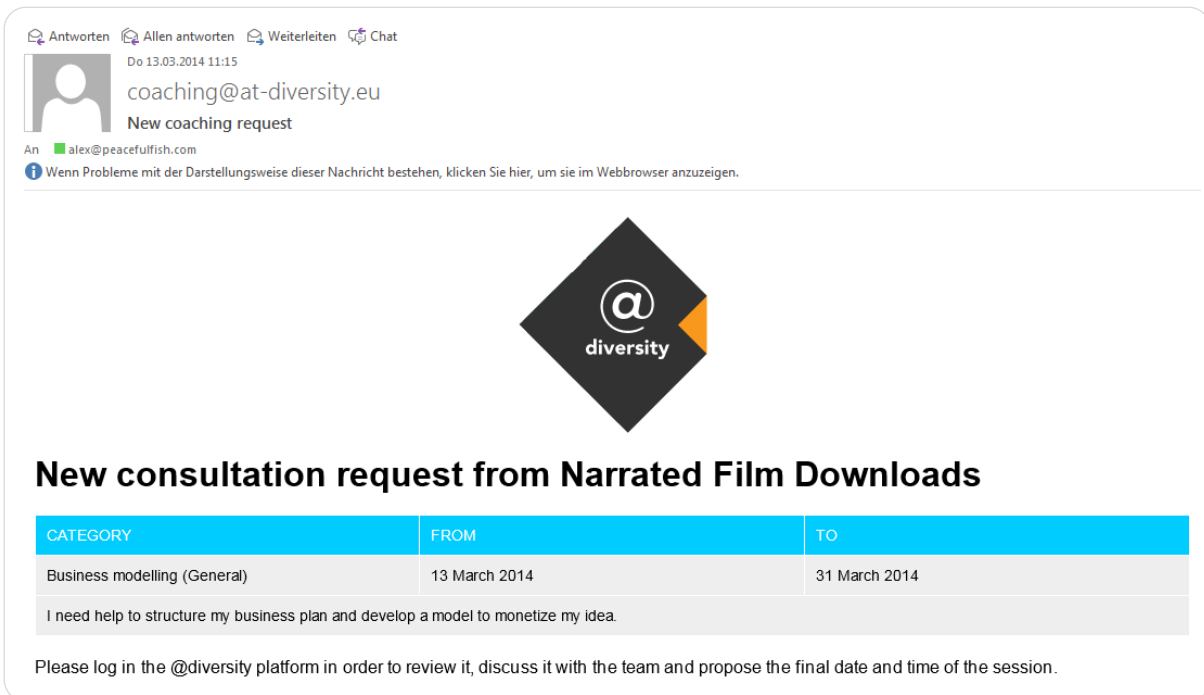


## How to manage the Coaching on the @diversity platform?

This document outlines to all @diversity consultants how to make coaching offers to idea teams and how to use the Adobe Connect platform to conduct coaching sessions.

### Step 1: Receiving a notification email about a coaching request

As soon as an idea team sends a coaching request to you, an email like the one below arrive in your mailbox. You can review this request on the online platform by logging in to your account.



Antworten | Allen antworten | Weiterleiten | Chat


Do 13.03.2014 11:15

coaching@at-diversity.eu

New coaching request

An alex@peacefulfish.com

Wenn Probleme mit der Darstellungsweise dieser Nachricht bestehen, klicken Sie hier, um sie im Webbrowser anzuzeigen.



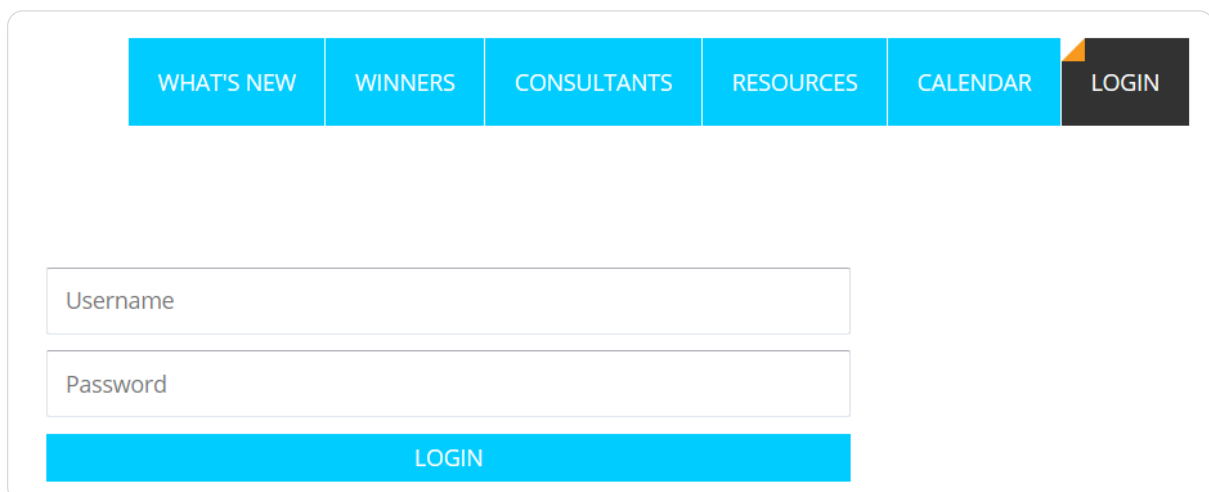
### New consultation request from Narrated Film Downloads

CATEGORY	FROM	TO
Business modelling (General)	13 March 2014	31 March 2014

I need help to structure my business plan and develop a model to monetize my idea.

Please log in the @diversity platform in order to review it, discuss it with the team and propose the final date and time of the session.

### Step 2: Sign in at <https://coaching.at-diversity.eu/login/>



WHAT'S NEW
WINNERS
CONSULTANTS
RESOURCES
CALENDAR
LOGIN

LOGIN

### Step 3: Go to Profile -> Consulting

In order to get an idea about the coaching request you should check the winner profile and read the description of the consultation request.

## CONSULTING REQUESTS

These are your consulting requests. You should discuss the scope and schedule of the issue with the winners themselves and make an offer that is agreeable by both.

CATEGORY	FROM	TO	WINNER	DATES AVAILABLE
Business modelling (General)	13 March 2014	31 March 2014	<a href="#">Narrated Film Downloads</a>	<div style="margin-bottom: 5px;">Starts <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">Duration: <span style="border: 1px solid #ccc; padding: 2px;">2 hours</span></div> <div style="display: flex; justify-content: space-between;"> <span style="background-color: #00a0e3; color: white; padding: 5px 10px; border-radius: 3px;">Offer</span> <span style="background-color: #c00; color: white; padding: 5px 10px; border-radius: 3px;">Reject</span> </div>

➔ Read consultation request description

### Step 4: Get in touch with the winner by email

It is now the moment for consultant and winner to get in touch per mail and discuss in more detail the request. If it is the first time that you are working with the winner, it would be helpful to introduce yourself and your field expertise regarding the request.

At this stage, you can request further information or documents to evaluate the time needed to be spent in the sessions (ex. a draft business plan, or a summary of legal issues). The exact timing that is suitable for both parties is to be agreed upon also at this stage.

If you feel that the request is out of your field of expertise, please let the winner know and send also an email to [info@at-diversity.eu](mailto:info@at-diversity.eu). In case you know an expert that could help the winner further, please inform the winner and the @diversity team.

### Step 5: Make a coaching offer

After you agree with the winner on a date and the length of coaching session, you can make an offer.

## CONSULTING REQUESTS

These are your consulting requests. You should discuss the scope and schedule of the issue with the winners themselves and make an offer that is agreeable by both.

CATEGORY	FROM	TO	WINNER	DATES AVAILABLE
Business modelling (General)	13 March 2014	31 March 2014	<a href="#">Narrated Film Downloads</a>	<div style="margin-bottom: 5px;"> <span style="font-size: 1.2em; color: #00a0e3;">➔</span> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="2014-03-17 09:00"/> </div> <div style="margin-bottom: 5px;">Duration: <span style="border: 1px solid #ccc; padding: 2px;">4 hours</span> <span style="font-size: 1.5em; color: #00a0e3;">➔</span></div> <div style="display: flex; justify-content: space-between;"> <span style="background-color: #00a0e3; color: white; padding: 5px 10px; border-radius: 3px;">Offer</span> <span style="background-color: #c00; color: white; padding: 5px 10px; border-radius: 3px;">Reject</span> </div>

➔ Read consultation request description

## Step 6: Pending offer and conf

While the winner is checking your offer, you can review your coaching offer under Pending Offers.

PENDING OFFERS		
These are the consultation offers for which you are waiting confirmation from the winners.		
CATEGORY	DATE	WINNER
Business modelling (General)	17 March 2014 09:00a.m. - 17 March 2014 01:00p.m.	Narrated Film Downloads

## Step 7: Confirmation Email and Booked Session

When the winner accepted the offer, receive an email with the final information about your consultation session containing the link to the Adobe Connect platform.

Antworten | Allen antworten | Weiterleiten | Chat

Do 13.03.2014 19:00

coaching@at-diversity.eu  
Counselling Session #21 - Final details

An  alexanderberlin1@web.de;  alex@peacefulfish.com

Wenn Probleme mit der Darstellungsweise dieser Nachricht bestehen, klicken Sie hier, um sie im Webbrowser anzuzeigen.

### Consulting Session #21

These are the final details of your consulting session. You can find the same information on the consulting section of your profile.

WINNER	CONSULTANT	CATEGORY	STARTS	DURATION	MEETING URL
Narrated Film Downloads	Alexander Berlin	Business modelling (General)	17 March 2014 08:00p.m.	4 hours	<a href="#">URL</a>

I need help to structure my business plan and develop a model to monetize my idea.  
You should visit the above url at the meeting's scheduled time to begin your session. If this is your first session you will receive an email with a username and a password to log in the meeting platform.

Furthermore, you can also review the coaching session under Booked Sessions.

BOOKED SESSIONS			
These are all your past and future consultation sessions.			
CATEGORY	DATE	WINNER	LINK
Business modelling (General)	17 March 2014 06:00p.m. - 17 March 2014 10:00p.m.	Narrated Film Downloads	<a href="#">Link</a>
Business modelling (General)	25 February 2014 10:00a.m. - 25 February 2014 06:00p.m.	Yugo	<a href="#">Link</a>

\*Past sessions appear grayed out.

### Step 6: Go to Coaching Session on Adobe Connect

The link under booked sessions on the website or in your last email will guide you to the meeting room at Adobe Connect. This tool is a web conferencing platform for web meetings you're your consultants.

### Step 7: Login to the Session room

Please choose the option to enter with your login and password. Your login is usually the email address that you are registered with at @diversity. The password can be found in the registration email that you received from Adobe Connect at the very beginning.

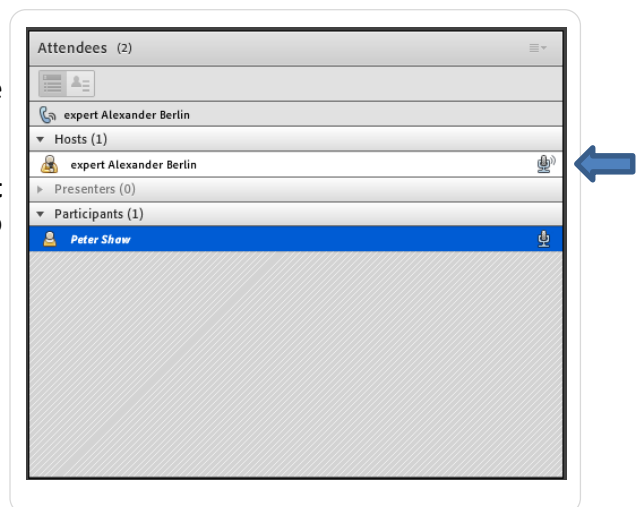
**Note:** If you forgot your password, click on “Forgot your password?” and you will then receive an email with a link to change your password. If you are not sure with which email address you are registered, please send an email to [alex@at-diversity.eu](mailto:alex@at-diversity.eu).

After entering your login data click on “Enter Room”.

### Step 8: Check your status

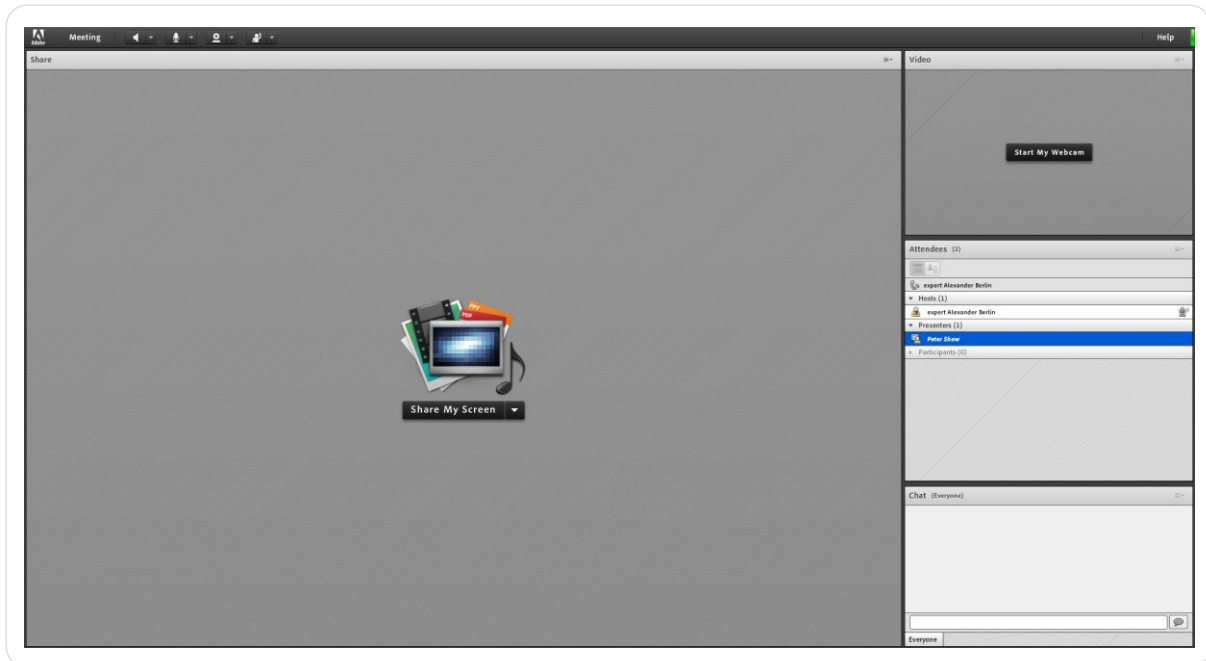
Please check if your status is host. If not please contact [alex@at-diversity.eu](mailto:alex@at-diversity.eu).

**Please change role of the participant by right clicking on their names as soon as they enter to presenters.**



## Step 9: Setting up the Session room

As a presenter your screen should look like this at the beginning:



**Note:** If you want to use most of the following features, Adobe connect will prompt you to install the plug in Adobe Connect Add in.

### Features and Settings:

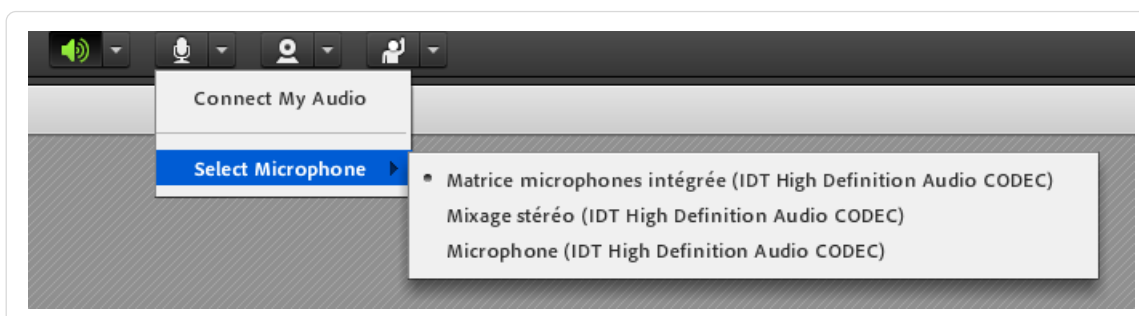
#### A. Speakers

You can adjust and mute your speakers and/or Conference Audio by clicking on the Speakers icon.



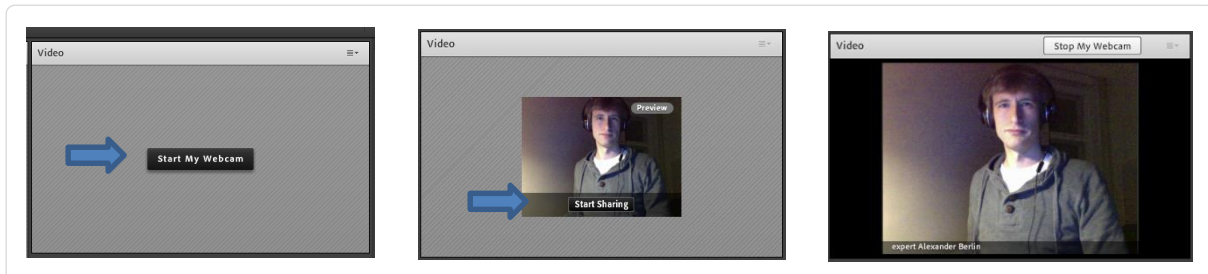
#### B. Microphone

In order to activate you microphone, please click on “Connect My Audio”. You can select the microphone you want to use under “Select Microphone”.



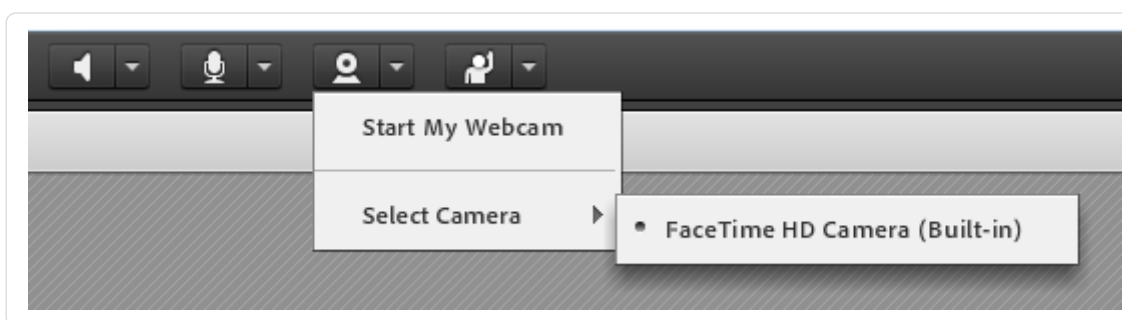
### C. Webcam

To activate your webcam click on “Start My Webcam” in the upper right corner of the screen. There might be an Adobe Flash note coming up, just click on accept if that happens. When you see your webcam picture, click on “Start Sharing”.



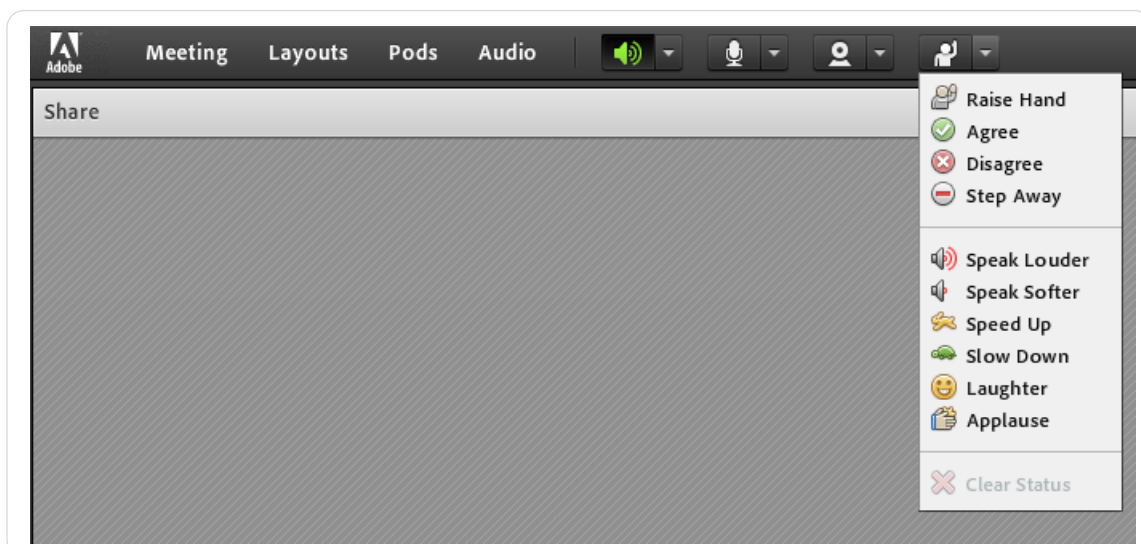
The meeting host may ask you to use your webcam to share video. When this is the case, a button enabling you to share your webcam will appear on the video pod. To share your camera, make sure your web cam is plugged in and click the Share My Webcam button. Adobe Flash may prompt you for permission.

You can also click the webcam icon in the Application Bar to access your webcam and preferences.



### D. Make an indication to the consultant

If you want to indicate something to the consultant you can use this dropdown and remind to speak louder, slower or to ask a question.

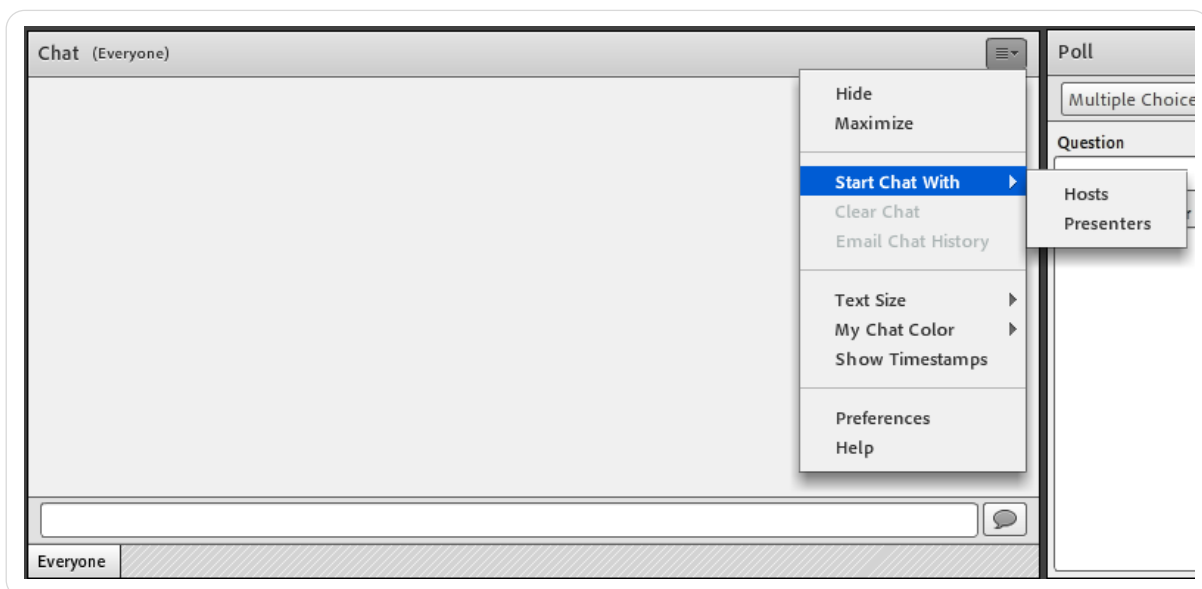


If you make an indication a little icon appears next to your name in the Attendees list on the right side of the screen.



### E. Chat

To send a message to everyone, type your message in the chat pod and hit enter or click the send icon.

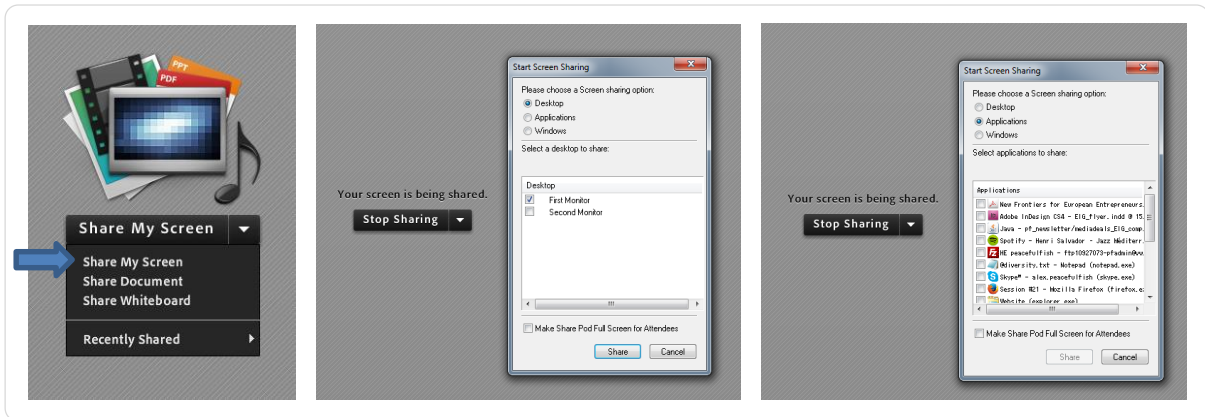


If the meeting host has enabled private chat, you can send messages to a specific attendee or group within the meeting. To do this, use the Attendees pod to hover over the name of the attendee you'd like to chat with, and select Start Private Chat. Alternatively, you can use the Pod Options menu in the top right hand corner of the pod to select an individual or group by clicking Start Chat With.

Private chat messages show up in additional tabs to make it easy to distinguish between private and public chat. If the host is using a Q&A pod instead of a Chat pod, then all messages are moderated and private chat is not available.

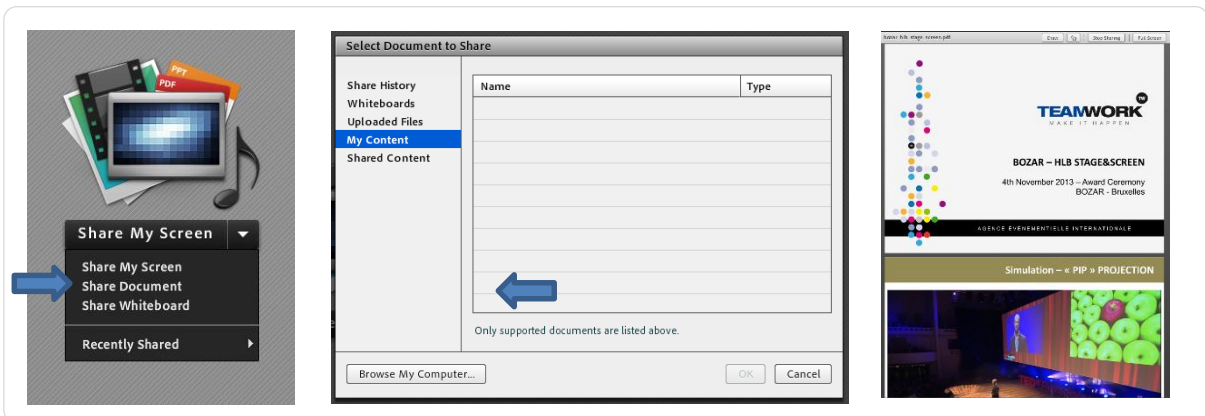
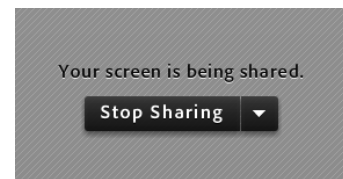
## F. Share your screen

To share your screen just click on the icon in middle of your screen. You have three options:



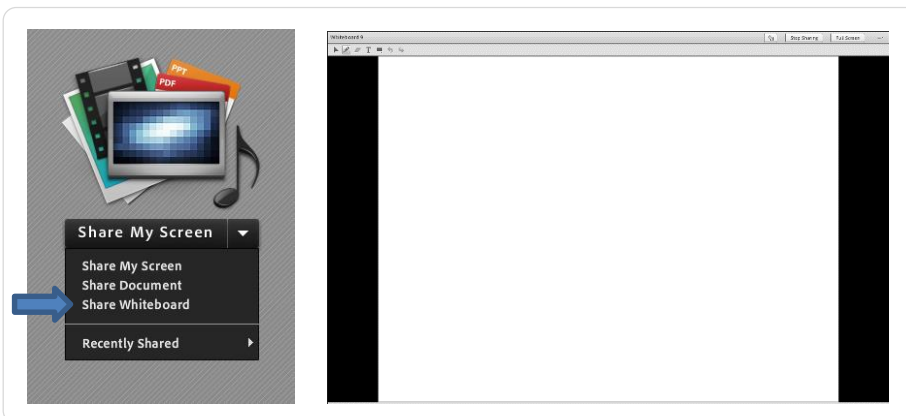
### 1. Share My Screen

Choosing this option you can choose to share the picture of one of your monitors, the screen of a specific program that you have running or a specific window. After you clicked start in the dialogue window, your screen is shared and the info on the left is presented.



### 2. Share Document

Available formats of documents are: PDF, PPT, PPTX, JPG, PNG, MP3, MP4, FLV, F4V and ZIP.



### 3. Share Whiteboard

The whiteboard is a common white document that all attendees can together work on.