GUIDELINES FOR ZOOM SESSIONS in SGCASG

MEETING LEADERS

LEADERS should go over any special needs with your Host and Co-Host before the meeting starts. (How early do you want Participants admitted from the Waiting Room? Who will give you the chat questions? Who will look for raised hands? Who will send them the participant list?)

LEADERS should remind the HOST to make them (the LEADER) a CO-HOST so they have the hosting menu.

If a LEADER came into the Meeting as a HOST by default and is "running the program", it's a good idea to assign someone else the role of HOST and CO-HOST so you are not tasked with the Hosting duties on top of doing the program. REMEMBER to ask the new HOST to make you a CO-HOST. Alternatively you could remain the HOST and make 2 other people CO-HOSTS so that they can run the administrative side of zoom.

LEADERS can welcome new people and ask them to type their contact information in the Chat window so that it is captured for follow-up.

CHAT SAVE LOCATION

The default location for the saved CHAT file on a PC is C:\Users\[Username}\Documents\Zoom\ [Folder with Meeting Name, Date and Time]

The default location for the saved CHAT file on a MAC is Users\[Username}\Documents\Zoom\ [Folder with Meeting Name, Date and Time]

HOSTS

Our designated HOSTS hold a Pro license and can start any meeting.

The HOST will assign Co-Hosting to whomever is assigned to be that meeting's Co-Host as soon as they join the meeting

The HOST will need to assign Co Hosting duties to the Leader or whomever is running the meeting because that person will need hosting menu controls like screen sharing, recording and mute all.

HOSTS should help the meeting Participants join the session if having trouble. They should help them with sound and video problems. If the HOST can't figure out how to help them, have them contact our Zoom Manager or IT Administrator.

HOSTS should keep an eye on the Chat window for questions (or ask their Co-Host to do that.)

The HOST should make a list of all the Participants in the meeting and email it to the Leader.

ALL HOSTS and Co-Hosts should be prepared to rapidly remove unwanted or disruptive guests.

HOSTS will have the chat saved to their computer by default.

CO-HOSTS
Our designated CO-HOSTS do not have a license. They have a free, basic account. If you are the designated CO-HOST, ask the meeting Host to make you a CO-HOST.

The CO-HOST's main duty is to help admit everyone in the Waiting into the Meeting and assist the HOST. *Please ensure that you are not admitting names or phone numbers that you do not recognize.*

These are some other things for a CO-HOST to do:
Help a participants to rename themself.
Monitor the Chat window and work with the Host to bring forward questions to the Leader/Speaker or answer them in the Chat Window.
Help "lower" hands after the person has been called upon
BE PREPARED to HOST if the Host needs to step away or leave the meeting.
BE PREPARED to remove disruptive Participants

If the Host leaves the meeting the CO-HOST will become the HOST by default. She will then need to assign someone else as CO-HOST. Therefore, it is **recommended that Co-Hosts are familiar with the roles of Host**, and if not, they reach out to our Zoom Manager or IT Administrator by phone and ask them to join the meeting as HOST.

Chat saves are not automatic for Co-Hosts but you can save it to your computer before the meeting ends.

ONGOING TRAINING
We offer monthly sessions for Hosts, Co-Hosts, Leaders and members to learn about Zoom features and updates and to practice their skills.

These guidelines are suggestions. There will be times when the unexpected occurs. Leaders, Hosts and Co-Hosts will need to sort things out as a team to ensure their Zoom sessions run as smoothly as possible for their Participants.