



*Members Only Document*

{*Sample template is based on Zoom platform. Modify to adapt to your club/applicable platform.*}

The **Club’s ZOOM Meeting** video conferencing is available to ALL club members to use for any Club-related meeting and training sessions.

**To schedule a meeting:**

1. Go to <https://us04web.zoom.us/signin>
2. Enter the email address and password: *{per Account}*
3. Click on *Sign in*
4. **BEFORE** scheduling your meeting, please click on Meetings (left side of screen), to see if your meeting will conflict with one already scheduled. You may have to adjust your plans accordingly. Zoom does not provide for concurrent and/or overlapping meetings.
5. Click on *Schedule a Meeting* and enter your details and modify the other default options as they appear here:

A screenshot of a cell phone

Description automatically generated  
Note: Meeting *Password* and *Virtual Waiting Room* provide for extra security (recommended). Tip: Edit the Audio to remove United States phone numbers being generated.

1. Click on *Save*
2. Invite Attendees > Click *Copy Meeting Invitation* and paste into your email message.
3. Paste the Meeting Invitation into your email. And replace the Host or Club Zoom Coordinator’s name (i.e. name of individual who set up the account) with yours and remove phone numbers…

Host is inviting you to a scheduled Zoom meeting.

Topic: Your Meeting

Time: Apr 12, 2020 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

https://zoom.us/j/97993148197?pwd=SVI1NlkvUGhGQ1hyVnZDb2V0VGZTUT09

Meeting ID: 979 9314 8197

Password: 731365

One tap mobile

+16475580588,,97993148197#,,#,731365# Canada

+17789072071,,97993148197#,,#,731365# Canada

Dial by your location

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 438 809 7799 Canada

Meeting ID: 979 9314 8197

Password: 731365

Find your local number: <https://zoom.us/u/abV99uY0CP>

Consider modifying your invite to appear as in this example…

President is inviting you to our Virtual Club Meeting on April 20th at noon.

Direct Link:

https://us04web.zoom.us/j/247068136?pwd=NWFnV1ZaMmdWaHBVNDB0Q0wrdjdNdz09

Zoom App:

<https://zoom.us/join>

Meeting ID: 247 068 136

Password: 263844

Dial by your location:

+1 778 907 2071 Canada

+1 438 809 7799 Canada

+1 587 328 1099 Canada

Meeting ID: 247 068 136

Password: 263844

**Note:** If you have requested registration, the copied *Meeting Invitation* will appear as in this example:

Hi there,

You are invited to a Zoom meeting.

When: Apr 7, 2020 10:00 AM Eastern Time (US and Canada)

Register in advance for this meeting:

https://zoom.us/meeting/register/v5Yuf-ysrDgt8yUW-fz\_9vxlD6ogLwDIsA

After registering, you will receive a confirmation email containing information about joining the meeting.

*{Include if using the Zoom Basic Plan. If using the Pro Plan delete.}*

NOTE:

* Our club is using the Basic Plan (free), with each meeting being limited to 40 minutes.
* However, after a meeting has ended and everyone disconnected, the Host and participants can rejoin the meeting after 2 minutes using the same link (and if required same meeting ID), to continue.
* TIP: If your meeting requires more than 40 minutes, build in 1+ planned breaks (e.g. a 5-minute break every 30 minutes).

**To start a meeting:**

1. Go to <https://us04web.zoom.us/signin>
2. Enter the email address: *Insert address* {used to create account}
3. Enter the password: *Insert* {generated to create account}
4. Click on *Sign in.*
5. Click on *Meetings.*
6. Click on *Start* for your meeting.
7. Optional: Replace the District Zoom Coord’s name with your own name.

NOTE: If you have checked the box: Enable join before host, when scheduling your meeting, you can also **join the meeting via the meeting link** and “Claim Host” (at the bottom left of the screen under Participants) and entering the Host Key: *Insert key#* (found in your account).

A picture containing bird

Description automatically generatedA screenshot of a cell phone

Description automatically generated

NOTE: As the Host, you will see several options available to you along the top and bottom of your screen.

PARTICIPATING IN A MEETING

**To join a meeting:**

Your meeting invitation¹ will include all the information required to join via…

1. The meeting link.
2. The Zoom app² and entering the Meeting ID and Password.
3. The Zoom *Join a Meeting* link - <https://zoom.us/join> and entering the Meeting ID and Password.
4. Telephone and when prompted entering the Meeting ID and Password.

Depending on the settings selected by the Host, you may be…

* Placed in the “Virtual Waiting Room”, until the Host is ready to start the meeting.
* Muted when joining.
* Joining before the Host.

First time using Zoom, please download the application to your computer.

Notes:

1. If the Host requested registration for the meeting, you will receive an email with instructions to register and a subsequent email with your *Sign in* information.
2. Download the *Zoom Cloud Meeting App* ([Google Play](https://play.google.com/store/apps/details?id=us.zoom.videomeetings) or [App Store](https://apps.apple.com/us/app/id546505307)).

**SUPPORT:**

[Frequently Asked Questions](https://support.zoom.us/hc/en-us/articles/206175806-Top-Questions?flash_digest=22dda3819f14083fbc0541ff4a5f35d5a6a7460d)

[Tutorials](https://rotaryzones24-32.us7.list-manage.com/track/click?u=8a9e1c6f3c2fb16537dfd2608&id=393a393071&e=ff5f42ec27)

Club Zoom Coordinator {*embed applicable email link*}

[ZOOM Security Features](https://portal.clubrunner.ca/50040/Documents/en-ca/c9939e34-3ab4-47e8-9535-81944e1ec29e/1/)