ZOOM TIPS FOR LEADERS AND FACILITATORS

HOSTING TEAM
- Leader/Facilitator
- Co-Leader/Facilitator
- ZOOM Host

Every Group needs a Leader and a Co-Leader to help facilitate AND a ZOOM Host. The Leader is the emcee of the group and is responsible for facilitating the conversation and keeping the participants engaged and the gathering on time. The Co-Leader is the main support person for the Leader/Facilitator and can take over for the Leader if necessary.

Leader and a Co-Leader
1. Have one Facilitator who is managing and leading the meeting and another monitoring Chats and Attendance.
    a. The Chat Monitor can interrupt the leader with relevant chats that have been typed in while the Leader is speaking. It is difficult to lead the meeting and read the Chats at the same time.
    b. The Co-Leader can either take a screen shot or write down the names of attendees to report Attendance.
2. Remind attendees to mute themselves when they are not speaking OR your Zoom Host can do it. The software cannot tell the difference between someone speaking and the gardener mowing or dog barking.
3. Remind attendees that they need to allow the person who is speaking to finish before they reply or also speak. Zoom does not handle interruptions well.

The ZOOM HOST
1. The creator of the ZOOM CALL INVITATION has the ability to give a person access as a Host. The Zoom Host should be given access as the Host.
2. The Zoom Host needs a list of all of the attendees and their phone numbers and email address.
3. The Zoom-Host is responsible for:
    a. Admitting people into the group from the Waiting Room.
    b. Helping trouble shoot a problem with someone if necessary. The Zoom Host should be prepared to call or text anyone who needs assistance. If they are pre-occupied helping someone, then the Co-Leader should have access to allow people in from the waiting room until the Zoom Host is available again.
    c. Mute and Un-Mute people as needed. If the group is small enough, feel free to invite everyone to UNMUTE.
    d. Spot when someone is raising their hand. This can also be the Co-Leader's job.

TIP - SEND ZOOM LINK EVERY WEEK
Even if the link is the same every week, it is helpful if you send your participants an email with the ZOOM LINK every week. Users will generally not remember the correct link, or how to find it. Make it easy for them! They will be very grateful!

ZOOM 101

HOW TO DOWNLOAD ZOOM:

1. Go to https://zoom.us/
2. Sign up by entering your email address.
3. Check your email inbox for a message from Zoom.
4. Click on "Activate Account."
5. Create an account by entering your first and last name and a password.
6. You can invite your friends to Zoom if you know their email or simply skip that step for now.
7. Click on Start a Meeting Now" or, you can copy the meeting link and paste it into an email or text message to your small group.
8. When you are ready to schedule a meeting, click on the upper right where it says "Schedule a Meeting."

Each Zoom meeting can have 100 participants and last only 40 minutes. If you need longer, you'll need to schedule another meeting to start right after that and have everyone rejoin the call.

- For weekly meetings, Zoom lets you create a recurring meeting. There are two benefits to using this setting. First, it lets you lock in all the call settings you want once and have them be in place every time you meet. Second, recurring calls use the same URL each time, so you don't have to send a fresh one to attendees (although see TIP below).
- If you meet with the same group regularly but not on a regular schedule, you can choose an option called No Fixed Time, which lets you use the same settings and meeting ID over and over with the same group, no matter when you get together.

MUTE BUTTON - The mute button is in different places on the screen depending on what device the attendee is using.

    a. On the iPad, the Mute and Stop Video buttons are on the Top Right of their screen.

    b. On the iPhone and most computers, the Mute and Stop Video buttons are on the Bottom Left of their screen. The Attendee will need to tap their screen to see the buttons.
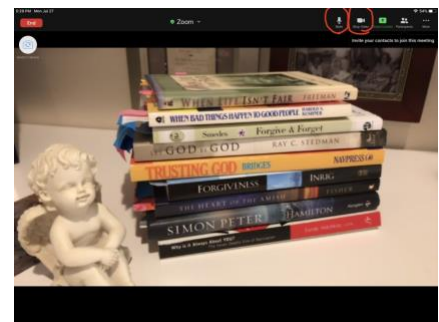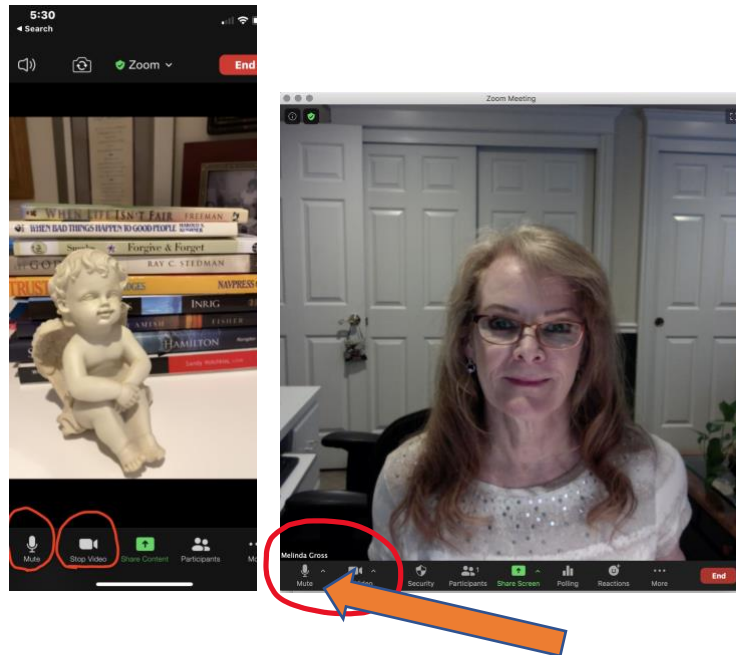
    c. Leaders can also Mute Participants. It is beneficial to keep the Participant screen open during the meeting. The microphone will turn red when someone is speaking or there is noise. The Leader can then Mute their microphone for them if it is background noise. The Leader can also ask someone to Unmute via the same process.

SPEAKER VIEW VS GALLERY VIEW – Speaker View changes the camera to the person speaking. Gallery View allows us to see all of the participants. If there are more than 9 participants, you may need to scroll to the next page to see the rest.
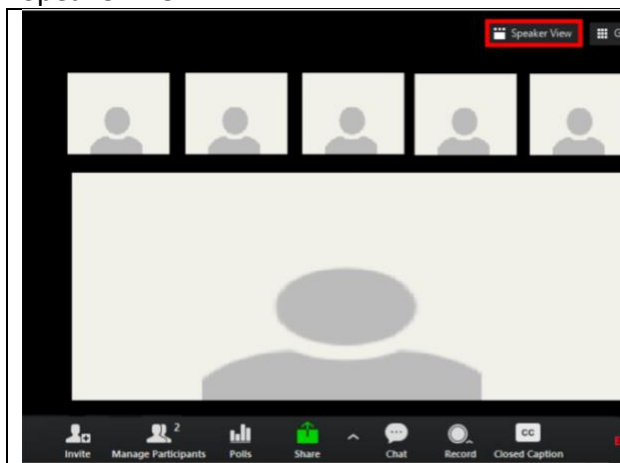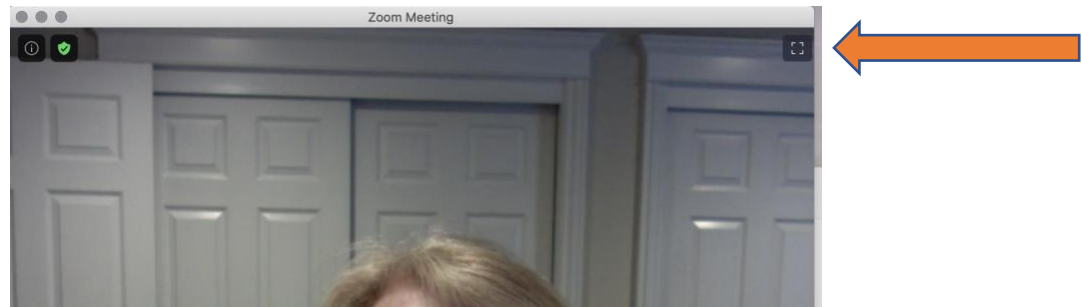
Speaker View   Gallery View

FULL SCREEN – On a computer it is possible to make the video call Full Screen. On the top right of the video screen, there is a "box". Click the box and the Zoom call takes up the entire screen, making it easier to see the faces.

NAMES - Sometimes, attendees will have unusual names for themselves on the screen. You may wish to ask them to edit their name or you can do it for them.
Leader: click on "Participants" on the bottom of the page. The list of participants will come up on the right in your screen. Hover your cursor over the video camera on the right. "More" will come up. Hit "Rename" and you are able to type the appropriate name there. Attendees are also able to do this themselves.