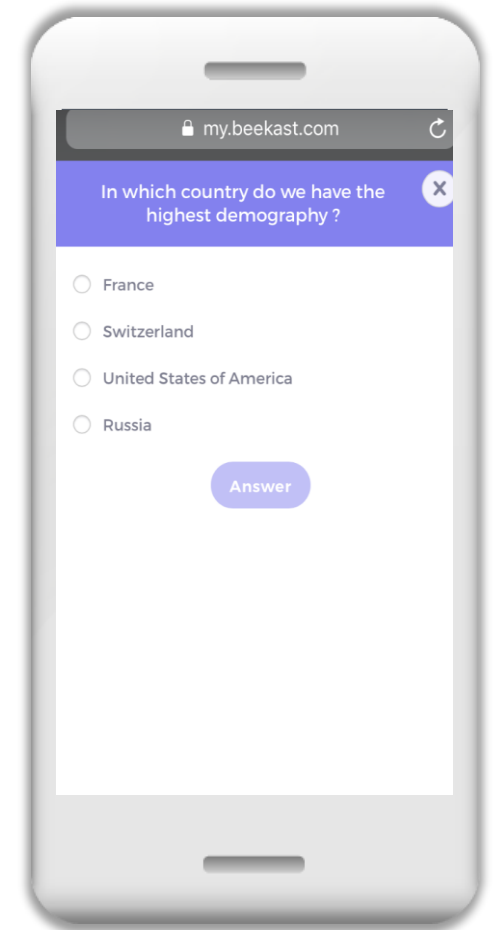
MCQ



MCQ

Sound out the audience in real time and project the results with a histogram, pie chart or donut.

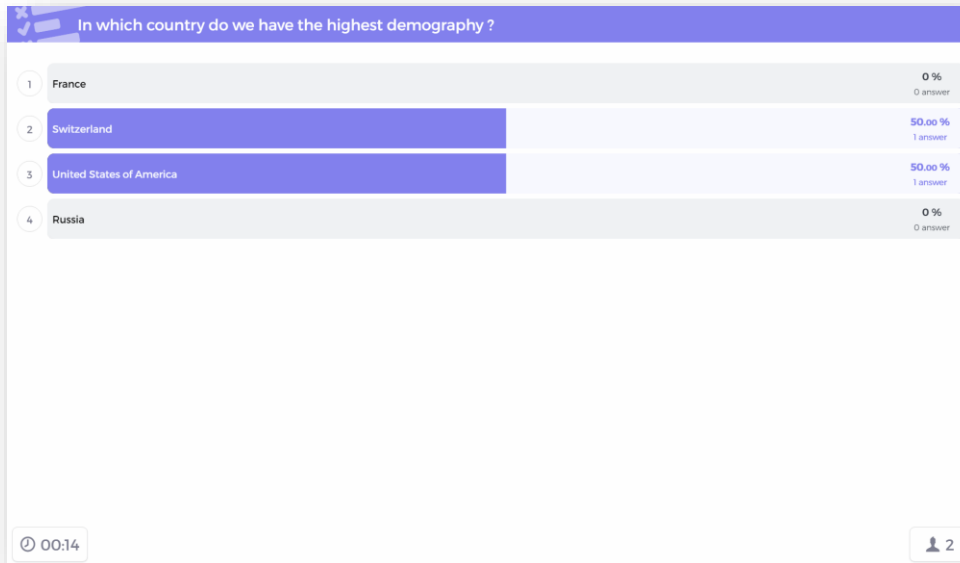
How it works: Ask your participants a question with one or multiple possible answers. The result is projected in a form of a bar graph, pie chart or donut. You can also show a podium !



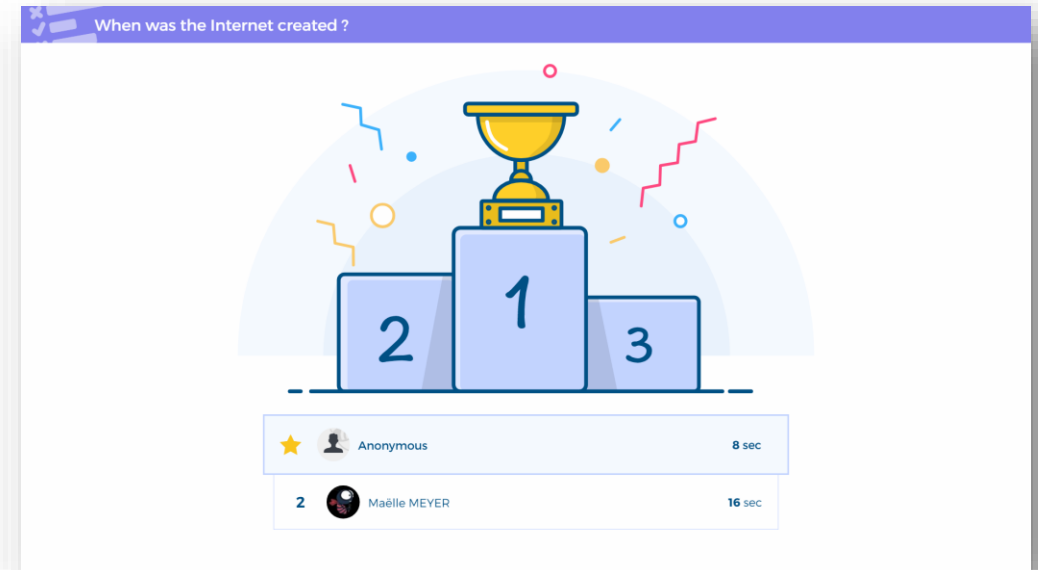
MCQ



Survey mode : ask your audience for their opinions



To punctuate your intervention, test the knowledge of your colleagues : create a MCQ : “In which country do we have the highest demography ?”



Challenge your participants with more general questions in a training or a educational context, for example : “When was the Internet created ?”

Ranking

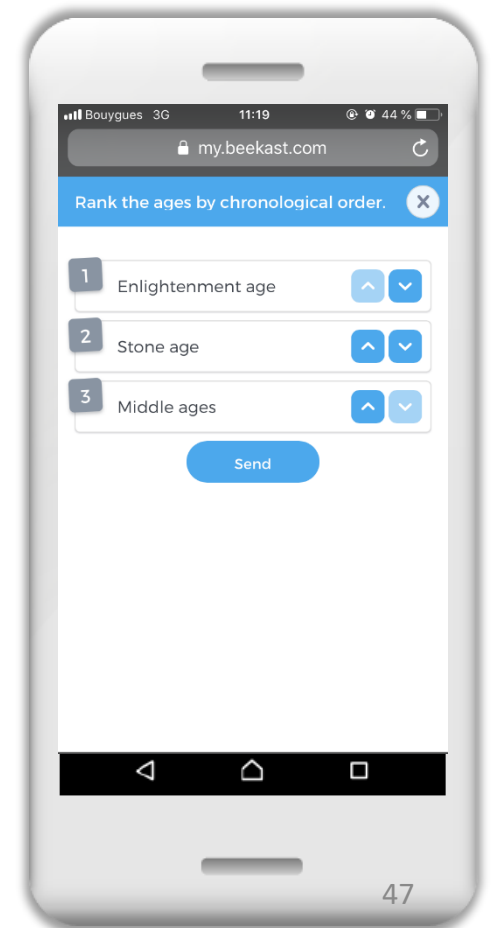


Ranking

Ask your participants to set back your propositions in the right order.

How it works: Display a random list on your participants' device and ask them to reorder the propositions. Chronological order, ascending order or alphabetical order, it's up to you to name it!

Results display the percentage of right and wrong answers and/or you can show a podium.



Ranking



Confirm the comprehension of a process or a logical order

 Recreate the HR process of recrutement

- 1 Identifying the hiring need
- 2 Searching and identifying viable candidates
- 3 Telephone screening
- 4 Face-to-face interviewing
- 5 Offering of employment
- 6 Hiring of the candidate
- 7 Onboarding of the candidate

✓ 1 participant answered correctly. ✗ 1 participant answered badly.

Question your participants about the right order of a process such as "Recreate the HR process of recruitment."

 Rank these books in order of appearance

- 1 Don Quixote by Miguel De Cervantes
- 2 Anna Karenina by Leo Tolstoy
- 3 The Strange Case of Dr Jekyll and Mr Hyde Robert by Louis Stevenson
- 4 The Picture of Dorian Gray by Oscar Wilde

✓ 1 participant answered correctly. ✗ 0 participants answered badly.

Strengthen your educational contents by challenging your attendees questions such as "Rank these books in order of publication."



Challenge

Test your participants' knowledge in a fun and competitive way.

How it works : Let your colleagues compete in teams or invite them to face the quiz on their own!

Individually or in teams, your participants answer questions. The overall ranking will automatically be displayed on your projection screen.

CHALLENGE



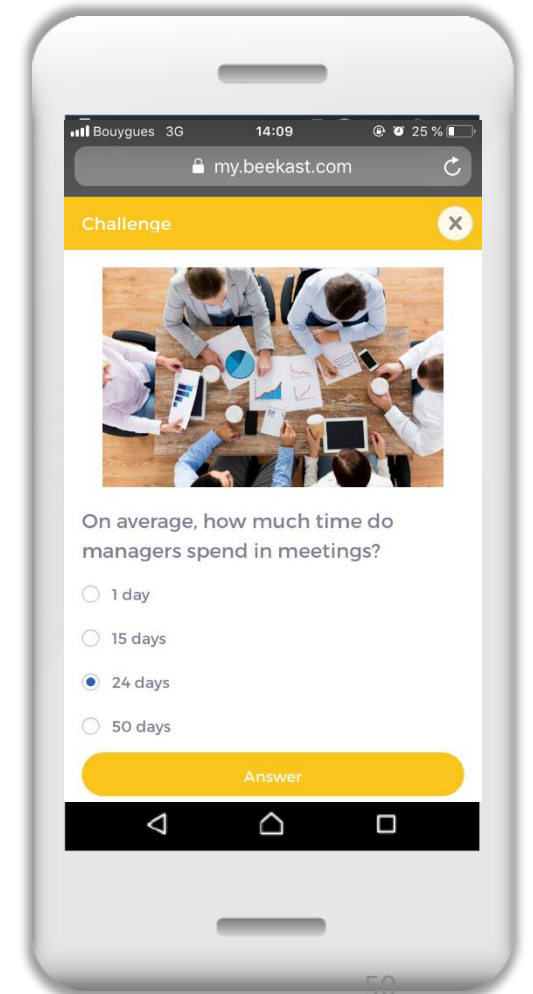
Assess your audience's skills

After several days of training, a fun challenge might just be the right activity to assess your participants' progress.

Participants can play individually or in teams. Why not use countries as team names?

Add multiple or single choice questions or open questions depending on which one best suits your content.

1 point per question, who will beat the highest score?





Highlight the winners

As your participants start replying, the winners are displayed on the screen. Feel free to motivate your collaborators with prizes to win!

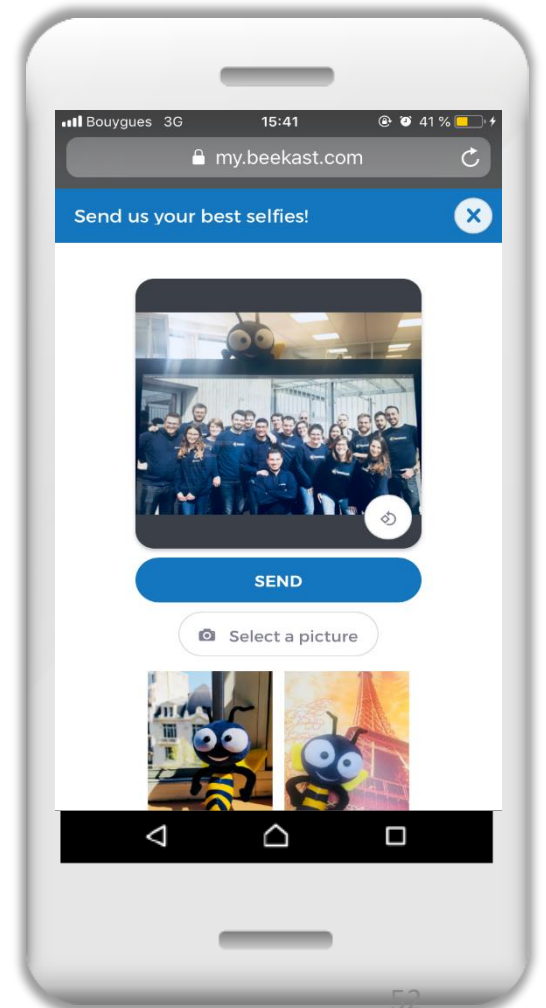
Rank	Participant	Points
1	Team BEEKAST	1
2	Tsvetelina GATEVA	1
3	Anonymous	0



Selfie Wall

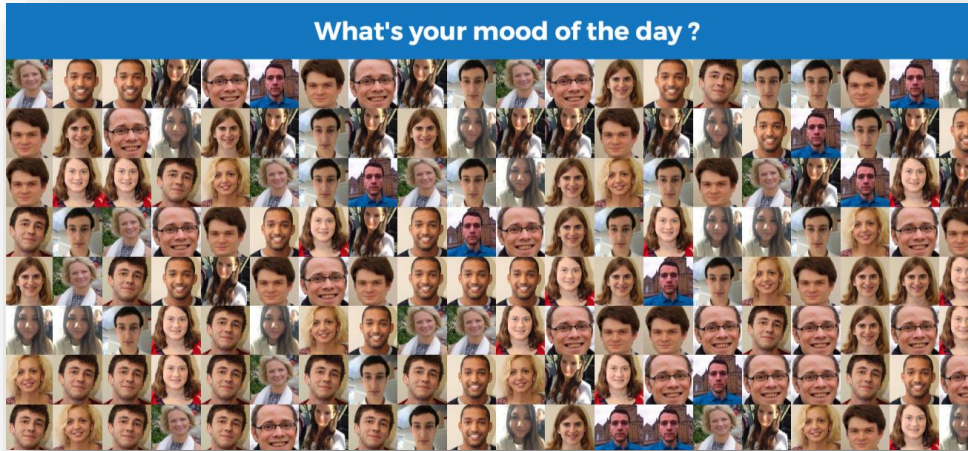
Nothing beats a picture as a souvenir to fondly remember your get-together. Build team spirit and light the atmosphere up in an instant!

How it works : Participants take pictures with their smartphones or choose photos from their device's library and send them in. Their picture is projected on the Selfie Wall with a little surprise when you close the activity (spoiler alert, it's your logo)!





The icebreaker



Before your event or at the very beginning, ask each person to send in a selfie. When your session begins, project them!



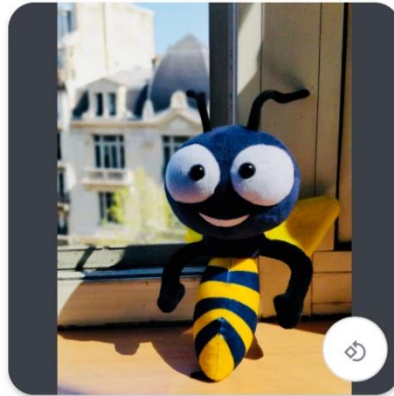
You can also ask questions such as *What's your mood today ?* or *How do you feel about digital innovations ?*

SELFIE WALL



Create true and fun team spirit!

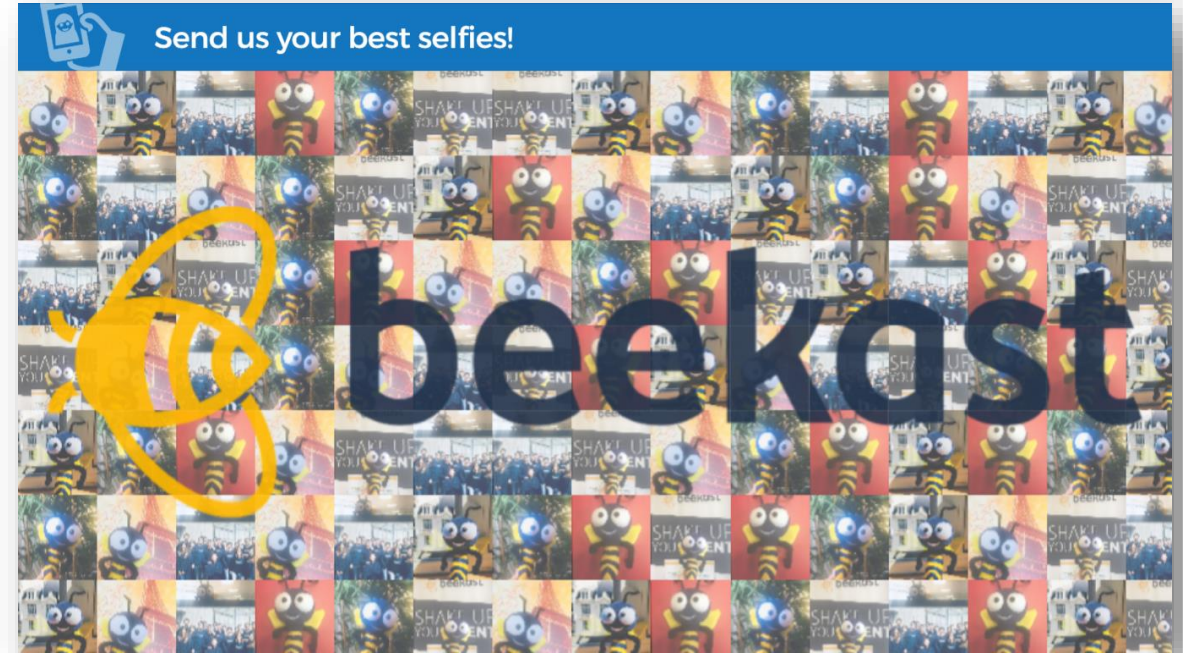
Send us your best selfies!



SEND

 Select a picture

During your event, open a Selfie activity to gather all the photos in one place and project the Selfie Wall throughout the break time.



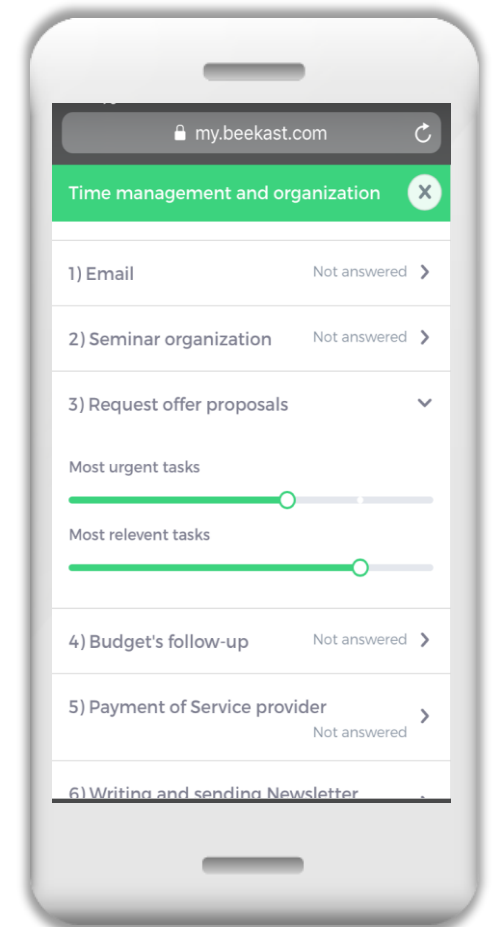
At the end of your event, display the Selfie Wall and add your logo as the final image.



Matrix

Define elements that need to be addressed in vertical and horizontal axes ! Get a consolidated matrix in real time and keep on analyzing the results !

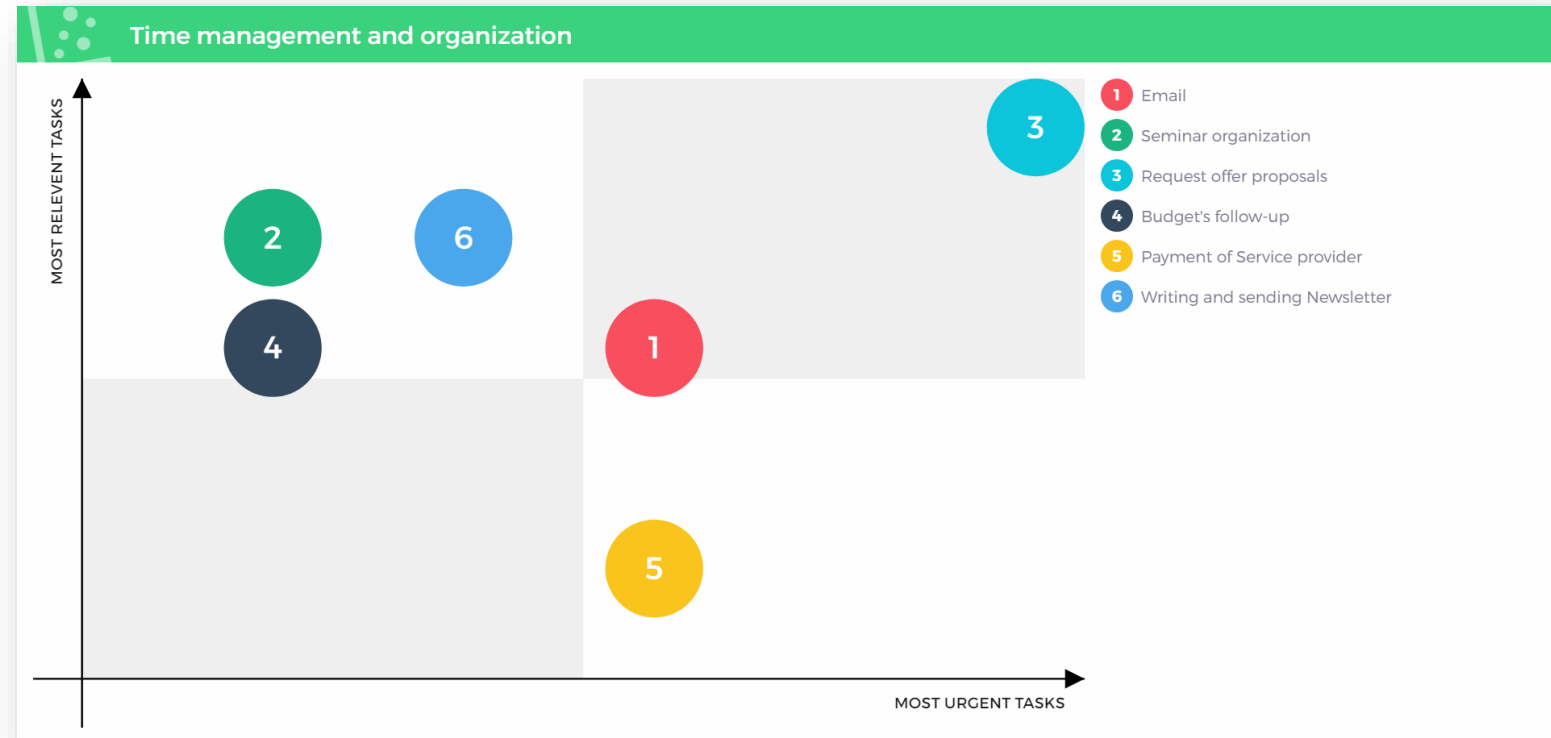
Principle : create a list of elements to assess and define your criteria in horizontal and vertical axes which constitute your matrix. Participants choose the positioning of the predefined elements according to your two criteria. You get the live result in a matrix format. A simple and efficient method for complex decisions!



MATRIX



A simple method to maximize productivity and improve Time management



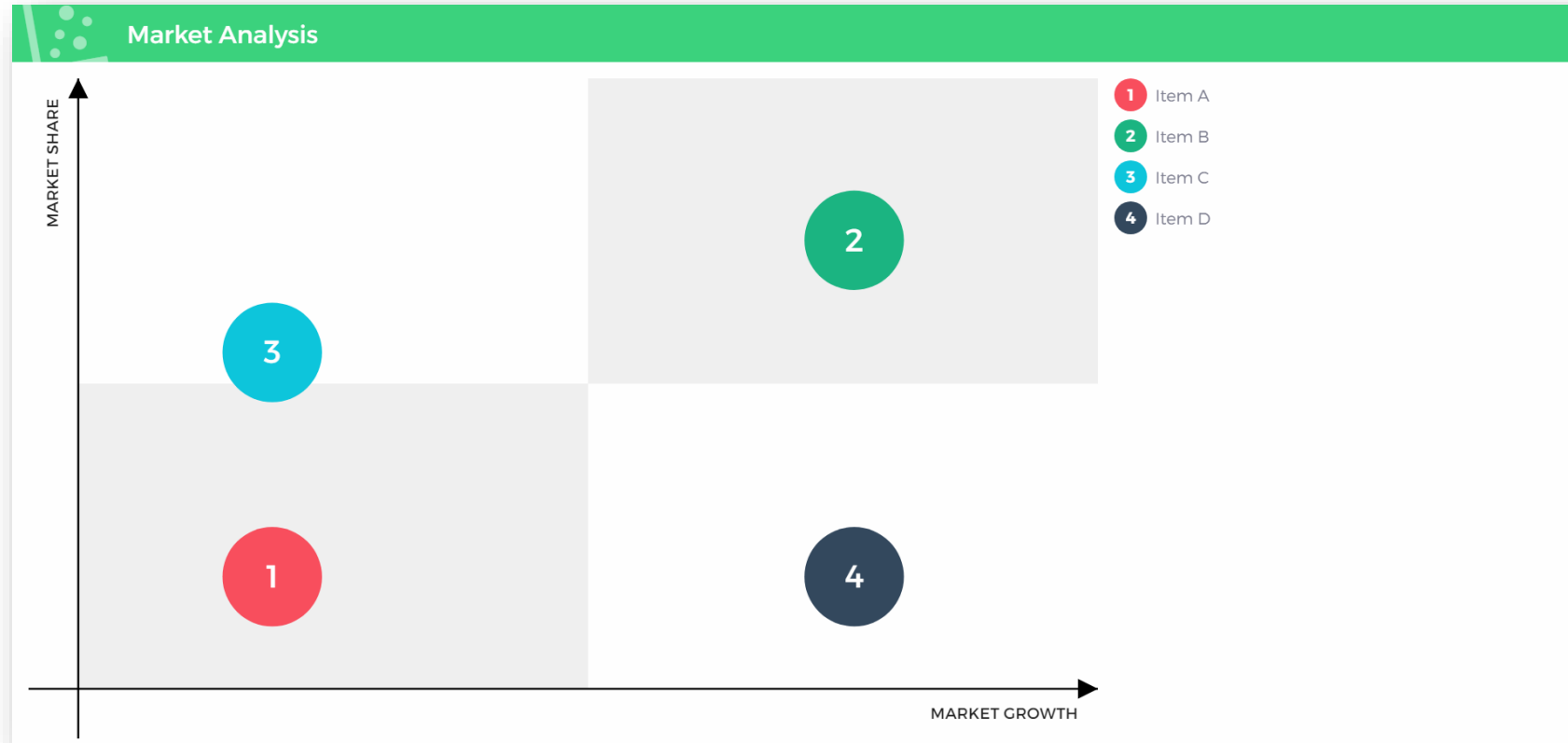
Ask our team to differentiate the important from the urgent. The goal is to be able to focus on what is essential and get rid of unnecessary tasks to optimize time management and productivity.

This method is known as the « Eisenhower matrix ».

MATRIX



Market analysis



- Ask your team to rate and classify competitive products in the marketplace.
- Determine the priorities and actions to put in place for your product portfolio.
- Perfect for conducting case studies with your students / trainees or to better understand your market positioning.

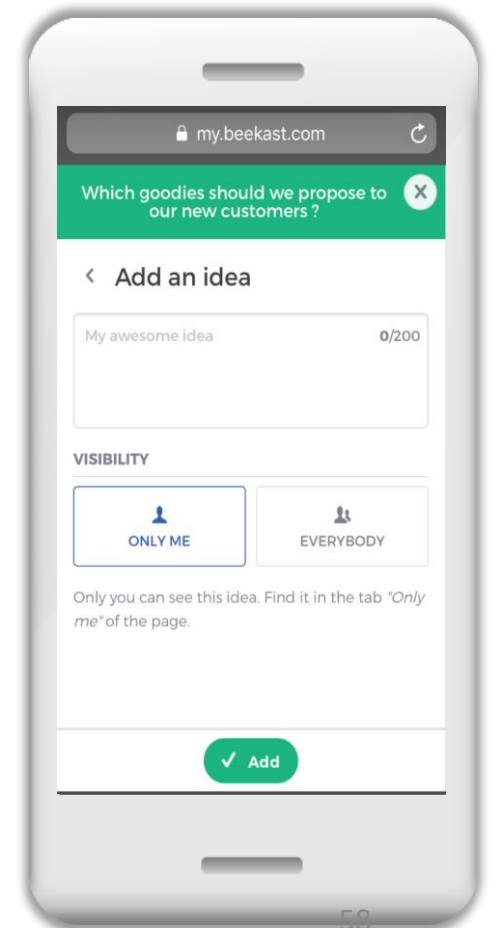
BOARD



Board

Generate ideas, organize them easily, vote for them and display instantly a hierarchical summary in a board form at the end of your activity.

How it works: Participants send in their ideas (much like virtual post-it) in different categories. You can move their ideas around and create new categories on the spot, all this in real time.





Have the teams come up with ideas together

Make your teams think about one or more themes and move quickly by creating categories as well as you progress.

For example : start by letting your participants send ideas. Then build your categories in live, based on themes that emerge and reclassify the ideas.

Which goodies should we propose to our new customers ?

Cars	USB key	T-shirt
Tote bag	Unicorn	

add a category

No category

Which goodies should we propose to our new customers ?

Feasible 3 ideas	Impossible 2 ideas
USB key	Cars
T-shirt	Unicorn
Tote bag	

add a category



Brainstorm and have live vote

Bring out the best ideas from your collaborators on specific topics by asking them to post their ideas and then vote to bring out the most relevant idea. Display the board or the ranking of ideas after the vote !

Which goodies should we propose to our new customers ?

Feasible 3 Ideas	Impossible 2 Ideas	<input type="text" value="add a category"/>
USB key 2	Cars 0	
T-shirt 1	Unicorn 0	
Tote bag 3		

3. Library of information sections and use cases



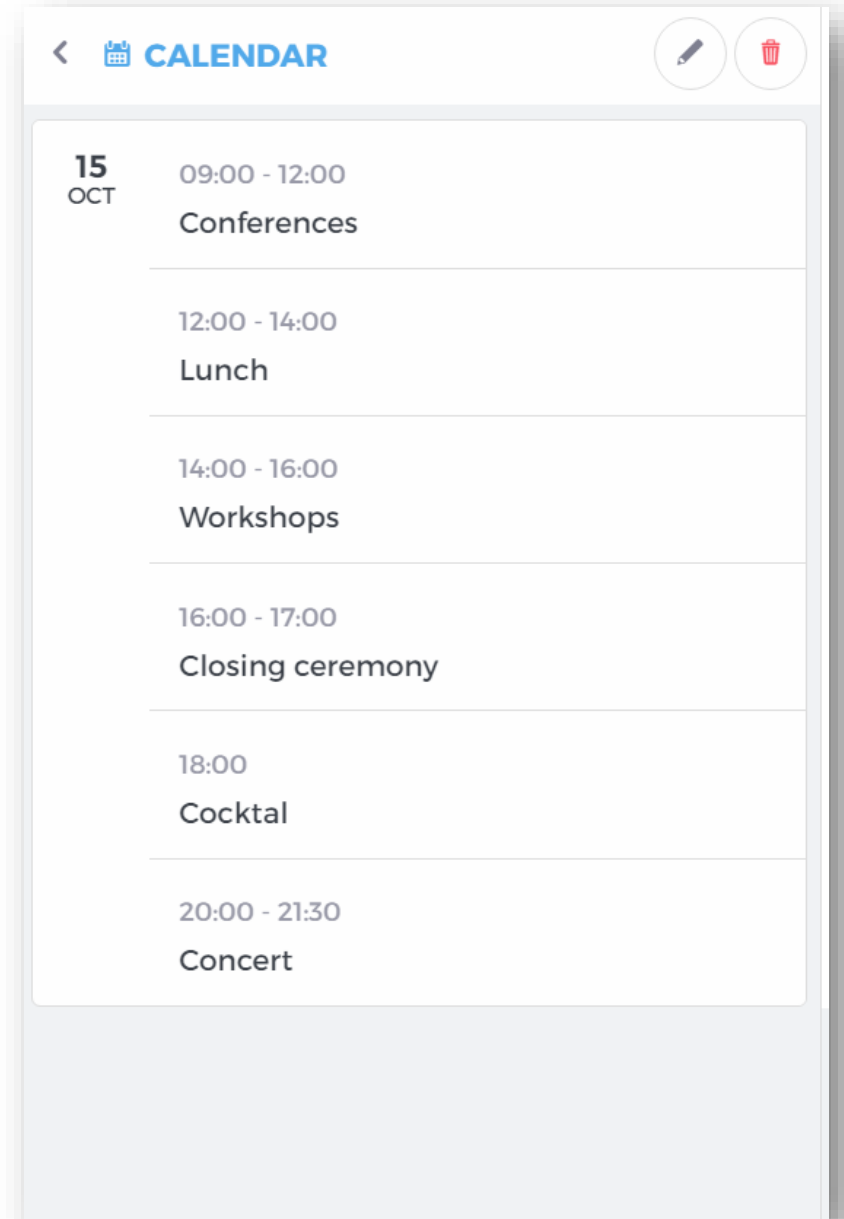
AGENDA



Before your event, add an agenda that presents the highlights of the day.

Participants can access it at any time during the event.

Indicate the time and location of your meeting to your collaborators.



INFORMATION

INFORMATION

Enter all the information that might be useful for attendees (guidelines, a map.....) with our text editor or greet them with a welcome message!

< WELCOME !



Dear collaborators,

I am very grateful to have you all gathered here in Paris !

This year, we will be focus on "digital transformation" and therefore, I choose Beekast to put it in practice and help us best collaborate !

Please share with us your pictures, comments and questions on the social wall ! :)

Enjoy your stay !

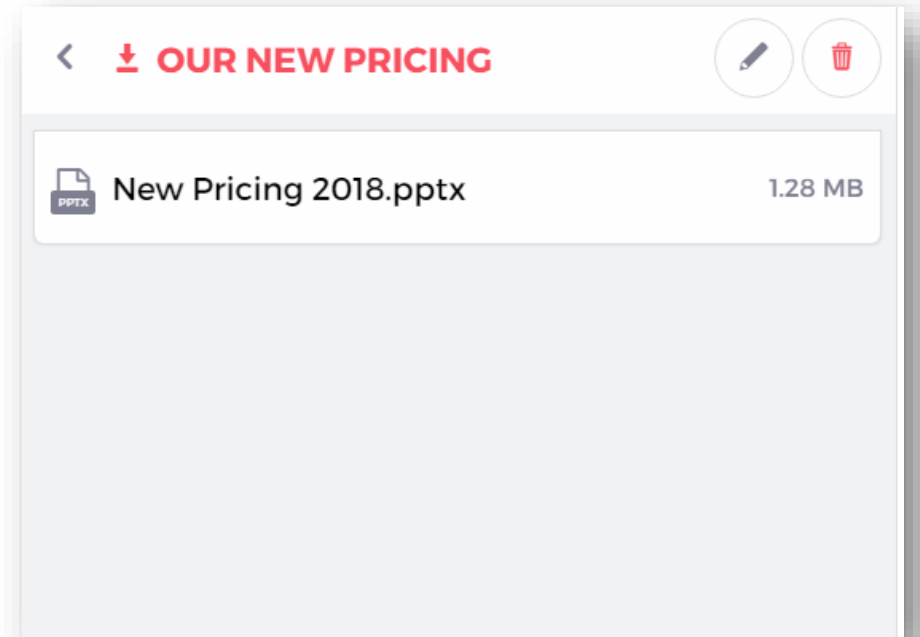
John SMITH

SHARE FILES

↓ SHARE FILES

Upload files to share them with your participants, such as:

- Presentations that are held throughout the day
- Your company's brochure
- Any other document that is relevant for your event!

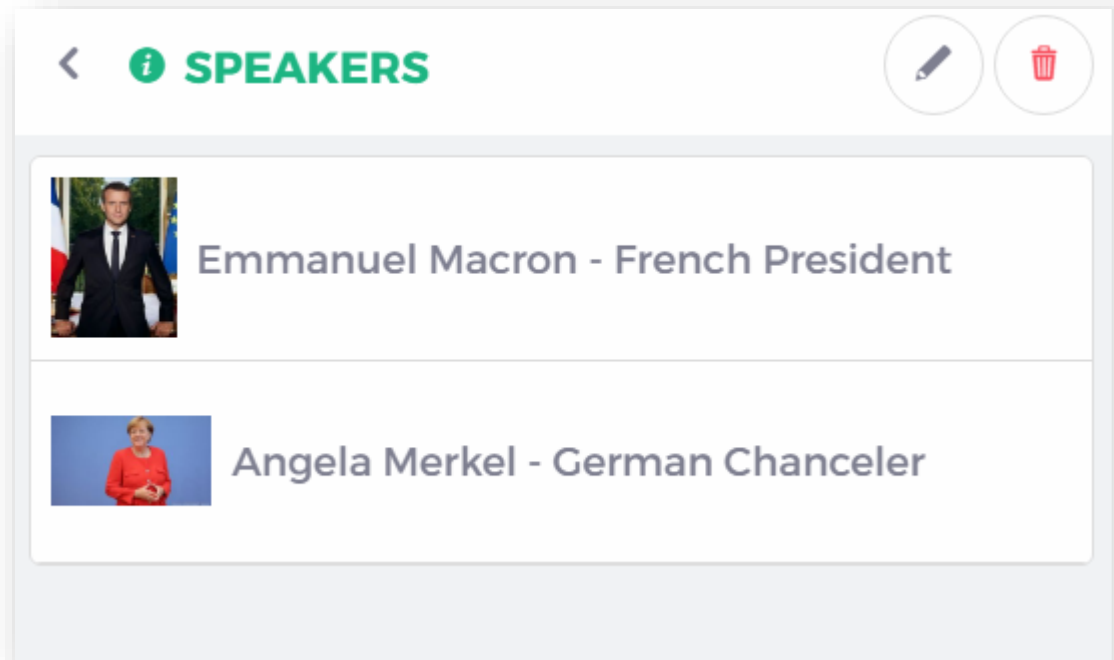


LIST

LIST

Introduce the speakers and topics so that you can get straight to work when the meeting starts.

- For each item of a list, you can add a picture and a description.
- You can add a list of speakers, introduce the organizational team, sponsors or partners.



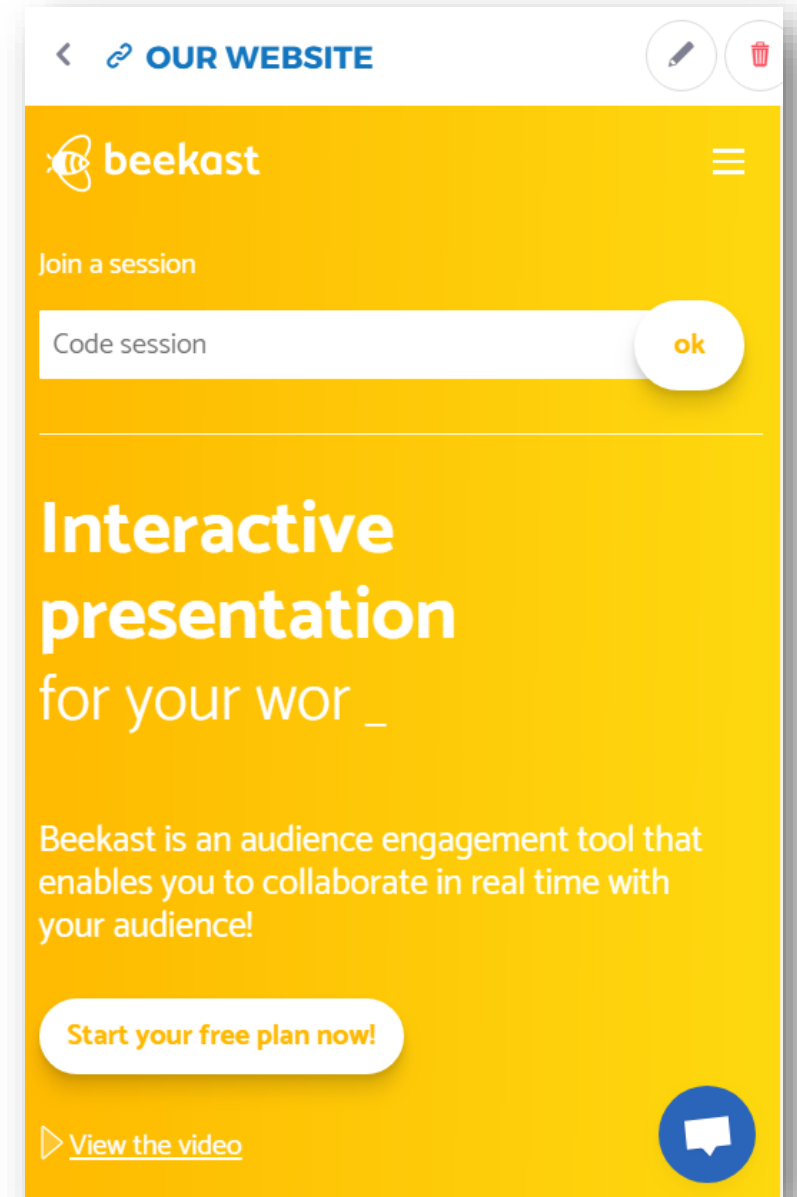
EXTERNAL LINK

EXTERNAL LINK

Add a link to a website and let your participants browse through while remaining on Beekast.

- It could be your company's website
- A website that is discussed during the presentation
- A map's link to help participants to locate the event.

Keep all relevant information on a single platform!

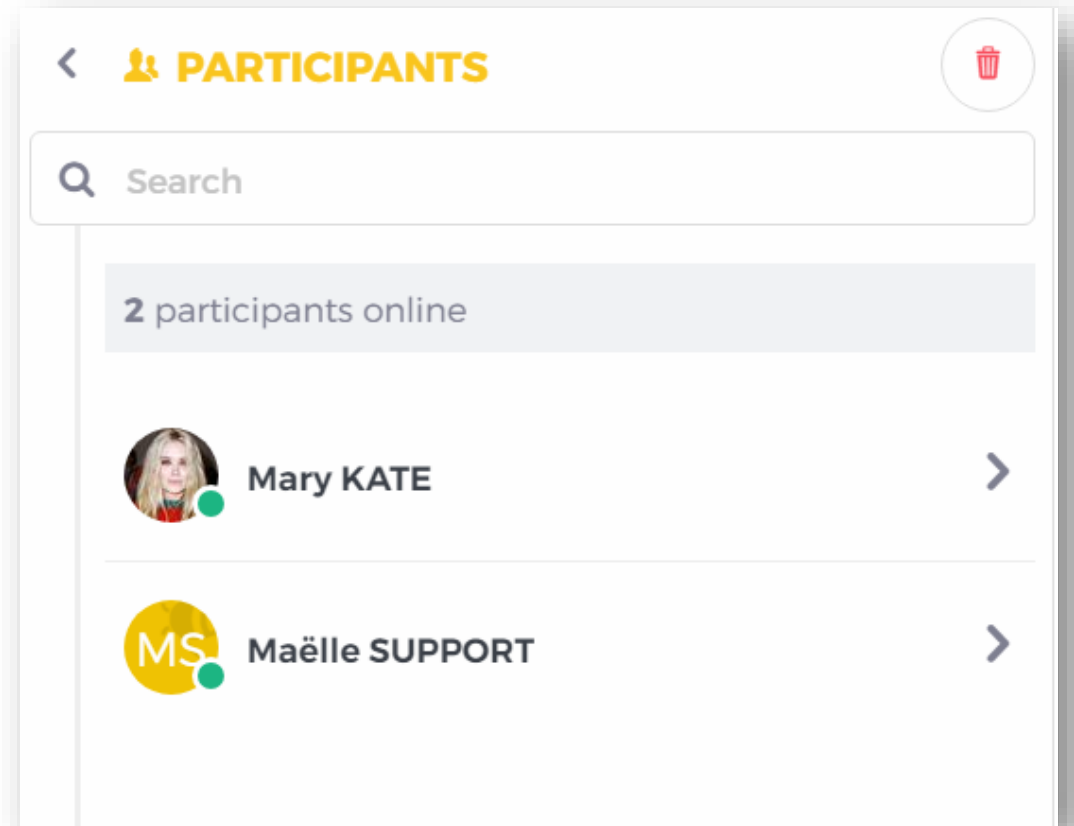


PARTICIPANTS

PARTICIPANTS

No need to add anything here, the list is displayed automatically as participants are logging in.

You can ask participants to fill in their profiles (job, photo, company, phone number...) to facilitate networking during the event!



The Beekast team wishes you a successful (and interactive!) event!



www.beekast.com

Contact us via our **Live Chat** !
or directly at customer@beekast.com