

Tech Note: Cheat Sheet for Gagl Moderators

If the Moderator will also participate in the Gagl, be sure to have a headset plugged in to your computer or phone. Gagl requires the use of headsets for all participants. This removes audio distortion that can be caused by acoustic echo cancellation. [Refer to our tech note for more information.](#)

Watch your email for the “You’re Invited” email from gagl@comrex.com (Fig. 1). When it arrives, click the link in the email and setup your password (Fig. 2). Make note of your Gagl username found in this email!

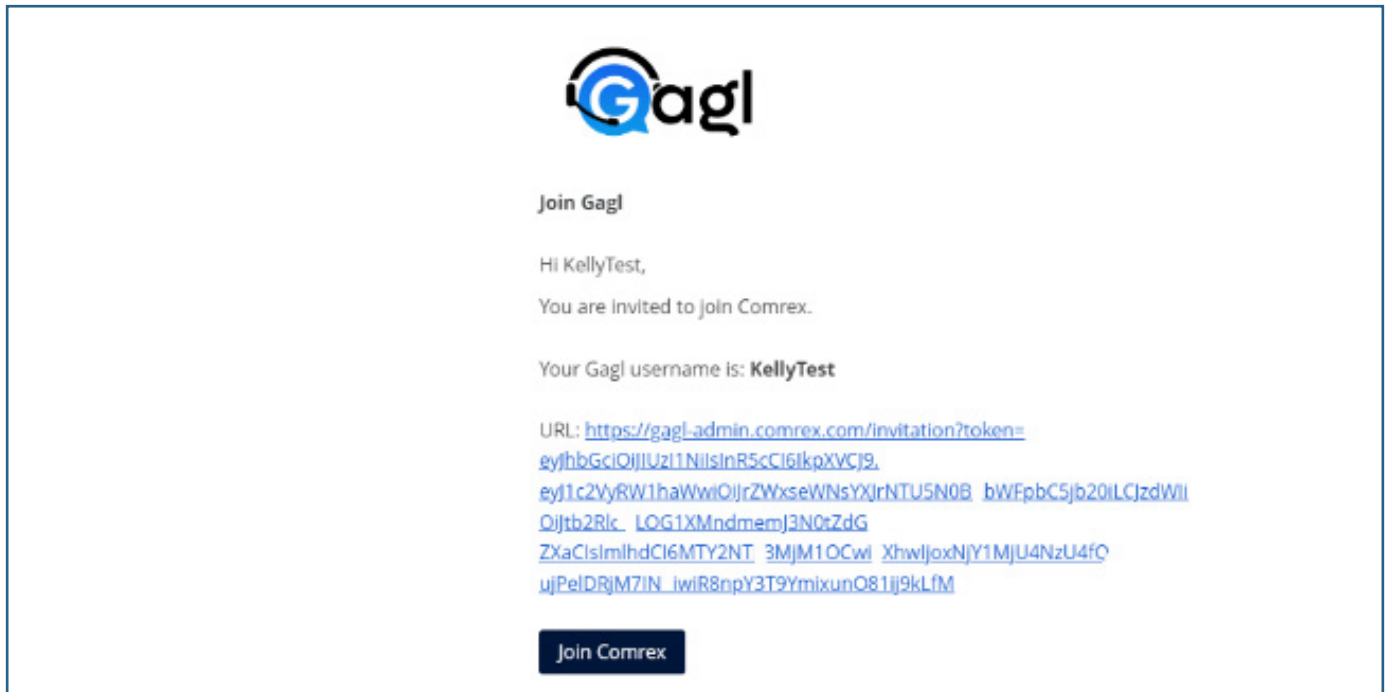


Fig. 1 - Gagl moderator invite email

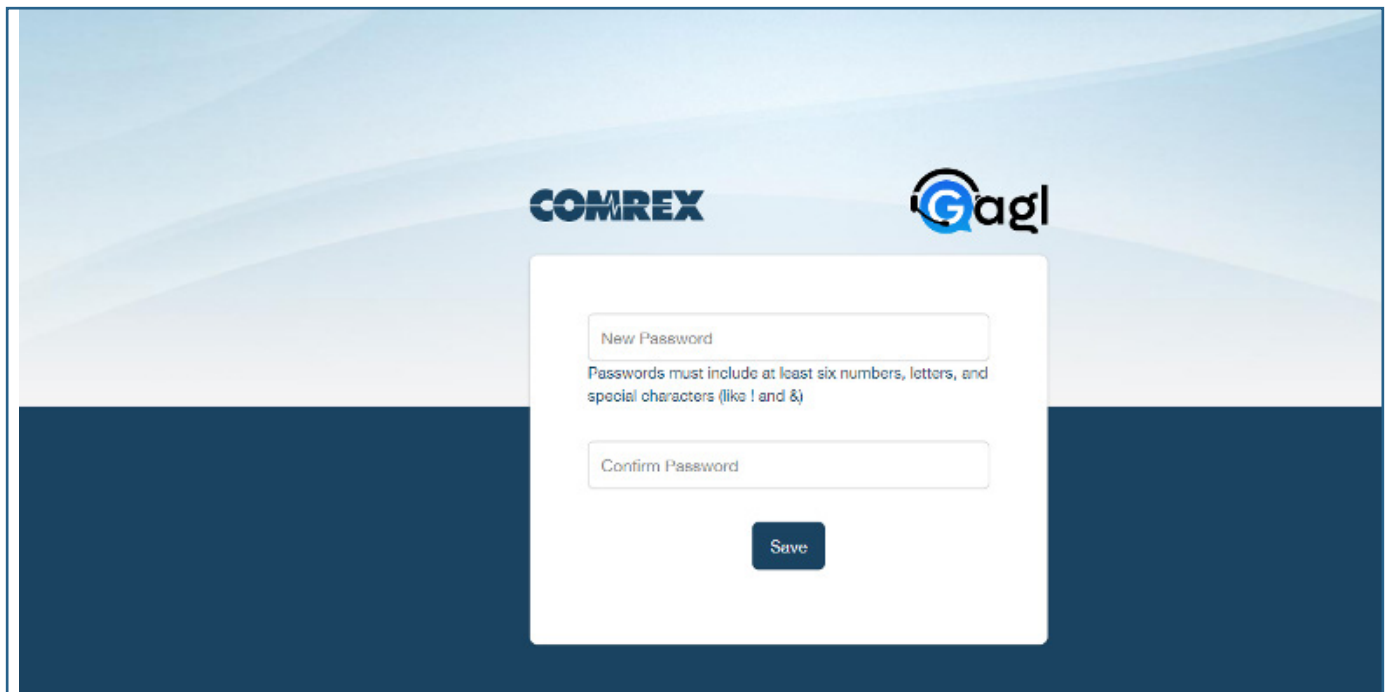


Fig. 2 - “Create Password” form

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The password is case sensitive and must include at least six numbers, letters and special characters (like ! or &)

Once you have successfully created your password, you will be redirected to gagl.comrex.com, the Gagl login page (Fig. 3). Use the username from your invite email and the password that you just created to login. Both the username and password are case sensitive!

Note: If you are also an Admin, it is very important to be sure that you logged out of the Gagl Admin panel prior to logging in to Gagl as Moderator.

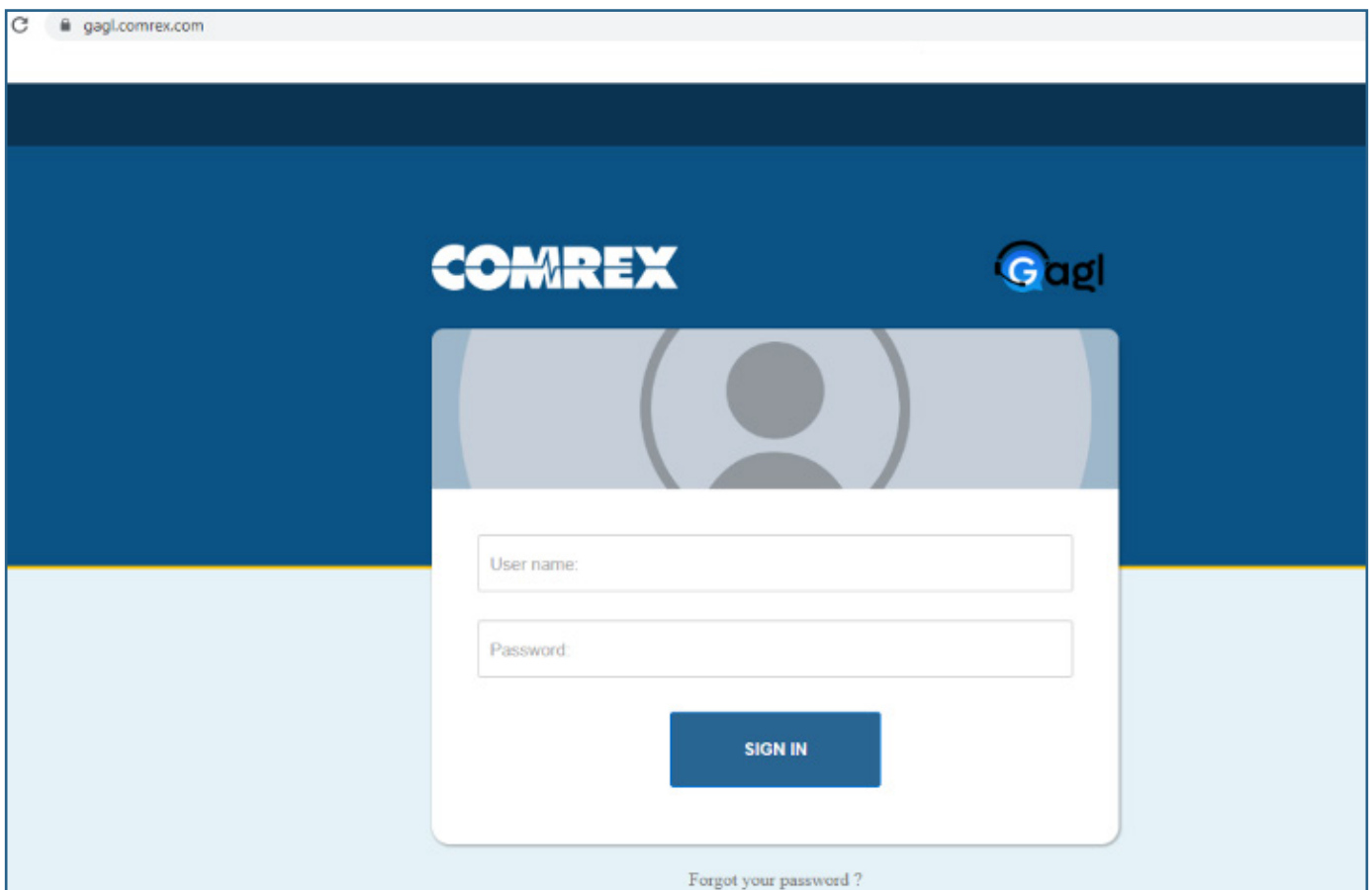


Fig. 3 - Gagl login screen

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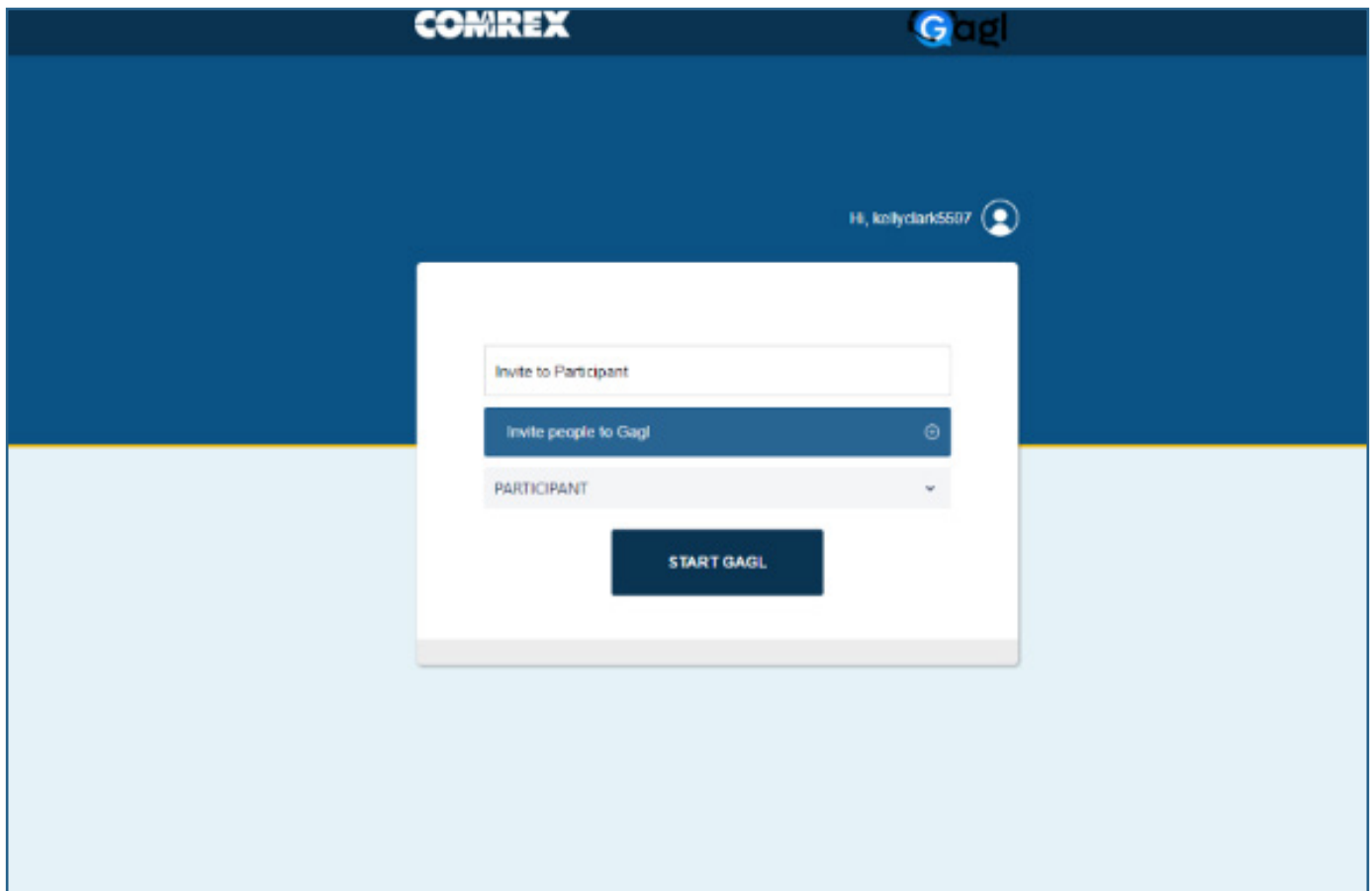


Fig. 4 - Gagl moderator invite screen

Click on the “+” next to “Invite people to Gagl” (as shown above) and fill in the Guest Name, Email address and the message fields as seen below.

Tip: To add more guests, up to 4 total, to this Gagl, click on the “+” in the lower left of the Invite More People screen.

Once you have added all Guest information, Click Invite (Fig. 5, following page):

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Fig. 5 - Send invites

The drop down menu defaults to **Participant**. This is where you assign yourself, the Moderator, as a Participant or Silent. (*Producer feature not yet supported*)

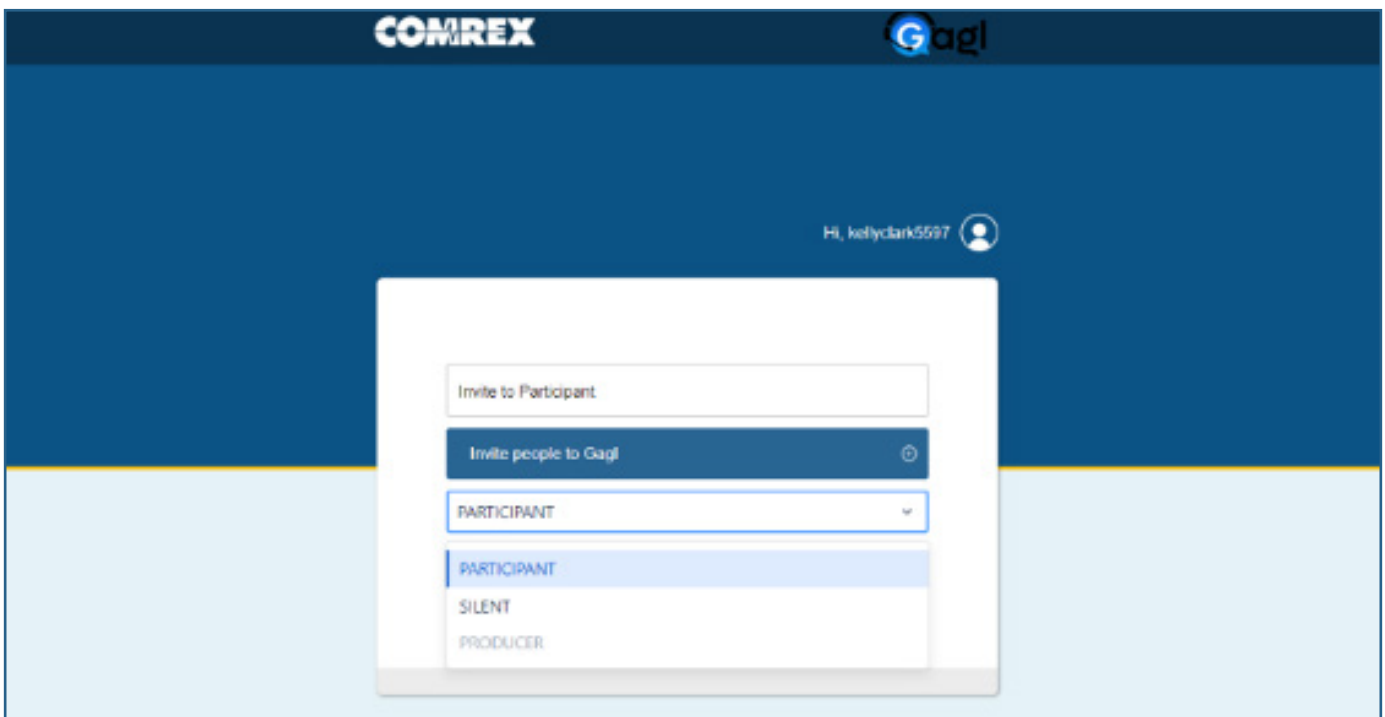


Fig. 6 - Designate "participant" or "silent"

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Once you have clicked “Participant” or “Silent”, you will see a button named **“Start Gagl”** (Fig. 3). Clicking this button will send the invites to the Guests whom you invited.

Gagl Moderator Dashboard

Figure 7 shows the Moderator Guest list screen:

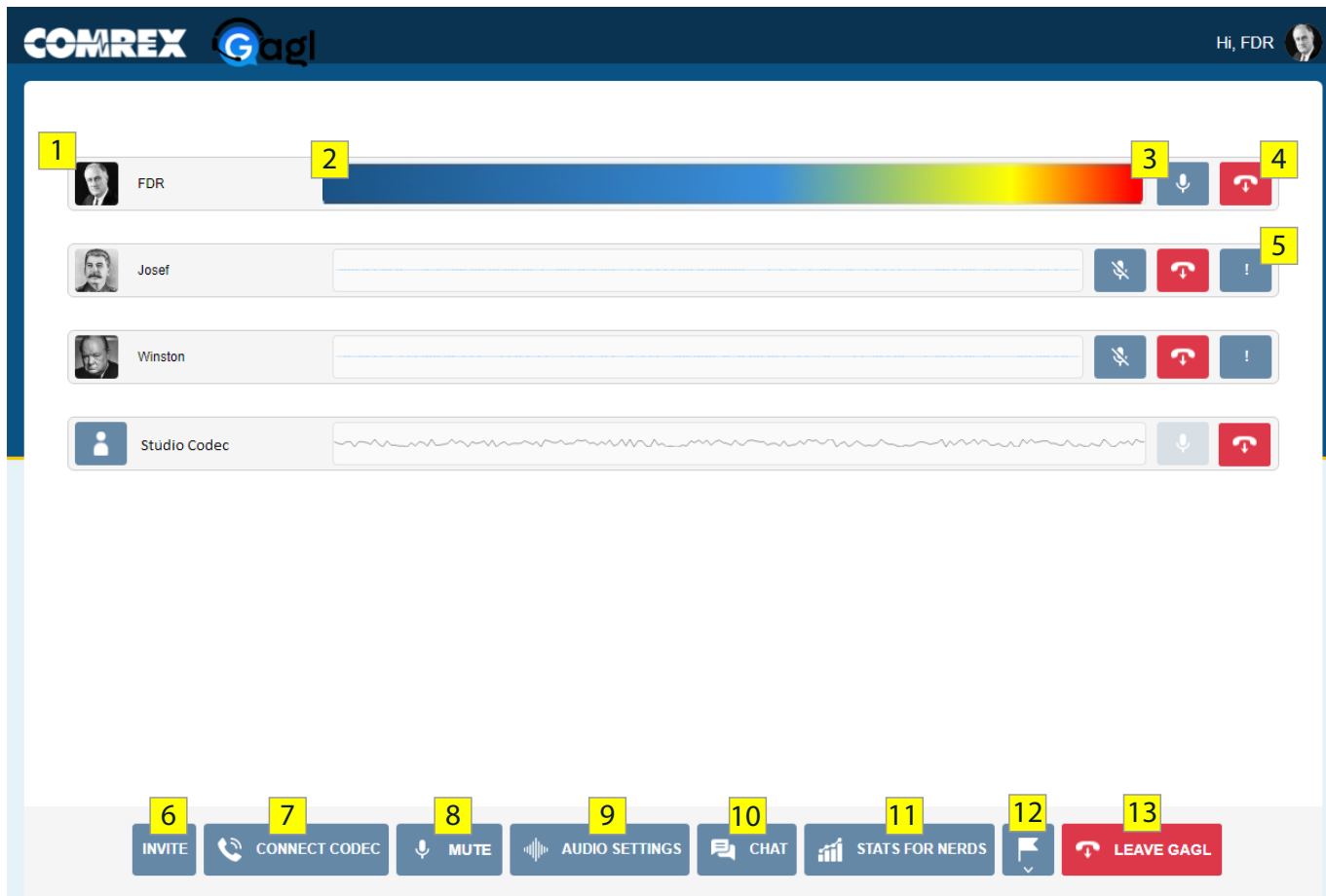


Fig. 7

The functions are outlined below:

1. **Guest list:** An entry will appear for each Moderator, Guest and codec participating in the Gagl.
2. **Audio Meter:** When a Gagl participant speaks, their audio will be reflected here.
3. **“Mute/Unmute Guest” button:** The Moderator can mute and unmute each guest via these buttons.
4. **“Leave Gagl” button:** The Moderator can remove each Guest from the Gagl via these buttons.
5. **Request Unmute button:** If guest has muted themselves, the Moderator can send an unmute request here.

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6. **"Invite" button:** Issue email invites to additional Guests (works the same as Invite function on Gagl creation page).
7. **"Connect Codec":** Make a connection to the pre-configured codec address and add it to the Gagl.
8. **"Mute/Unmute Mod" button:** Mute the local Moderator's output audio to Guests and codec.
9. **"Audio Settings":** Choose the input (microphone) and output (speaker) devices on the local computer/phone. Also allows for a simple audio sanity check.
10. **"Chat":** Open a text chat window visible to all Guests.
11. **"Stats for Nerds":** Currently providing basic info on participants. Eventually will display connection stats.
12. **"Raise/Lower Flag":** Sends a notice to Guests that the Moderator wishes to speak next.
13. **"Leave Gagl":** Ends current Gagl and disconnects all Guests.