# Zoom for Community Sponsorship Groups

Meetings

** Please note that in order to host a meeting for more than 40 minutes, you will need to pay for a professional Zoom account. Before you pay for this, check with any of your Community Sponsorship Group members to see if they have access to a professional account through work.

1. **Scheduling a meeting without registration**
   - Scheduling a new meeting will automatically require a password and enable the waiting room function (where you must admit each person manually). You can untick these boxes if you don't want this.
   - You can save your meeting as template to schedule other meetings as the branding is saved.
   - Once the meeting is scheduled you will be provided with a joining link that you can send to participants. If you have set a password, make sure that you send this to participants as they will need it to enter the meeting.

2. **Scheduling a meeting with registration**
   - You'll need a licensed account in order to use the registration function
   - When scheduling a new meeting for external participants where you want them to register- start by scheduling the meeting as you usually would but make sure to tick 'registration required'
   - Hot tip- untick require password and untick waiting room, both will make entering the meeting more annoying and if you're having them register anyway, you already have a level of security
   - After scheduling the meeting 3 tabs will appear at the bottom of your screen
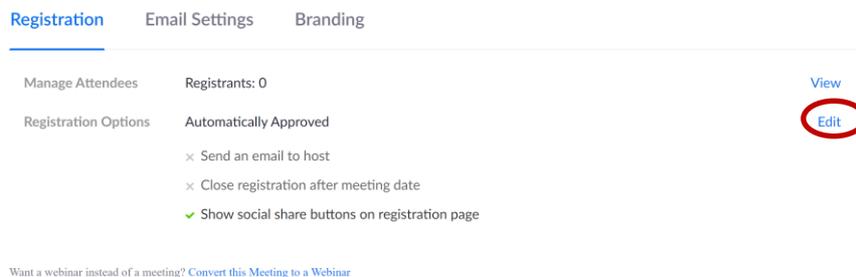
   - If you'd like to manually approve registrants and/or set registration questions, click on edit (as circled above). A window will pop up letting you set questions and specify if registrants must be manually approved:
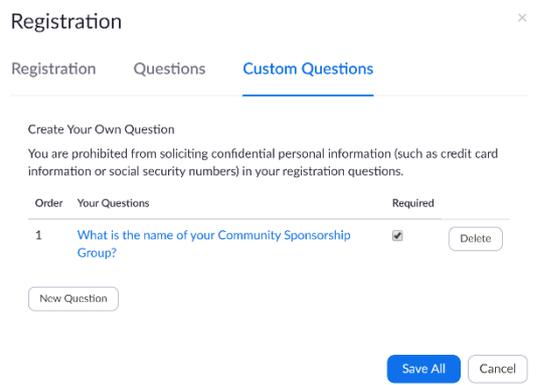
   - If you have a logo you can set branding for your meeting- go to the branding tab- add your logo branding and banner. This will appear on the registration page for your meeting

3. Selecting meeting options
- Enable join before host means that participants will be able to join the meeting even before you've started it
- Enable waiting room means that you will need to admit each guest to the meeting. For security this is recommended by Zoom but if you're hosting a large meeting it can be a bit annoying.

4. Consider designating roles: host and co-host
- <u>The host</u>: the visible leader of the meeting. They oversee introductions, explaining Zoom functions, moderating questions and moving from one person/topic to another. In Zoom, the host can mute people and ask them to unmute themselves. They can also assign a co-host and designate screen sharing settings.
- <u>The co-host</u>: the behind the scenes helper who has the same capabilities as the host. As the host speaks and moderates the conversation, the co-host can mute people, answer questions in the group chat or offer IT assistance to someone who is having trouble with Zoom so the host can continue to present without interruption. You can assign a co-host once you start the meeting by clicking on the three dots on the upper right-hand corner of the co-host's video window.

5. Structuring your meeting
- Give meeting participants a clear roadmap at the start of your meeting so they know what to expect.
- Keep to time- if you have advertised your meeting as a one hour session, make sure you end after one hour.
- Introduction-
  - explain Zoom functions- that you will be muting everyone and why, how to mute and unmute, how to use the group chat, what will happen when the screen is shared (if relevant), that participants will be muted but can unmute themselves when they have questions, how and when to ask questions, who will be speaking and in what order.
- Be clear when you are shifting from presenting to question time

6. **Taking questions**
   - In your introduction, make it clear when you will be taking verbally asked question. You can allow participants to ask questions in the group chat that you can either read aloud at question time or let the co-host answer while others speak. If it's a really good question, the co-host should flag it to the host.
   - You may get a lot of hands raised to ask questions at once-it's important that every knows they will have a turn to speak so keep a list of the order people have raised their hands. You can let everyone know who will be able to ask a question and in what order (ie. "Bob go ahead and then we'll hear from Cathy, then Pat"). No one wants to feel ignored!