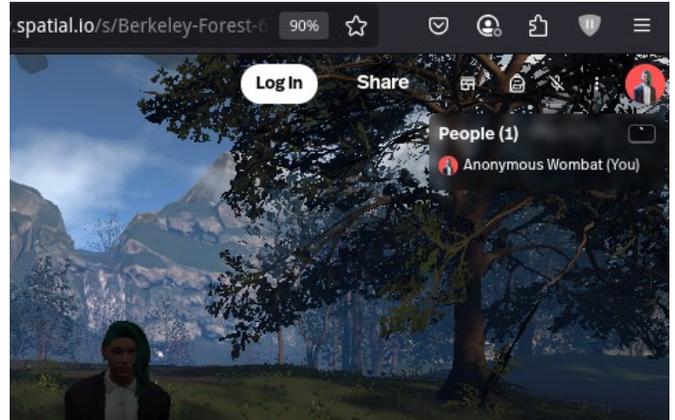
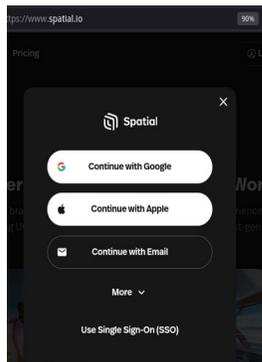


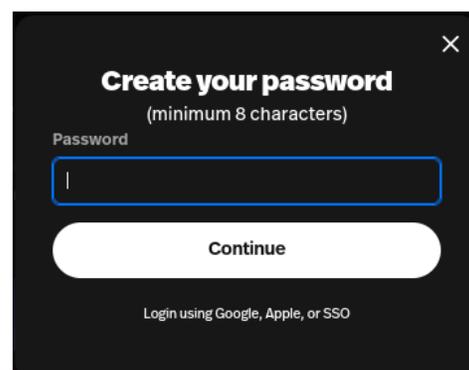
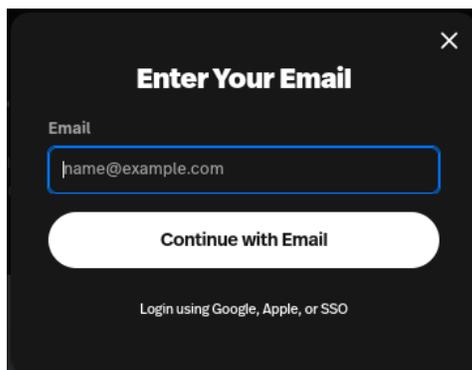
Berkeley Forest – Creating your account and avatar in a Browser!

Create Account – Spatial.io (5-10 minute process)

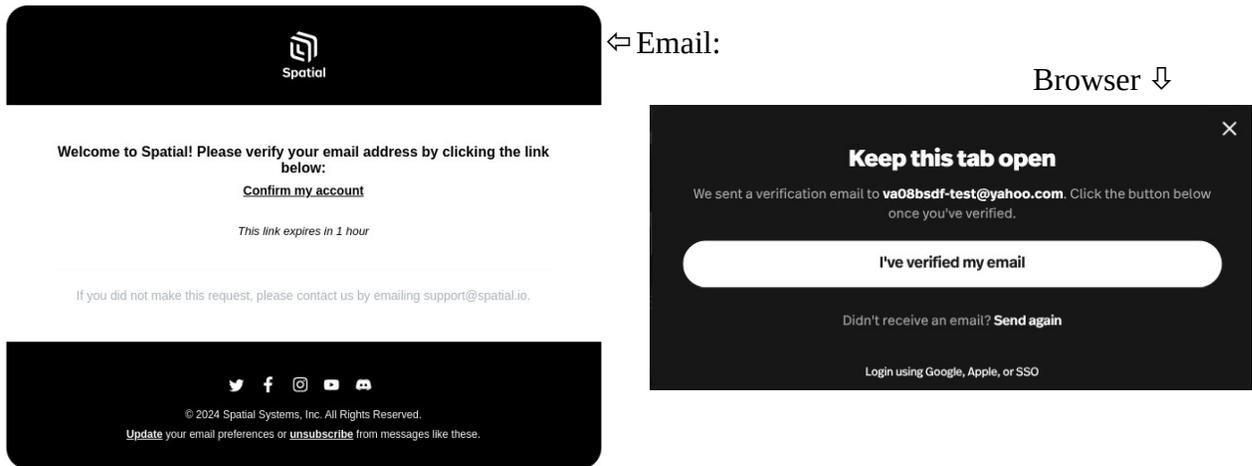
1. From PC/Laptop Browser, (Private Window recommended)
2. Go to <https://spatial.io>
3. Click Log-in button at top
4. On Spatial Signin Dialog click: [Continue with Email]



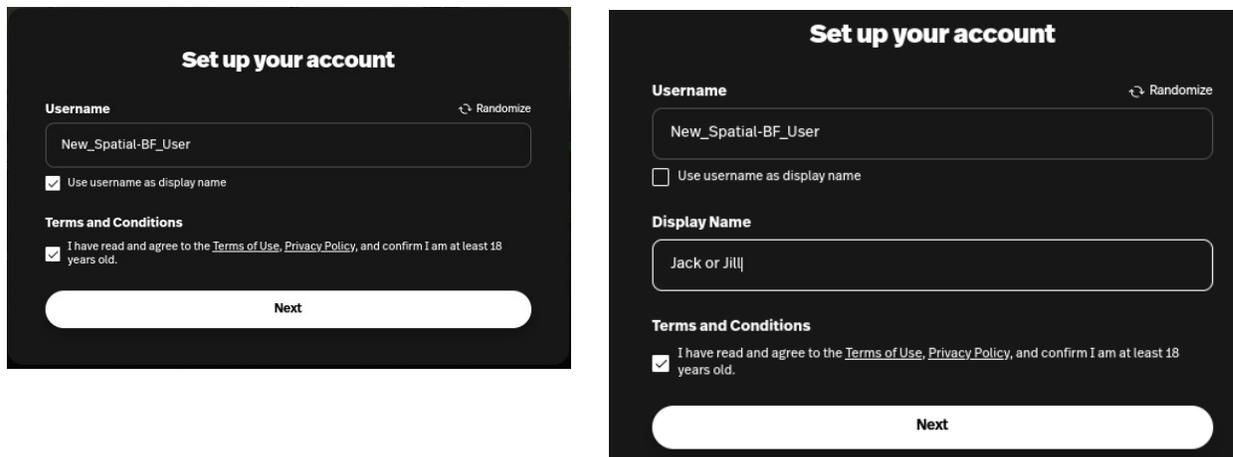
5. Next – Enter the email address you would like to link to your Spatial account.
(In the future there may be times you need to provide this “email address” to a space owner so they can assign you access rights.)



6. An Email will be sent to you. You will need to click on the “Confirm my account” link **in the email** to verify your email address. Once this is done, click “I’ve verified my email” button to continue!



7. Next you will be offered the opportunity to set your Spatial “Account/User and Display” name(s):



8. Once you have completed these steps your Spatial account is created! Congratulations!

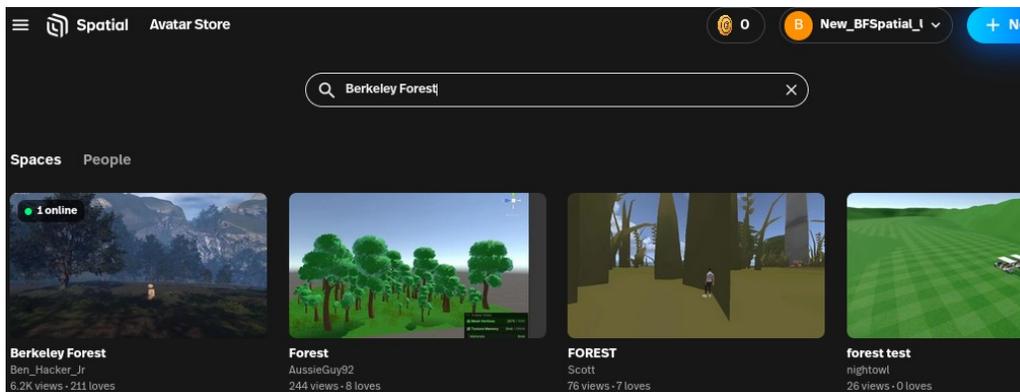
Movement and KBD Controls - Spatial.io (5-10 minutes)

Let's go to a more peaceful place and learn how to move around...

1. ☆ Click "Search" on the top menu bar and you will get a new screen with a search area in the top.



2. Type: "Berkeley Forest" <Enter>



3. Choose (Click on...) the thumbnail pic for Berkeley Forest, and shortly you will be teleported into the "Berkeley Forest" space!

4. ☆ Use <Alt>-K to toggle between the Default View or Theater(wide) View (shown below)

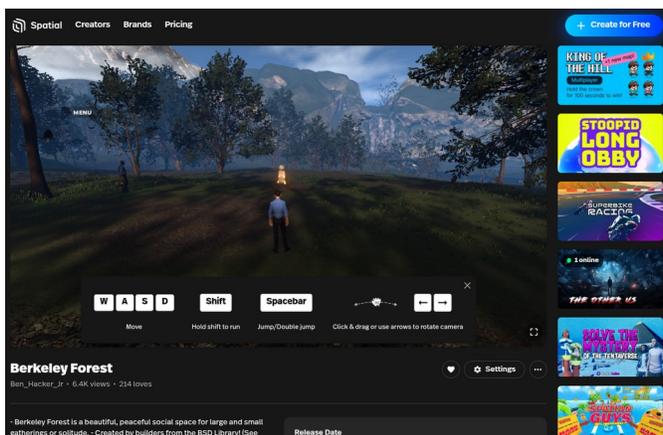


Figure 1: Default View

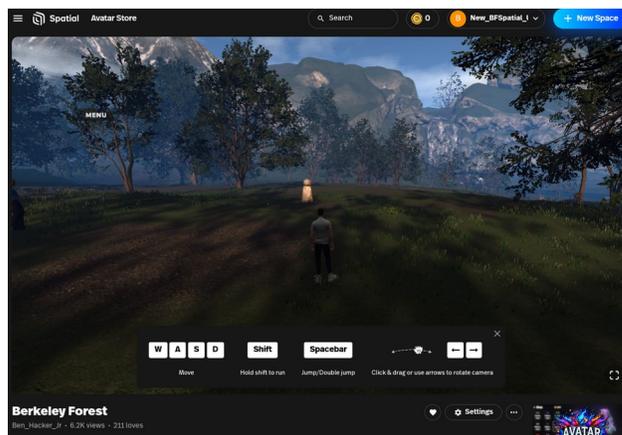
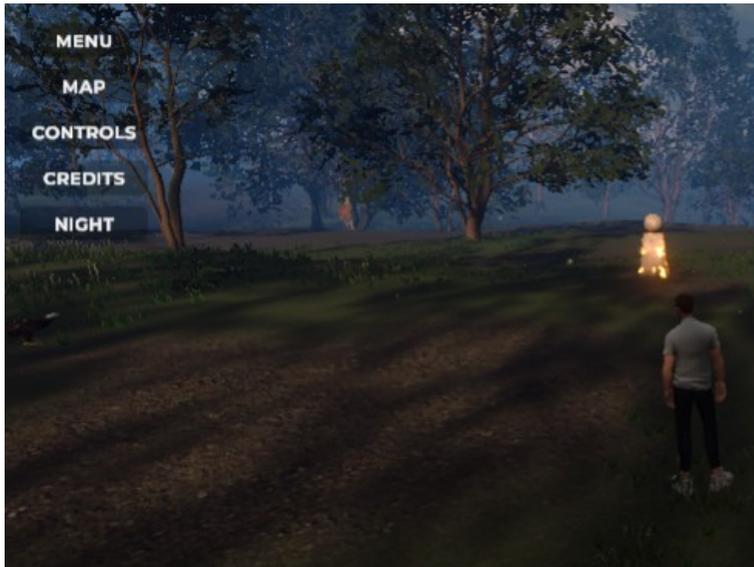


Figure 2: Theater(wide) View

5. ☆ You can practice moving around in the space using the movement keys shown in the guide at the bottom of the screen.
 - Walk forward using <W> key
 - Walk left and right using <A> and <D>. To walk back use <S> key
6. When you are comfortable with using the movement keys on your keyboard, you can click the “X” in the upper right of the “movement key guide” to make this *bottom display* disappear.

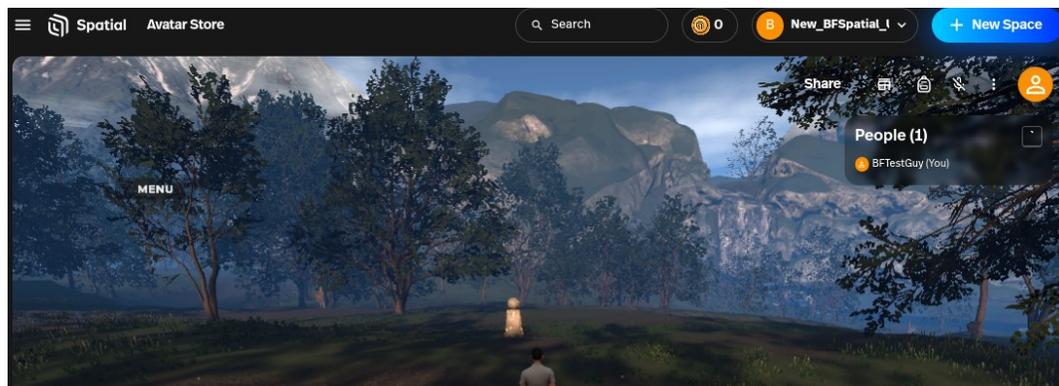
6.a) Guide does not display again once you close it.

6.b) ☆ Berkeley Forest has a keyboard guide you can view anytime by clicking on Left [MENU] button on the screen and choosing [CONTROLS]



7. There is also a Spatial User Interface menu that normally is displayed (in the upper Right) of your screen. This menu is not seen or accessible until you exit the “movement key guide”. So please close it at this time.

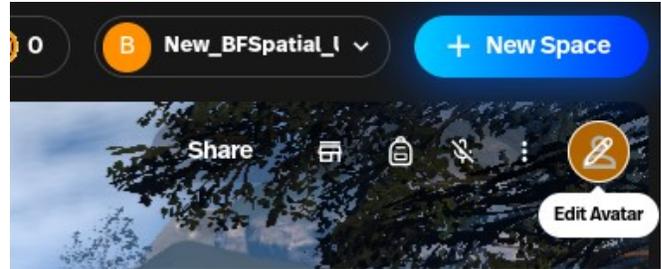
7.a) We need the Spatial User Interface menu to Customize/Modify your avatar.



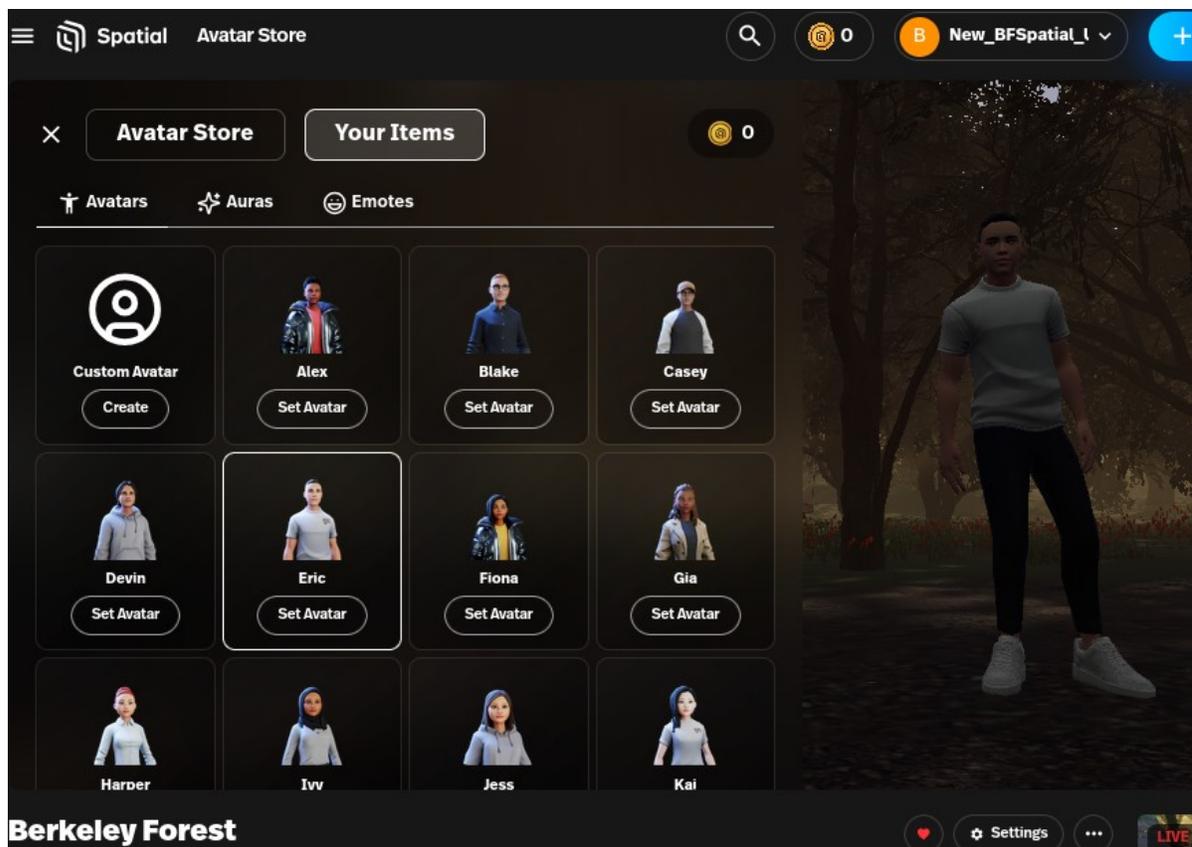
Customize/Modify Avatar - Spatial.io (15-20 minute process)

Now that we are in a more peaceful place, lets get ready to customize your Avatar...

1. Click the Edit Avatar button which will always be in your upper Right most position.
★ **Only if** everything in upper right is missing try pressing: <H> to display the user interface.

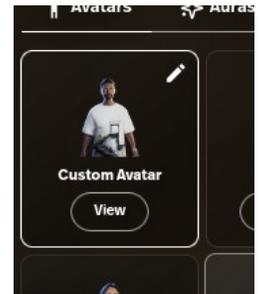


2. Your Avatar will move the right facing you and you will see a list of Avatars on the left.
3. Choose: "Your Items" button at the top:
 - 3.a) You can choose one of the "11 free" avatars or
 - 3.b) the button on top left to customize your own Avatar.



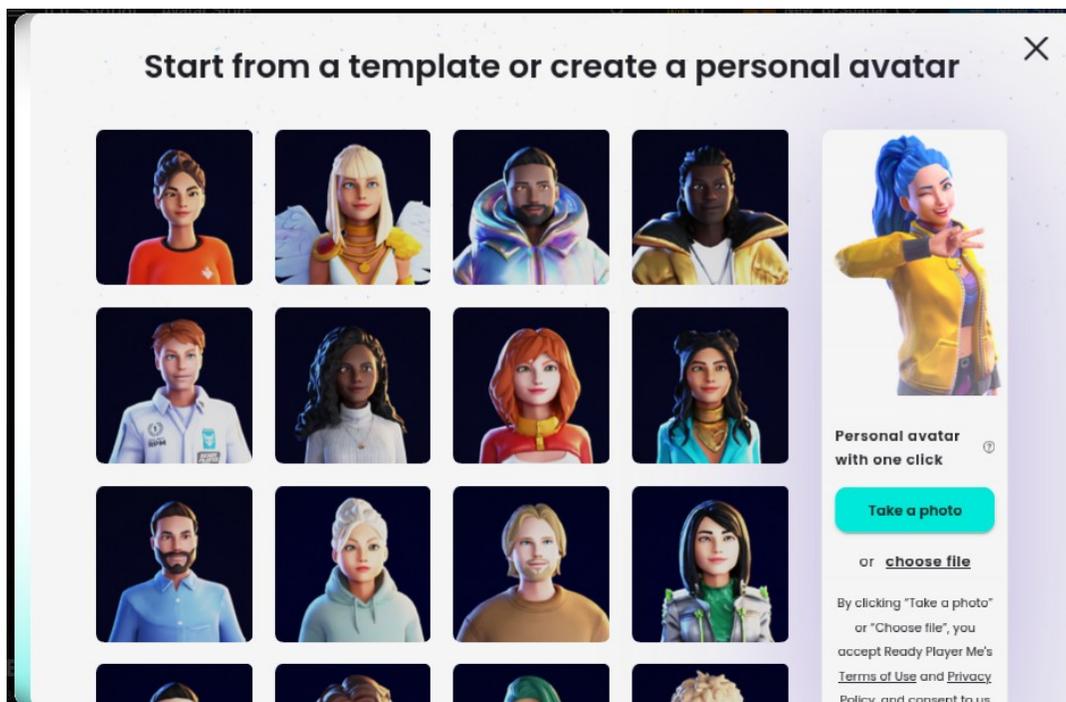
4. You can select one of the 11 free avatars by clicking on it's button. The avatar you choose will be surrounded by a highlight like the "Eric" avatar in the example above.
5. If you have chosen and want to simply use the selected free avatar, you will need to click "Set Avatar" below the avatar you choose.
6. Then click the "X" in upper Left to end the Avatar selection process.
 - Your Avatar is only saved to your account. You may not be able to edit it in the future.
 - Go to the END

7. To Create/Customize your Avatar click the: [Custom Avatar] Icon (upper left)
 - 7.a) If there is a small pencil in the upper right of this Icon, Click the pencil



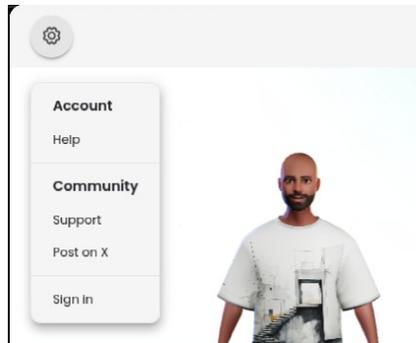
8. You will see a new set of Avatar's to choose from.
 - 8.a) These are RPM (ReadyPlayer.Me) Avatars. Created and saved outside of Spatial.
 - 8.b) Please choose one of these as your base or starting point avatar. (*recommended*)

8.c) You can also click "Take a photo" which if you have a camera will allow you to take a photo of your face and the system will make the photo a 3D image of your head/face for your avatar. *(if you choose this, do it during the day with very good lighting)*



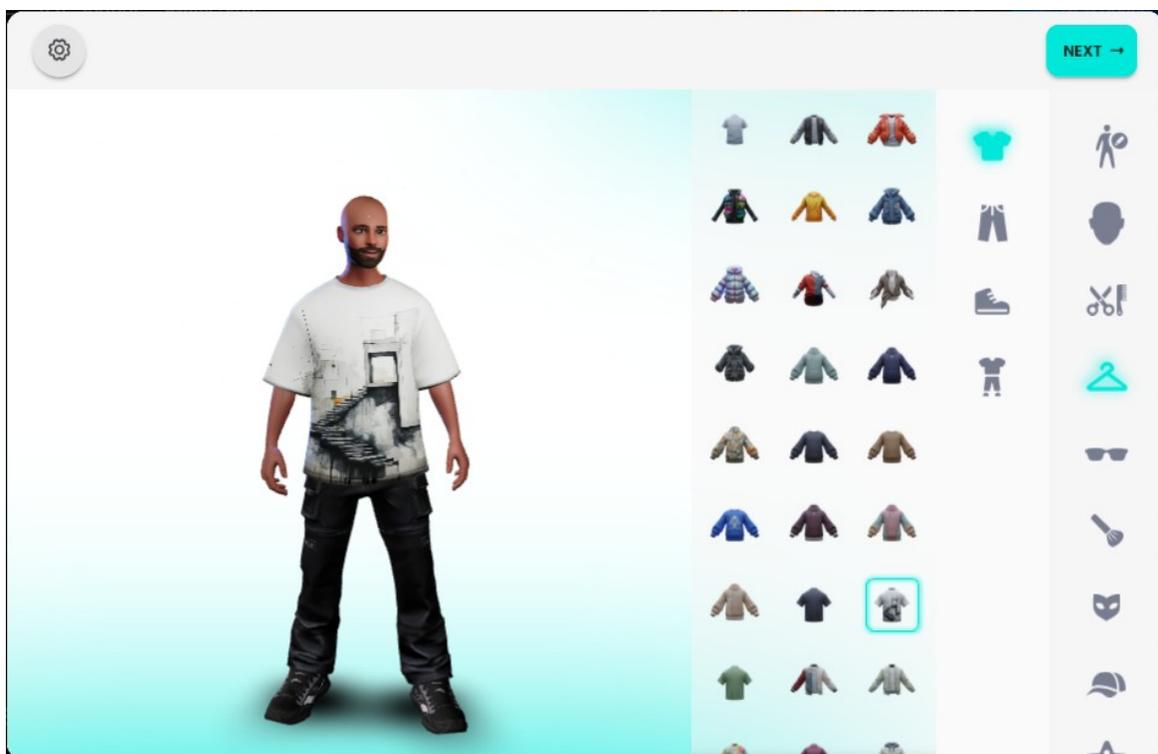
9. Going forward these instructions assume you choose option: "8.b"
 - 9.a) Do not click the: "X" in the upper right corner or anywhere outside of the white box.
 - 9.b) (If you click this you will still move forward but with a **default avatar** not of your choosing.)

10. On the next screen you will see your chosen RPM avatar and have the options to adjust it's appearance.
11. ☆ If you **already have a RPM account** and an avatar saved, you can click the gear: “⚙️” in the upper left to enter your RPM credentials and access your existing Avatar(s). Use the “Sign In” option.



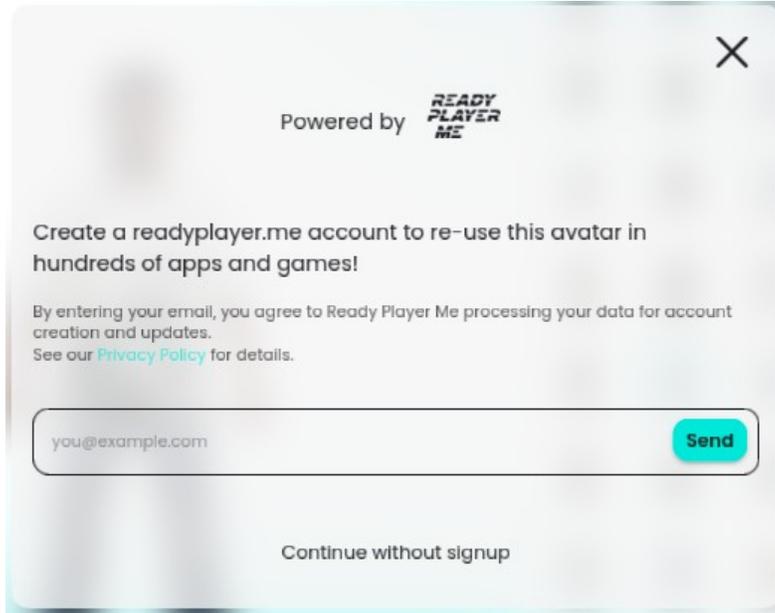
12. Adjust the look of your Avatar:

- Use the icons on the far right columns to adjust Facial features, Hair, Clothing, etc...



13. When completed you can click “NEXT →” in the upper right to Create an RPM account to save your new Avatar.

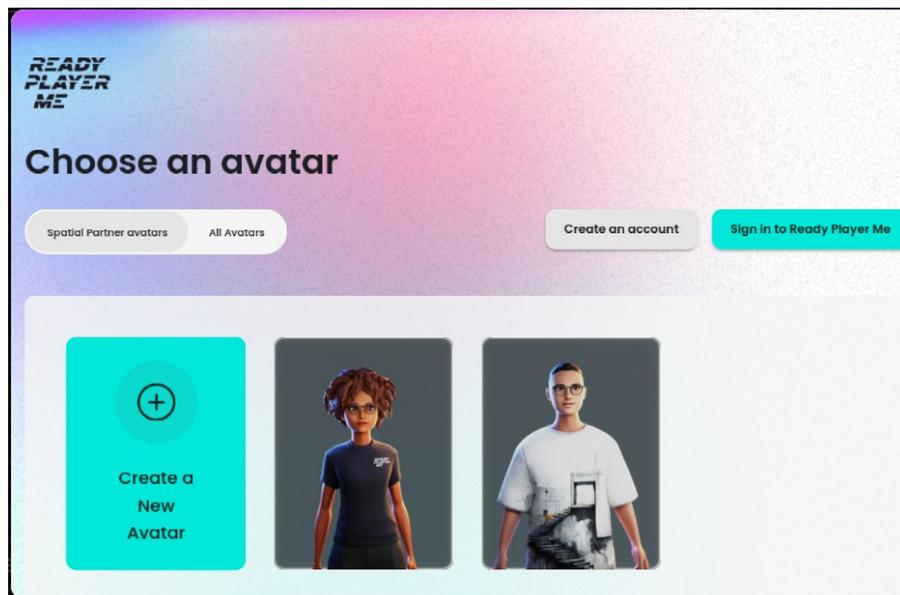
14. Provide the Email address you would like to use for your New RPM account. Follow the prompts.



15. If you click anywhere outside of entering your email, you will exit the RPM signup and be taken back to Step 6. on pg.6 above. Your new Avatar will be saved to your Spatial account only.

- Your Avatar is only saved to your account. You may not be able to edit it in the future.
- Go to the END

16. Click “Send” and you should be asked to enter your password. You may instead be presented with a screen similar to the following:



17. If you get this, simply click “Create an account” button and follow the prompts.