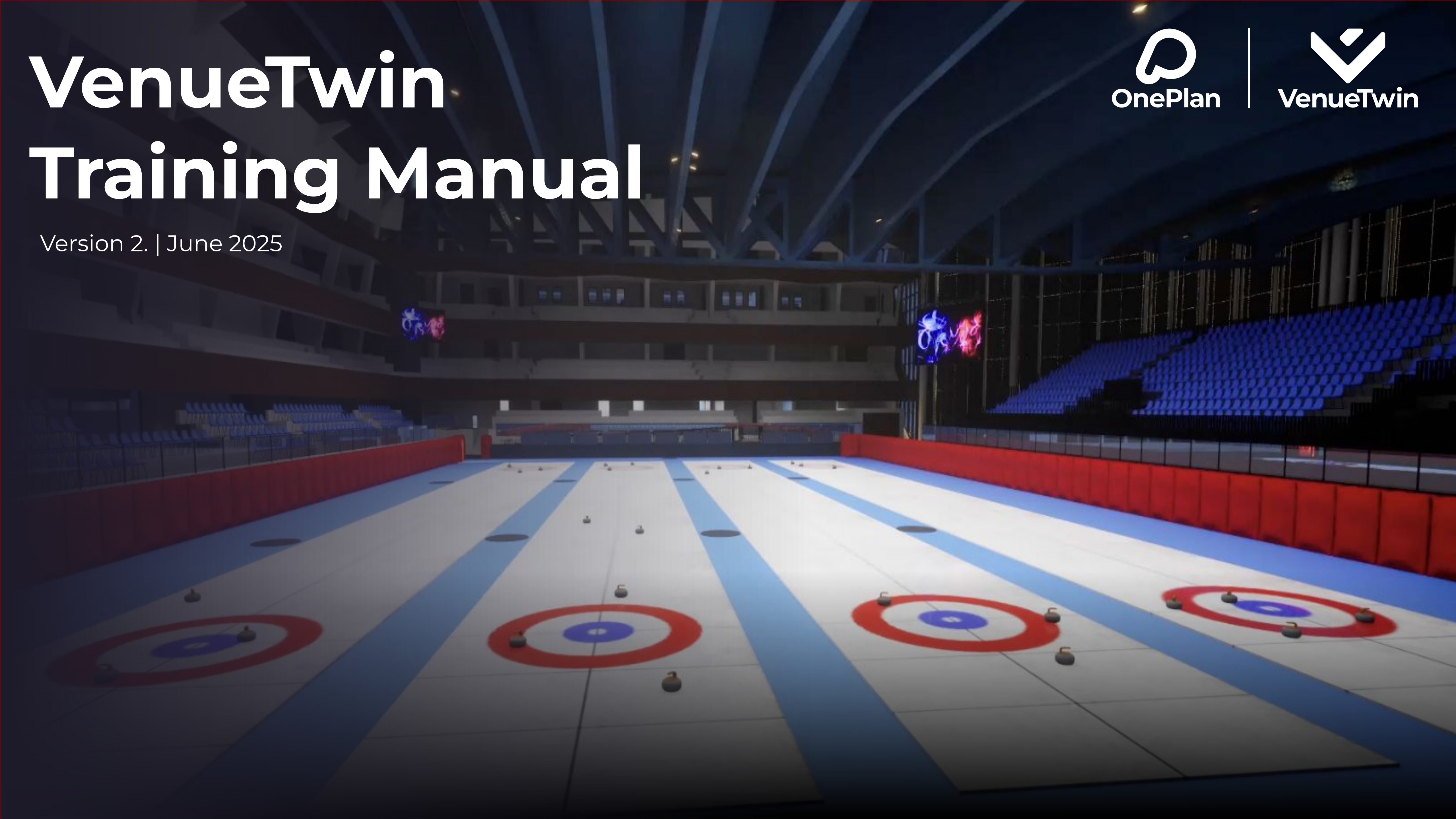


VenueTwin Training Manual

Version 2. | June 2025



Agenda



VenueTwin Overview **03**

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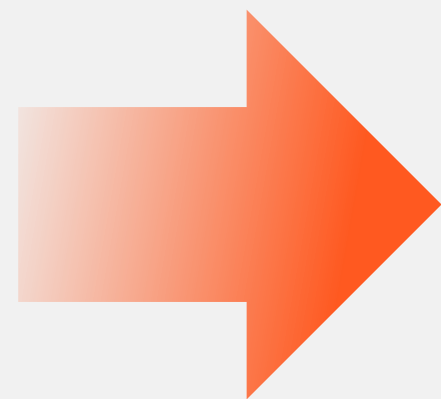
Support **26**

VenueTwin Overview

How can VenueTwin Help YOU?

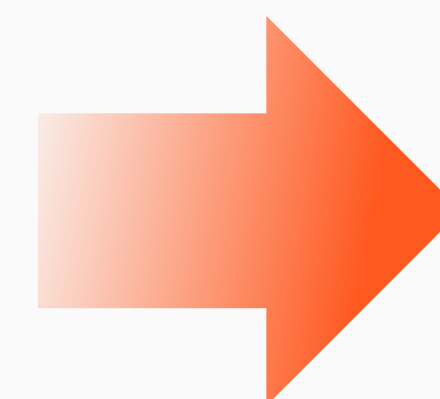
Private Login

Access to the 3D models in VenueTwin is strictly for your personal use and cannot be shared or transferred to a third party without authorisation from MiCo26.
3D usage is confidential and limited exclusively to internal use.



Virtual Visits

Having access to live models, which are accurate to provided CADs from VDO gives users the opportunity to have virtual visits of the venues, without having to fly to the location. This is more time convenient and also reduces Co2 emissions!



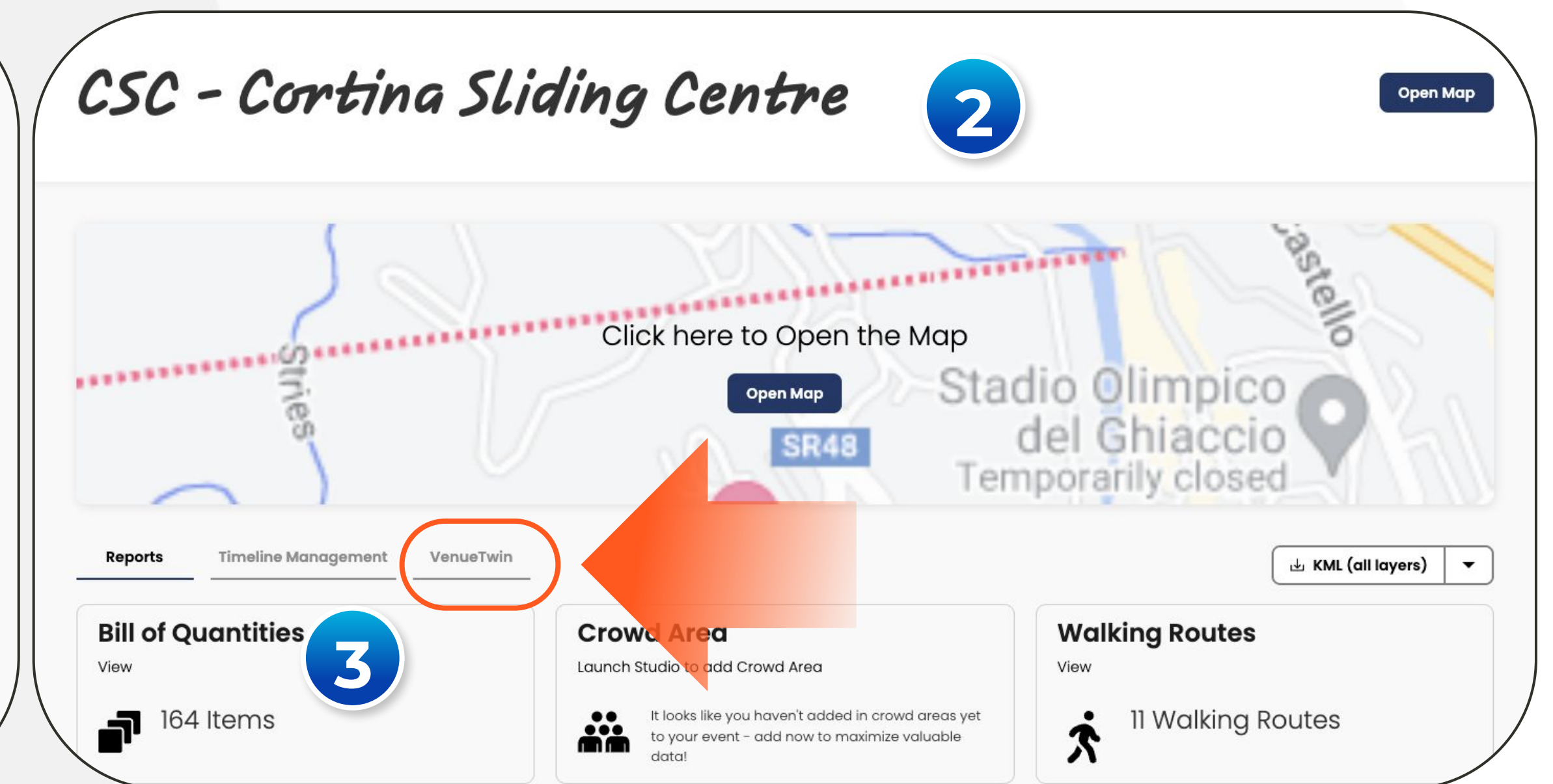
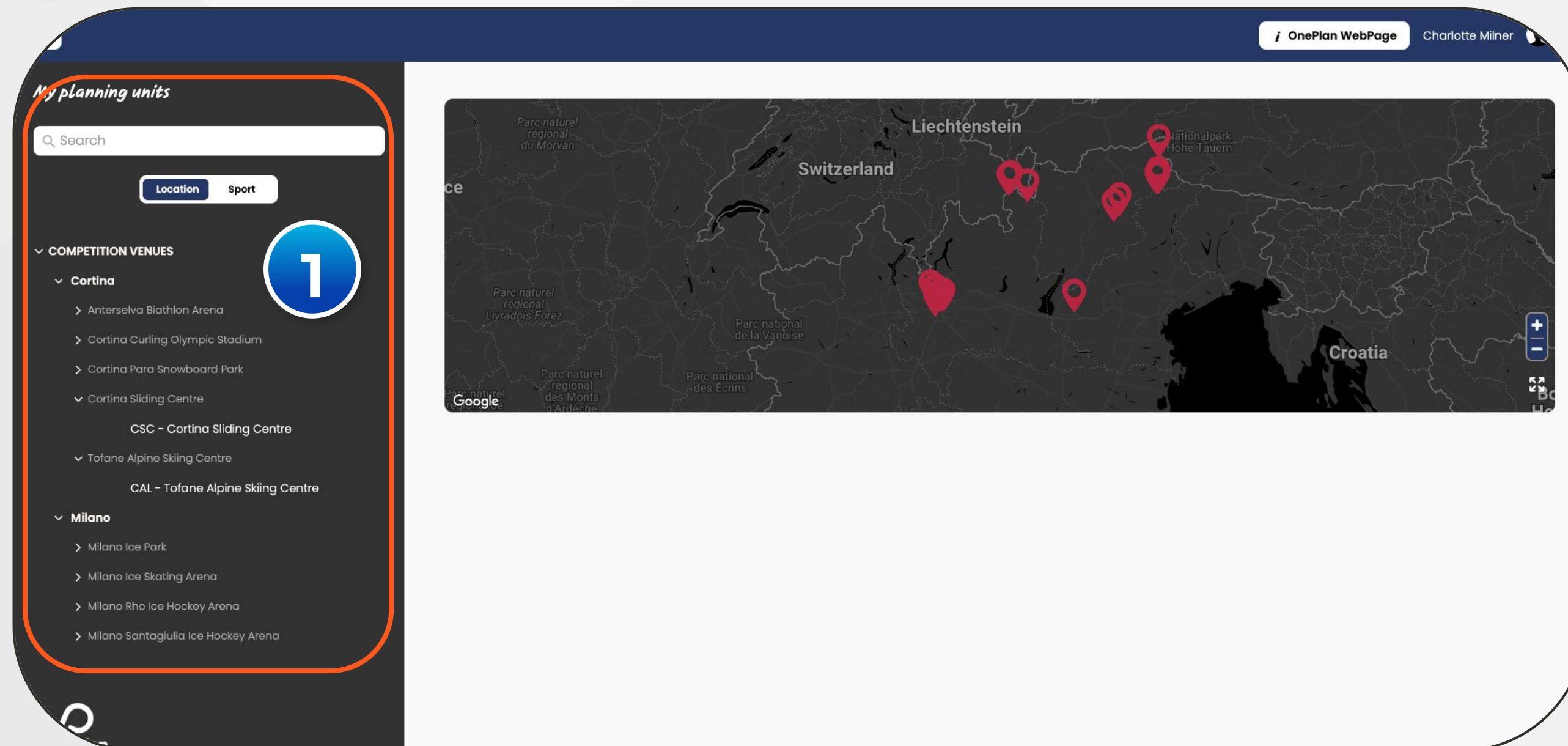
Venue Visualisation

Want to see what the venue would look like in certain weathers, or at a certain time of day? This can easily be done in VenueTwin, along with measuring distances and considering placement of objects.

Connect to VenueTwin

Connecting to VenueTwin

- 1 To access VenueTwin, login to OnePlan and select the venue that you wish to view in VenueTwin in the left hand menu.
- 2 This will open up the venue dashboard.
- 3 From here, select the VenueTwin tab as shown below.



Connecting to VenueTwin 2/4

After selecting VenueTwin, you will be taken to the below page.
From here, please select **'restore session'** or **'Start VenueTwin'** if this is your first time!



ReportsTimeline ManagementVenueTwin

START VENUE TWIN

High Traffic Alert: During peak access times, starting a session to load and view a MiCo venue 3D model may take longer than usual. Please stay patient, and we'll get you connected as soon as possible. Thank you for your understanding!

You have not run Venue Twins yet. It's worth it!

Start Venue Twin

ReportsTimeline ManagementVenueTwin

START VENUE TWIN

High Traffic Alert: During peak access times, starting a session to load and view a MiCo venue 3D model may take longer than usual. Please stay patient, and we'll get you connected as soon as possible. Thank you for your understanding!

Your Venue Twin was closed 4 minutes ago

Restore session

Connecting to **VenueTwin** 4/4

Your VenueTwin will begin to load, please wait for this process to finish.
After a while, you will be able to select '**join session**' to enter your Venue Twin!



Visualise and Navigate in VenueTwin

General Overview



Walk or fly

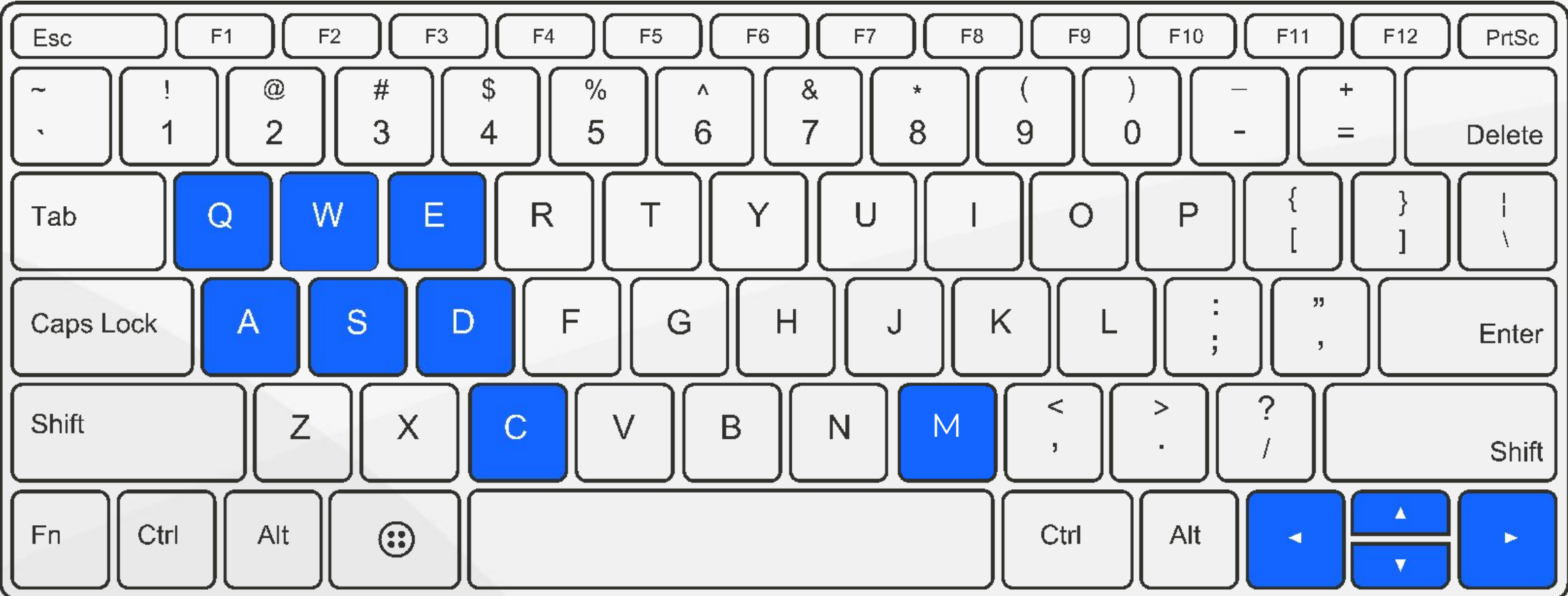


Main Menu

Navigate in VenueTwin

Here are the main commands to navigate in VenueTwin

QWERTY



AZERTY



QWERTY

AZERTY



Main Menu



Move Forward



Move Backward



Move Left



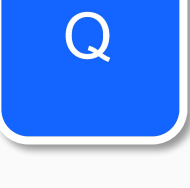
Move Right



Fly/Walk



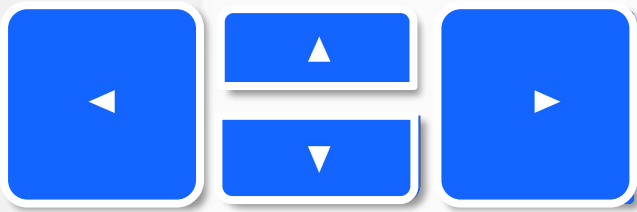
Fly Upwards



Fly Downwards



Turn Left



Look Up

Look Down

Turn Right

Using a Mouse in VenueTwin

Your mouse can be used for orientation and movement within VenueTwin if you prefer to use your mouse instead of your arrow keys on your keyboard.

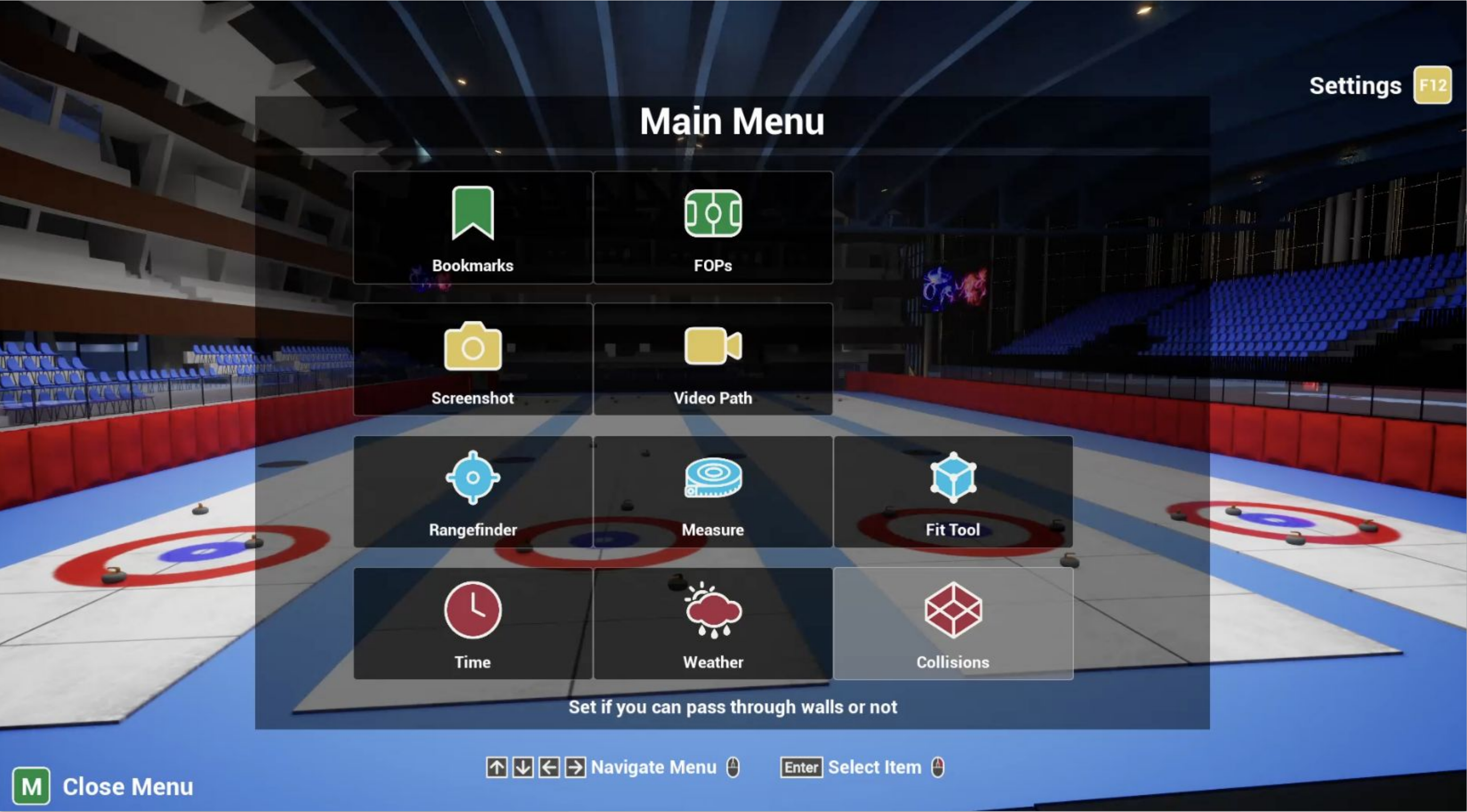
By clicking on the screen, you give the power to your mouse, so now when you move your mouse this changes the direction/orientation of your movement.

If you no longer want to use the mouse for orientation, simply hit your esc key on your keyboard.



VenueTwin Main Menus

Main Menu



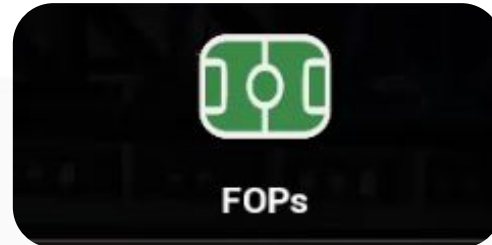
Change the weather



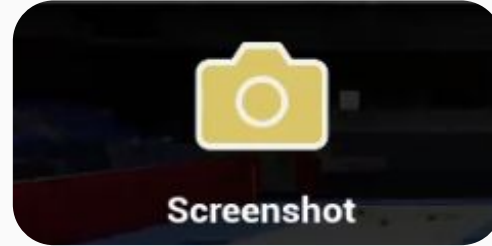
Turn collisions on and off for walls



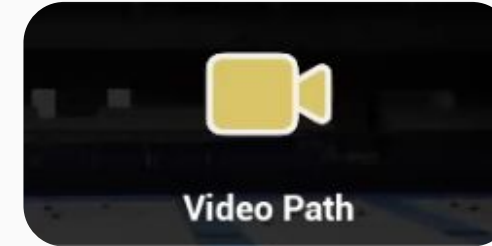
Add and edit bookmarks to save location points



Change the field of play (where relevant)



Take a screenshot with VenueTwin control icons removed



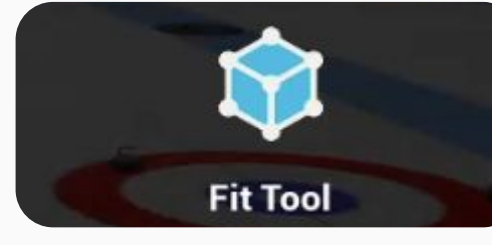
Create and record a HD video along a user-defined path



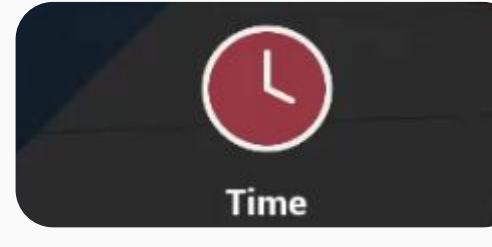
Measure distance and angles using a rangefinder



Measure distance between two objects

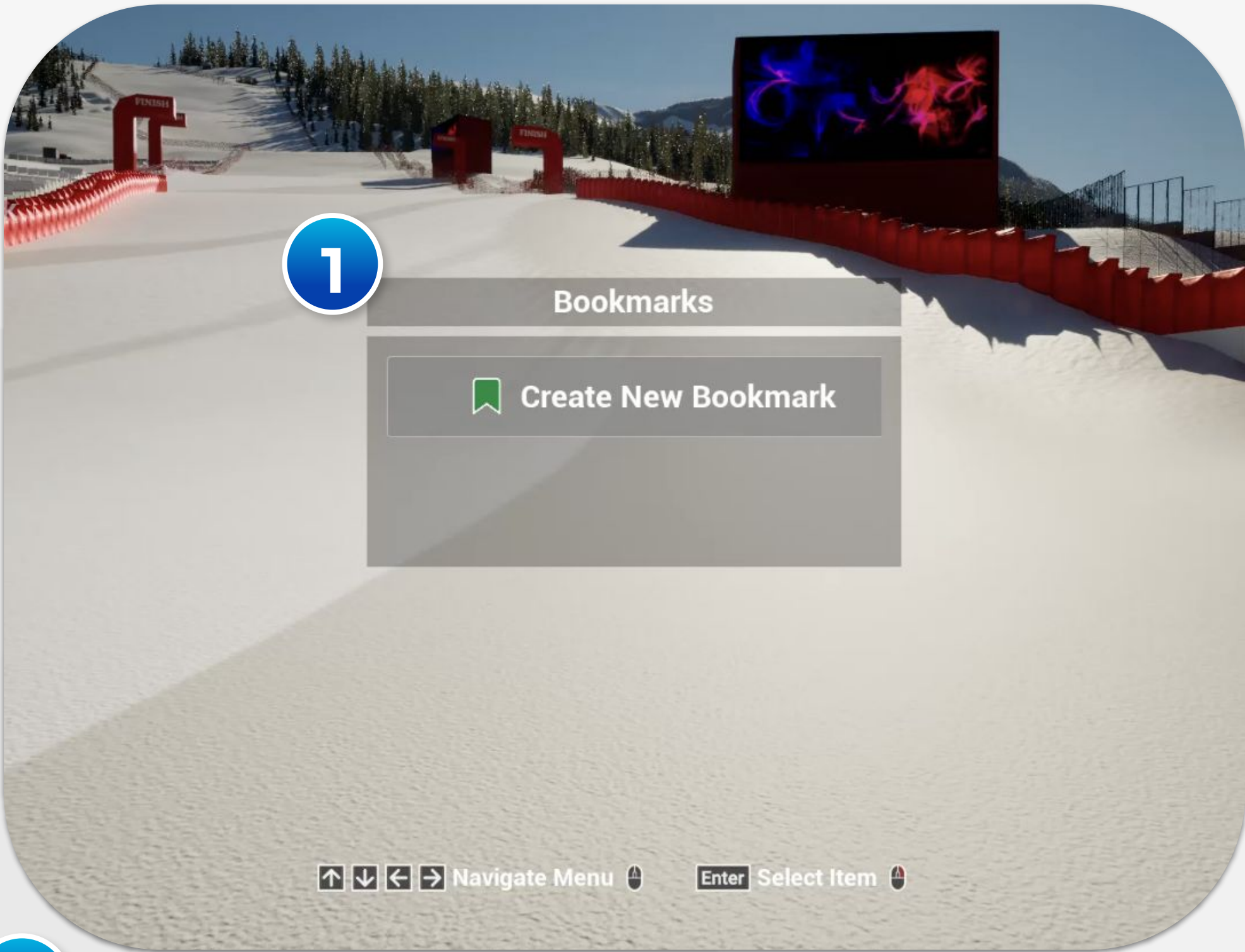


Measure object size vs space



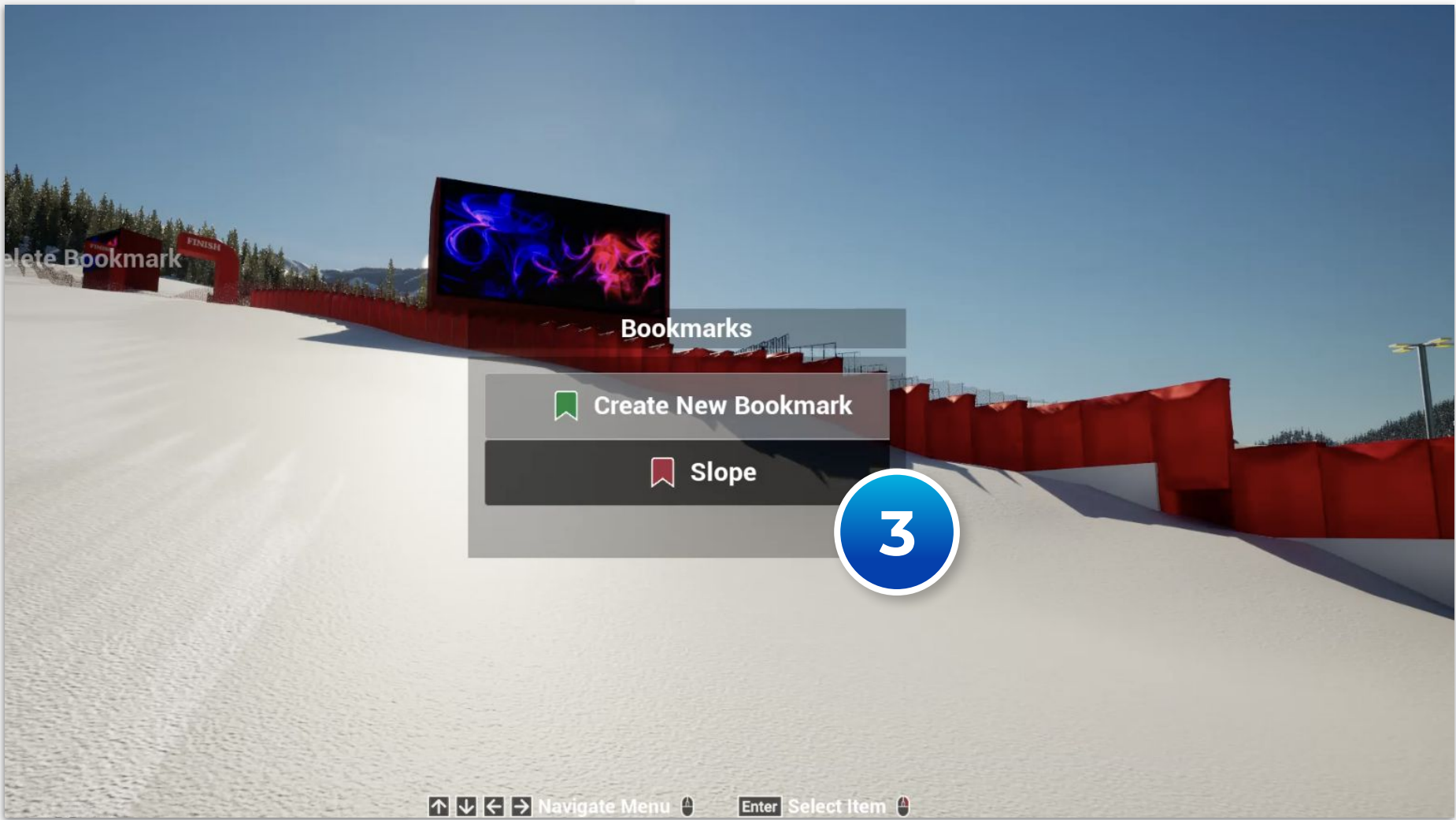
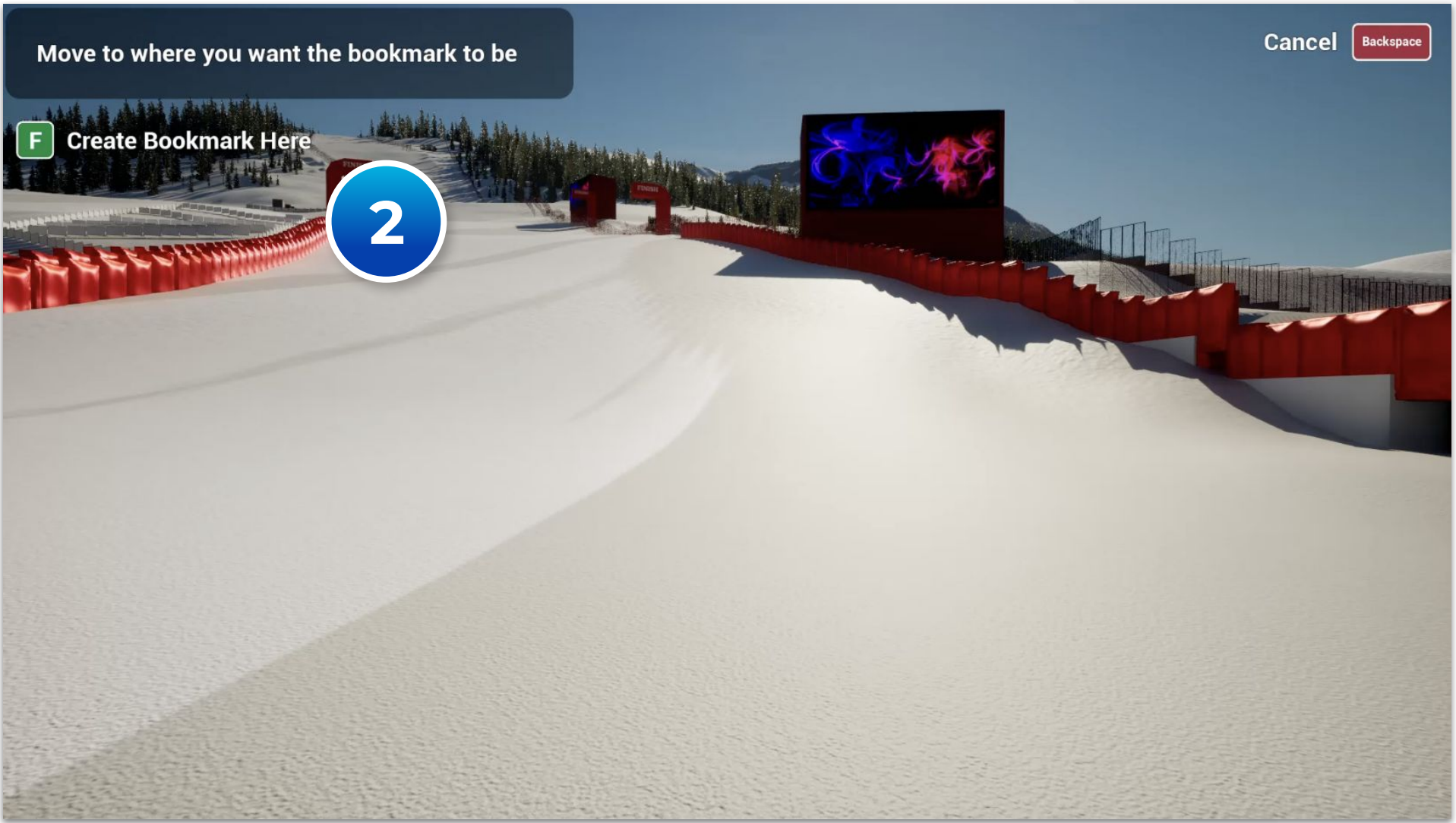
Change time of day

Bookmarks



1 Creating a bookmark allows a user to jump immediately to that location. After selecting 'Bookmark' from the menu, you are able to create a new bookmark by selecting this from the menu using enter.

Now please move to the location where you wish the bookmark to be and hit 'F' on your keyboard.

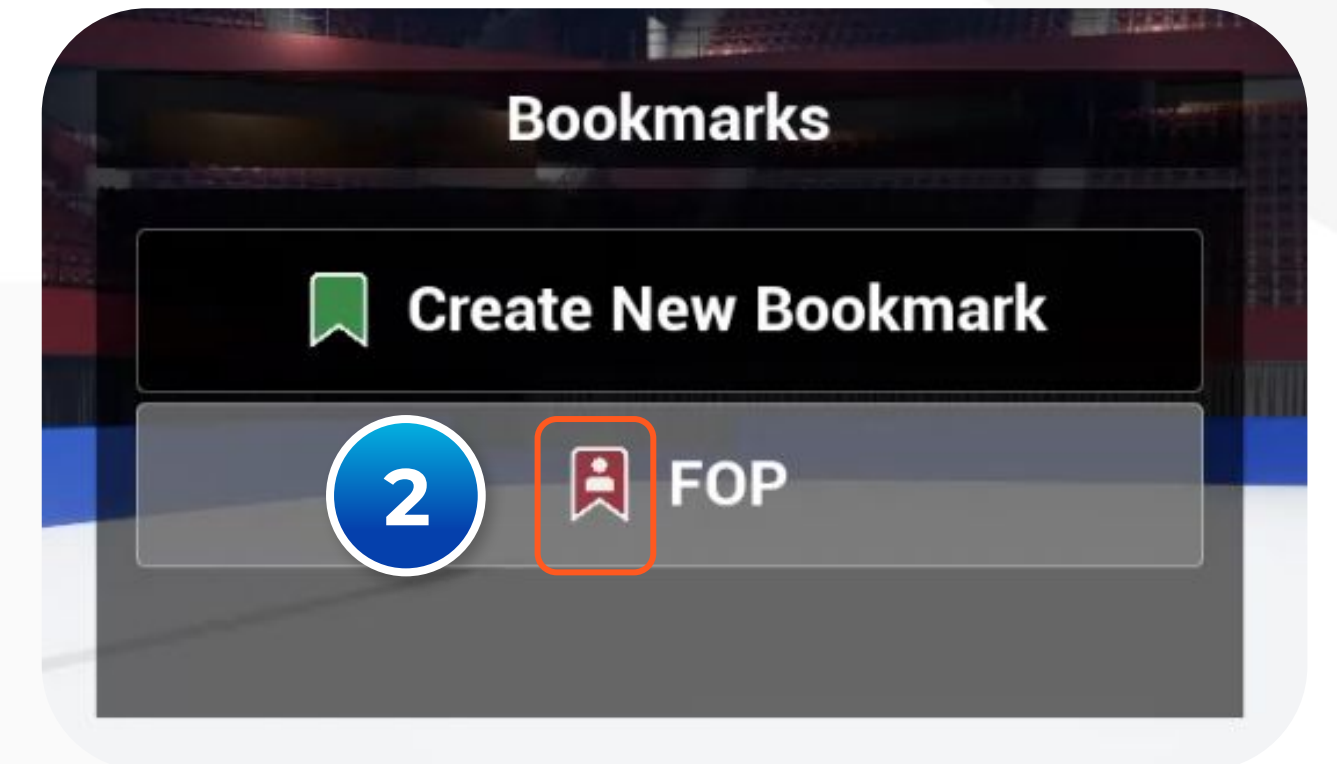
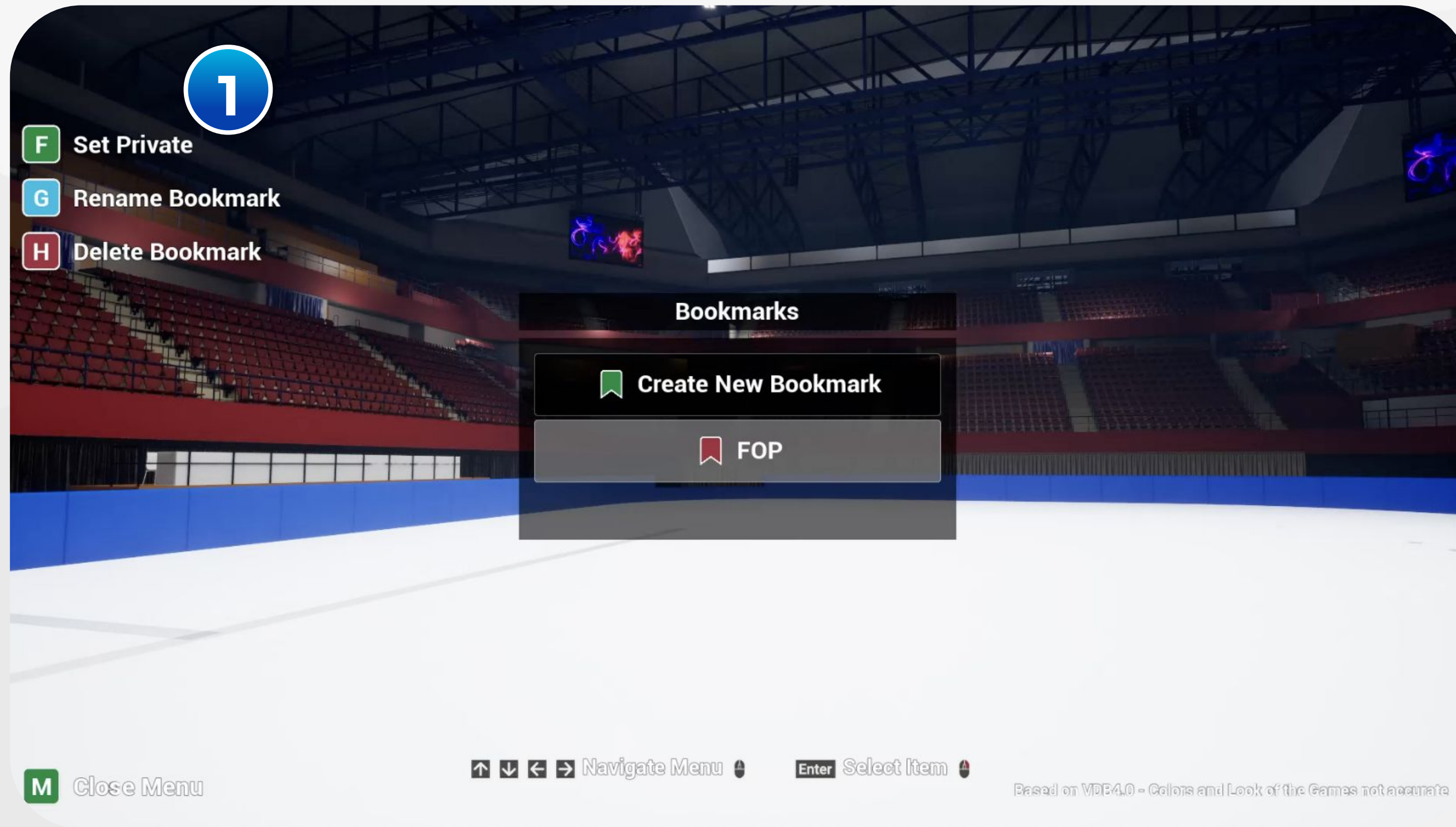


3 You are then able to rename this bookmark and this will be available for all users to use if needed, to enable quick travel around a venue.

Bookmarks

1

You can choose whether your bookmark will be private or public by hitting 'F' on your keyboard when you are in the bookmarks menu



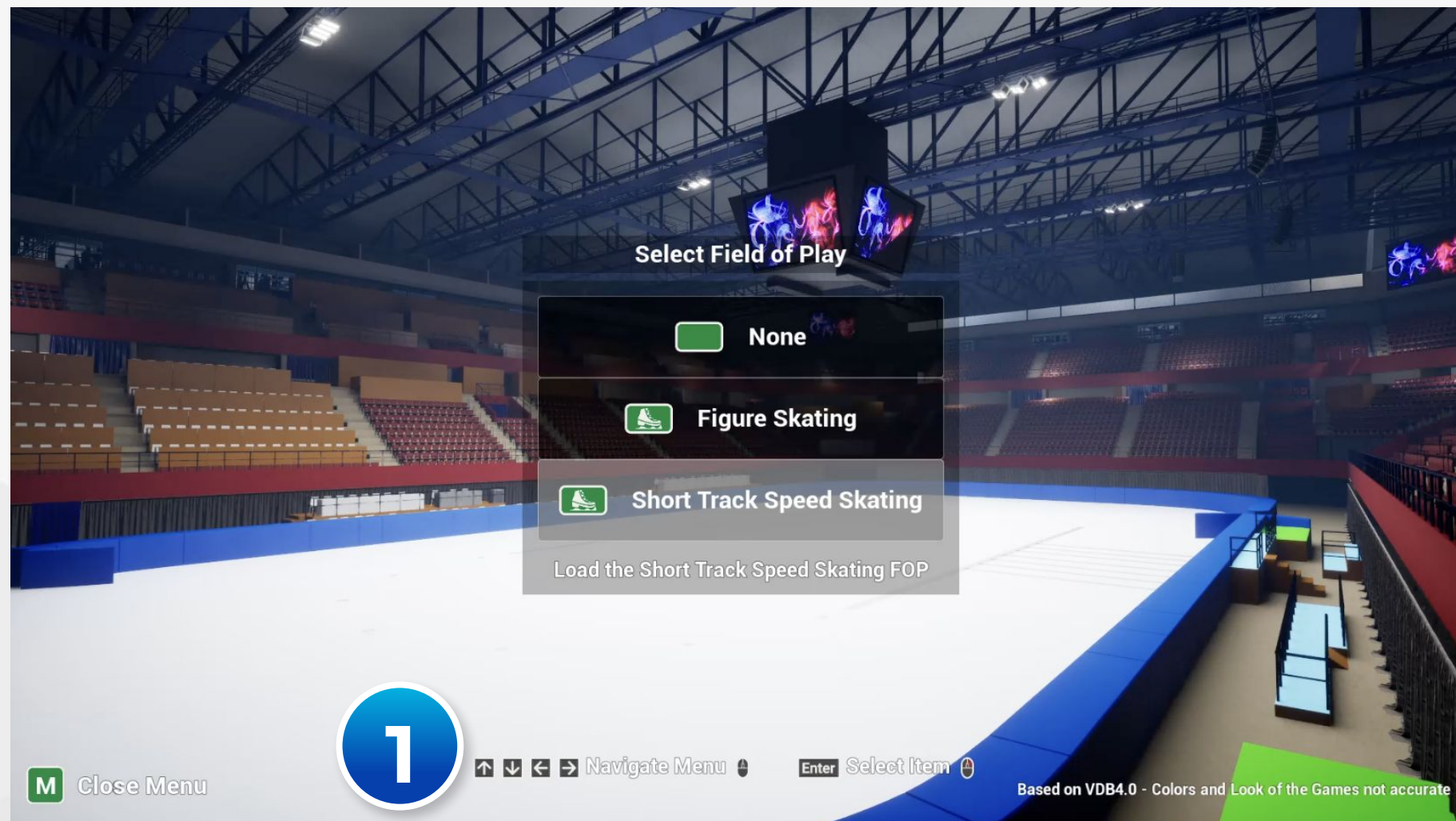
2

Once your bookmark is private, you can confirm this by seeing the small avatar icon on the bookmark. If there is no avatar, your bookmark is public.

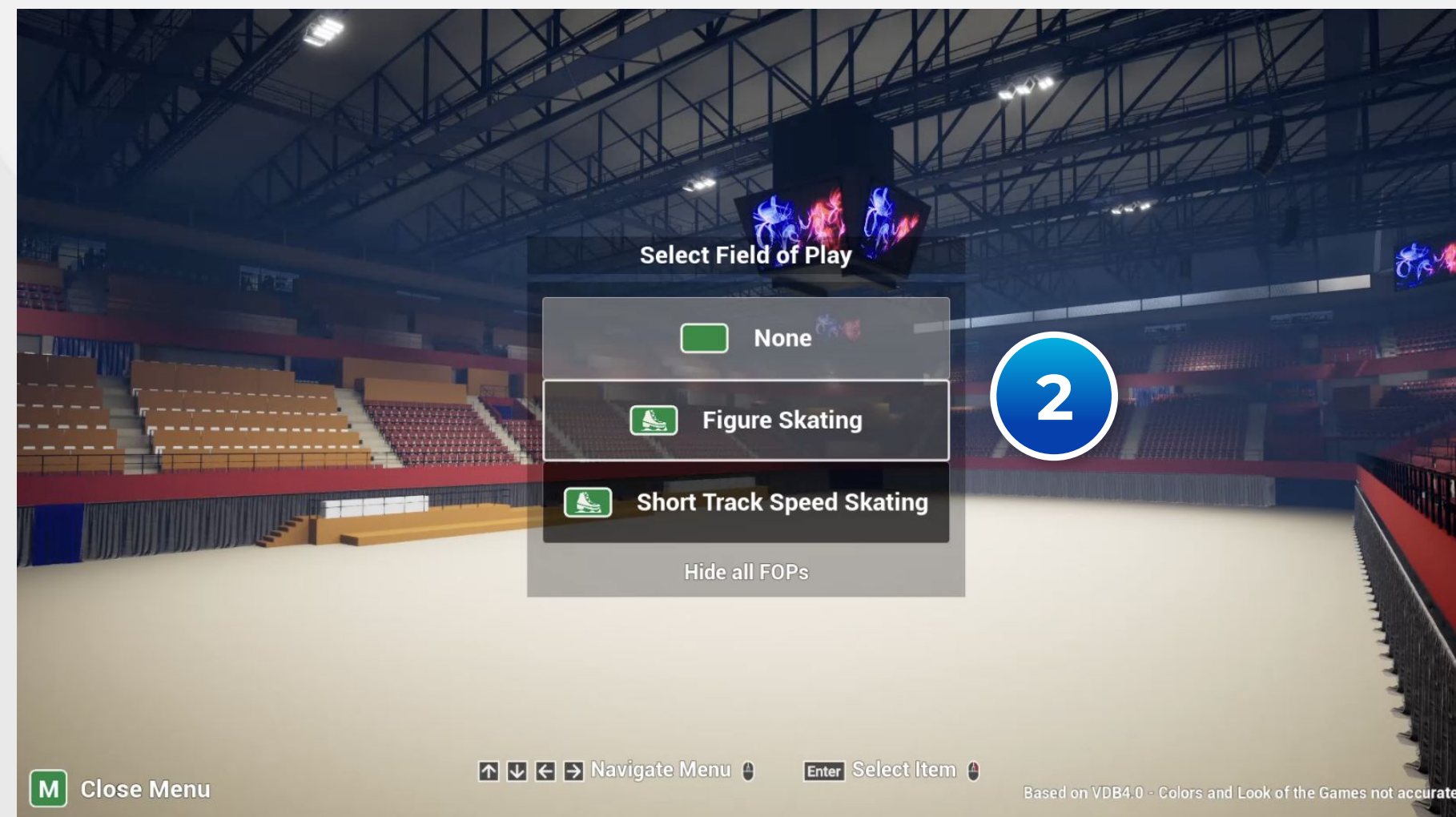
- Please note, you cannot modify a bookmark that has been created by somebody else
- Bookmarks are set to public automatically, so if you want to keep yours private please follow the steps above.

FOPs

Does your venue host a variety of different sports, which changes the field of play? If so, you have the ability to change the field of play within VenueTwin, allowing you to visualise all potential setups within the venue.



(In the first image we have the short track speed skating FOP showing, and on the below image we have 'none' showing)

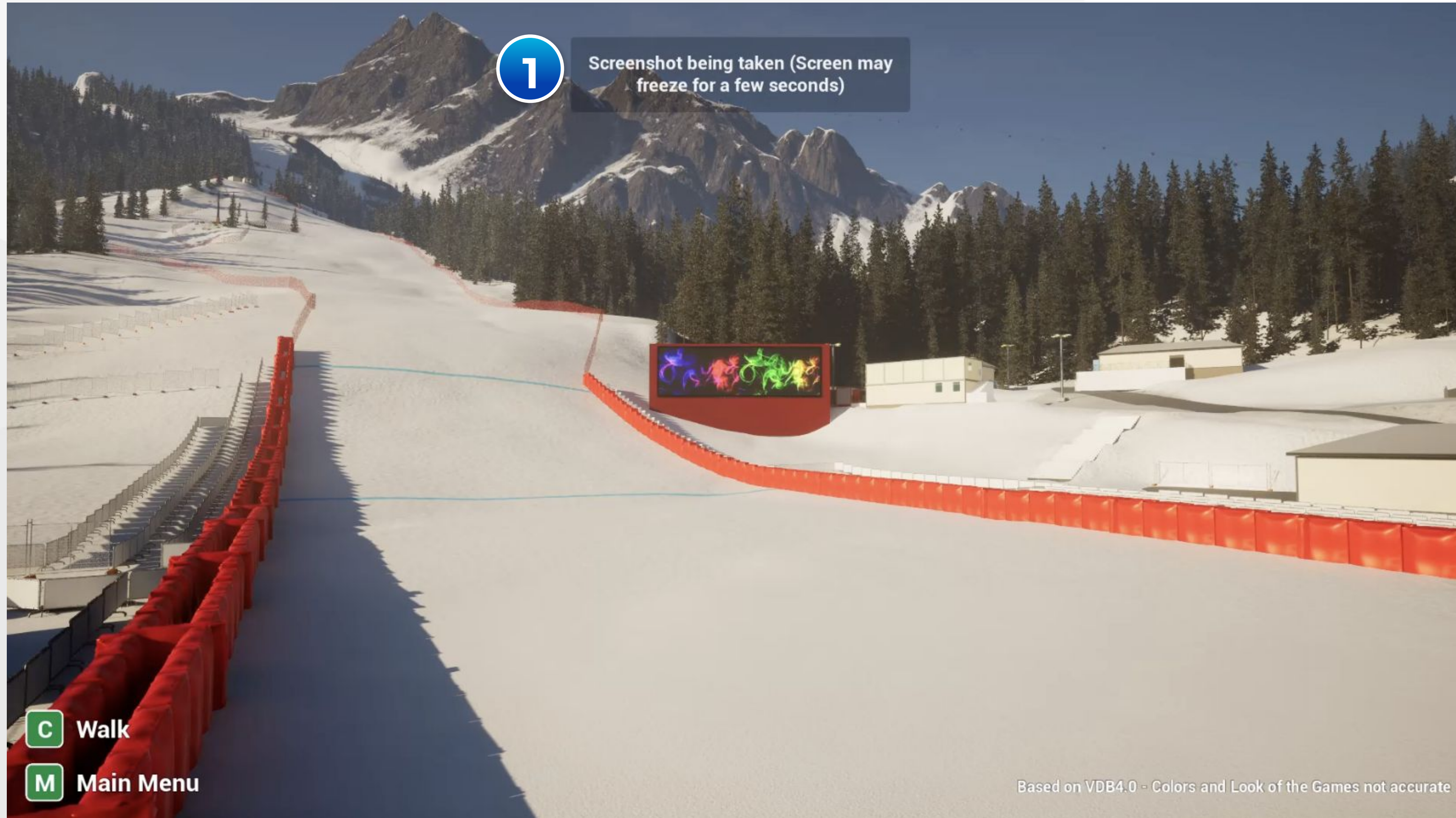
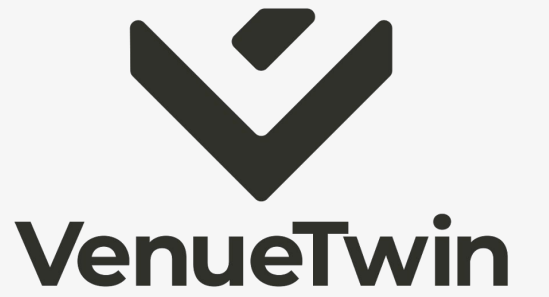


1 To do this, choose the FOP option from the main menu.

You are then able to use your arrow keys to select the relevant FOP, and this will change immediately in your VenueTwin.

2 This is super helpful when working with different sports, coaches and athletes, as well as any relevant planning committees.

Screenshot



From the main menu, you are able to select the Screenshot option, to get a high resolution image of what is displayed on your screen from within the VenueTwin.

1 The screenshot is taken automatically, based on what is displayed, and is then downloaded straight to your computer.

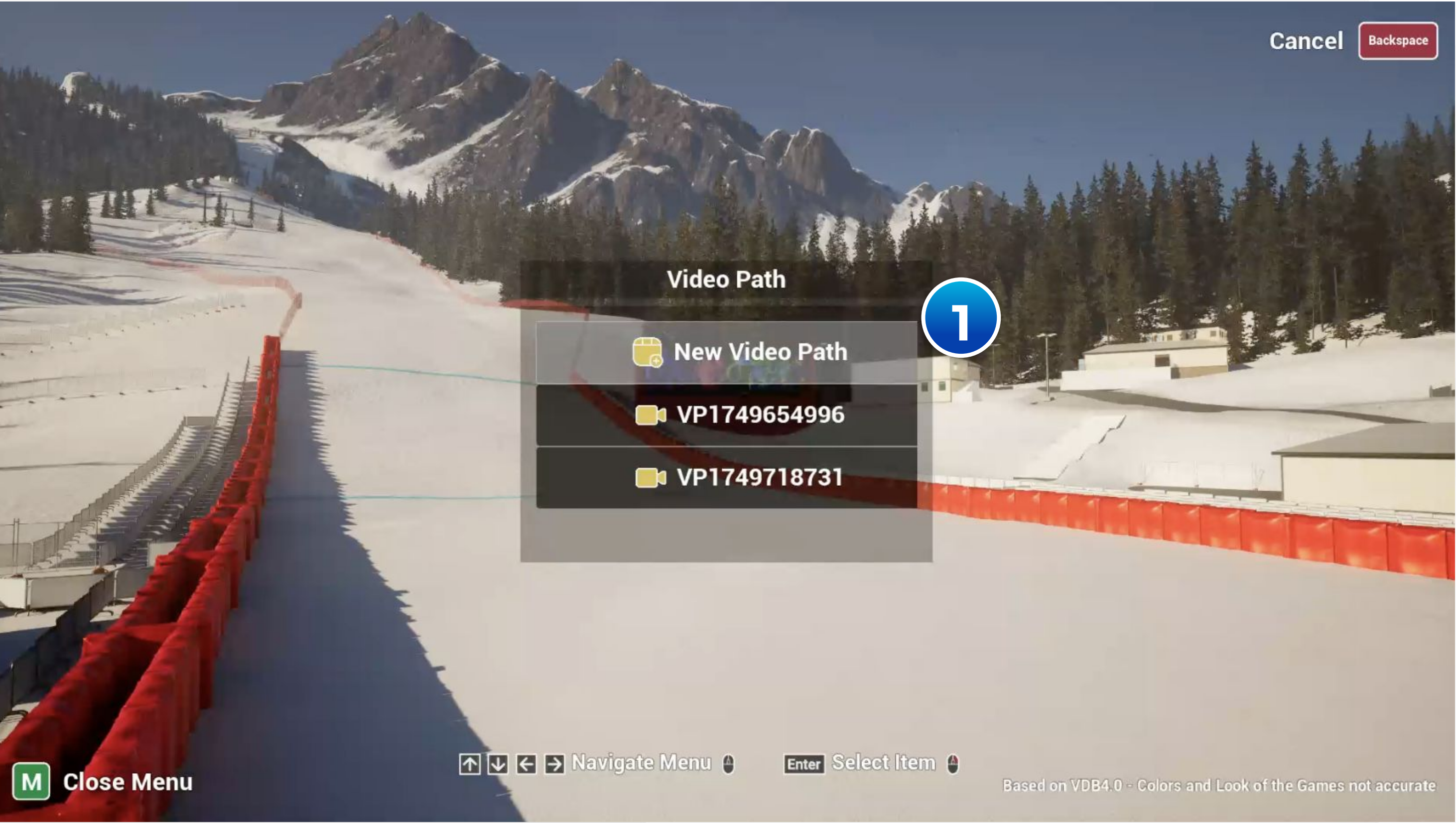
You could then use this file to send to colleagues via Teams, email or add to a presentation to educate others on the venues.

Video Paths 1/3

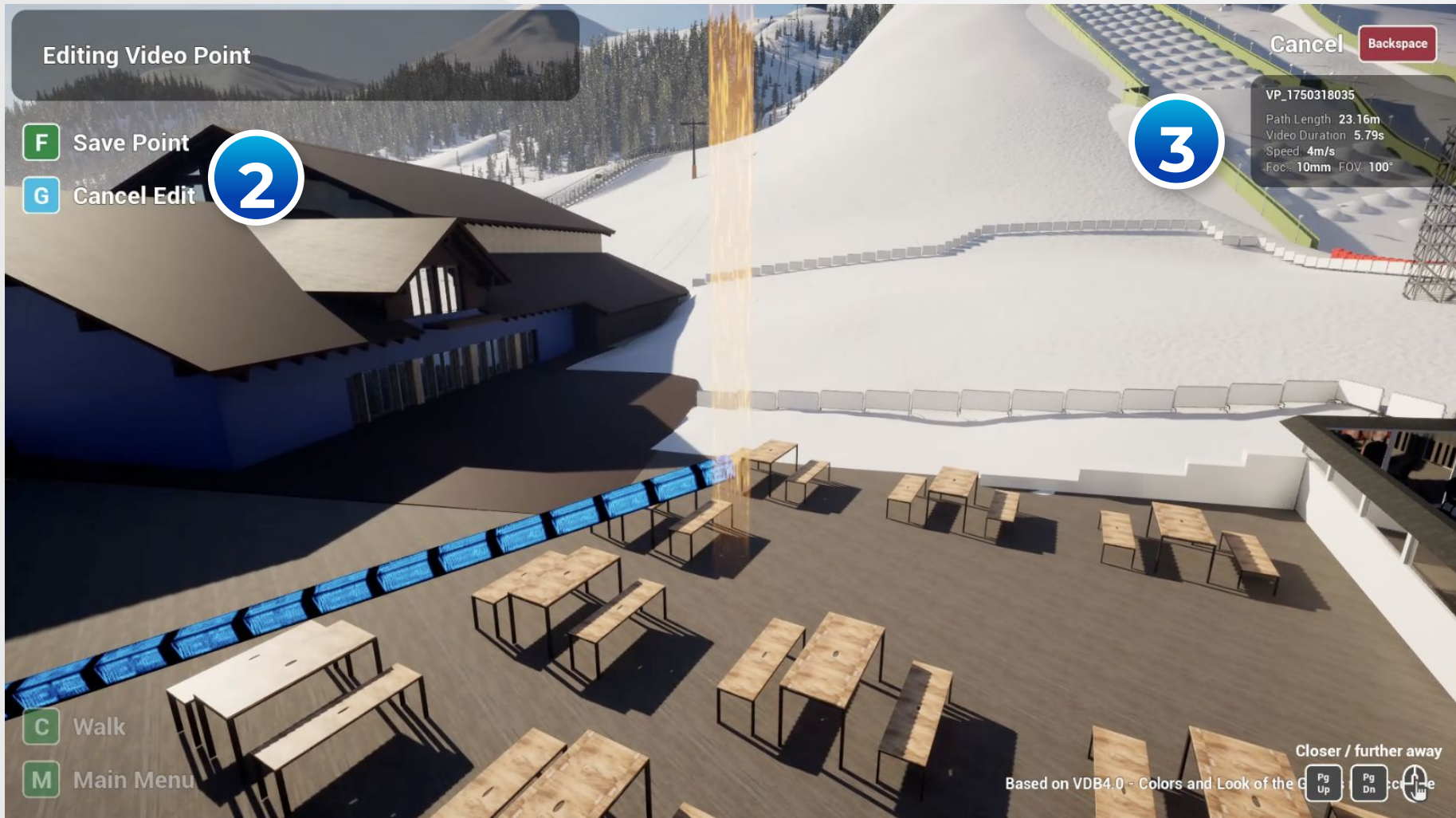
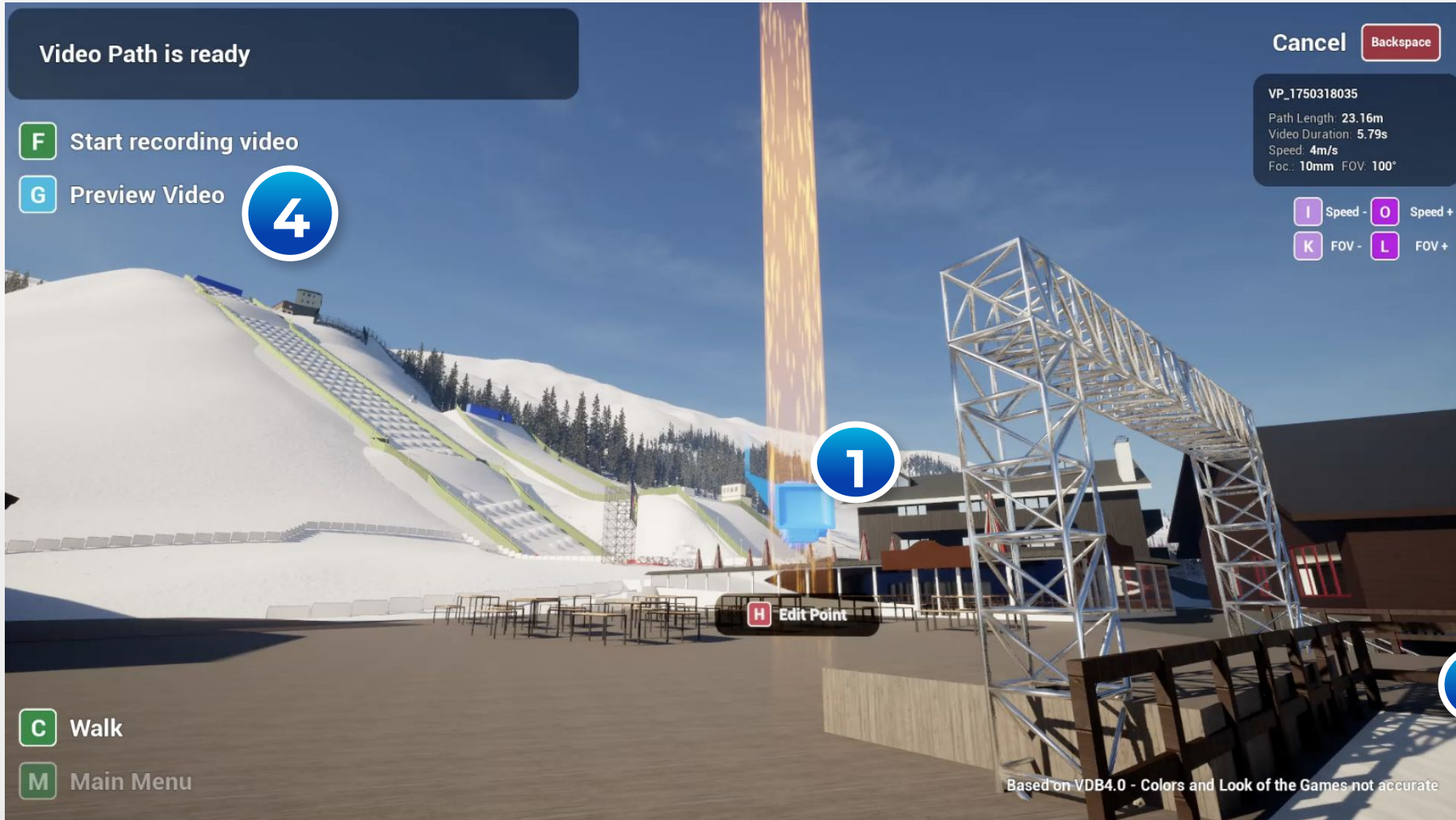


- 1 To create a video please select 'new video path' from the menu.
- 2 You then need to select 'F' on your keyboard to choose where you want the video to start.

You can then continue to add points for your video path to follow using 'F'
- 3 You will be able to see the path of the video between the points, which is where your video will be filmed. When you are finished, hit 'G' on your keyboard to finish adding points.
- 4



Video Paths 2/3



Once you have placed your points, you are able to edit them if you wish to make a change.

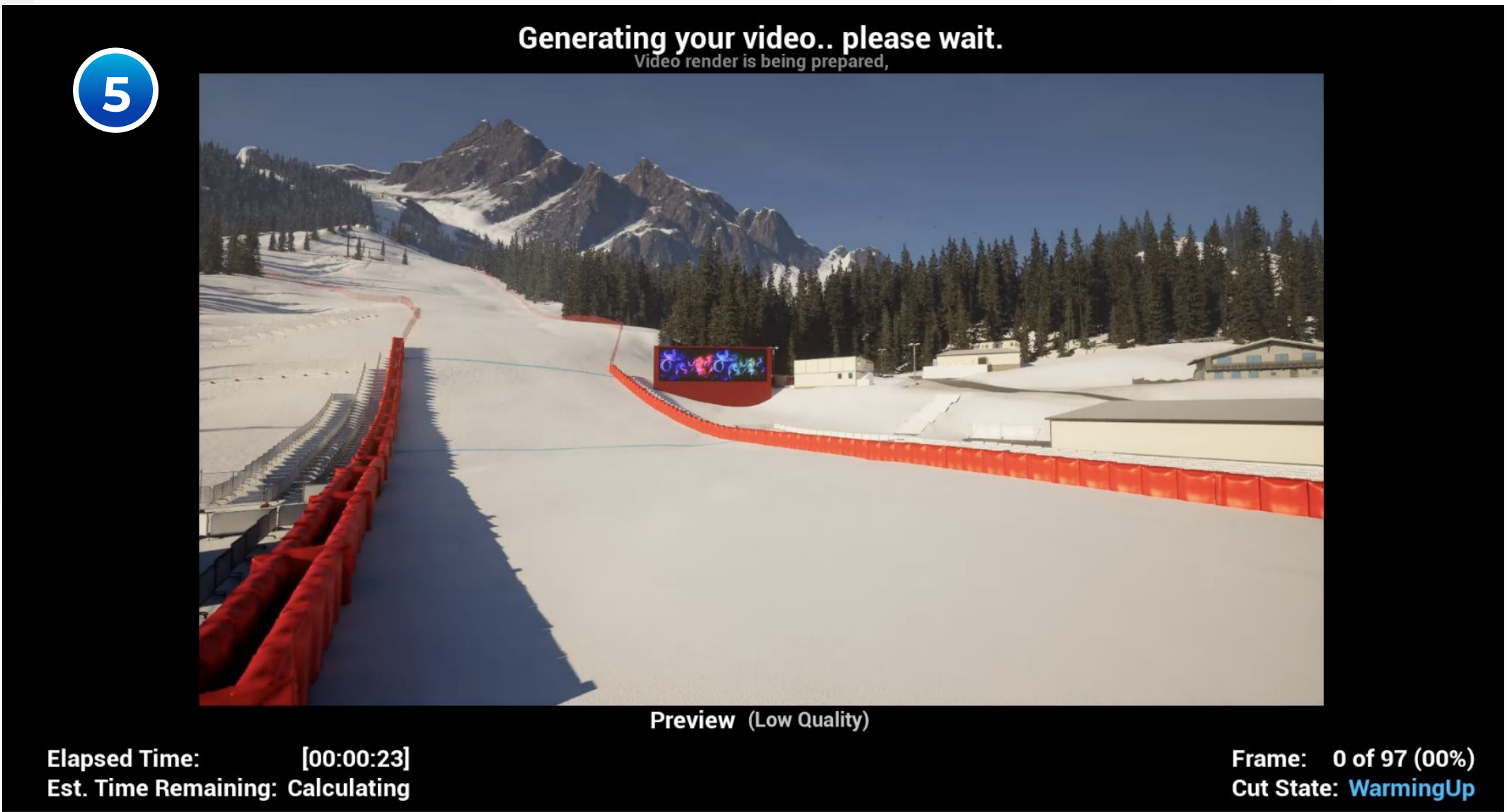
You can do this by moving up to the point you wish to change, and hitting 'H' on your keyboard. You are then able to move your point using your mouse and arrow keys on your keyboard and hitting 'F' when you are finished.

You are also able to view stats such as path length, video duration and speed of the video.

Once you are finished with your video path and you are happy with it, you can preview your video by choosing 'G' on your keyboard.

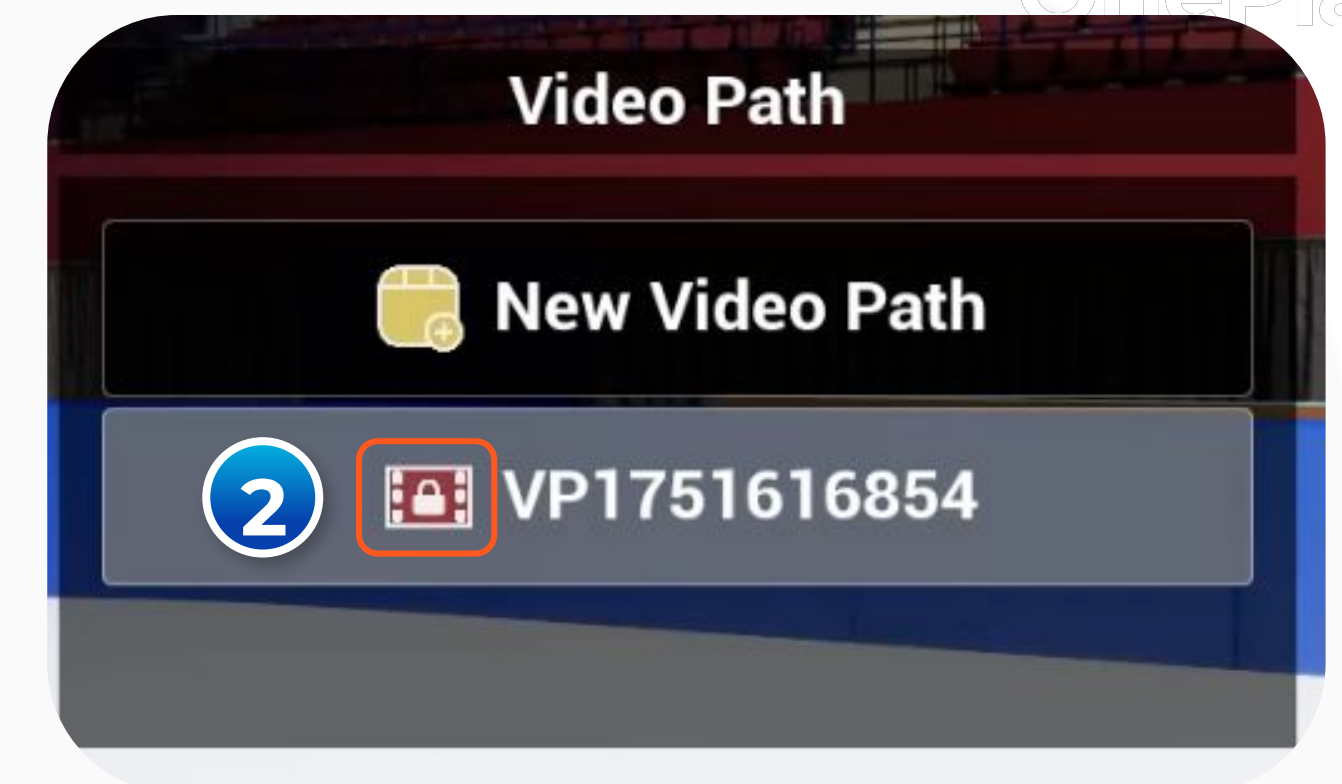
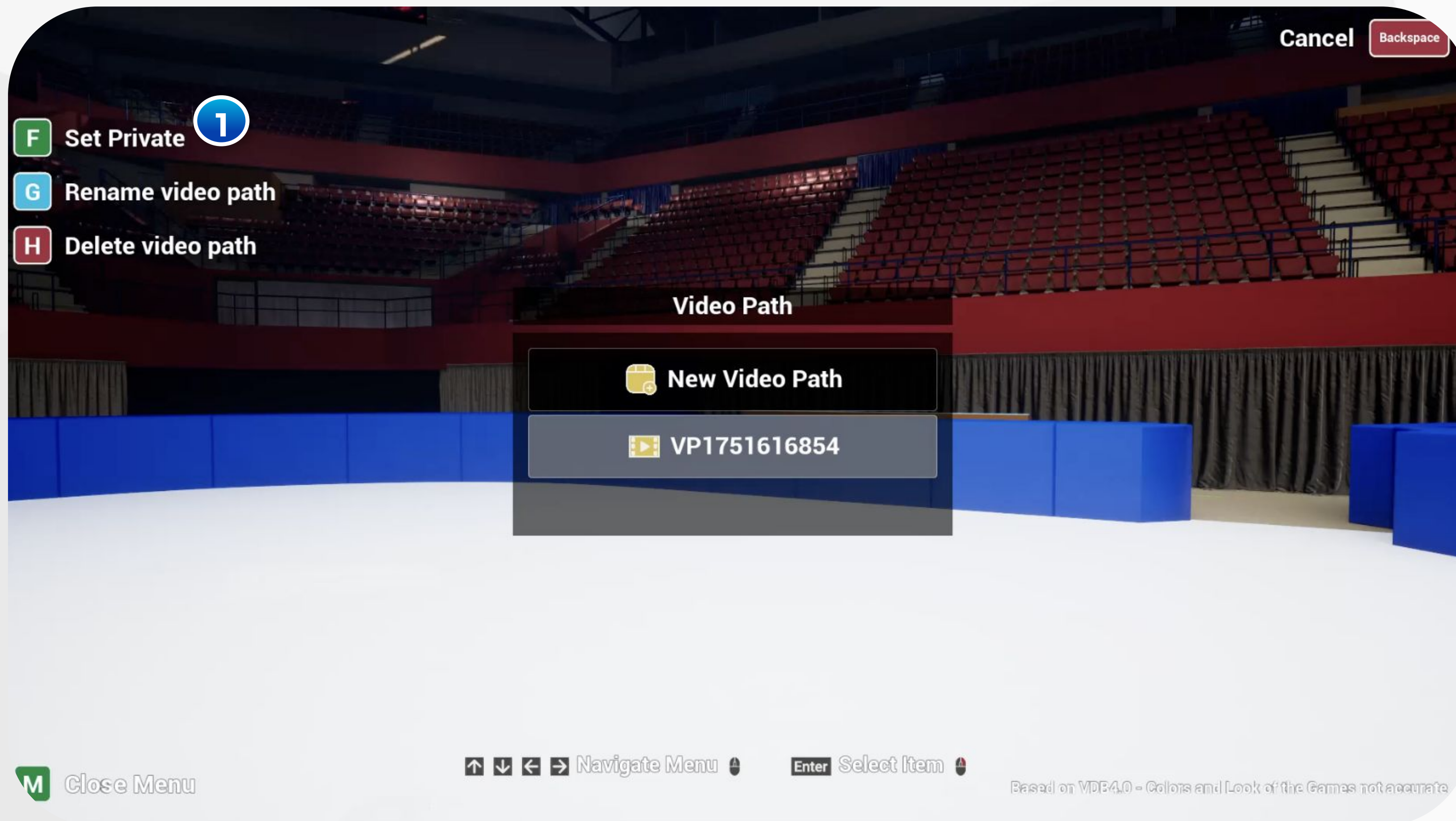
If you are happy with the preview then please choose 'F' on your keyboard and your video will be recorded, as displayed below.

Once the video has finished recording, it will be downloaded to your computer automatically.



Video Paths 3/3

- 1 You can make your videopath either public or private, depending on whether you would like other users of the same VenueTwin to be able to see the paths you have drawn and the videos you have exported. You can do this from the Video Path menu by selecting your video and choosing 'F' on your keyboard



- 2 If a video is set to private, it is shown with a red padlock next to it!
- Please note, you cannot modify a video that has been created by somebody else
 - Videos are set to public automatically, so if you want to keep yours private please follow the steps above.

Rangefinder



1

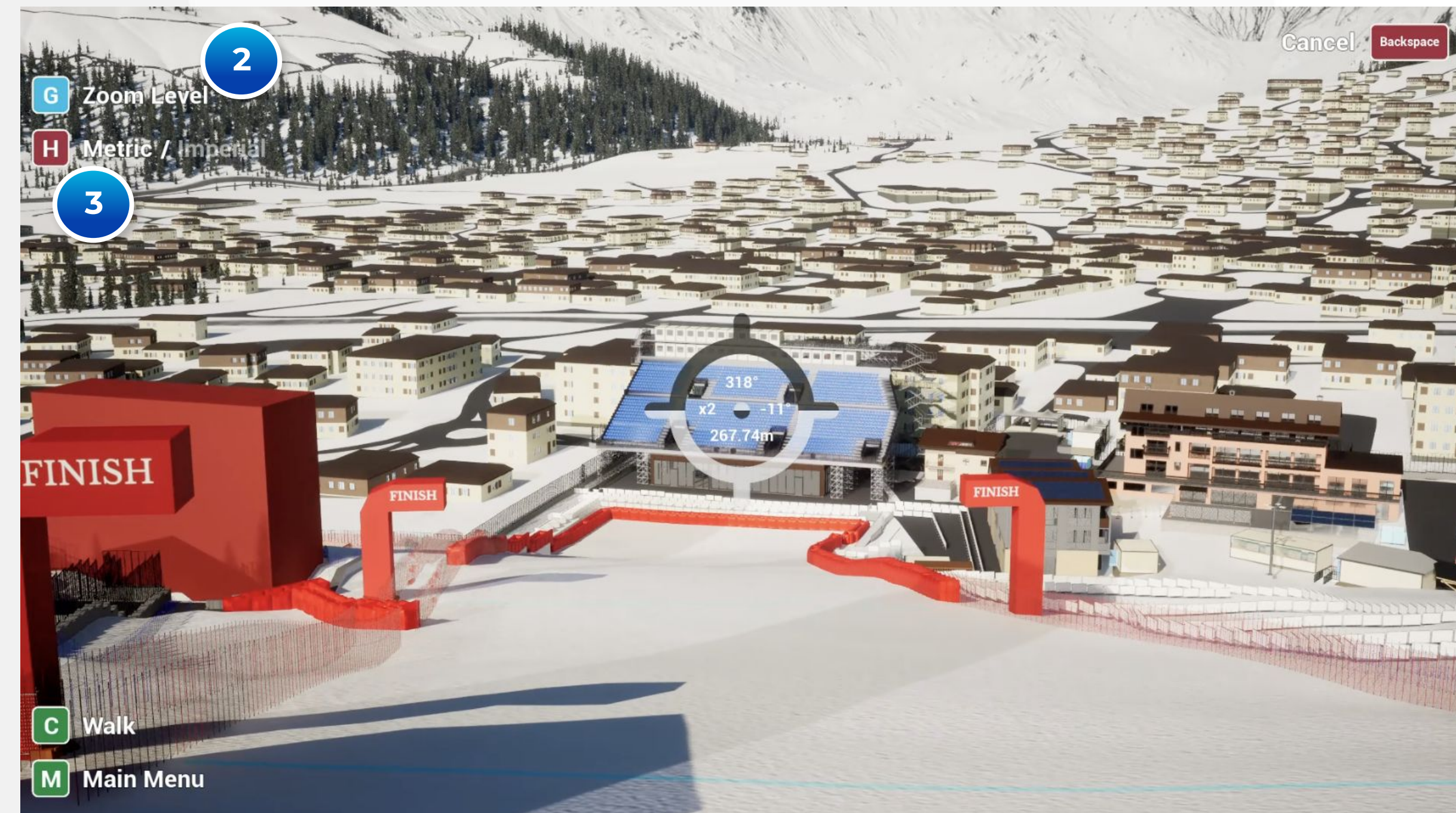
The Rangefinder allows you to measure a distance from where you are, to a location in the distance. When using the Rangefinder, use your mouse to point the rangefinder in the direction you wish to measure, and the measurements display on the screen within the focal zone

2

If you wish to zoom in, to ensure you are focusing on the correct object in the distance, you can hit 'G' on your keyboard and this will zoom in automatically.

3

You are also able to switch your measurement units using 'H' on your keyboard.



Measure

1

The measuring tool allows you to measure a distance between two objects as shown in the screenshot to the left. All you need to do is point your camera (using your mouse) at the object you wish to measure to, and you will automatically be provided with the measurement between the two objects.

**2**

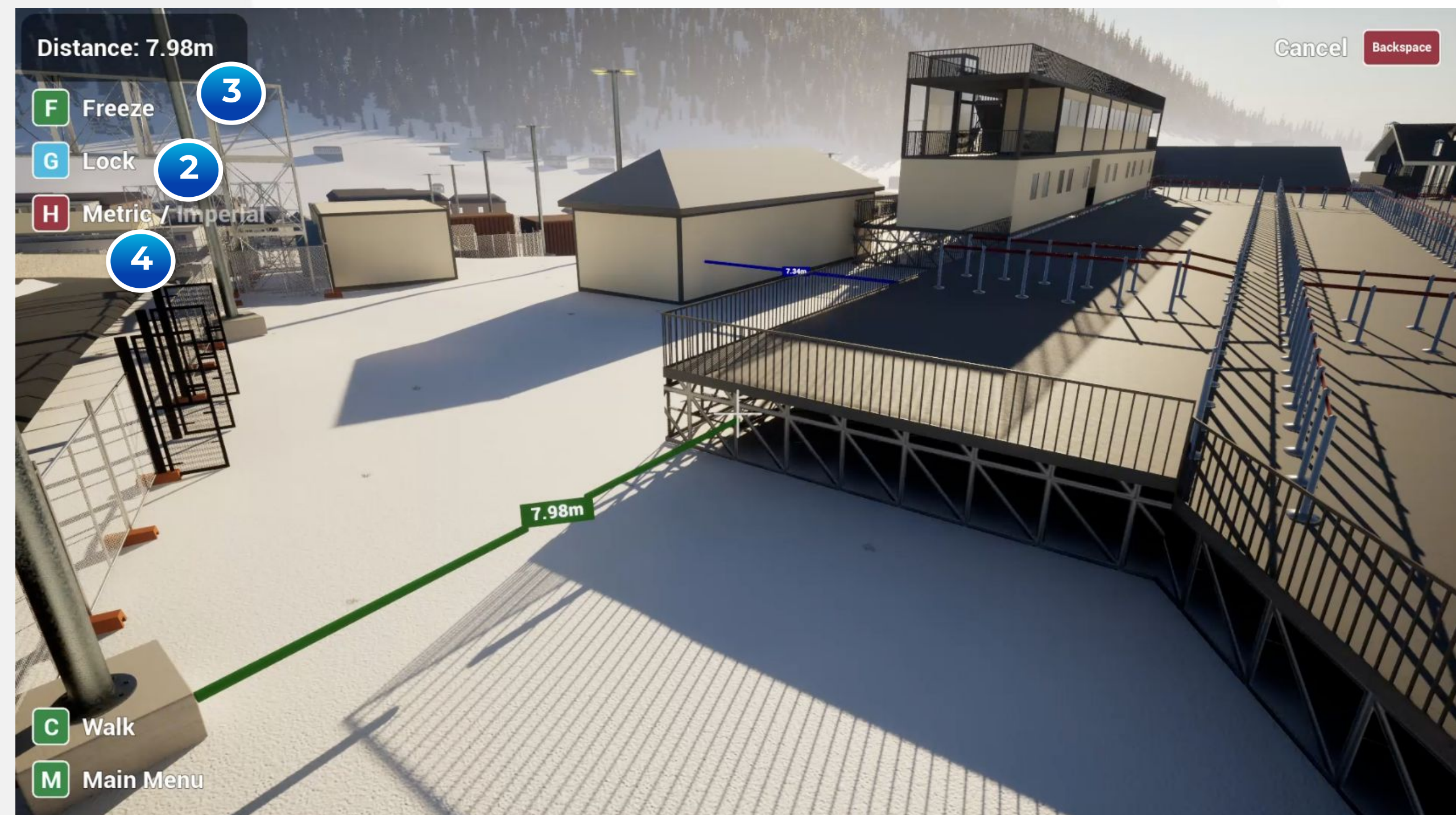
If you wish to keep the measurement on the screen, hit 'G' and this measurement will stay on the screen until the tool is closed. You can then measure another section, between two different objects and you will be able to see both measurements.

3

Hitting 'F' freezes the measurement temporarily, but you cannot measure anything else until you un-freeze

4

You can also hit 'H' on your keyboard to switch between the different units of measurement.



Fit Tool



If the object will fit in the area, it will show as above, white and blue. If the object does not fit in the area it will display red.

This may be because it is too wide to fit in the space, or not the right shape to fit onto the stage such as on the right. 3

If you wish to freeze your shape, please hit 'F' on your keyboard and to change the unit of measurement hit 'H' 4

The fit tool is a great way to establish whether an object of a certain size will fit into a space or area. 1

To use the tool, hold 'shift' and the relevant keys on your keyboard to increase or decrease the width and depth of the object. To change the height, please hit 'G' on your keyboard and you will be provided with this option. 2



Time

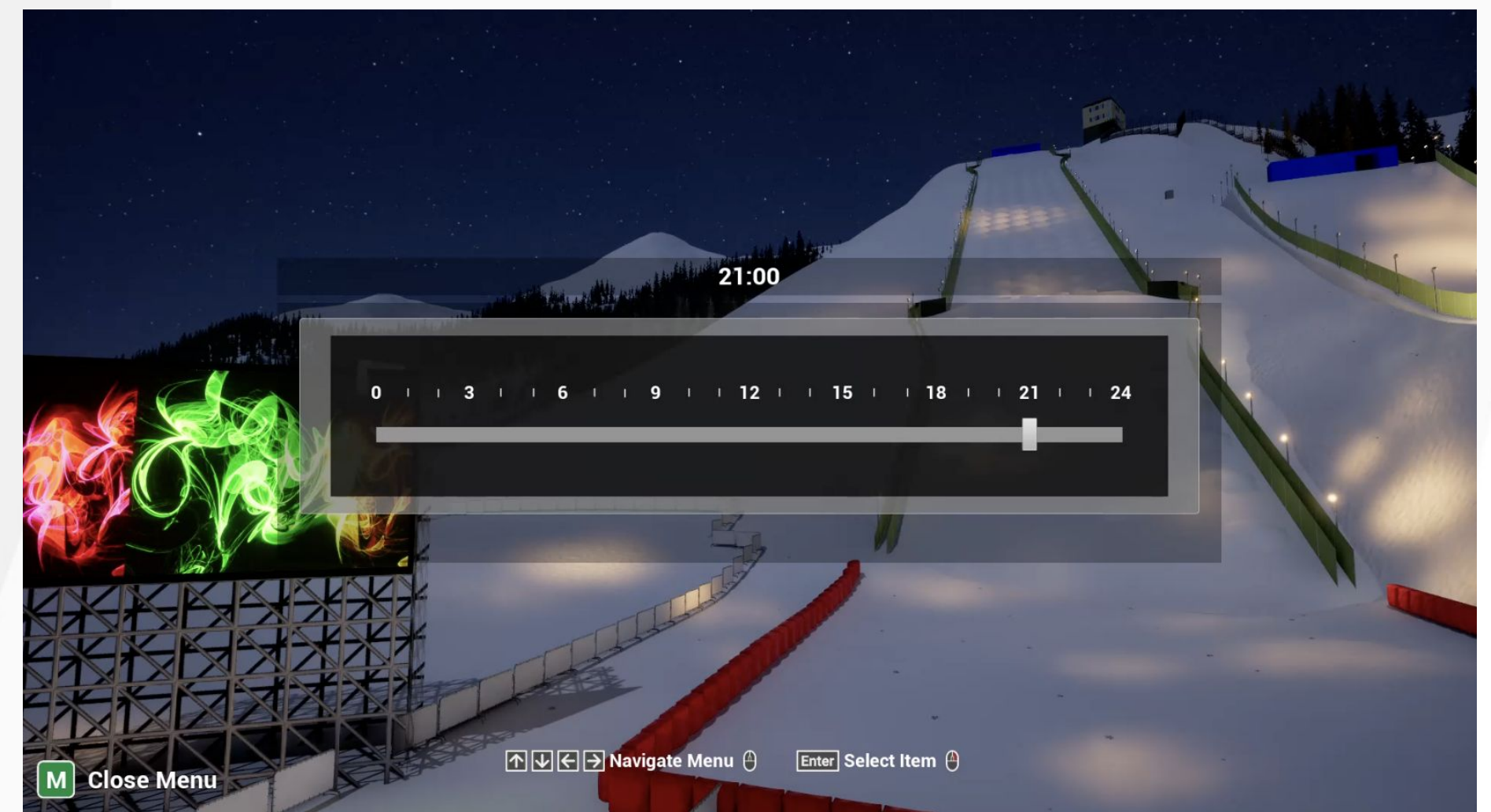
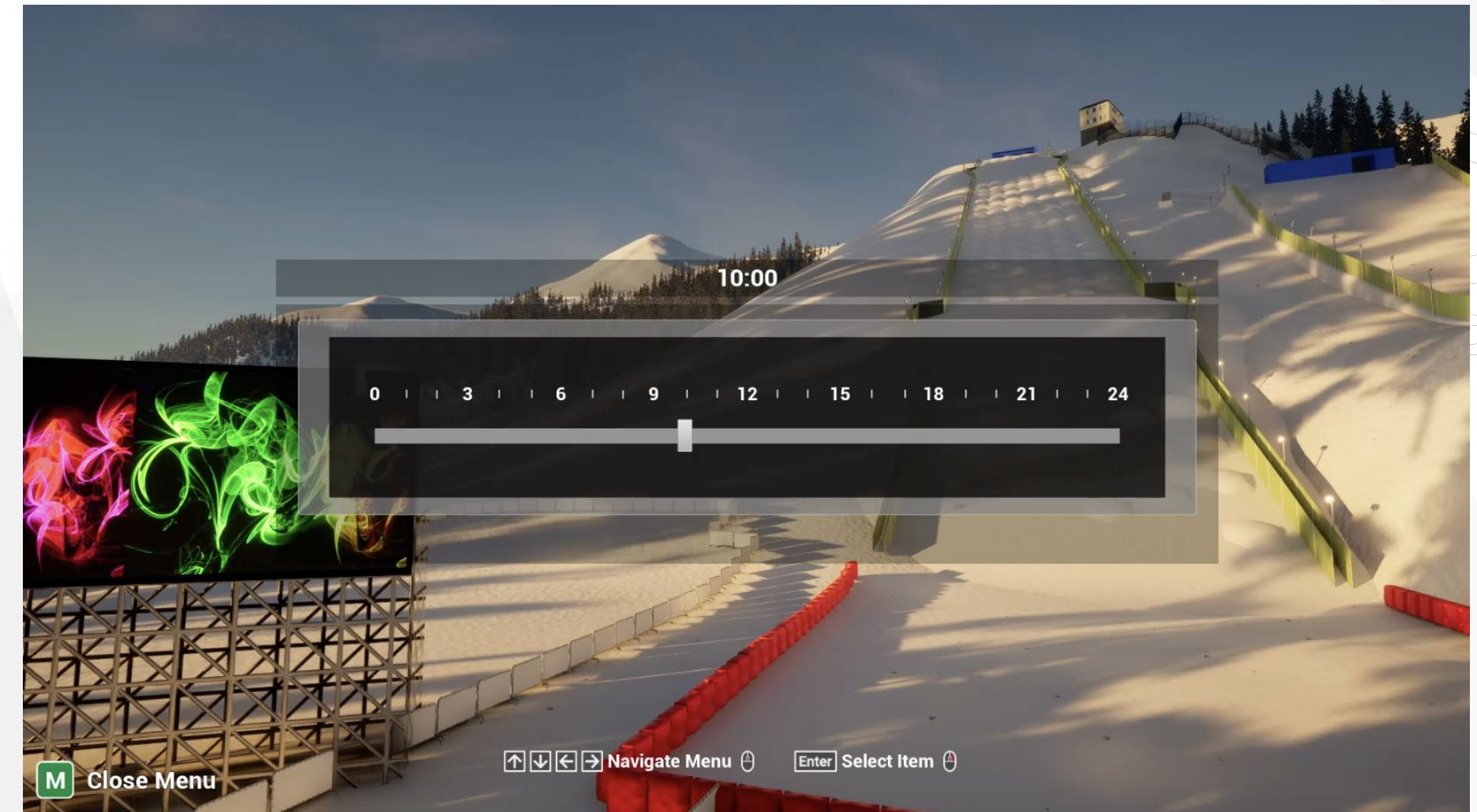


1

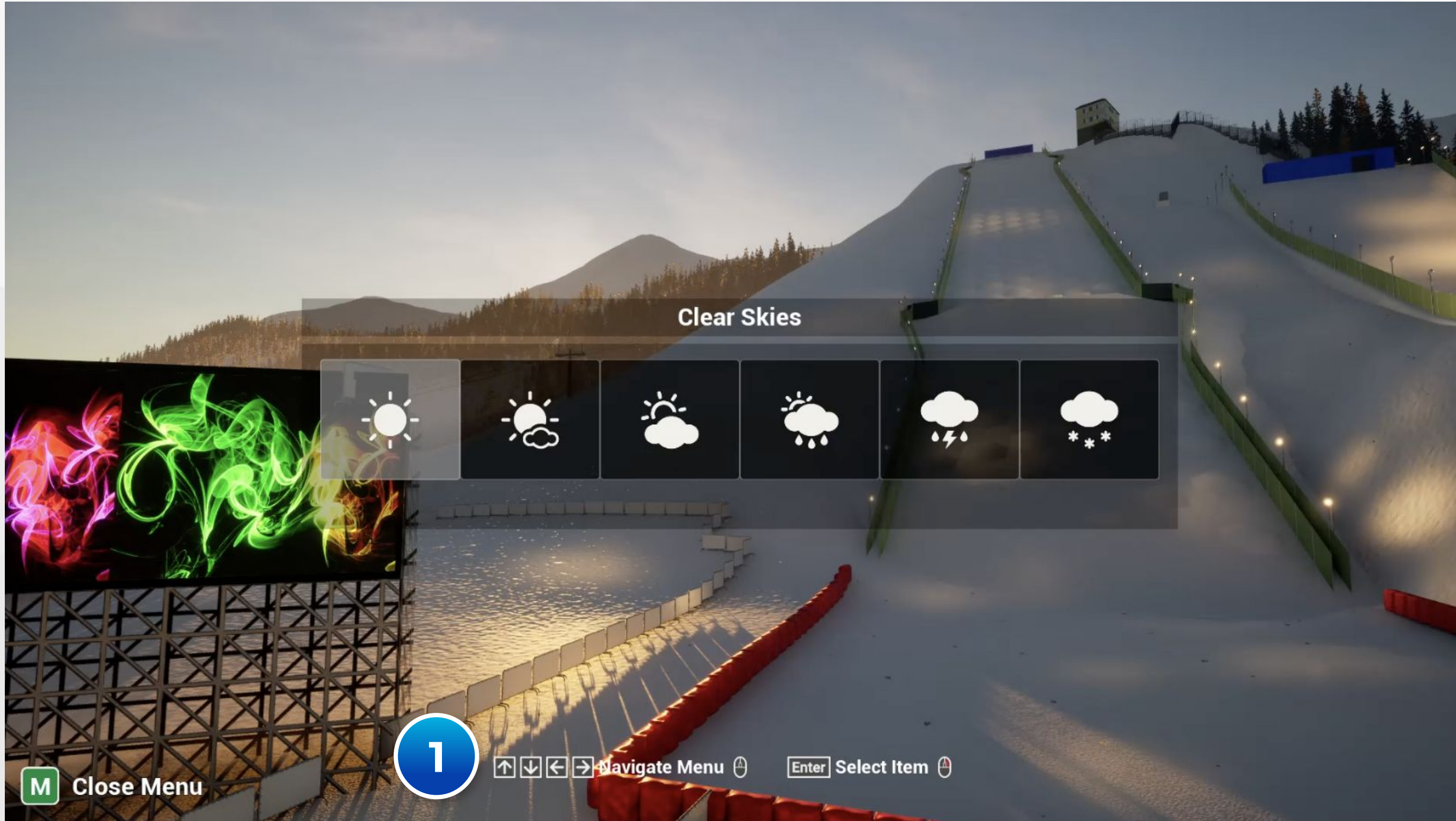
The time menu allows you to change the time of day displayed in the model.

You are able to use your arrow keys on your keyboard to choose the time you wish to display.

This is helpful to show how the sunlight will affect the venue, as well as shadows and lighting.



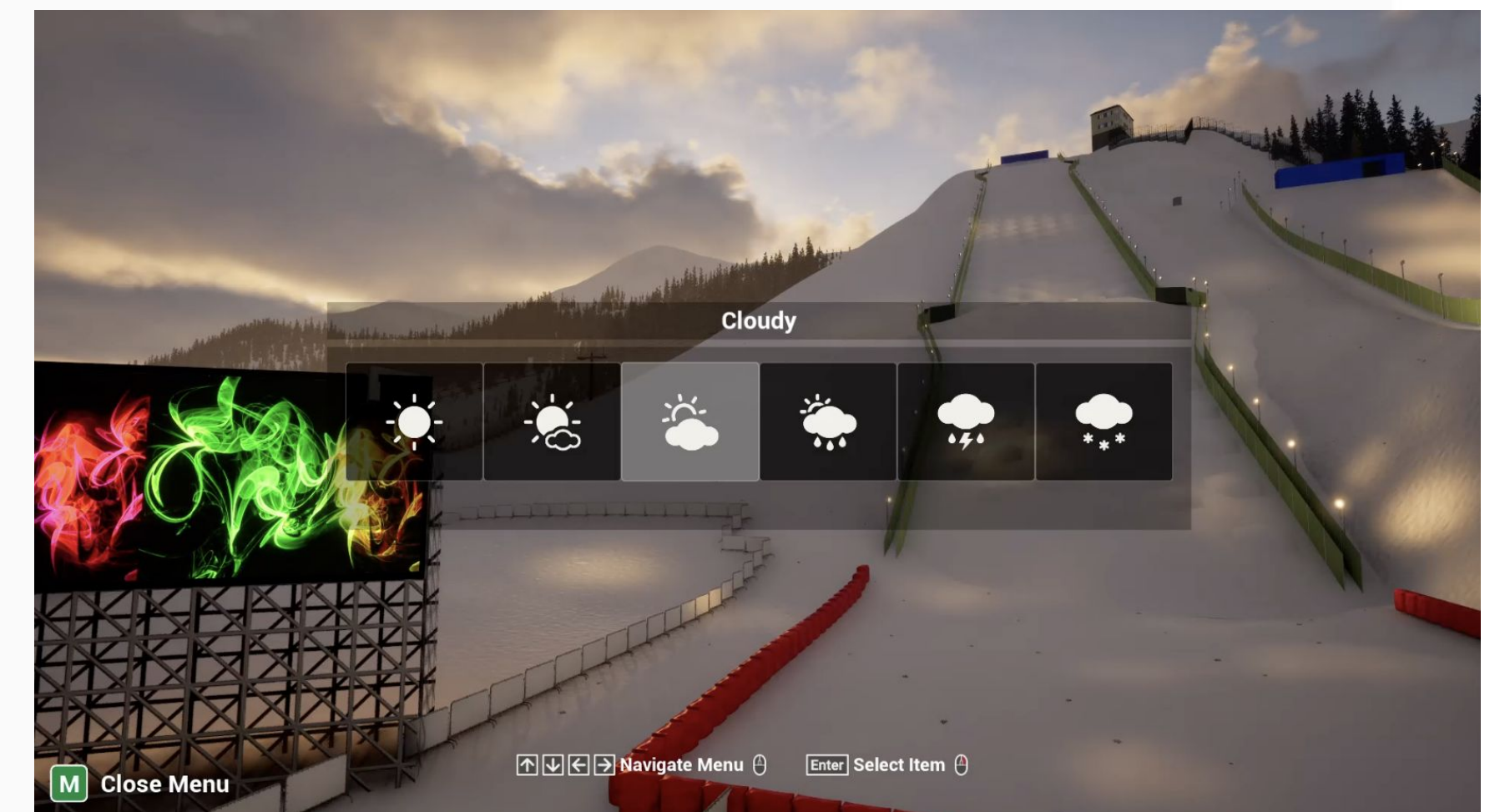
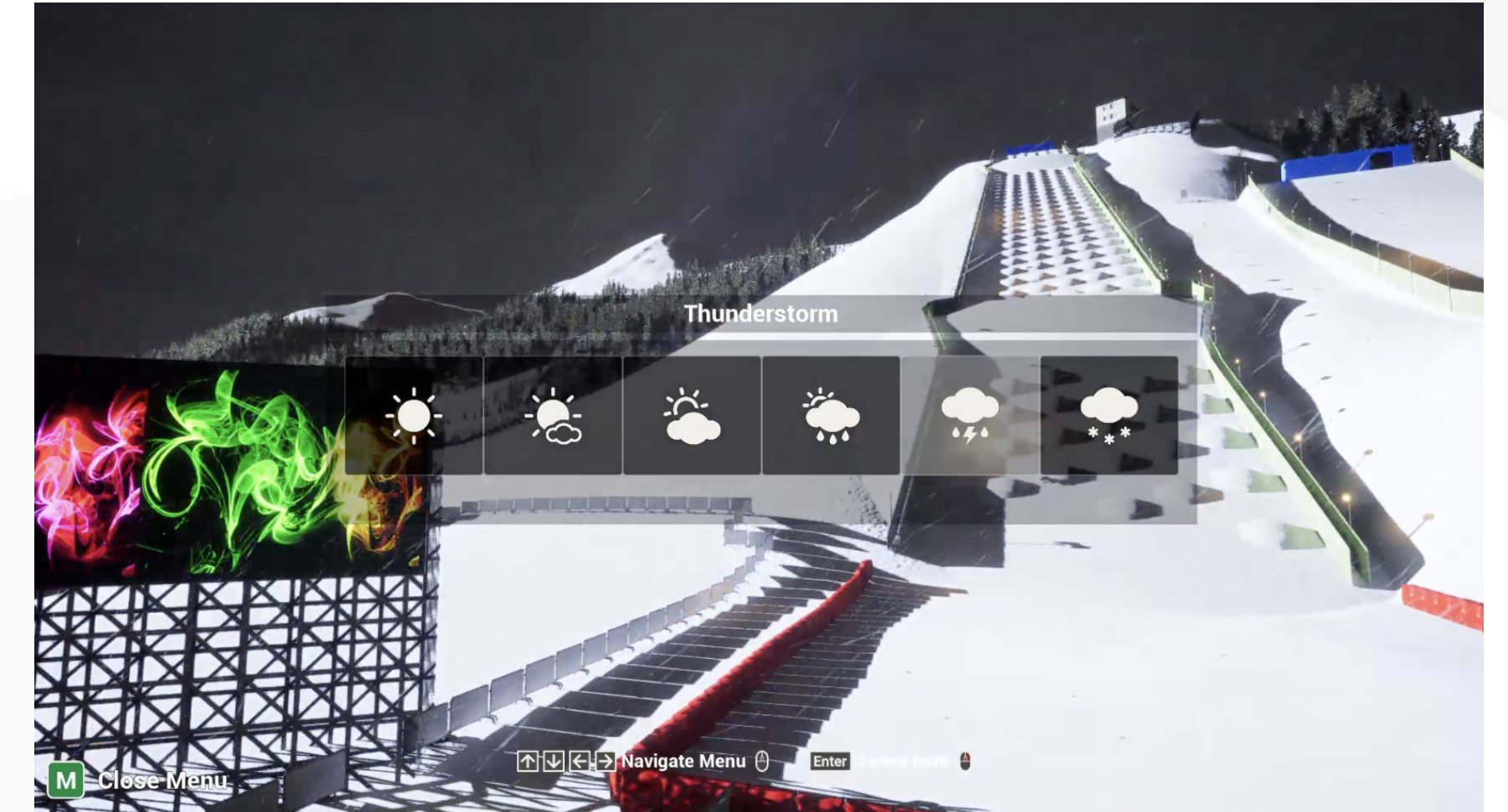
Weather



1

The weather menu allows you, using your arrow keys, to change the weather in the model.

From clear skies, to cloudy, to light snow and even thunderstorms, this allows you to visualise the venue in all weather conditions, which may help to make decisions for that particular venue.



Collisions

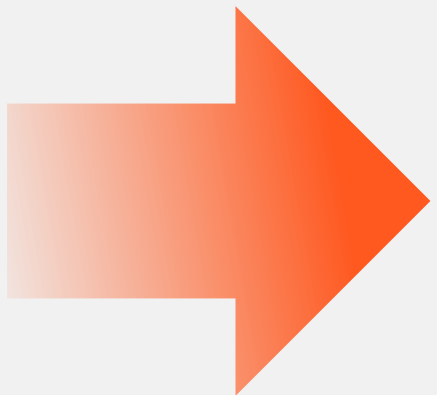
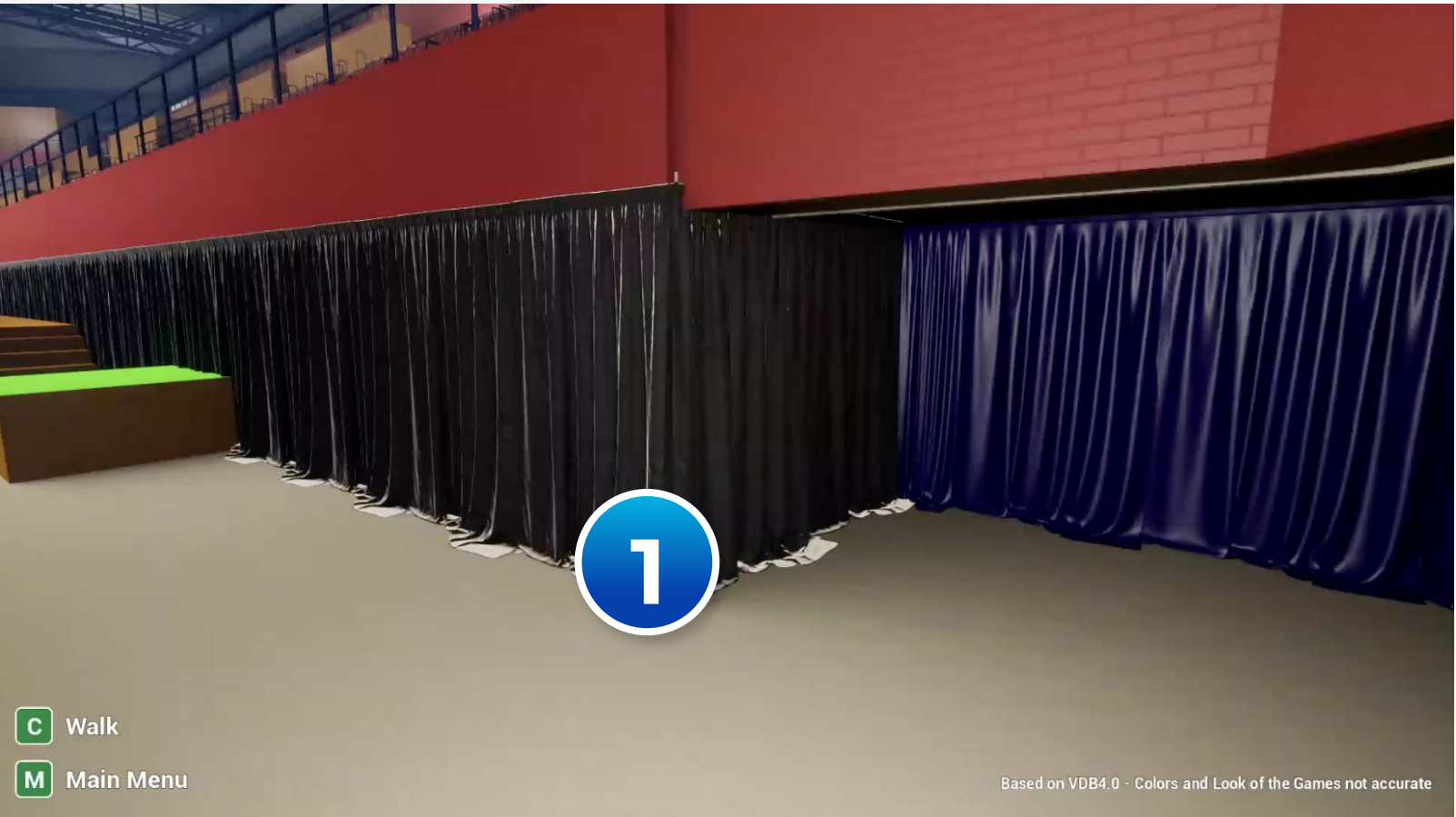
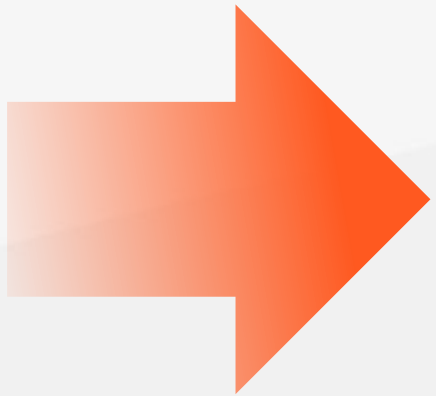


The collision option allows the user to switch between being able to fly through walls, and not being able to.

The benefit of turning off collisions, and being able to pass through walls, allows users to quickly get to all areas of the stadium or building, without having to navigate through smaller doors or walkways.

This feature, paired with the bookmarks make it super easy to navigate around the venue.

Flashlight

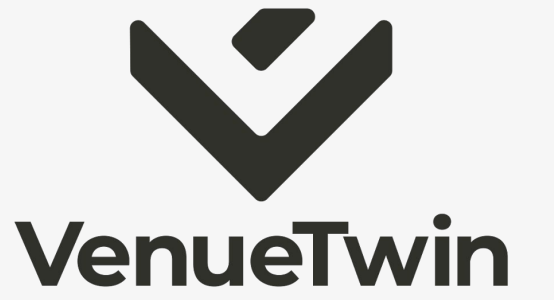


If you find yourself in a dark corner or you are viewing a venue in the dark, you may wish to add some light to your view so you can see everything you need to.

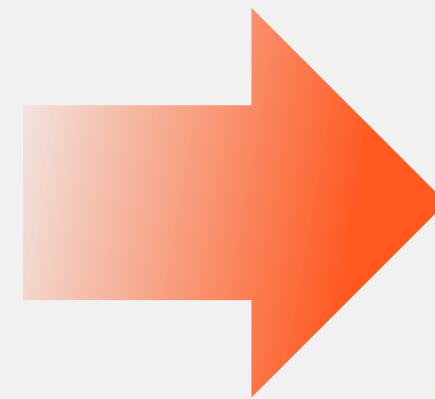
- 1 To turn your flashlight on, hit F2 on your keyboard and you should immediately see your view light up and your view improve, especially if you are in a dark area.

Support

Support



Please refer to this training manual and the recorded webinar for further information on how to use and get the most out of VenueTwin



If you need further assistance please email support2026@oneplan.io and somebody will get back to you as soon as possible

Thank you