# Zoom meetings. Do a Google search for “Zoom Video Tutorials” & “Zoom.us”

**Learning new skills is exciting – for adults as well as youth.**

 Zoom has quickly become the standard for meetings across a range of formations, including weekly Section meetings, as well as Group Councils, District meetings and more. Initially you can open up a free account and learn the ropes and then change to a paid monthly paid account when necessary. The free account can run for 40 minutes.

 If you’re the host, you’ll need to download and install the software package. The host sets up the meeting and emails or texts out the invitation meeting link to their section or leaders.

 To join a Zoom meeting, just click on the link. You don’t need to have Zoom installed on your computer, phone, laptop.

However, the host needs to be familiar with many options available, such as muting all speakers, or allowing one to speak, letting us share their screen (eg a PL or Leader) or being the only one to share screen etc

 We need to be aware of how to use the equipment safely, just like everything is we do in Scouting.

Here are some things to think about when running a Zoom meeting.

• Use the password function to avoid unexpected people joining you.

• Use the “Waiting room”, so you only let Scouting people in.

• Set screen share to “Host only”

• Disable “Join before the host”. It’s a bit like letting the kids into the hall before you arrive!

• You could disable the chat function, including private chat between participants

• **Share the work:** the host Leader can make a fellow Leader a ‘co-host’ so they can help manage muting and the supervision of the room. Just like at the hall, they can help with sharing content when appropriate. It also means, if you use “Break out rooms”, Leaders can move between “rooms” just like you do in the hall to check in on Patrols or Sixes. Have 2 adults online at all times

• Be aware anyone could be recording your meeting, without permission.

• For younger sections, send meeting invitations to parents. For older sections, send to both parents and youth.

• Remember you are always visible. ‐ Don’t eat or drink anything you wouldn’t eat or drink in the hall. ‐ Keep your background blurred or check that you have just a wall behind you or use a Virtual background from your photos.

 • Understand some Leaders and youth members will be better at this than others - allow time for everyone to learn

• Look after yourself as Leaders also – this is a new world for you, ask to be invited to other Group meetings to learn and share your experiences (as travel isn’t required this should be easier to do)

• Enable Leaders to share their experiences good and bad – learn by doing!

Idea, Leaders can’t run their Zoom meeting from the hall. But you can use photos taken from inside your hall as your “Virtual background” in Zoom. Leaders are actually supporting the program from their homes but it looks like they’re in the hall as normal.

Good luck