

{*The sample General Information template is based on using the Zoom platform. Modify to adapt to your applicable platform.*}

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

HOSTING A MEETING

To **Schedule or Start a meeting** will require you to access the *Zoom Info and Suppor*t document filed in the Member Area {*embed your club’s link*} (Club ClubRunner) > Administration Page > View Club Documents (Private Documents) > Club Administration folder.

This document provides the sign in credentials, step by step instructions and links to support information.

NOTE:

* Meetings can’t run concurrently and/or overlap. BEFORE scheduling your meeting, you will need to check to see what may already be scheduled. You may have to adjust your plans accordingly.
* We are using the Basic Plan (free), with each meeting being limited to 40 minutes.

However, after the 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).

*If your club purchases the* ***Pro Plan*** *you can remove this bullet point before sharing or posting. This plan is available with a 20% discount through* [*Rotary Global Rewards*](https://my.rotary.org/en/member-center/rotary-global-rewards/offers#/offers/featured)*.* [*Purchase here*](https://zoom.us/buy?cartid=aho9ipZnQ)*. Annual Cost CAD$16.67/month (taxes incl., billed annually).*

*Unlimited meeting length for up to 100 participants.*

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.

The first time you join a meeting, you will be asked to allow the Zoom application to download to your computer.

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)) to your tablet or smartphone.

**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/)