



Are you ready to ZOOM? Well ready or not SDQSGUILD has jumped on the ZOOM train. We know that at least 60 members indicated on the survey that they need some support to feel comfortable. You are not alone, and this is new and a bit scary even for the administrators behind the scenes, so we are all learning together!

We ask for your patience as we can expect there will be glitches. We will do our utmost to avoid them, but technology being what it is there are bound to be bumps along this road. However, after living through COVID these past seven months how bad can it be right? This document is meant to get us started with a few resources for those that need some HOW TO's.

## **STEP ONE- INSTALL THE ZOOM PROGRAM OR APP**

You do **NOT** need a ZOOM account in order to participate in the meetings.

**You DO need to have the program or app installed on the device that you plan to use to fully participate (Desktop, Tablet, iPad, Laptop etc.).**

To download the program on a desktop or Laptop that is Windows based this video might be helpful:

<https://www.youtube.com/watch?v=w-XwOf9WHL8>

To download the program on an iMac or MACBOOK this video might be helpful:

<https://www.youtube.com/watch?v=BLH80Dhh738>

To download Zoom on an iPad here is a video tutorial:

<https://www.youtube.com/watch?v=u7X9TpAPNaE>

To download ZOOM on android devices here is a video tutorial:

<https://www.youtube.com/watch?v=HRT305gWn-0>

The other alternative is to wait till you click the link to join the meeting and if you don't have the program installed you will be prompted to do so. Here is a video from the Zoom site that explains what will happen:

<https://www.youtube.com/watch?v=vFhAEoCF7jg>

## **STEP TWO – BEFORE THE MEETING**

Before the meeting you will be sent an email that will contain an invitation with a link to join the meeting.

It will look something like this:

Sudbury & District Quilting and Stitchery Guild is inviting you to a scheduled Zoom meeting.

Topic: practice session

Time: Sep 22, 2020 02:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88019656122?pwd=cFJwRnZ4NG0reTJ2aWh0QUiY1VmZz09>

Meeting ID: xxx xxxx xxx

Passcode: xxxxxx

*Note: A Zoom invite usually includes an option to use your telephone to call in. We have decided to eliminate this as a choice (and avoid further confusion) for two reasons. Since the nature of our meetings is very visual, we do not see any benefit in phoning in. Secondly, there is no toll-free option and our meetings will be around 2 hours in length so this may be cost prohibitive. Thank you for understanding.*

Here is a video from the Zoom site that will explain about joining the meeting:

<https://www.youtube.com/watch?v=hlkCmbvAHQQ>

### **STEP THREE-JOINING THE MEETING**

**These videos might be helpful:**

<https://www.youtube.com/watch?v=hlkCmbvAHQQ>

<https://www.tomsguide.com/news/how-to-join-a-zoom-meeting>

At meeting time, you will click the link to join the meeting. You may be let into a waiting room until the host/co-hosts admits you. Don't worry if it does not happen immediately as there will be many all arriving at about the same time and the host or co-host has to "admit" you into the meeting. You may also have to approve a request for permission to use your computer's audio and camera.

We will begin to admit at 6:45 and at 6:50 Ashleigh will be running through a mini tutorial (Power point presentation) to remind everyone of the basic ZOOM functions so that the meeting will run smoothly.

The meeting should then begin at 7:00 P.M.

For those Guild members who do not have a camera on their device, please note that you can still join in the traditional way. You will be able to fully view and participate in the meeting. You will see the Guest speaker, can operate the chat functions, you can

vote on polls etc. You will be with us in terms of your name. We will be able to hear you, but we will not be able to see your video.

Our Guild has purchased a license that allows us to host meetings for up to 100 participants. The cost for this purchase was \$200 plus tax for the year, and Cathy Carr found a \$40 discount coupon that we utilized. The next step up would have allowed us to host up to 300 participants but would have cost \$2700 per year plus tax. Obviously, that is cost prohibitive for our Guild. 87 Guild members expressed an interest in a virtual platform so we hope that we will not exclude anyone. We are looking to record the Guild meeting, as well as the professional speaker portion of our meeting. This will allow us to send out a password protected link to all members to view the meeting for a short period of time afterwards. We are aware of 'intellectual property' issues and this will be a point of discussion during contract negotiations. Any members not wishing to appear "on camera" have the option to not show their video image during the meeting.

On September 22, 2020 there will be a Special Guild Meeting via Zoom. There will be no Agenda. The sole purpose of the meeting is for the participants to practice with this new technology. I can tell you from the perspective of the Host and Cohosts, we are still very much in a learning curve behind the scenes. Then on September 29, 2020 we will have our first "official" meeting which will be our Annual General Meeting to close off our 2019-2020 Guild Year and officially install our Slate of Officers/Committee Heads for 2020-2021. Our first Official meeting of the new Guild Year will take place October 6, 2020.

If you have any issues with downloading the program or app, please contact one of our tech team listed below. We will do our best to get back to you asap.

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