

Festival of the Living Rooms — User Guide

This guide covers what a regular attendee sees and can do on the Festival of the Living Rooms website, including the video "Circle" experience powered by the Zoom Video SDK UI Toolkit. If you're an Admin, see ADMIN-GUIDE.md instead.

1. Accounts and roles

Signing in is handled by Auth0. From any page, click **Login** in the sidebar; new visitors can create an account from the same login screen.

Every account has a role that controls what you see in the sidebar:

- Guest — the default role for a brand-new account. You can browse the public pages, and must complete Participant Registration before you can join a Circle.
- Participant — approved to join live video Circles.

(There's also an Admin role for site organizers — see ADMIN-GUIDE.md.)

The very first time you log in with just an email address (no display name supplied by your login provider), a popup asks you to enter your name — this is what other attendees will see.

To sign out, click **Logout** in the sidebar.

2. Sidebar navigation

The links you see depend on your role and login state:

- Event Schedule — always visible, no login required.
- Join the Festival — visible to Participants once a Circle is open.
- User Registration — visible to Guests only, until they submit it.
- About, Code of Conduct — always visible.
- Contact Us — visible once logged in.

3. Home page

The landing page greets you by name once logged in. If you're a Guest who hasn't finished registration yet, it reminds you to complete **User Registration**.

4. Event Schedule

The **Event Schedule** page lists every upcoming festival and its events, grouped by day, in your browser's local time zone. If no festival is currently scheduled, the page says so. This page is public — you don't need to be logged in to view it.

5. Participant Registration (Guests)

Guests must complete this one-time form before they can join a Circle:

1. Go to User Registration.
2. Answer each question shown.
3. Click Submit. By submitting, you agree to the site's Terms of Service, Privacy Policy (both on the About page), and the Code of Conduct.
4. You'll land on a confirmation page. An admin is notified and will follow up before your account is upgraded to Participant.

If you've already submitted the form, the page just confirms that and won't show it again.

6. Joining the Festival (video Circle)

Join the Festival is the live video room, built on the Zoom Video SDK.

- If no Circle is currently scheduled to be open, you'll see a message: "The Festival is currently closed. Please return when the Festival is scheduled."
- If it's open, you'll land on a Preview screen to check your camera and microphone before joining.

Preview screen

Before you enter the Circle, the Preview screen lets you:

- Confirm the name other attendees will see.
- Turn your camera and microphone on/off, and pick which camera, microphone, or speaker to use — with a mic level meter and a speaker test.
- Choose a profile picture: click the upload tile to use your own photo (you can save up to 4 photos, 2 MB each, and switch between them). This picture is what shows in your video tile whenever your camera is off.
- Choose a virtual background: pick a built-in background or blur, or upload your own custom image the same way.
- Click Join when you're ready.

Your saved photos and custom backgrounds are remembered the next time you visit — see the Troubleshooting note below on where that's remembered.

Everyone's controls

Once inside, a control bar at the bottom of the screen provides:

- Microphone — mute/unmute your audio, or pick a different microphone or speaker device. Your own preview tile shows a small muted icon whenever your mic is off, so you can tell at a glance.

- Camera — turn your video on/off, pick a different camera, or apply a virtual background — including one you've uploaded yourself (if your device supports it). When your camera is off, other attendees see your name or your profile picture instead of a blank tile.
- Screen Share — share your screen with everyone in the Circle.
- Chat — open a text chat panel, with emoji, visible to other attendees.
- Participants — see who else is in the Circle.
- Reactions — send an emoji reaction, or raise/lower your hand.
- Captions — turn on live captions for the session.
- View — switch how video tiles are laid out (Gallery, Speaker, or Minimized).
- Settings — switch between light/dark theme, adjust audio/video devices, check connection statistics, or run troubleshooting.
- Leave — exit the session and return to the site.

A few things a personal view lets you do without affecting anyone else: pin one participant's video to your own screen, and adjust another participant's volume just for your own listening.

Not offered in this Circle: whiteboard, invite links, in-session feedback surveys, breakout/subsessions, live-streaming, and external media playback.

Host and Co-Host powers

Whoever is running a Circle joins as **Host**, and the Host can promote any other Participant already in the session to **Co-Host**. If you're made Host or Co-Host for a session, you get extra controls on top of the ones above:

- Mute a specific person, or grant/revoke their permission to unmute themselves.
- Choose how new joiners are muted for the whole session, in Settings → Host Controls: Circle Mode mutes people on entry but lets them unmute themselves (the default, for open discussion), while Concert Mode mutes everyone on entry and prevents self-unmuting (useful for performances).
- Rename another participant.
- Spotlight (or un-spotlight) a participant's video so it's featured for everyone.
- Remove a participant from the session.
- Hand Host off to someone else, or make/revoke another participant as Co-Host.
- Start, pause, or resume recording the session.
- Lower one participant's raised hand, or lower everyone's at once.

Co-Hosts can do all of the above except take these actions on the Host.

7. Contact Us

Logged-in users can send a message to Festival support from **Contact Us**. Your name and e-mail are pre-filled from your account; type your message and click **Submit**. You'll see an on-screen confirmation

once it's sent.

8. About, Terms, Privacy, Code of Conduct

The **About** page covers what the festival is, its history, the Terms of Service, and the Privacy Policy — including how to request removal of your data (a government-issued ID is required to confirm deletion requests) and how the mailing list opt-in works. It also has a **Guides** section with a downloadable PDF copy of this User Guide.

The **Code of Conduct** page lays out expected behavior for all attendees and is linked from the registration form.

9. Troubleshooting / FAQ

- "The Festival is currently closed" — the Circle only opens during a scheduled festival window; check the Event Schedule page for the next one.
- I don't see "Join the Festival" in the sidebar — you're still a Guest. Complete User Registration and wait for an Admin to approve you as a Participant.
- My camera/microphone isn't working in a Circle — check your browser's site permissions for camera/microphone access, then use the device picker next to the microphone/camera buttons to select the right device.
- I want my data removed — see the Privacy Policy on the About page for the deletion-request process.
- My uploaded photo or virtual background disappeared — custom photos and backgrounds are saved only in the specific browser and device you uploaded them from. They won't follow you to a different browser or device, and clearing that browser's site data will remove them. You'll need to re-upload them if that happens.