



beekast
Create together



Your first steps!

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

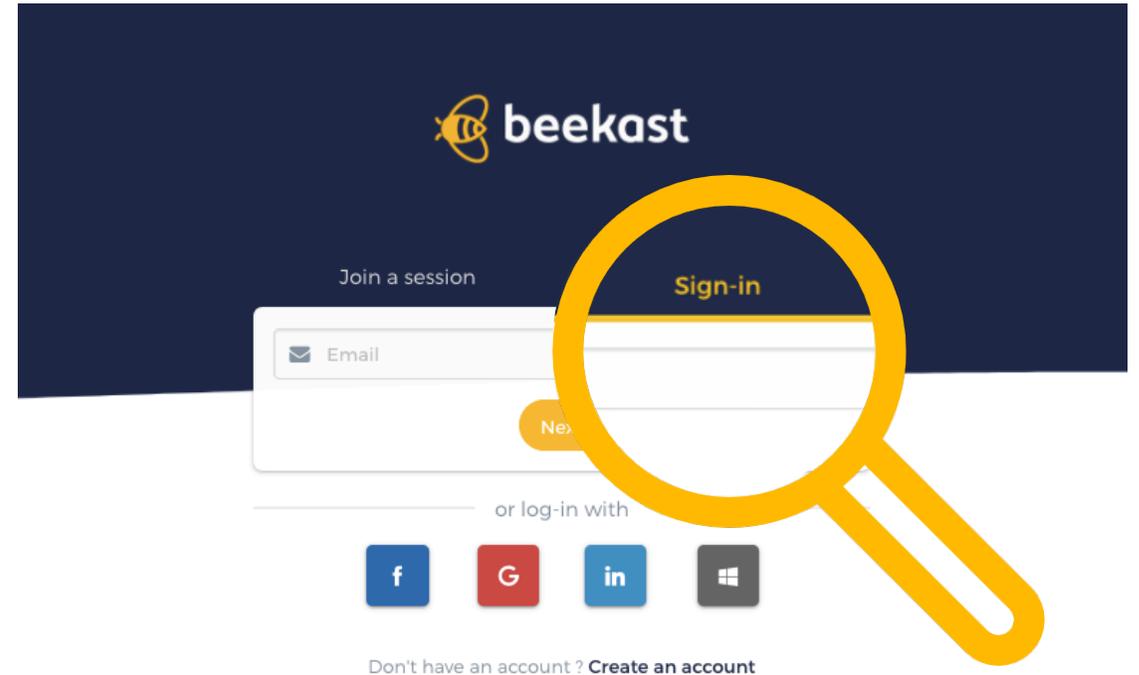


SIGN UP

Create your **admin account**

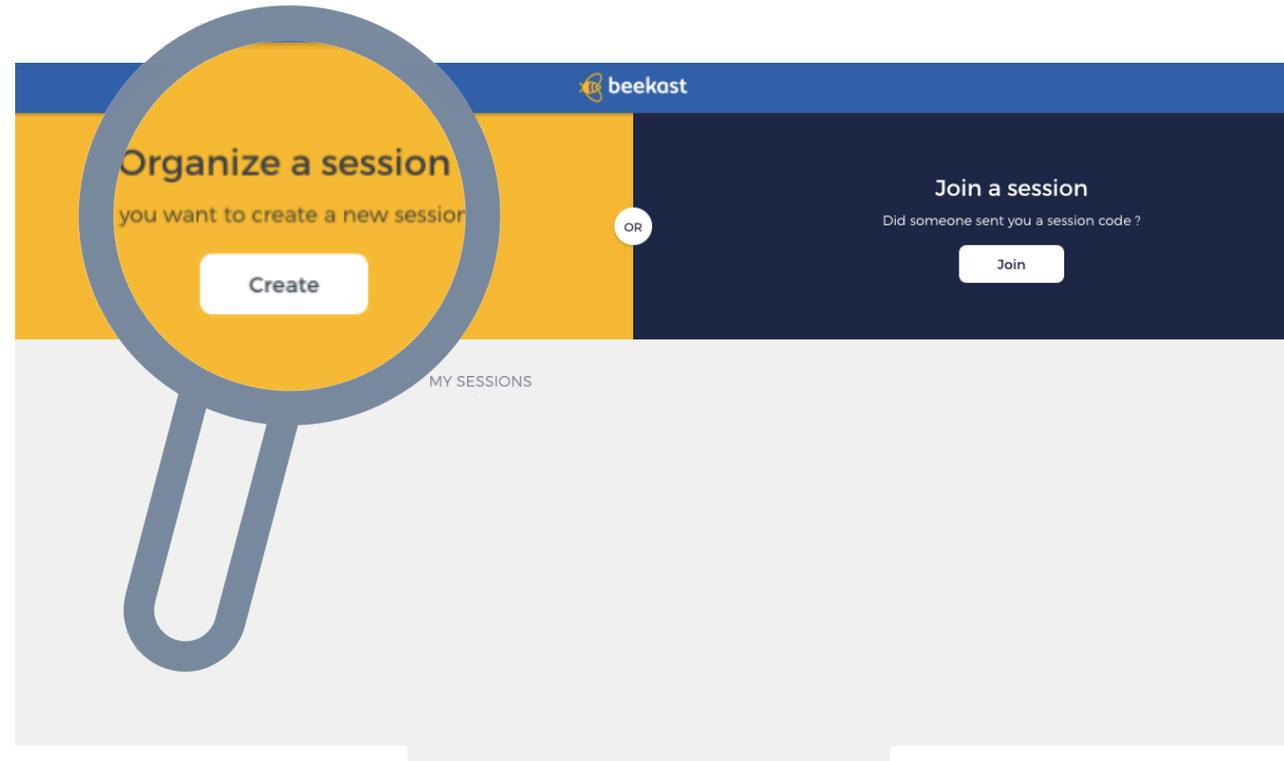
1. Go to <https://my.beekast.com> and sign up.
2. In the tab “**Sign-in**”: create your **beekast account** by filling in your email and choosing a password.

You will then receive a verification email.

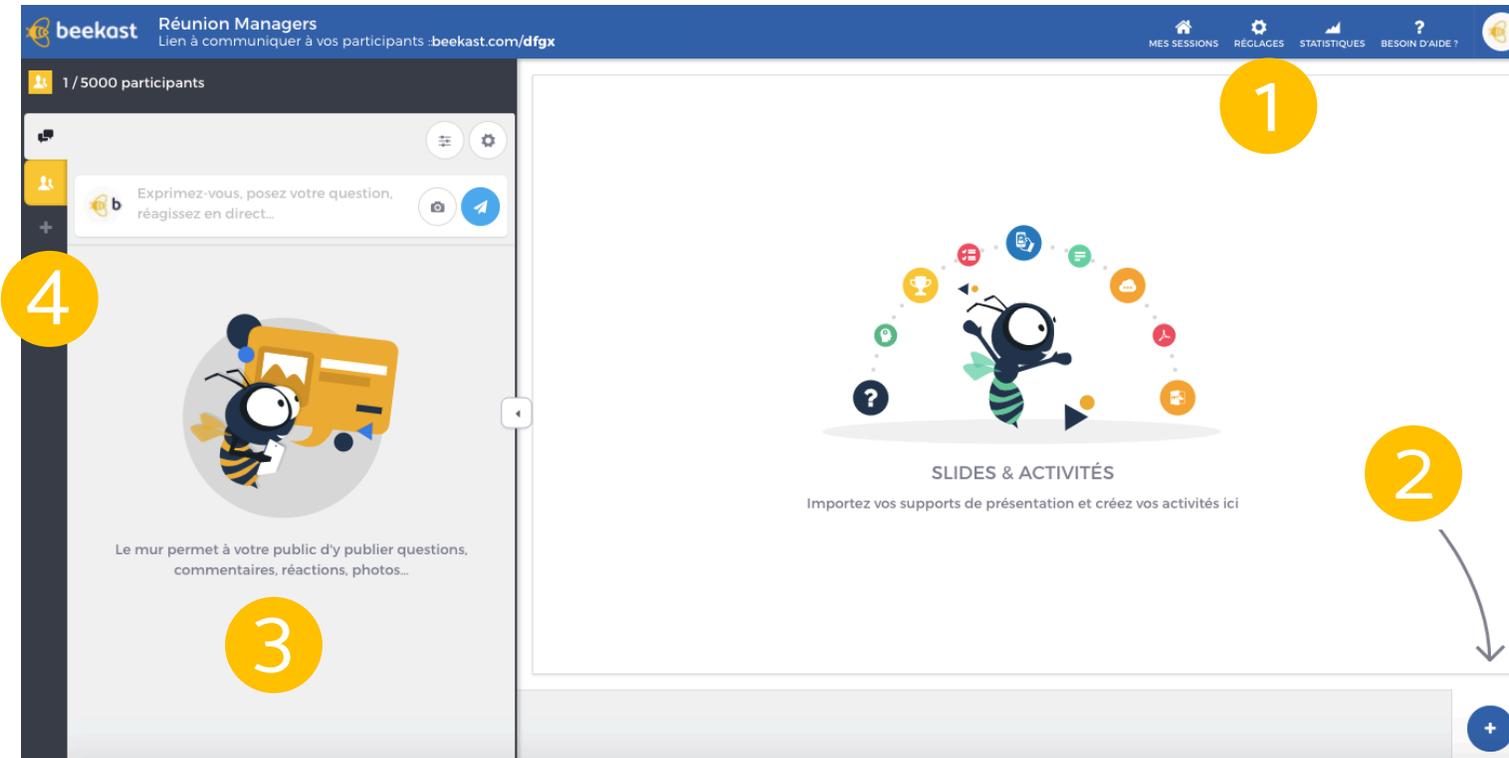


My sessions: Your admin interface

1. In “**My sessions**” you find all the sessions you have created on beekast.
2. To create your first session: click on “**create**” and choose a title for your session.



Set up your session



Once you have created your session, you can access your admin interface to prepare presentations and manage beekast on the big day.

Here you set up your session. Check out the following:

1. **The settings to customize your session** (logo, session code, dominating color)
2. Import your **slides** and create your **activities** in the **presentation space**.
3. Manage your **Social Wall**.
4. Add **Information Sections** with the tab + .

Set up your session

Invite your participants to join the session:

Communicate the URL code of your session to your participants : www.beekast.com/dgfx

The **session code** is randomly generated when you first create your session. Here, the code is **dfgx**. The code can be customized in the settings for paying accounts and needs to count at least 4 characters.

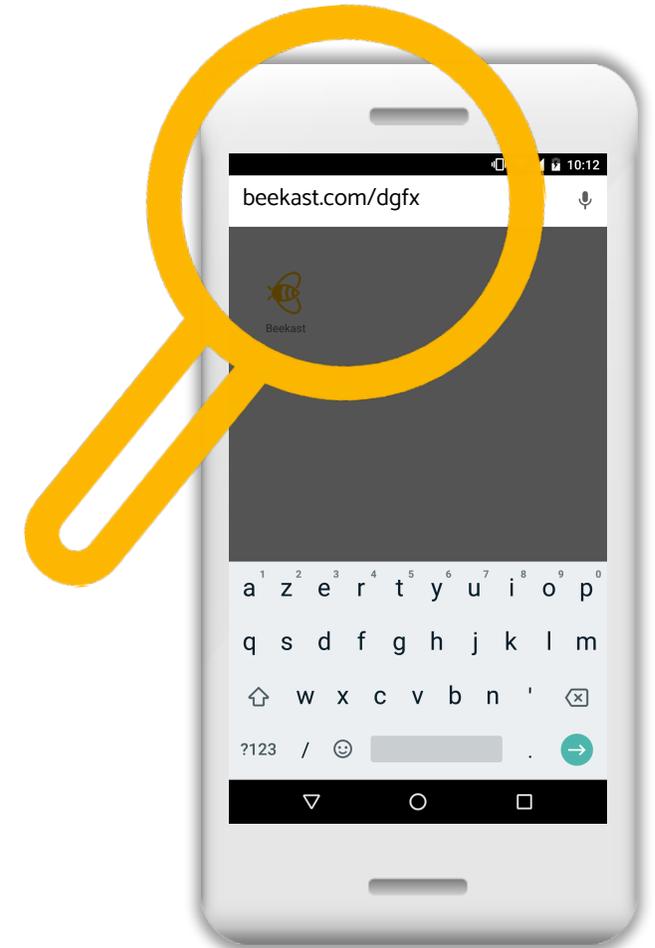
The screenshot displays the Beekast user interface. At the top, a blue navigation bar contains the Beekast logo, the text "User's Guide" and "Link to share to your participants", and a search bar. A magnifying glass highlights the URL "beekast.com/dgfx" in the navigation bar. Below the navigation bar, the page shows "1 / 5000 participants" and a text input field for sharing the session link. The main content area features a bee mascot holding a presentation board, with the text "The wall allows your public to publish questions, comments, reactions, photos...". Below this, there is a section titled "SLIDES & ACTIVITIES" with the instruction "Import your presentation medium and create your activities here". The bottom right corner of the page has a blue plus sign button.

Instructions to connect participants to your session **DGFX**

Join the presentation via
www.beekast.com/dgfx

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

beekast.com/dgfx



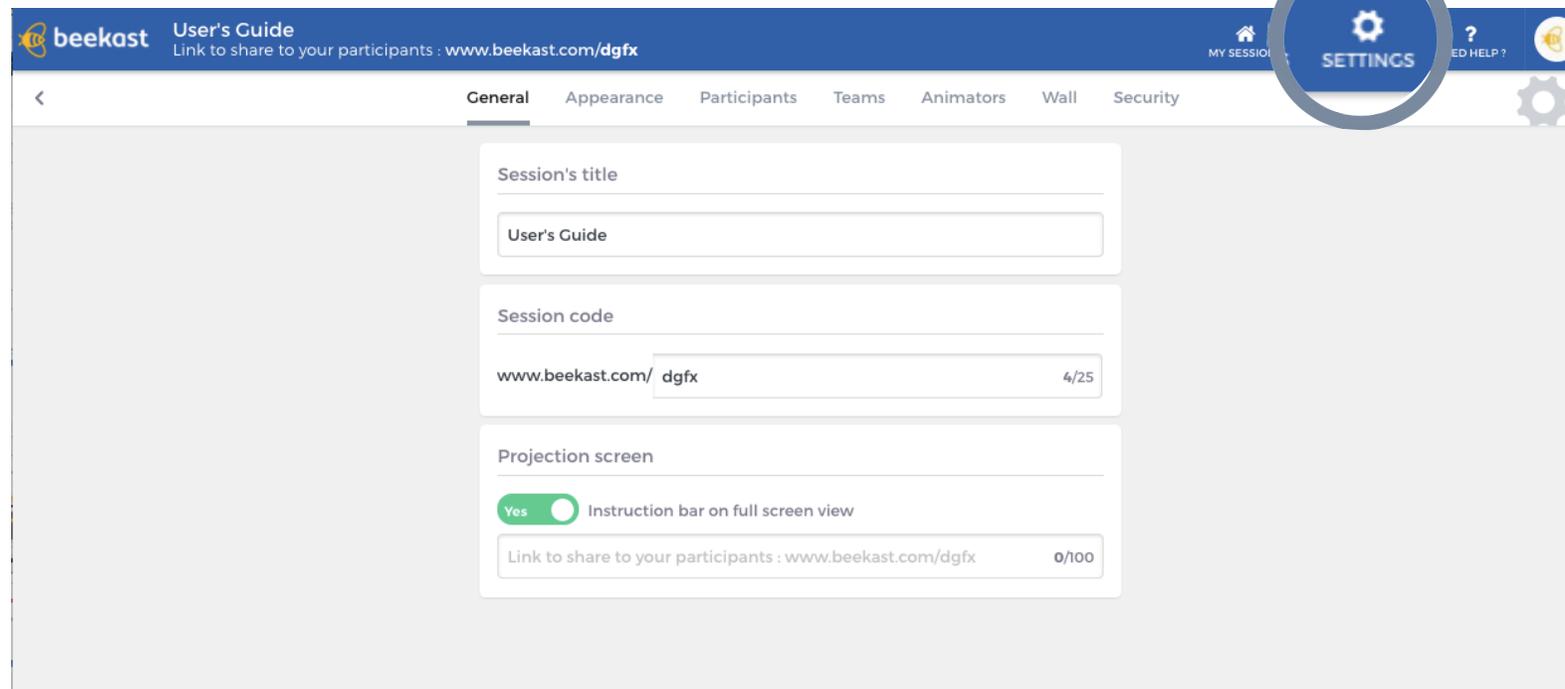
1 – Customize your session & advanced settings

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

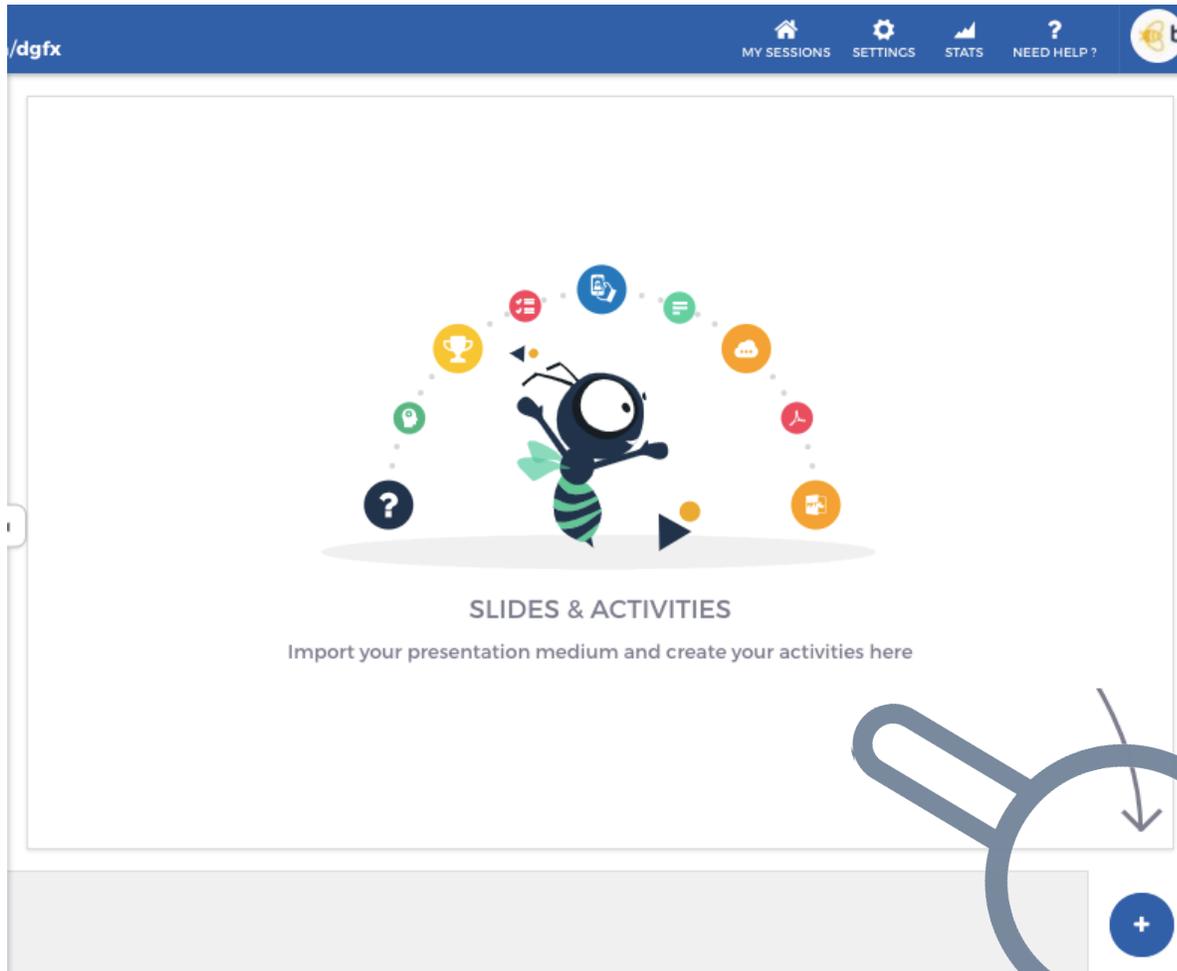
Here you will also find the **advanced settings:**

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



2 – Import slides and create your activities

In the **presentation space**: “**slides & activities**” allows you to integrate your presentation material and create beekast activities.



To import your slides:

1. Click on **+** and select **PDF**, **PowerPoint** or **Key Notes**.
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

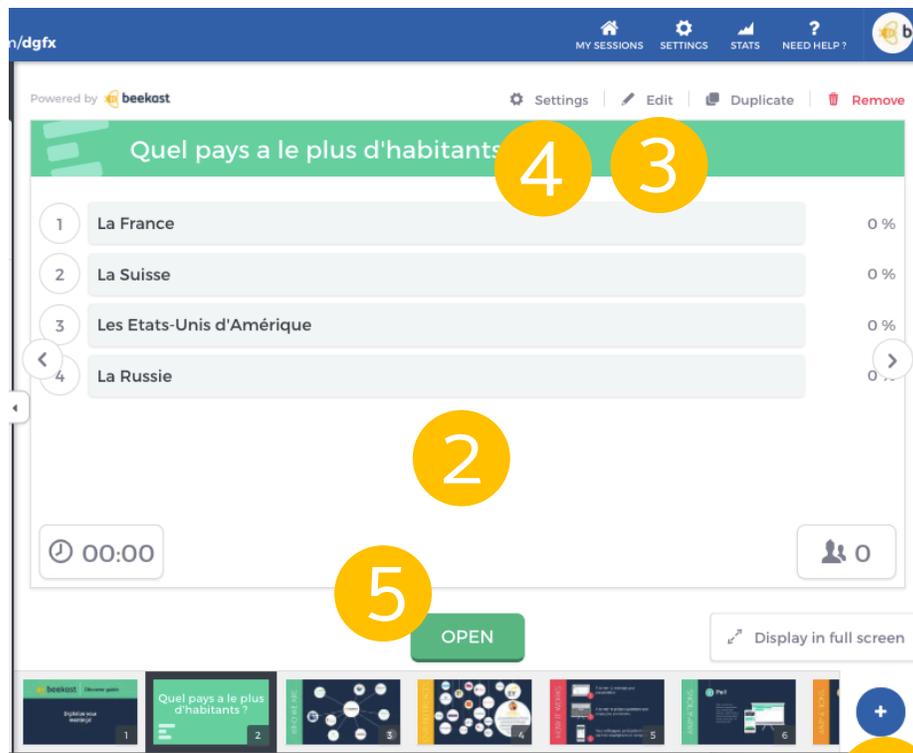
The screenshot displays the Beekast interface for creating a poll. The main slide is titled "Quel pays a le plus d'habitants ?" and lists four options: "1 La France", "2 La Suisse", "3 Les Etats-Unis d'Amérique", and "4 La Russie". A dropdown menu is open, showing various activity types: "Instructions", "Brainstorming", "Challenge", "Form", "Selfie wall", "Vote", "Wordle", "PDF", "PowerPoint", and "YouTube". The interface also features a top navigation bar with "Settings", "Edit", "Duplicate", and "Remove" options, and a slide navigation bar at the bottom with a plus sign icon.

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

To add and create your **activities** :

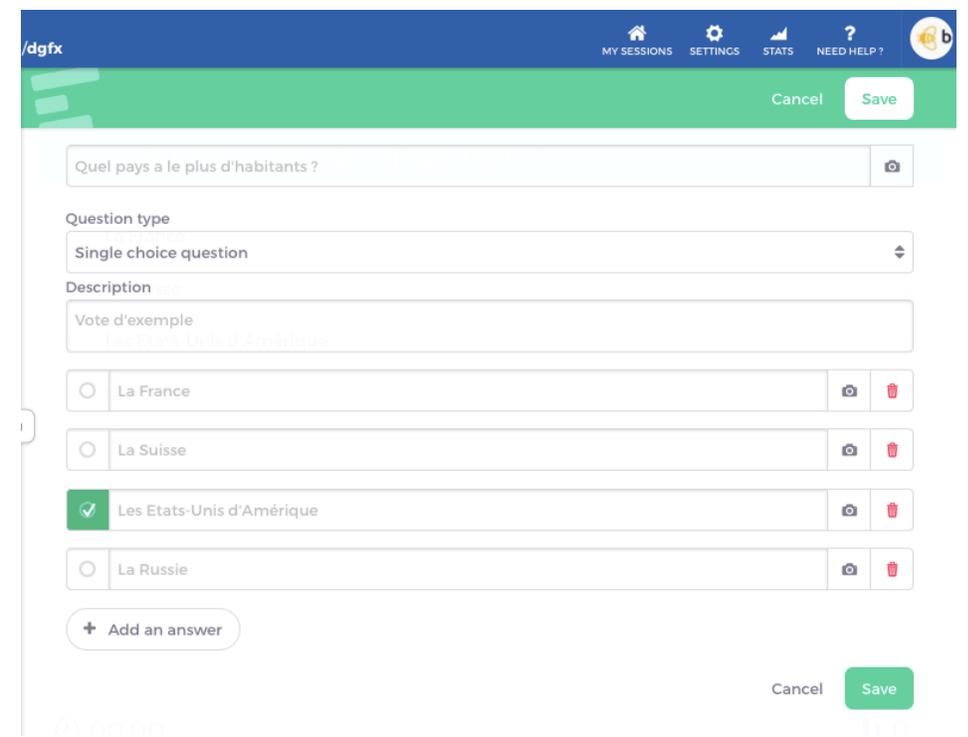
1. Click on **+** and **select the activity of your choice**: A Wordle, a Poll, a Selfie Wall, a Challenge, a Brainstorming or a Form.
2. The activity will automatically be added to the right of the active slide.
3. **Edit** your activity to integrate your content and modify the **Settings**.
4. Organize your presentation by dragging the activity to the desired position in your presentation.

2 - SLIDES & ACTIVITIES



1. Click on “+”, then choose the **Poll**.
2. An **exemplary poll** will then be displayed.
3. Click on “**Edit**” to modify the example and create your own poll.
4. Click on “**settings**” to discover all the possible options.
5. Once you are ready, click on “**open**” to let your audience participate.

Discover different uses for our activities on p.26.



This is your interface while **editing** your poll. Write down your **question**, add **images** for an illustrated poll, an **optional description** and the different **answers** possible. Tick one or more answers for a quiz or none for a traditional poll. Once, you are ready, don't forget to **save** your work !

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.

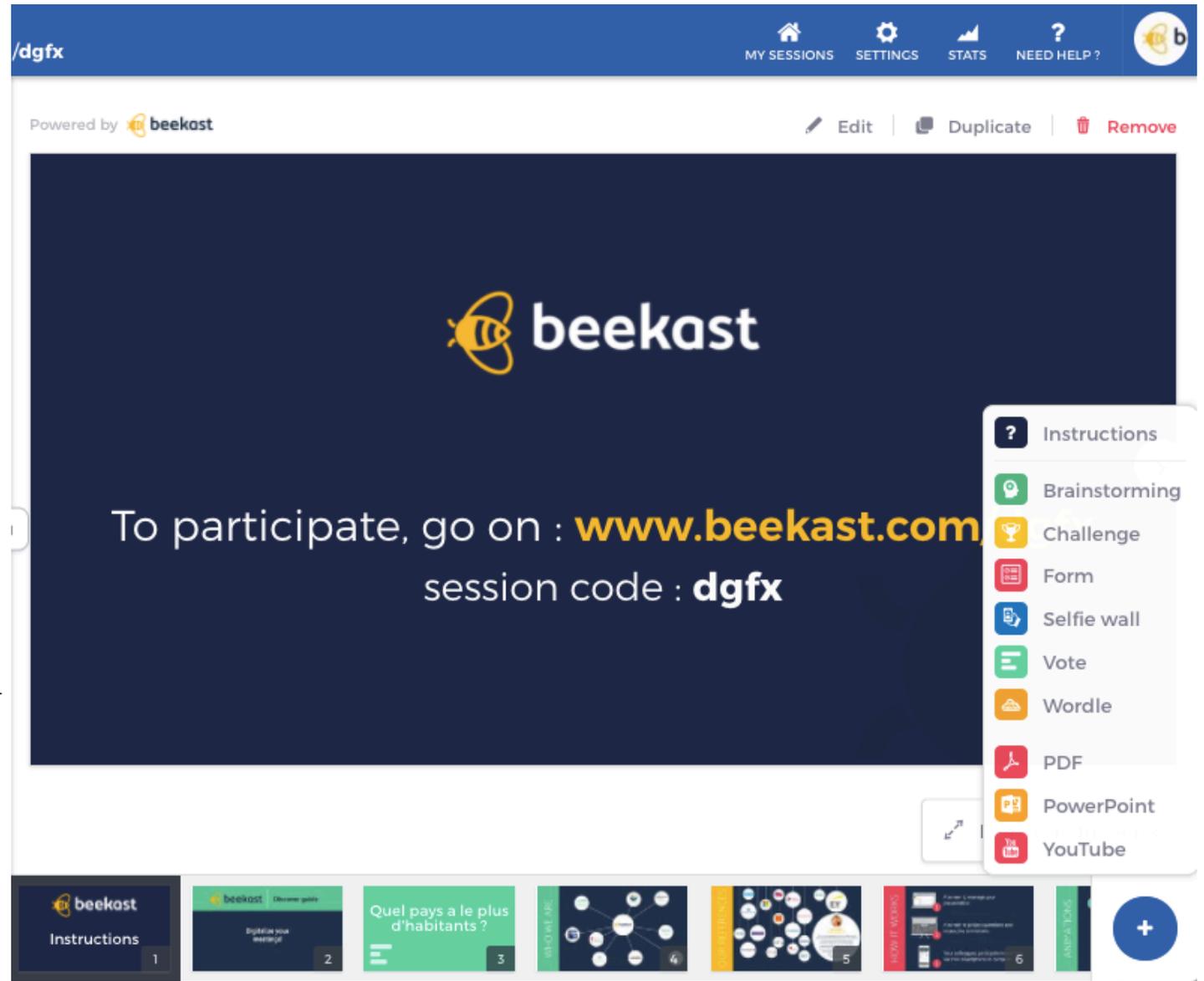
The screenshot displays the Beekast presentation interface. At the top, there is a blue navigation bar with icons for home, settings, stats, and help, along with a user profile icon. Below this, the text "/dgfx" is visible on the left, and "Powered by beekast" is centered. On the right, there are "Duplicate" and "Remove" buttons. The main content area features a green header with the Beekast logo and the text "Discover guide". The main slide content is dark blue with the text "Digitalize your meetings!". A magnifying glass highlights the slide navigation bar at the bottom, which shows a sequence of six slides numbered 1 through 6. Slide 1 is the current active slide, and it is also highlighted by a "Display in full screen" button. A plus sign button is located at the bottom right of the navigation bar.

2 - SLIDES & ACTIVITIES

The **Instructions slide** contains all the information that your participants require to connect to your session.

1. Click on 
2. Then choose **“Instructions”** to add the slide

You may use this slide to project instructions regarding the connection or get inspired to create and import your own Instructions slide to beekast.



The screenshot displays the Beekast interface. At the top, there is a navigation bar with icons for 'MY SESSIONS', 'SETTINGS', 'STATS', and 'NEED HELP?'. Below this, a 'Powered by beekast' logo is visible. The main content area features a dark blue slide with the Beekast logo and the text: 'To participate, go on : www.beekast.com session code : dgfx'. A menu is open on the right side of the slide, listing various activities: 'Instructions', 'Brainstorming', 'Challenge', 'Form', 'Selfie wall', 'Vote', 'Wordle', 'PDF', 'PowerPoint', and 'YouTube'. At the bottom, a slide navigation bar shows six slides, with the first slide labeled 'Instructions' and numbered '1'. A blue plus icon is visible on the far right of the navigation bar.

2

1

3 – THE SOCIAL WALL

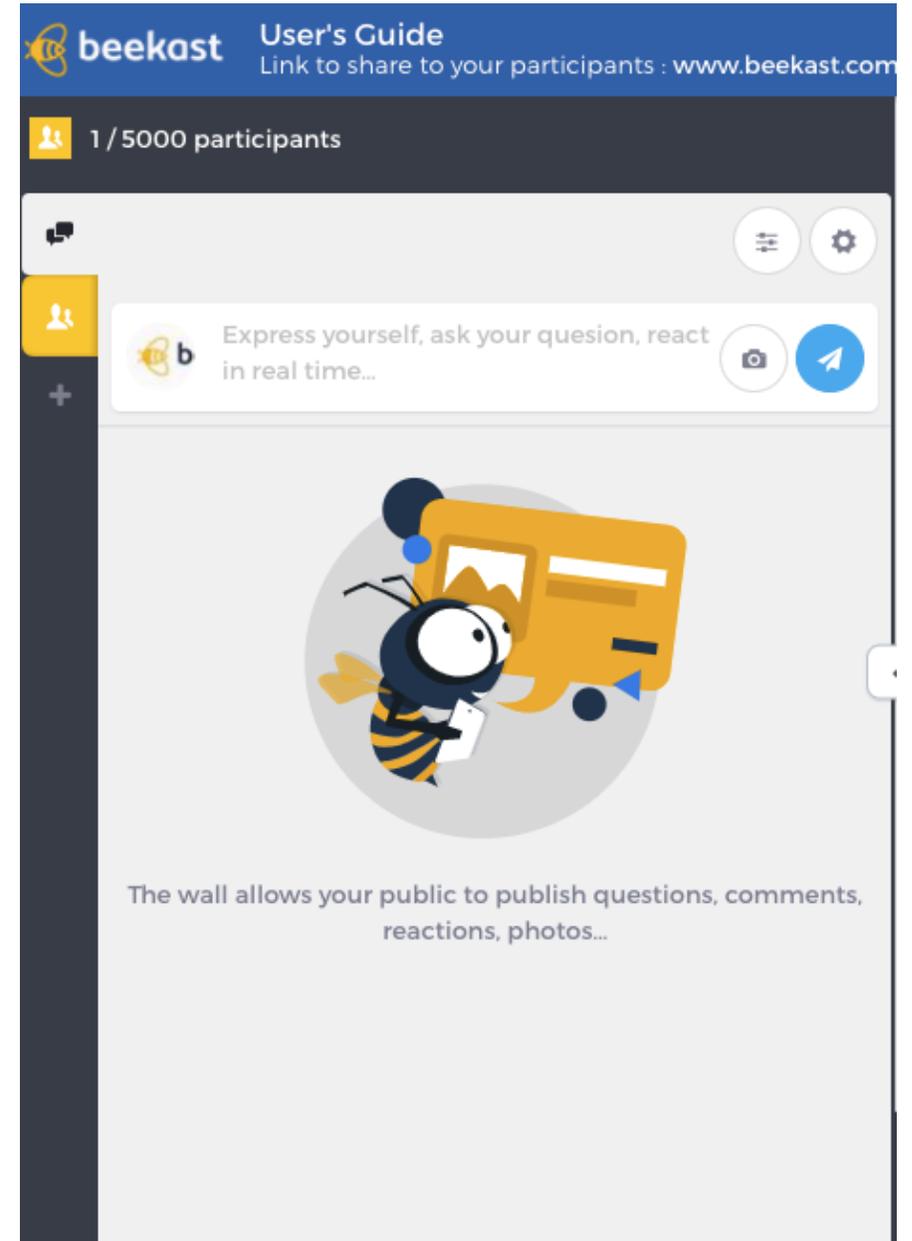
3 – The Social Wall

The **Social Wall** is the space dedicated to your participants' posts, questions and comments.

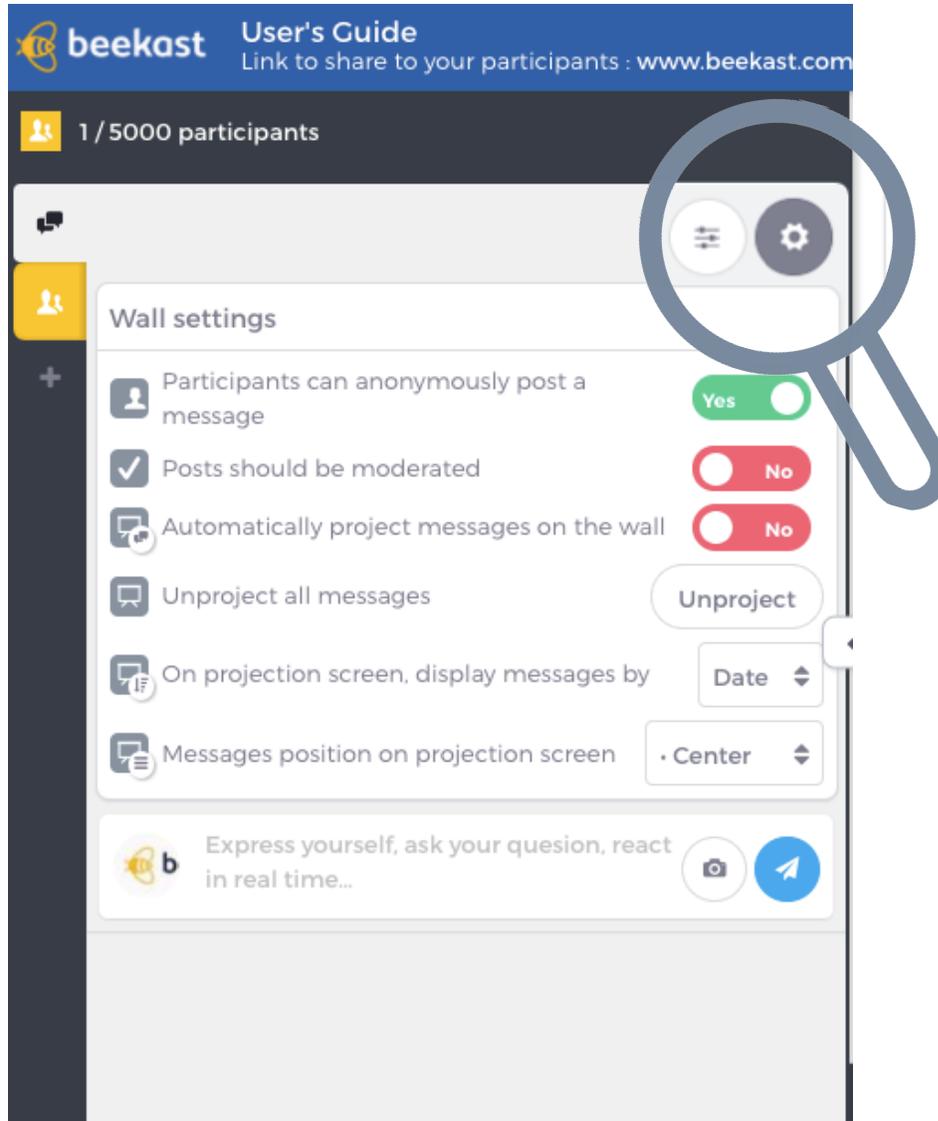
Your audience can comment on and like each other's contributions.

Perfect for **Q&A sessions!**

Click on “**Express yourself**” to write and send a post.



3 – The Social Wall: Wall settings



The “**Wall settings**” allow you to control certain parameters:

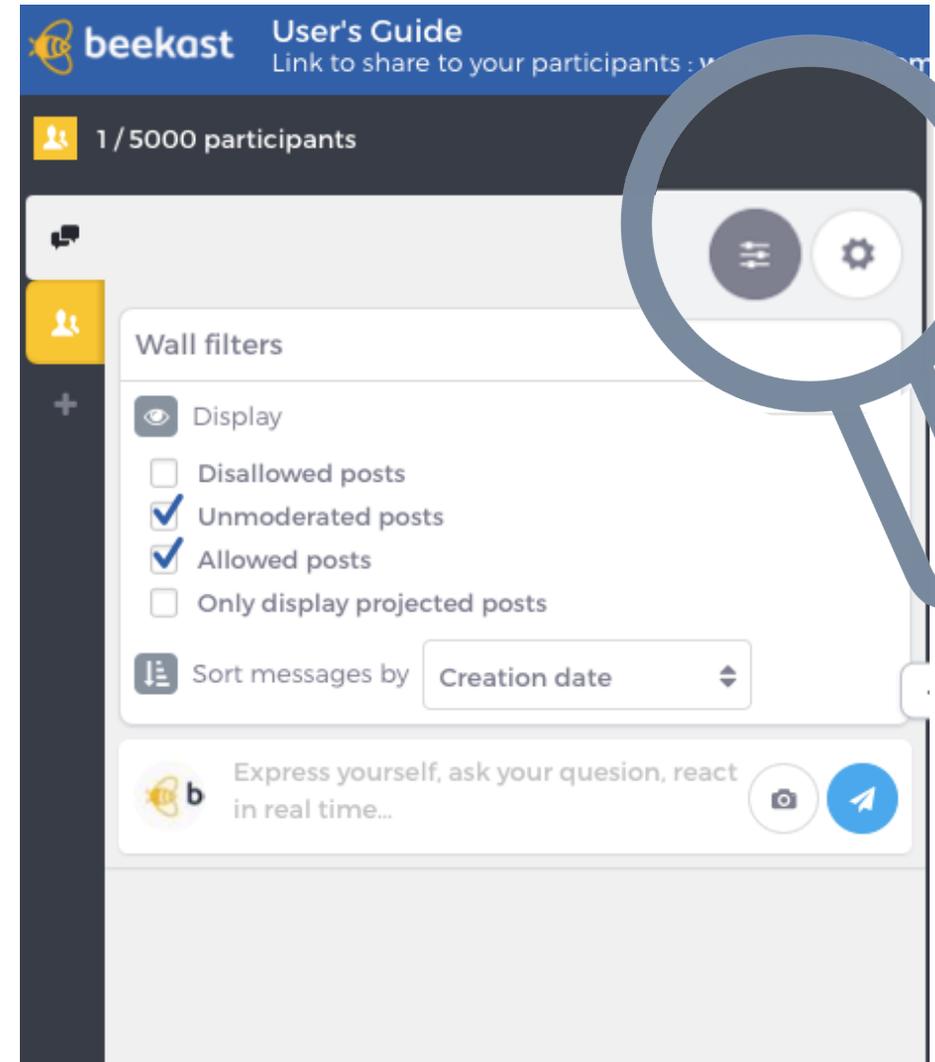
- The possibility to **post anonymously**
- The **moderation of posts**
- **Automatic projection** of the posts on the projection screen of your presentation
- The choice of **how posts are projected** (the position and order)

3 – The Social Wall: filters

The **Wall filters** help you manage the rapid stream of incoming posts:

1. Click on the **Filtre icon** to discover the different filters available.
2. Then choose your filtre(s).

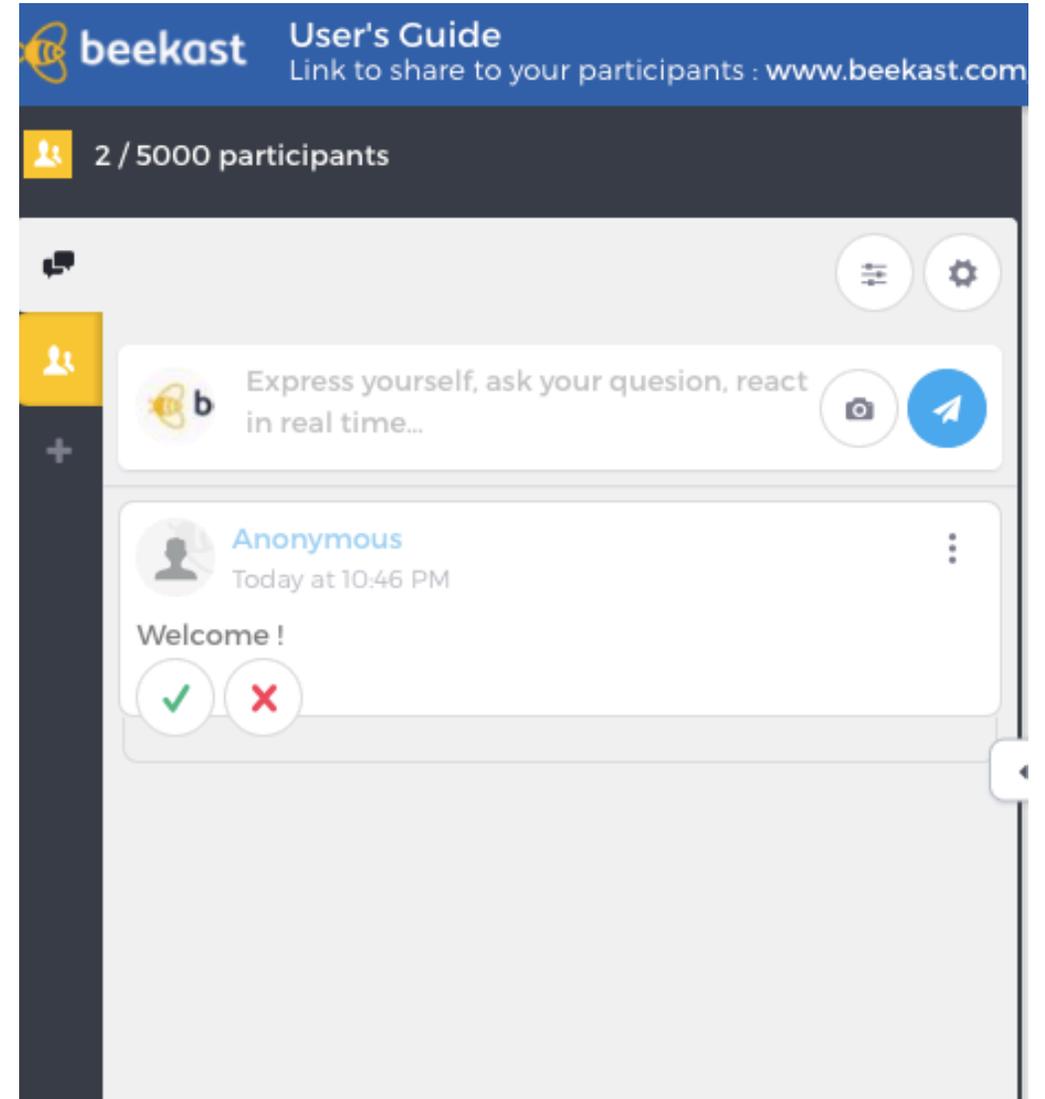
For example, you may select “**Unmoderated posts**” if you want to get a quick overview of all the posts awaiting moderation.



3 – The Social Wall: moderation

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

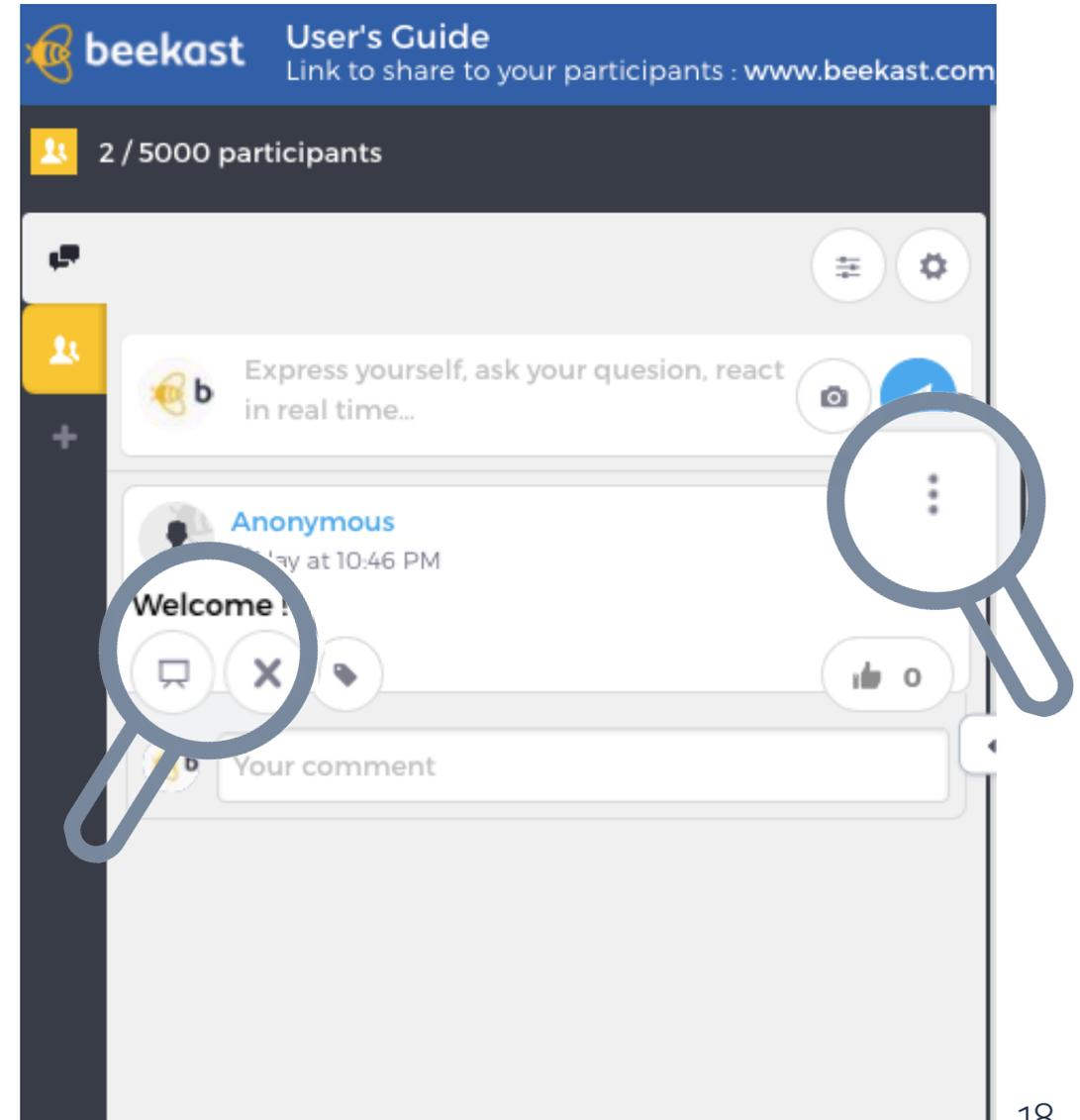
1. It requires **authorization** to be visible to other participants on the Social Wall.
2. As long as it hasn't been authorized: the participant who sent the post will see **“Awaiting approval”** and the other participants will not see the post on their Social Walls.
3. Click on **“Authorize”**  or **“Reject”**  depending on the post.



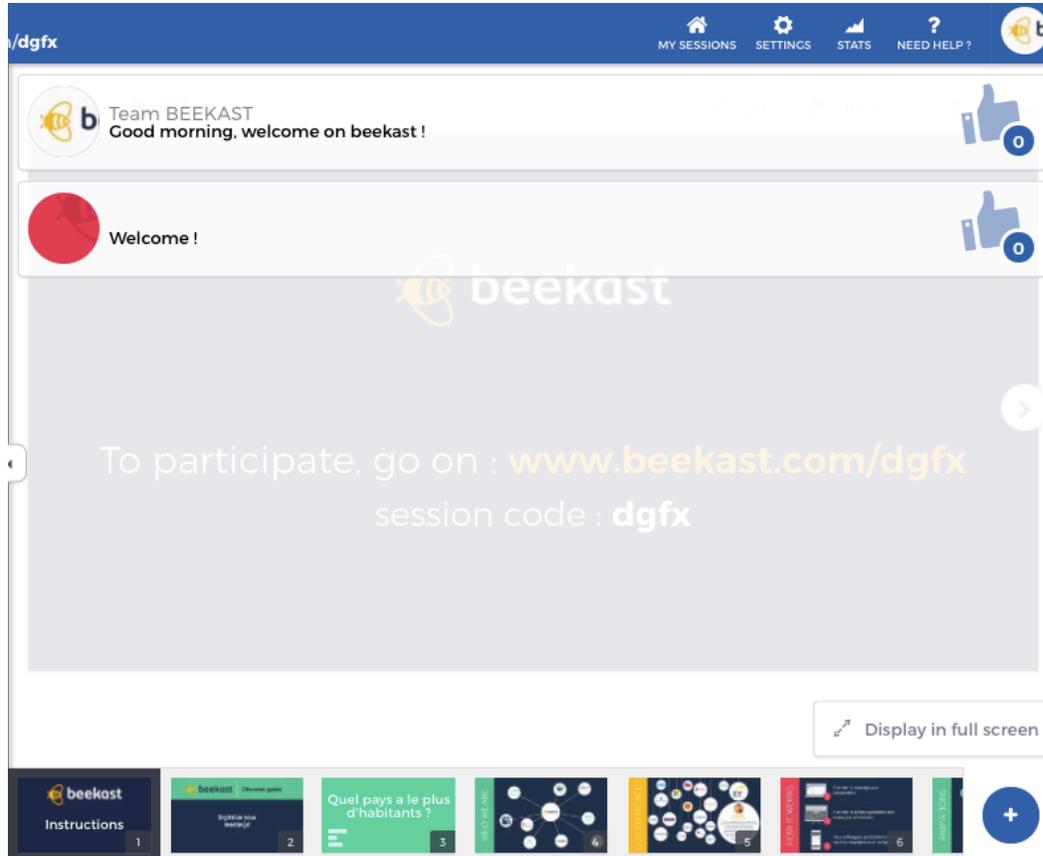
3 – The Social Wall: projection

All approved posts, if you choose moderation, or otherwise all posts sent in will appear on your admin Social Wall as shown on the right.

- Scroll down to read all posts on the Wall.
- 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 Social Wall or **delete** it.
- Click on the **Presentation icon**  to project posts in your presentation view. Several posts can be projected at once.
- Click on the  to moderate a post after its publication on the Social Wall.

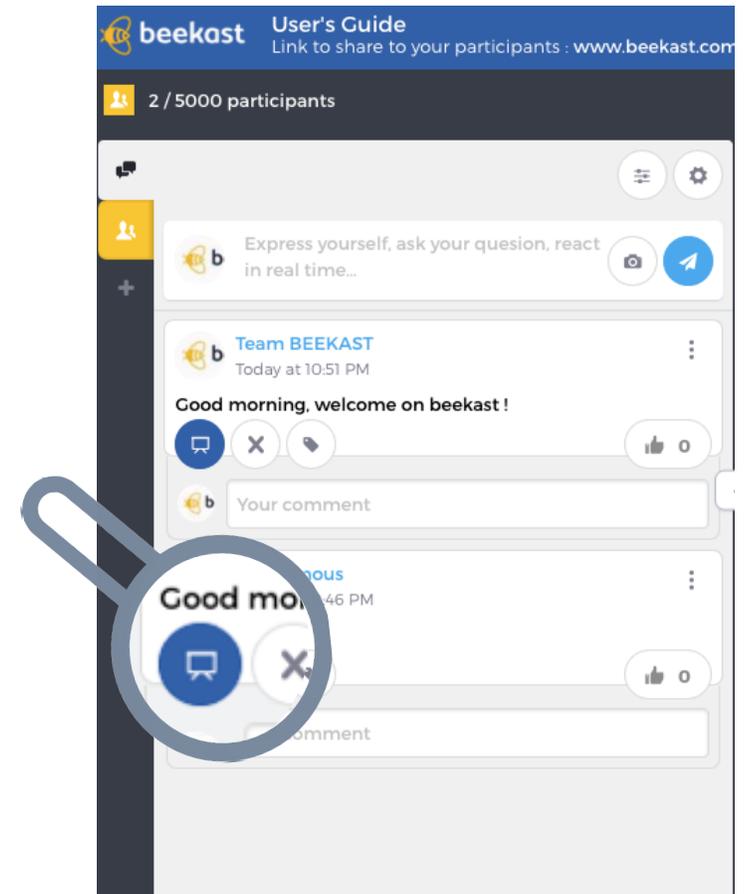


3 - The Social Wall: projection



Above you can see the default display when the “Centre” position is chosen for **posts projected** in your **presentation** view. The projection position can be modified in the Social Wall **settings** (on the left hand, on the right hand, at the top, at the bottom).

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

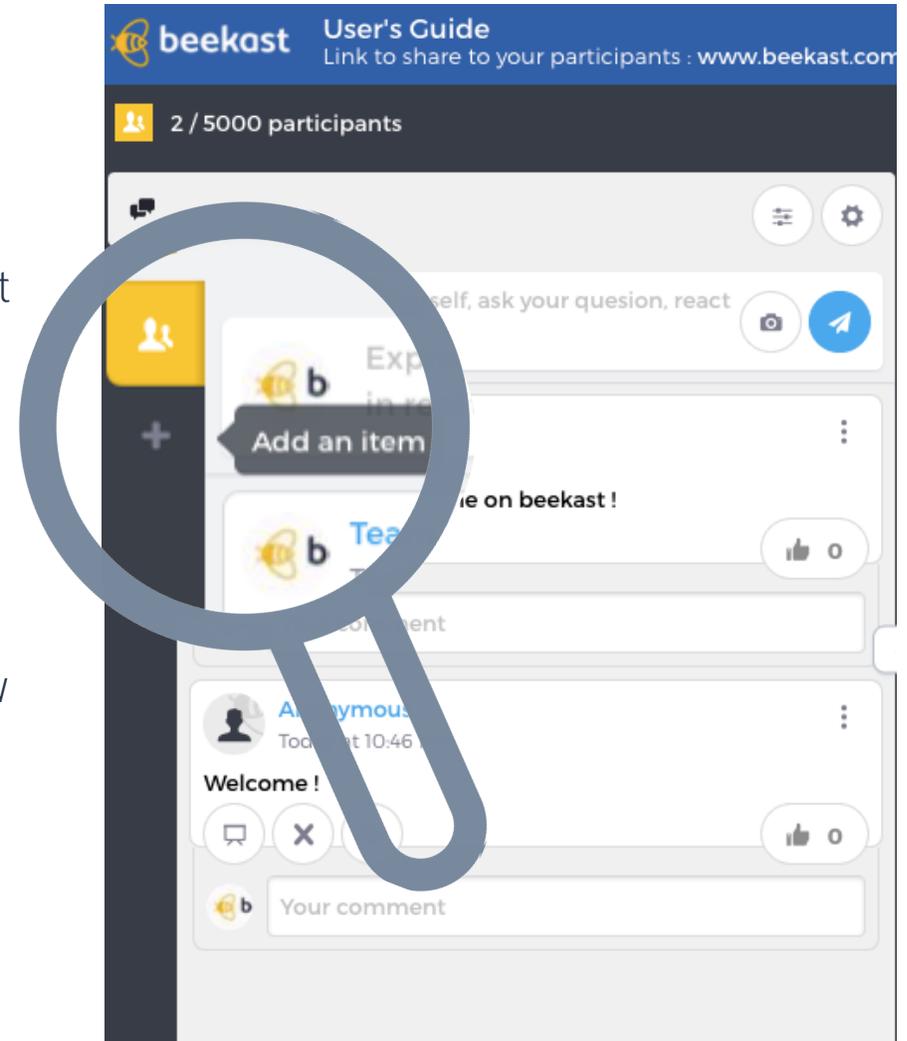


4 – Add information sections

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

To do this, click on “+ add an item” and discover our **customizable sections**.

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



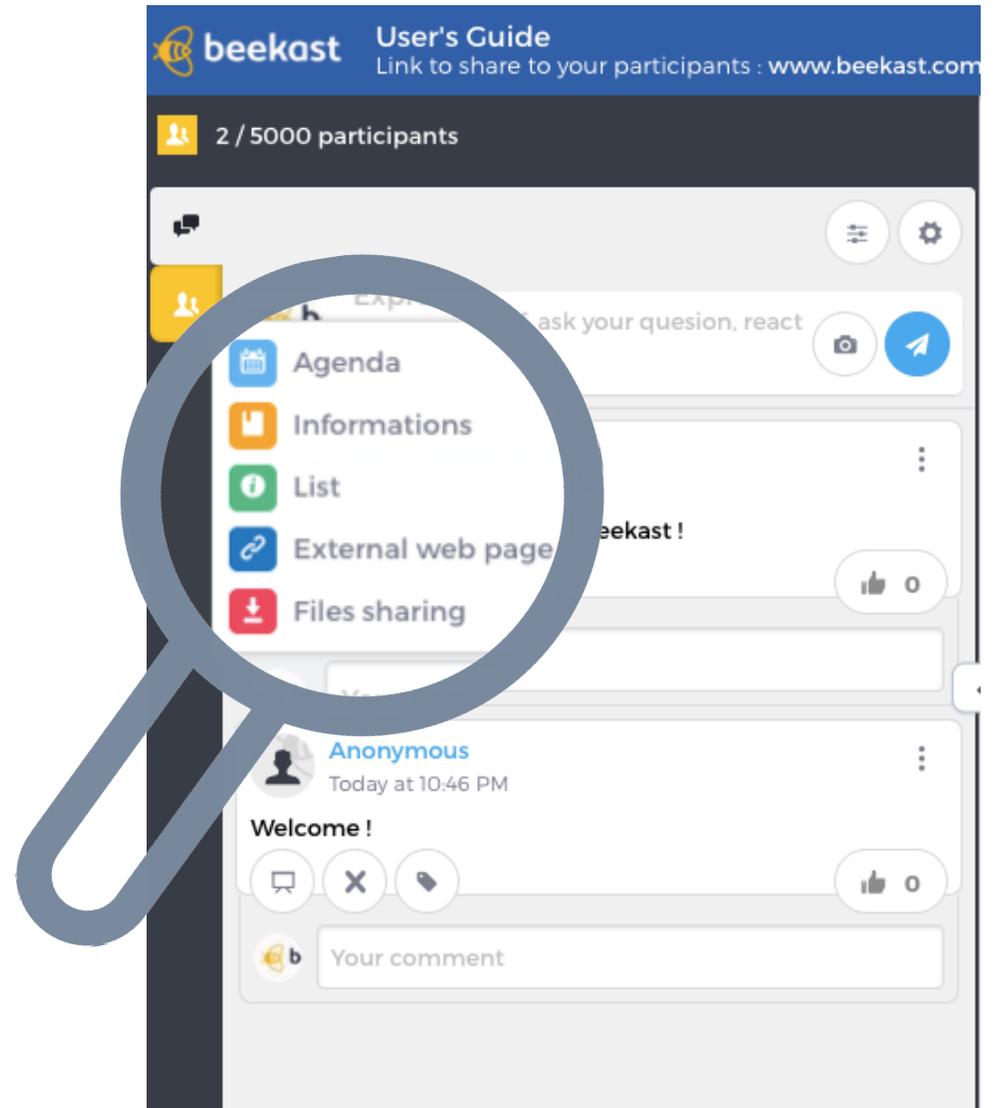
Discover the different uses of our information sections on p.47.

4 – Add information sections

You may add:

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

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



5 - PROJECTION

5 – The projection of your presentation

To display in **Presentation mode** (and not the admin interface): simply click on “**Display in full screen**”.

Your presentation is displayed in full screen and can be connected to your video projector.

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

Powered by **beekast**

Settings | Edit | Duplicate | Reset | Remove

Quel pays a le plus d'habitants ?

Rank	Country	Percentage
1	La France	0 %
2	La Suisse	0 %
3	Les Etats-Unis d'Amérique	100.00 %
4	La Russie	0 %

00:16

CLOSE

Display in full screen

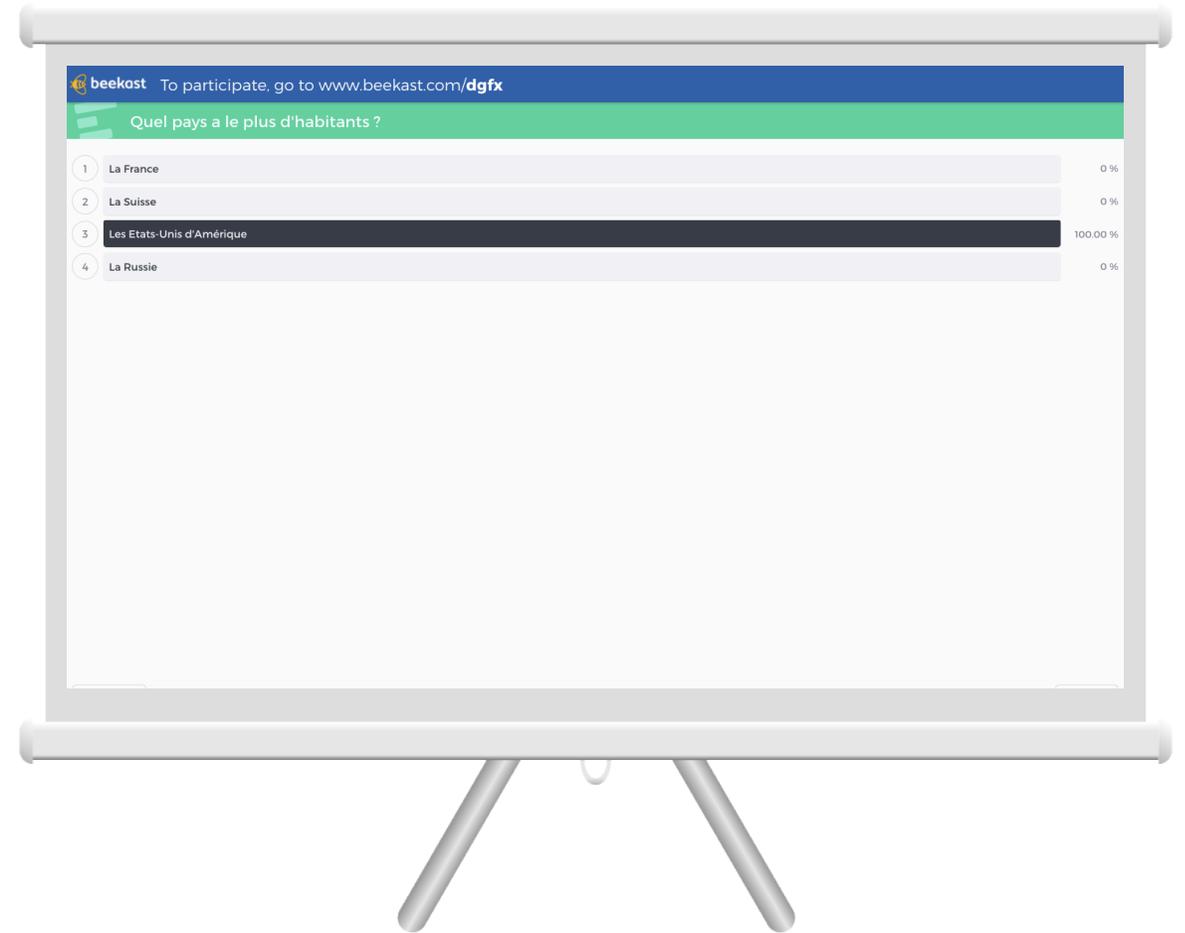
Instructions 1 | beekast 2 | Quel pays a le plus d'habitants ? 3 | 4 | 5 | trame_site_ARTHUR

5 – The projection of your presentation

Here you can see the **Presentation view** of your presentation, ready to be connected to your **video projector**.

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 once the cursor on the screen is moved



5 - PROJECTION

5 – The projection of your presentation: advanced features

Below you can see the **Presentation mode** with our advanced features visible (by moving the cursor on the screen).

3

beekast To participate, go to www.beekast.com/dgfx

Wall Quel pays a le plus d'habitants ?

1	La France	0 %
2	La Suisse	0 %
3	Les Etats-Unis d'Amérique	100.00 %
4	La Russie	0 %

1

2

4

09:15

CLOSE

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

1. Open and close activities
2. Navigate your slides
3. Access the Social Wall
4. Zoom in / Zoom out

2. 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 a fast and open brainstorming

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

What does the Company stand for in one word?

What are the values of the Company for you?

What does “Digital transformation” mean to you in a word?





The Wordle as an assessment



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



At the end of your session : *In a word, what will you remember from this conference ?*, is an innovative way to collect feedback from your participants.

Compare the Wordles created at the beginning and at the end of a session to understand whether you have met the participants' expectations and adapt future sessions accordingly.



Poll

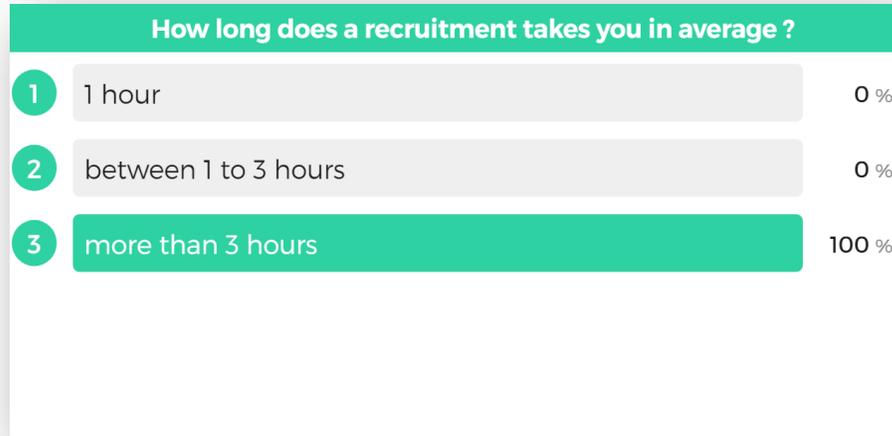
Engage your audience with dynamic and interactive votes!

How it works: Ask your participants a question or a present a choice with multiple possible answers. The result is projected in the form of a bar graph.

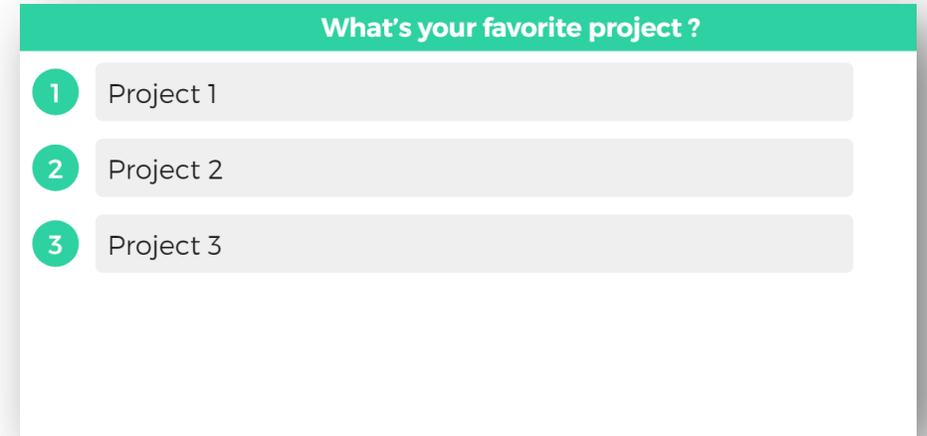
- Survey mode: there are no right or wrong answers
- Quiz mode: you pre-determine the correct answer(s) by ticking the corresponding box(es) when editing your poll.



Survey mode : ask your audience for their opinions



Ask your collaborators about their working habits: *How long does the recruitment process take on average ?* and gain important insights into your organization's practices.



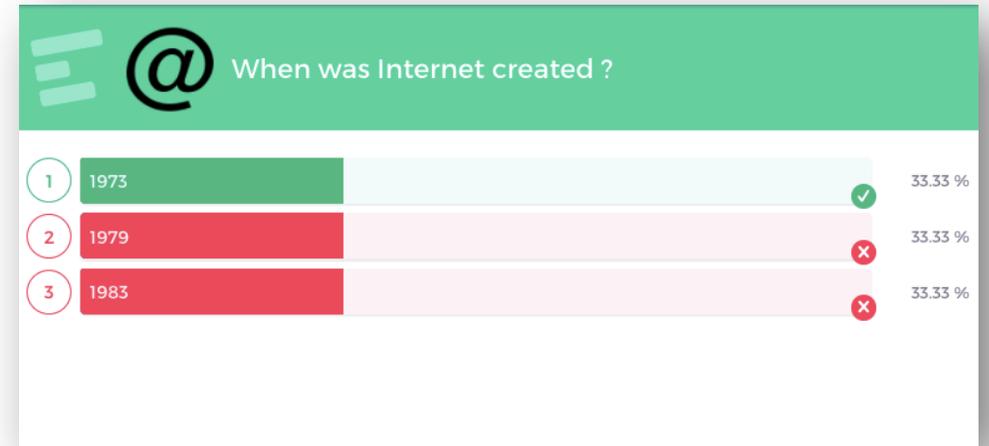
Engage your participants with a quick poll regarding their preferences. For instance, if you are hosting an pitch battle, you may ask: *Which one is your favorite project ?*



Quiz Mode: Assess your audience's skills



Adapt your presentation's pace to your audience and find out if everybody has been following along with a quick quiz: *In 2017, how many new clients were we able to attract?*



Are you a trainer or a teacher?
Ask more general questions, for instance:
When was the internet created?



Challenge

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

Stimulate their imagination and memory or make sure that specific topics are well understood!

How it works : individually or in teams, your participants answer questions. The overall ranking will automatically display on your projection screen.

CHALLENGE



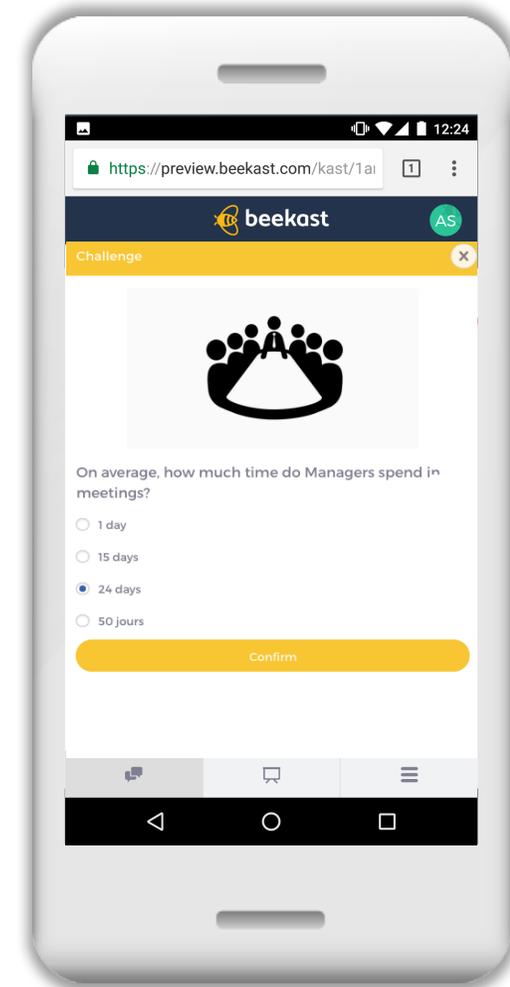
Assess your audience's skills

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 best suit your material.

1 point per question, who will beat the high 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!

The screenshot shows a digital challenge interface with a yellow header bar labeled "Challenge". Below the header, three participant cards are displayed in a row. Each card features a profile picture icon with a ranking number in a small circle, the participant's name, and their current score in points.

Rank	Participant	Points
1	Team BEEKAST	1 points
2	Jacob FONE	0 points
3	Pierre LAFARGE	0 points



Brainstorming

Start a collective brainstorming session! Create the perfect Kanban, SWOT analysis or explore other genius ideas with the help of your audience. Your workshops will never be the same again!

How it works: Participants send in their ideas (much like virtual post-it notes) in several categories. You can move their ideas around and create new categories on the spot.

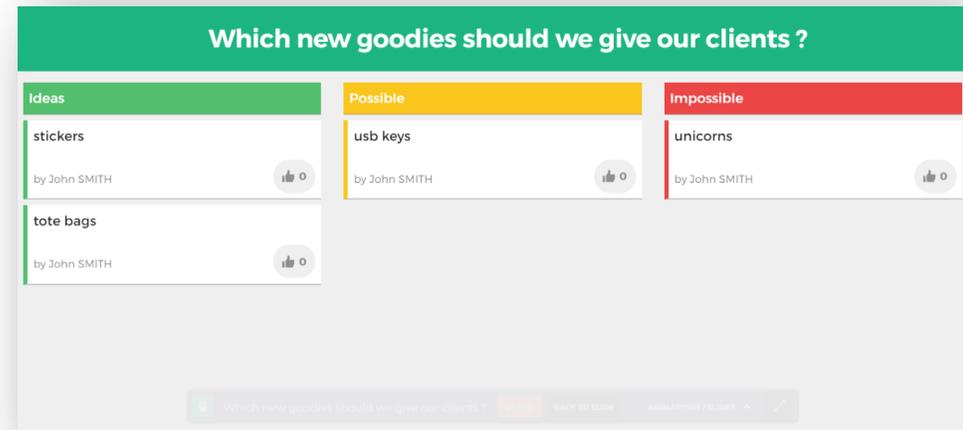
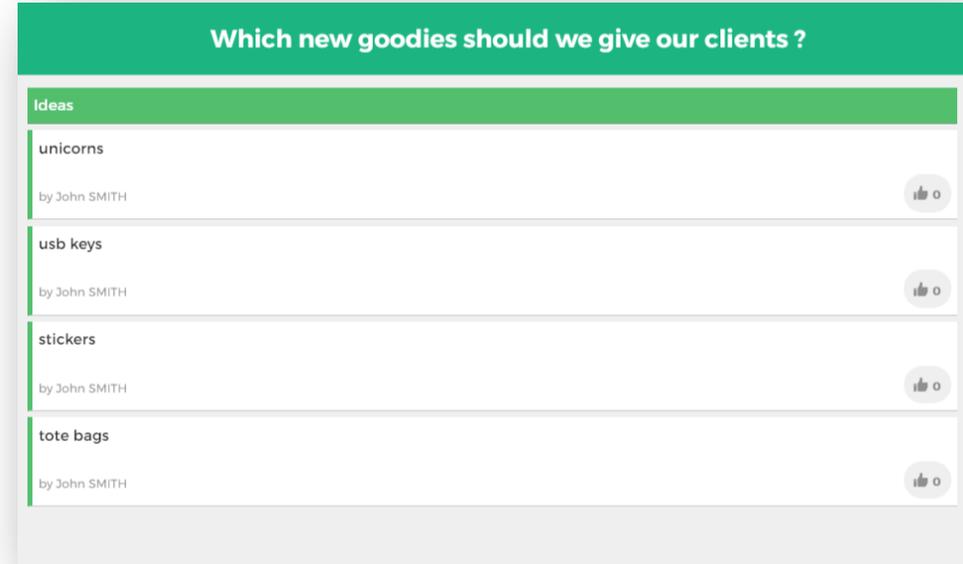
BRAINSTORMING



Have the teams come up with ideas together

Invite your collaborators to tackle one or more topics and accelerate the pace by creating categories as new ideas pop up.

For example, start by creating the category *Ideas* and later on organize all contributions into different categories.





Think together and vote live

Highlight the best ideas of your collaborators: ask them to post their ideas and “like” their favorites!

According to you, which part of our HR process should we work on ?

Recruitment	
Offer more benefits by John SMITH	2
Make the company look more attractive during interviews by John SMITH	1
Look for candidates on social networks (linkedIn, twitter..) by John SMITH	1
Meet students directly in universities by John SMITH	0



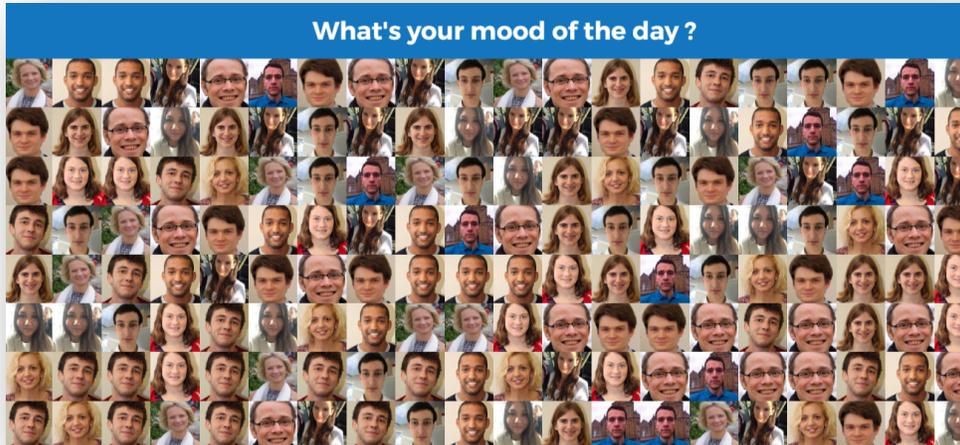
Selfie Wall

Nothing beats a picture as a souvenir to fondly remember your get-together. Ask your participants to take selfies and project a mosaic of their faces with your logo on top! Build team spirit and lighten the atmosphere in an instant!

How it works : Participants take pictures with their smartphones or choose photos from their libraries and send them in.



The icebreaker



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

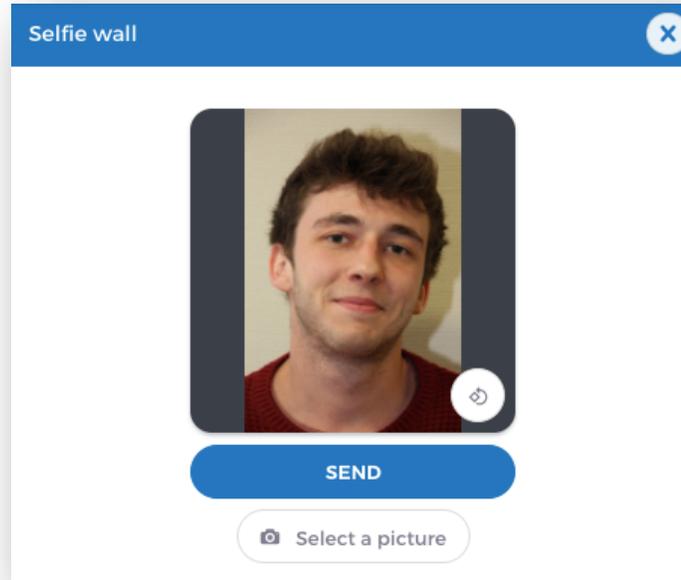


You can also ask questions such as *What's your mood today ?* or *How do you feel about digital innovations ?*.

SELFIE WALL



Create true team spirit!



During your event, open the Selfie activity to gather all the photos in one place and project the Selfie Wall at the beginning of the break.



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



Form

Get honest feedback from your audience, identify what they loved and what you can improve to make the experience even better next time!

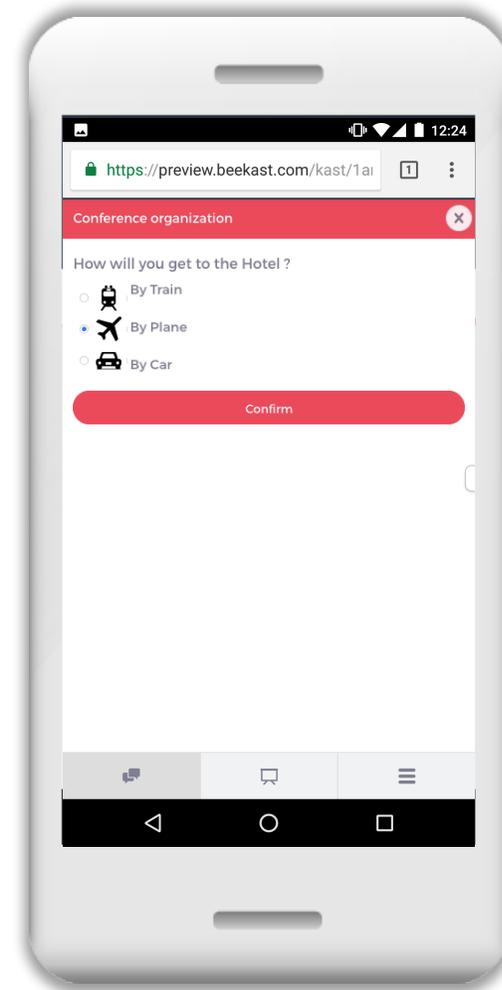
How it works? : Your participants answer several open or closed questions. The Form's results can be projected or exported (as .xls files) to allow for deeper analysis.



Gather all the information you need to plan your event

Create a form before your event to solve logistic problems. Ask attendees:

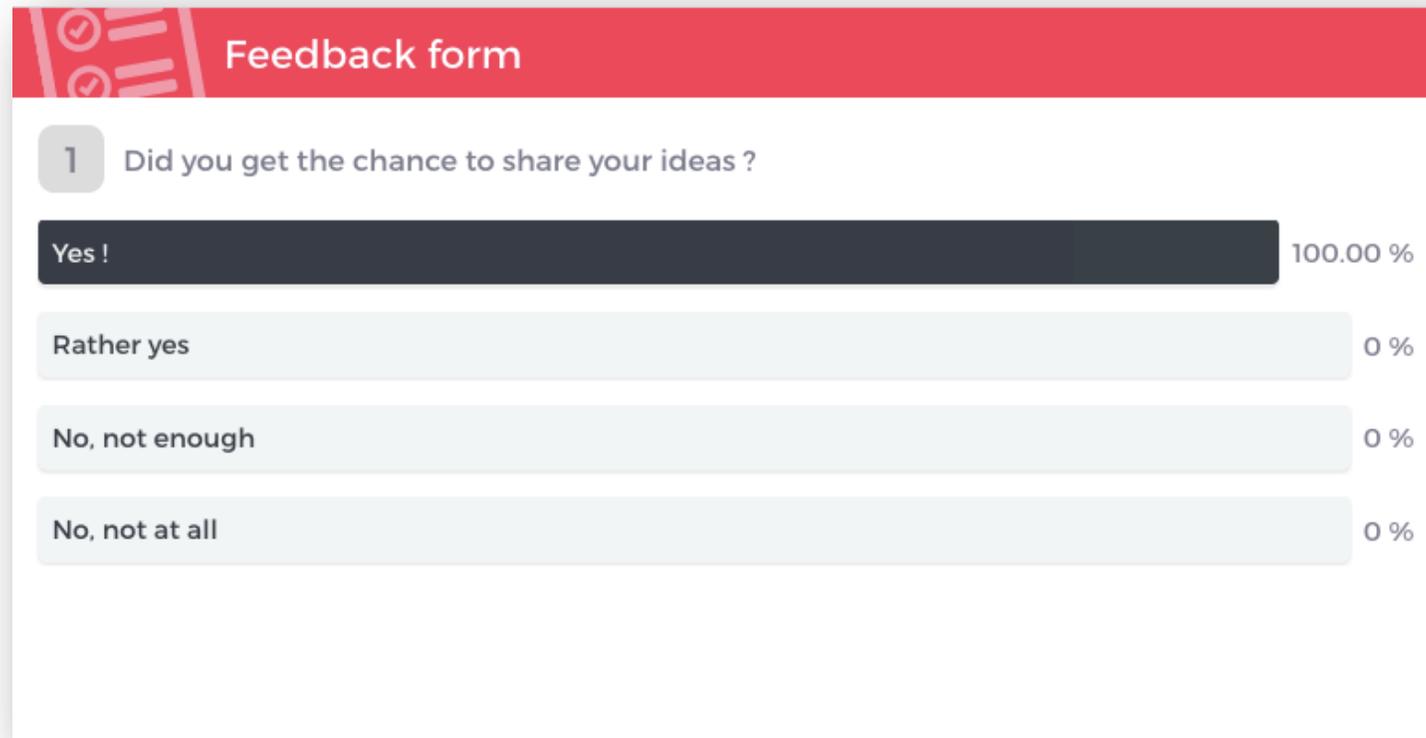
*Do you need us to book a room for you?
At what time will you arrive at the location?*





Collect feedback

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





3. Library of information sections and use cases

AGENDA



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.

Calendar	
28 Aug	
9:00 AM 12:00 PM	Conferences
12:00 PM 2:00 PM	Lunch
2:00 PM 4:00 PM	Workshops
4:00 PM 5:00 PM	Closing Ceremony
6:00 PM	Cocktail
8:00 PM 9:30 PM	Concert



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 ! Edit Delete

Dear collaborators,

Dear collaborators,

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

This year, we will focus on "digital transformation" and therefore, I chose 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

Thank you for joining me here in Paris!

This year our focus lies on Digital Transformation. What better way to start off and get together and facilitate interactions than with a tool like beekast?!

Please get in touch on the Social Wall! Feel free to share pictures, comments and questions! 😊

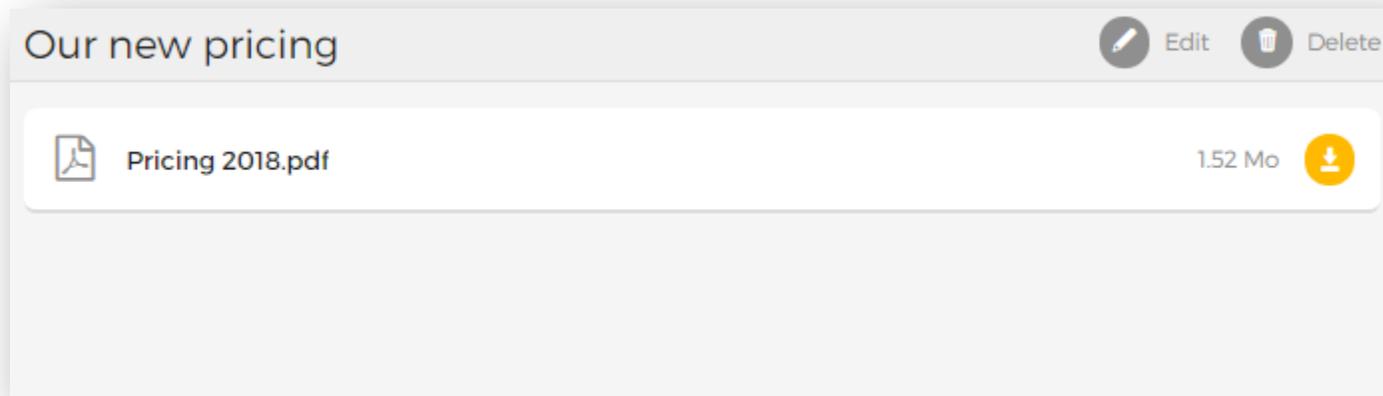
Enjoy your stay!



Share files

Upload files to share them with participants, such as:

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





List

Present 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 organisational team, sponsors or partners.

Speakers

	Emmanuel Macron - French President
	Angela Merkel - German Chancellor

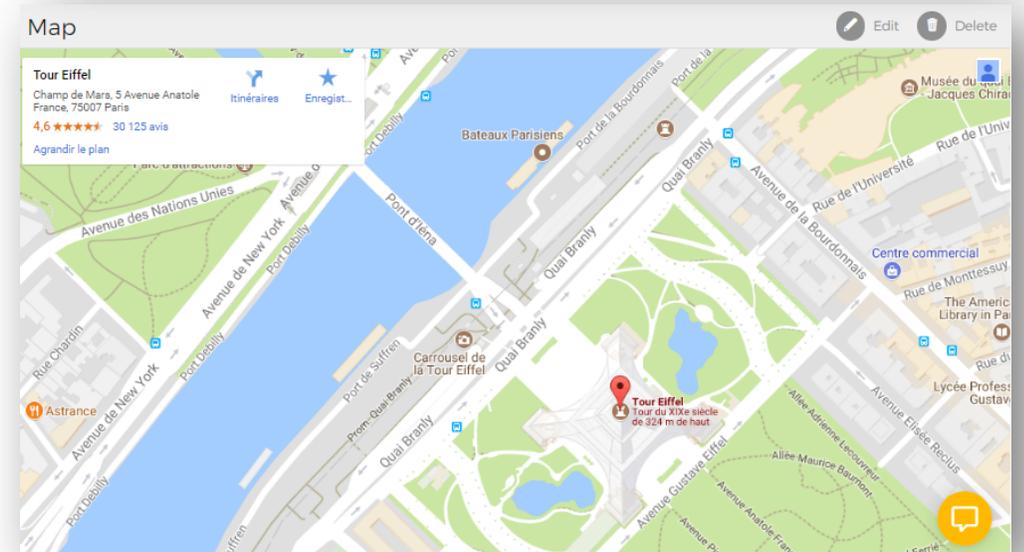
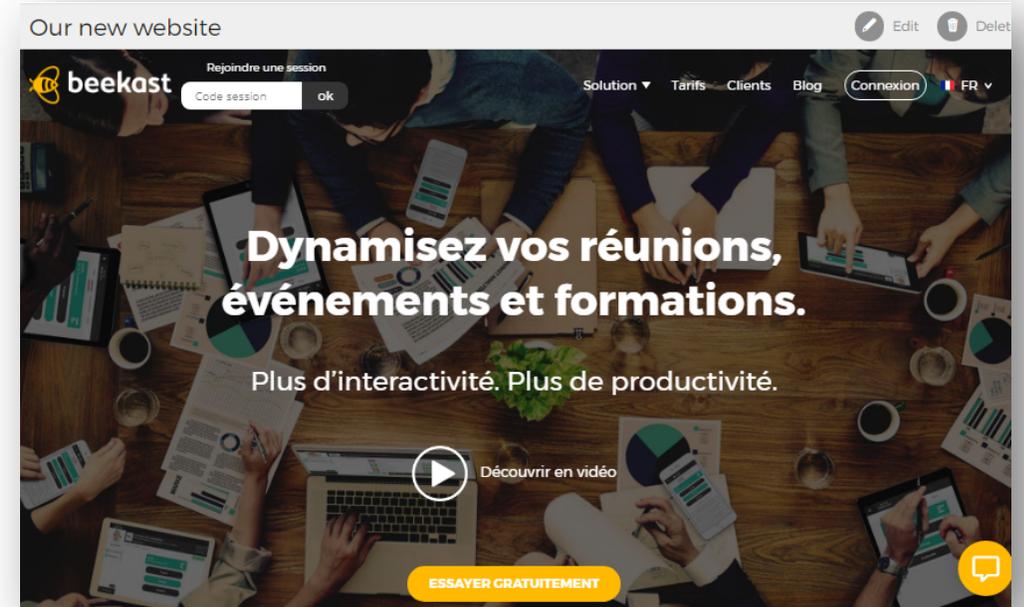


External link

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

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

Keep all relevant information on a single platform!





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!

	Marie FRANÇOIS
	Guillaume MARTIN
	Pierre MEUNIER Responsable partenariats - Sweet FM

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



www.beekast.com

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