



# Welcome to SpaceHuddle!

Spacehuddle is a web-based collaborative brainstorming tool for a scalable number of users. The platform uses various modules, including game-based activities, to structure and motivate typical brainstorming activities. Using a browser-based client on a smartphone, laptop or PC, users can submit ideas anonymously; these ideas can then be sorted, categorized or voted on by all group members. With Spacehuddle, all generated content can be passed on to another activity, allowing for an efficient, seamless discussion of ideas.

## 1. Setting up your first session

Once you have set up an account using your preferred e-mail address and have confirmed your account, you can now log in and create your very first session. Sessions can be used an unlimited number of users, over multiple days, or just for a quick meeting. In addition to setting up a name for your session, you can choose an expiration date, which can also be changed at any time. All of your collected data remains available to you even after the expiration date, but participants will not be able to access the session after it has expired. Alternatively, you can also turn individual activities on and off as you see fit. You can also enter a subject tag if you plan on doing multiple sessions with a similar focus, as this will help you filter for that specific tag.

Once your session settings have been saved, you could already send participants a link to the session or show them a QR code to access it, but the next step is typically to set up some topics and activities beforehand.

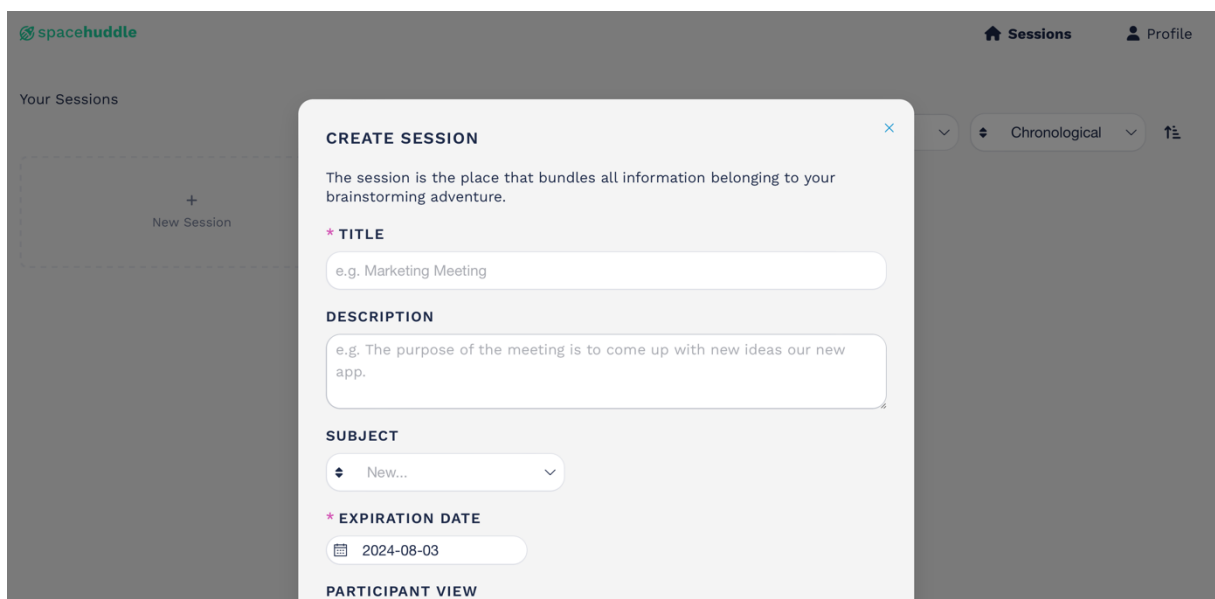


Figure 1: Setting up our first session, including an expiration date.

## 2. Basic Concepts

As a moderator, you have your own interface that offers you exclusive access to the session, allowing you to not only see all activities and data, but also makes it possible for you to decide what participants can see and what tasks they are given. Each session has its very own eight-character code, and every participant can connect using this code or a provided link. You can also create your own limited list of participant codes or add additional co-moderators to your session.

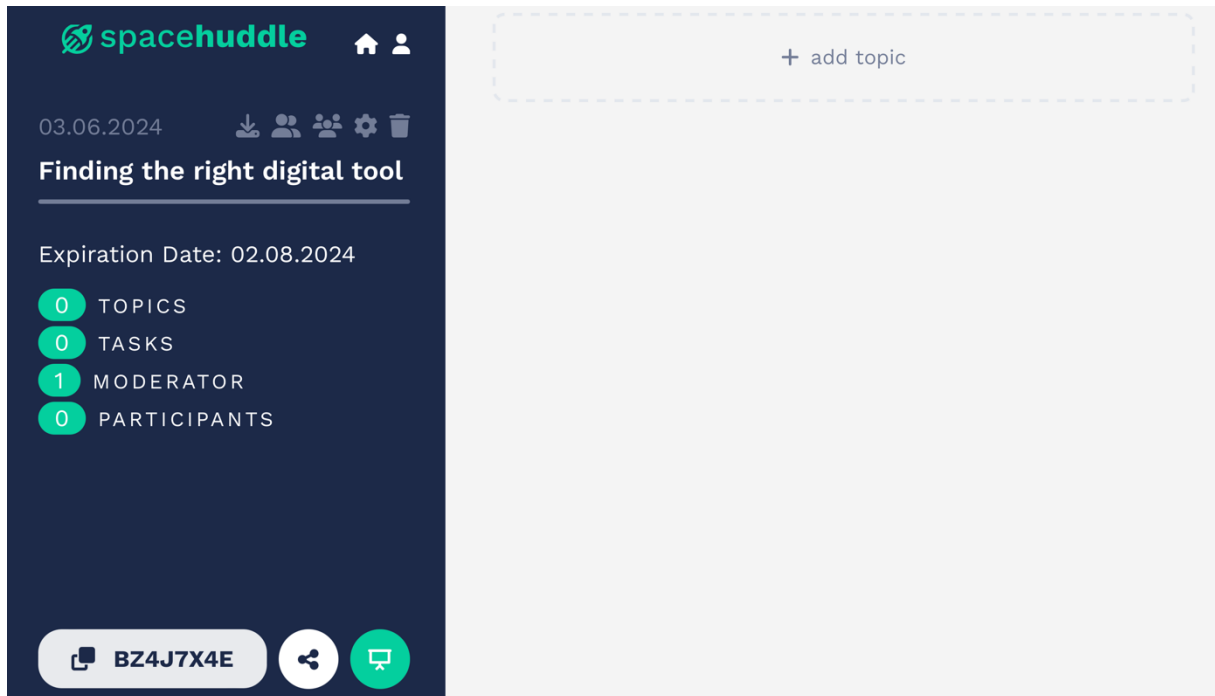


Figure 2: The session view (left) in the moderation interface.

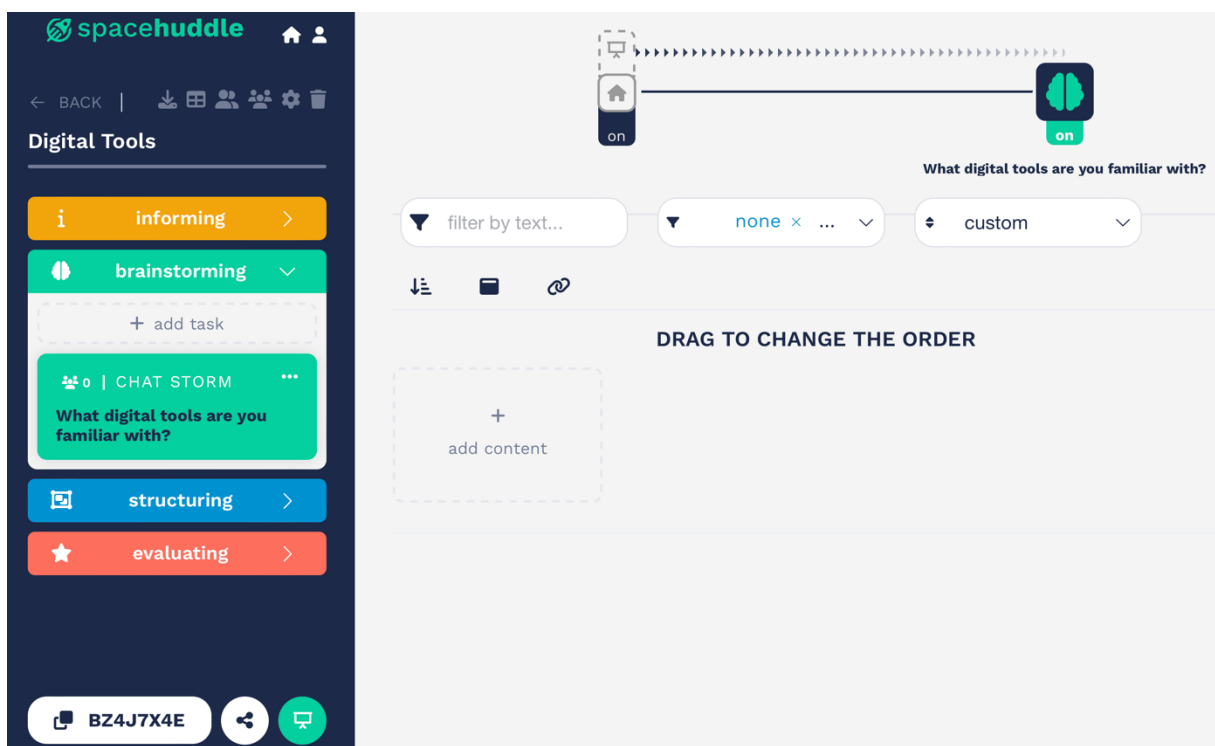


Figure 3: Activities are divided into four categories: informing, brainstorming, structuring and evaluating.

### 3. The Four Phases

Spacehuddle splits the creative process into four phases: (1) informing , (2) brainstorming, (3) structuring, and (4) evaluation. However, you don't need to use all four or even necessarily use them in that specific order (more on that later).

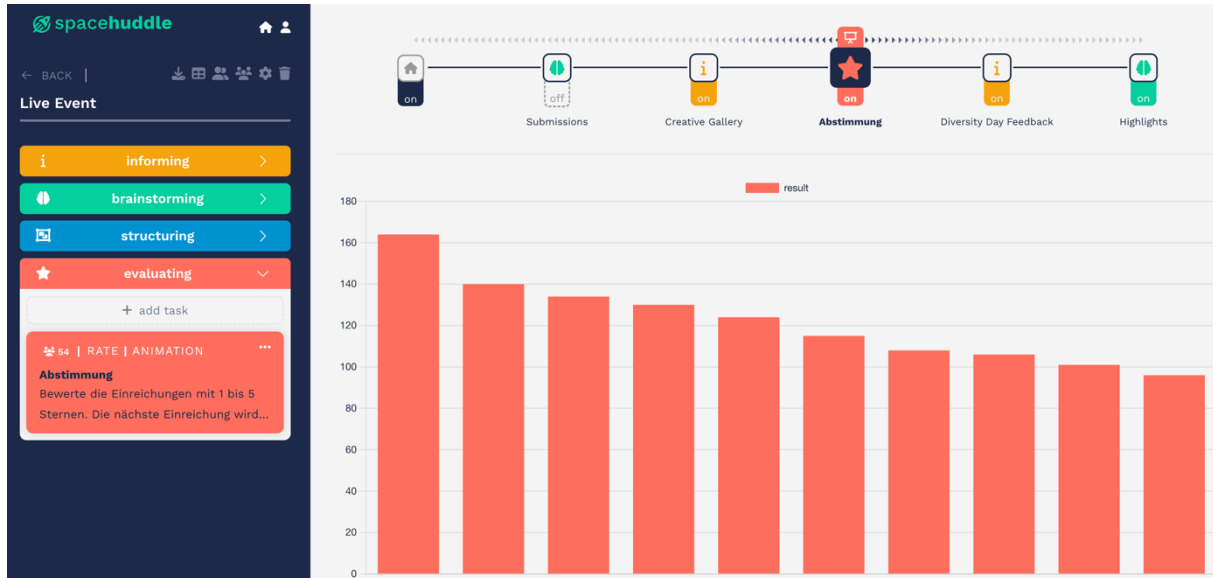


Figure 4: Ideas can be collected, sorted and then sent to participants for an anonymous rating.

### 4. Timeline and Public Screen

All your session activities are visualized on a timeline, both in the moderation view and on the public screen. This way, everyone knows exactly where they are in the process. The timeline also allows the moderator to turn activities on or off, set a timer, or select which content should be visible on the public screen. It's also the quickest way to access any data from that particular activity

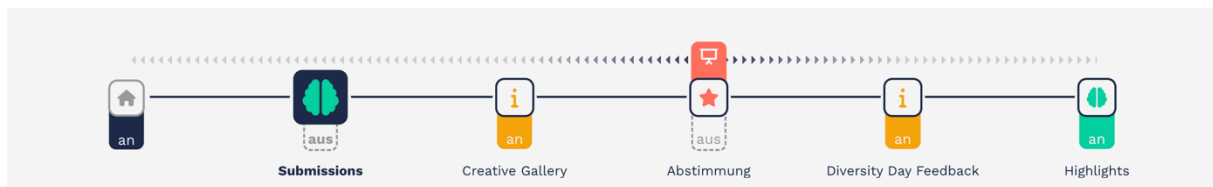


Figure 5: The timeline not only provides visual structure, but also enables the moderator to turn activities on and off and make them visible to participants on a public screen.

### 5. Animating your Session.

In addition to simply viewing content or the results of an activity, the moderator can also select utilize add-ons such as animation to dynamically visualize content. This can be particularly useful for voting and rating activities that could use appropriate timing and suspense to reveal the winner(s).

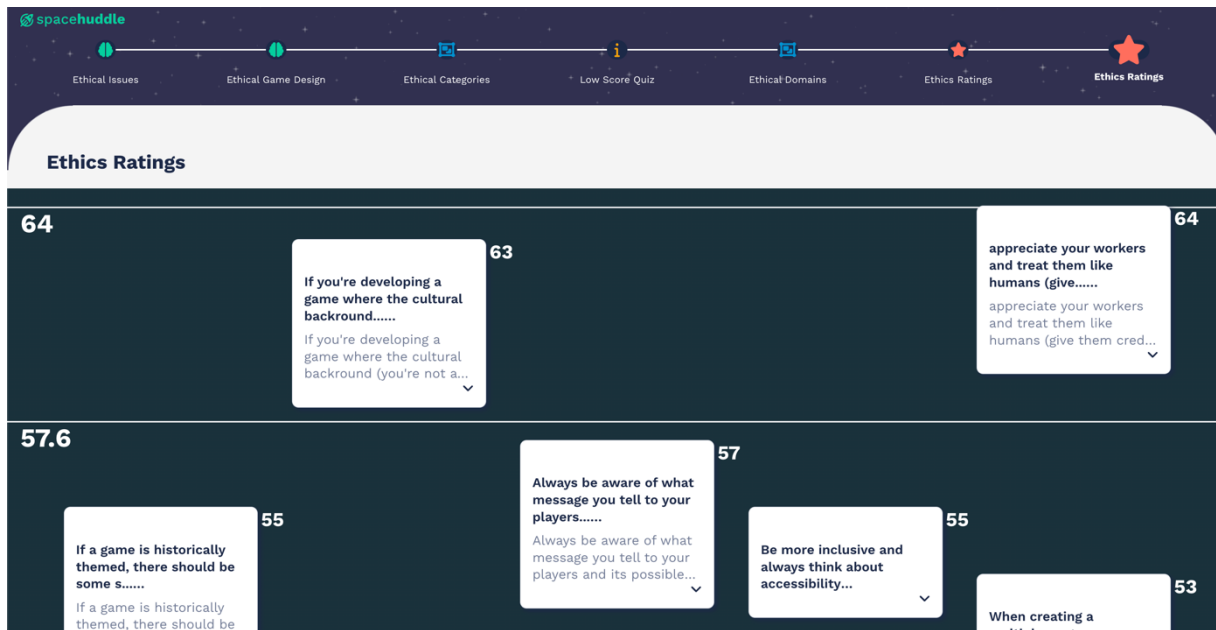


Figure 6: The add-on module "Strata" creates animated "balloon race" for the ideas with the highest ratings.