

USING ZOOM - PARTICIPANTS

Zoom is a versatile tool for online meetings! You can conduct regular meetings and contests with Zoom! You can turn your video on and off and you can turn your microphone on and off.

You will need a video cam on your computer and a set of headphones. It is recommended to have headphones, because sometimes we get feedback through the speakers on the computer.

You will get an email from the host saying that you have been invited to a Zoom meeting. You should log into Zoom 30 minutes before the start of the meeting to check your audio and video. That way, any problems can be solved before the meeting starts. Follow the following steps:

1. Click on the link where it says "Join Zoom Meeting"
 - a. If you are not at a computer at the time of the meeting, you can call into the meeting by dialing the "Dial by your location" number
2. The first time you do Zoom, it will ask you to download a small Zoom client program. Say "Yes".
3. After the first time it will automatically "launch" your Zoom meeting. It may ask you to allow a window to open for the Zoom meeting – agree to.
4. Once in the meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls).
 - a. On the bottom left, you will see the microphone symbol and the video symbol. If you right click on each one, you will have the opportunity to test your audio and video.
5. You should always have your video on so the speaker can see your reactions to their speech.
6. There are two thoughts on having your microphone muted all the time or not:

- a. Some people believe everyone should have their microphone muted all the time in case there is noise in the background.
 - b. I believe everyone's microphone should be on all the time!** Reasoning: What if you said something ghastly and expected to hear gasps from the audience and there was only silence? What if you said something hilariously funny and only heard silence? We need audience feedback in our speeches! Each person should monitor their own environment and if there is noise or you believe there is going to be some noise, mute yourself and then unmute yourself when the noise is over. Clapping silently is not a very morale booster either!
 - c. In addition, there will be a Sargent-At-Arms who will be monitoring everyone and as soon as they hear noise, they will mute the person if the person doesn't.
7. Chat function:
- a. To send a message to everyone, make sure your chat control is on "Everyone".
 - b. To send a message to a select person, choose that person in your chat control before you send a message.
8. There are two ways to view the meeting. In the upper right-hand corner, you will see "Speaker View" or "Gallery View".
- a. In the "Gallery View", you will be able to see a window for every person in the meeting on your screen.
 - b. In the "Speaker View", you will see the speaker in a big window and the rest of the members will be in little windows on the side and you will not be able to see everyone without scrolling.
 - c. It is best to stay in the "Gallery View" so you can see everyone and see their reactions to the speech.
9. The timer should have a cellphone timer that changes colors or green/yellow/red cards. When the time is green, the timer should hold up the cellphone to their video camera

(without showing the actual time) or the green card. The cellphone or card should completely cover the timer's window so that it can easily be seen. Then switch to the yellow color and then to the red color and hold the red until the speaker stops.

10. To leave the meeting, go to the bottom controls and click on "Leave Meeting".

Developed by Larry J. Miller, DTM District 57

USING ZOOM - HOSTS

Zoom is a versatile tool for online meetings! You can conduct regular meetings and contests with Zoom! You can turn your video on and off and you can turn your microphone on and off. You can create polls for voting, and you can put people on "hold" so they can't see or hear what is going on in the meeting.

SETTING UP THE MEETING

1. The meeting duration should be set up to last a couple of hours longer than anticipated (just in case).
2. The parameter "Enable join before host" should be checked.
3. Leave all the other Default parameters as they are.

ONCE IN THE MEETING

1. Immediately designate someone else to be a Co-Host. This way if the Host's computer drops out, the meeting will continue.
2. As the participants join the meeting, have the Sargent-At-Arms have them check out their audio and video to make sure there are no problems like their video doesn't work, someone can't hear or we can't hear them, or if there is feedback within their system.

EVALUATION CONTEST

1. Once the target speaker is done, the contestants can be put on "hold" so they can't see or hear anything in the meeting. Then they can be brought back into the meeting one at a time when it is their turn to speak.

VOTING

1. If everyone is voting, you can create a "Poll" that everyone can respond to.
2. If only certain people (Judges) are voting, you can still use the "Poll" method but only the designated Judges should respond. The person running the poll can see who responds,

so they can make sure only the Judges and the Tie-Breaker Judge have voted.

3. An example poll:

Select Your First Place Selection:

- a. George
- b. Sara
- c. Bob
- d. Linda
- e. Ted

Select Your Second Place Selection:

- a. George
- b. Sara
- c. Bob
- d. Linda
- e. Ted

Select Your Third Place Selection:

- a. George
- b. Sara
- c. Bob
- d. Linda
- e. Ted

4. The "Problem" with this "Poll" method is that I believe only the person who made the poll can see the results of the poll. This "Problem" could be overcome if the two vote counters each made the same "Poll". **NOTE:** Both vote counters would have to be co-hosts to make the polls. That would allow each vote counter to come up with their individual count.
5. The District is talking about using Google Docs to do the voting. I will check into that method.

Developed by Larry J. Miller, DTM District 57