

Area 78, 2020 Online Assembly – ZOOM GUIDE

Please read through to the end:

For Sharing Question Rooms (5):

- we will assign one Table Officer and two committee chairs to each numbered room(1-5)

Can practice using the zoom with a friend by going any time to <https://zoom.us/j/8864590234> (Spirit of the North online zoom meeting site) Doesn't help with the breakout rooms though.

Co-Hosts

- **One co-host or two will be in each room**
 - o Gives the ability to change names, lower hands, mute/unmute (with icon in the person's picture box), Can stop someone's video if needed
 - o They may be able to give the co-host job to other CC or TO – click on small blue box with three white buttons and select make co-host
 - o having only one co-host allows the group to request help from the zoom host

Orientation

- **change your name to the following structure: name, position, district.** Example: John D., GSR, District 35 **Change Name, DCM,35 Rhonda, GSR D35 Jeff, Visitor D35 Mike, or ACO,CPC, Delia**
 - o Ask members to put their contact info in the Chat – for Secretary
 - o raise hand
 - o mute/unmute
 - o Gallery view vs speaker view
- Members present – list of names – secretary (record, copy/paste)
 - o Create a committee member list – ask each person at end of the meeting
 - Send to Registrar and E-Services to update
- Please mute your microphone when you are not speaking.
- If you have a question or comment, please use the “raise hand” feature. Click on participants, then click the button that says “raise hand”. The moderator will recognize you to speak when it is your turn.
- There are two views you can use: the gallery view, which will show most or all of the attending members at once, with the speaker highlighted in yellow, or speaker view, which will show the speaker primarily with a few other attending members. In either view, you can scroll through to see other members if they are not on the initial screen.
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Introductions / Discussion For Sharing Questions

- **Ask for someone to be the Secretary:** Record only the different answers , no need to repeat
- **Host will go around the room to hear answers to one question at a time.**
- **Ending the meeting room**
 - o **Will receive a 10 min notice. Then the time Click on “Leave breakout room” – each person when done the discussions**
 - o **Or when time is up, Host will bring group back to main room**

HELP when in the Breakout rooms: the ‘?’ button beside ‘Chat’ icon sends a message to Host

ICONS / BUTTONS

1. Mute: in same box as my picture and at the bottom of the screen
 - Must stay mute during meeting unless speaking unless there are no background noises
2. Stop Video – bottom of screen and in the small blue box with three white dots in the picture box.
3. Manage Participants – bottom bar of screen. Use to open all people, send a chat
 - see hands raised...
4. Green folder with arrow – bottom of screen. To share a document with everyone. Best have only the one to share open on desktop. Makes it easy to find.
5. Chat – to chat with an individual or everyone.
 - Ask everyone to put their details in the chat so the Secretary can record a list of participants or copy and paste the list. Keep a committee list.
 - Click chat icon again to close the chat panel
 - Cannot chat between rooms once split
6. ? for help on bottom – once in breakout rooms this icon shows up. Click to request help from the Host (Tami)
7. Breakout Rooms
 - Setting up 5 rooms. See the list for allocation
 - Will be named by the Committee names in the group.
 - Setting up the CC and TO into their room first
8. Raise Hand – through Manage Participants; beside own name, ‘more’ choose raise hand
 - Person or Co-host can lower hand

Please copy and paste the following into the chat when you begin the meeting and again if anyone comes in after.

Welcome to our subcommittee meeting! Please take note of a few zoom features:

1. Please change your name to the following structure: name, position, district. Example: John D., GSR, District 13
2. Please mute your microphone when you are not speaking.
3. If you have a question or comment, please use the “raise hand” feature. Click on participants, then click the button that says “raise hand”. The moderator will recognize you to speak when it is your turn.
4. There are two views you can use: the gallery view, which will show most or all of the attending members at once, with the speaker highlighted in yellow, or speaker view, which will show the speaker primarily with a few other attending members. In either view, you can scroll through to see other members if they are not on the initial screen.