Conducting a Multi-Company Exercise

Open a browser (preferably Chrome, Firefox, Edge, or Safari) and navigation to https://ctc.simsushare.com.

Enter the CTC credentials (email and password) for your CTC license.

Navigate to the "Exercises" tab.

The list will show you any exercises that are currently running. If there are any exercises running currently, you can click on the name of the exercise and it will show you information about that exercise, including how you would tell participants to join (the exercise code). If you want to join this exercise as an instructor/organizer, then click "Join". If you want to terminate this exercise, click "Delete".

If you want to start a new exercise, press the "Create" button.

When you create an exercise, it will ask you to select

- **an exercise name** (shown to participants who connect)
- **an exercise code**: any alphanumeric text more than three characters that your participants will use to connect. If the code is in use already by someone else, it will tell you.
- **a simulation** to use for the exercise. The box will be populated with simulations you have loaded into your SimCloud.

When you have selected all of these, press "Create".

An exercise starts in the "Staging" area. You can wait here for participants to connect (in which case they will be held in a staging screen before entering the simulation), or you can press "Start" at any time to begin the exercise.
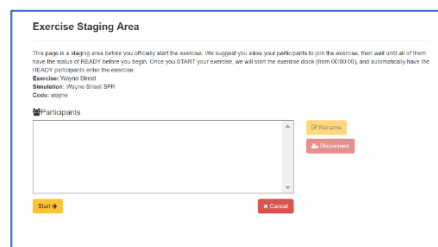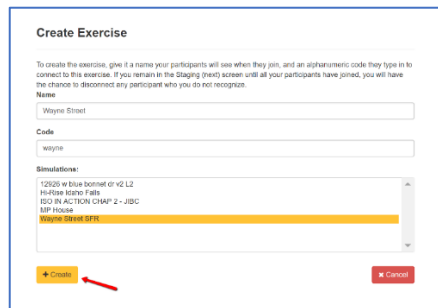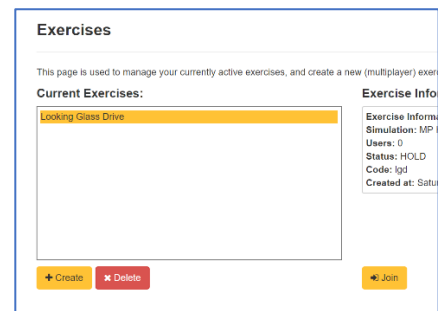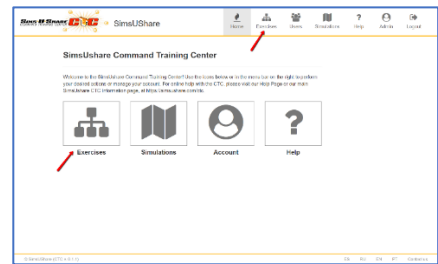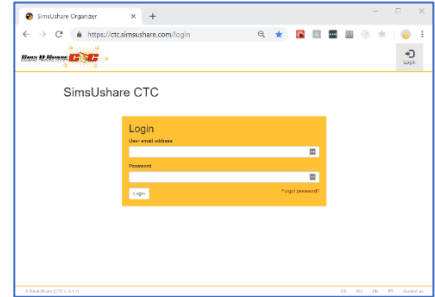
Tell the participants to open the CTC mode in the SimsUshare app -- main screen > menu > "Start CTC (Multiplayer) Mode".
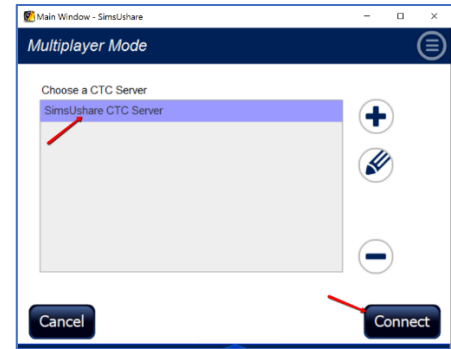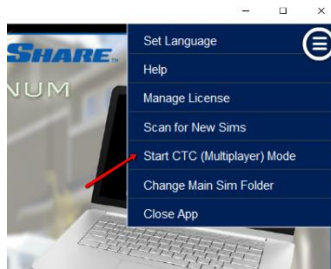

Choose the SimsUshare CTC Server from the list of CTC Servers, then press Connect.

Tell your participants to enter the **exercise code** and their unit name. The app will connect to the CTC Server, which may take a few seconds. Press "Join".

If the Join button remains grey, SimsUshare is telling you that either you have not entered one or both of the entries above, or it cannot connect to the CTC server properly. Please see your administrator or contact us for help.
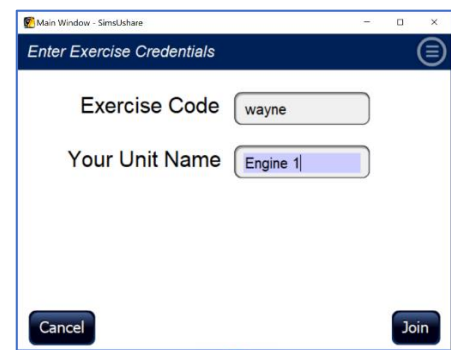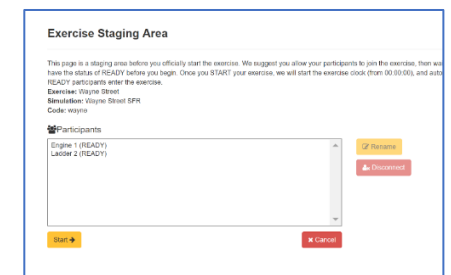

Once the participant connects, the app will download the exercise simulation if necessary, and when done, hold the participant in the Staging screen.
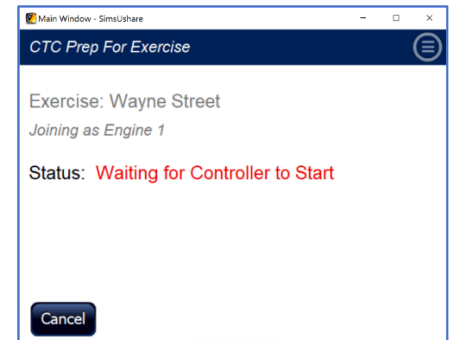

Back at the instructor/organizer's panel, when you are ready to start the exercise, press "**Start**".

The participants will automatically enter the exercise at the initial location of the simulation.

Your exercise dashboard consists of the following:

- **Current exercise time**: gives you a running clock on the total exercise time. You can pause or reset the exercise time;
- **Exercise information** (exercise name and code): this can be useful to remind yourself of the code you used in case you want to add participants after the exercise has started;

- **Dashboard of participants**: the main action area. You will see a grid of the locations in the simulation. You will see tokens for each participant—even as they move—which you can drag-and-drop to wherever you want to place them;
- **Preview windows**: a floating window in the bottom right that shows a visual preview of whichever location you click on (clicking on the location title), or, if you click on a participant token, it will show you a visual of which location the participant occupies (even as that participant moves). Beneath the dashboard, there are two additional panels: the panel on the left duplicates the floating window behavior, and the panel on the right – a view that you can navigate through the simulation that no one else sees;

- **Communications panel**: Send short text messages to All participants or specific participants (choose the target);
- **Running transcript**: a transcript of actions performed in this exercise.
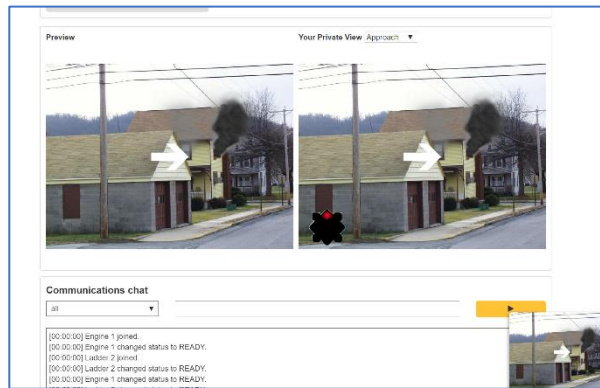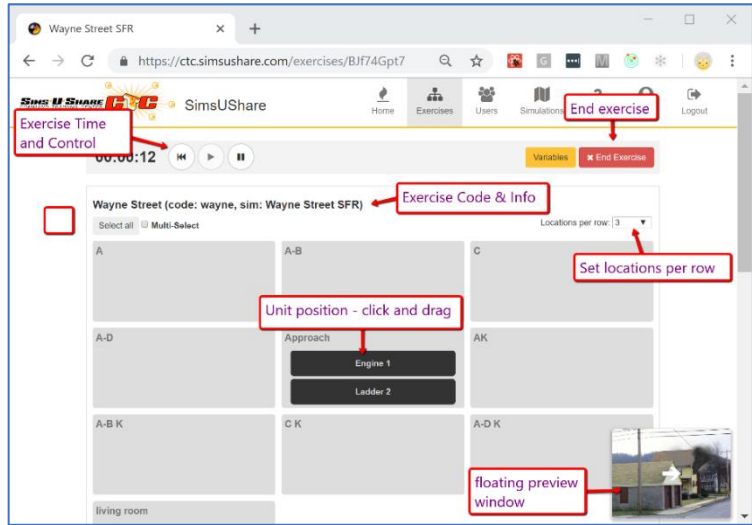
If you lose your connection for any reason or you are no longer in the Exercise Management screen, open the CTC, go to the "Exercises" tab, click on the name of the exercise and press the "Join" button.

Terminating the exercise. When you are finished with the exercise, click the red "End Exercise" button near the top of the screen.