

Scheduling & Hosting a Zoom Gathering

While we all self-isolate, it's important to do our best to remain connected. Of course, this can happen through email, text, phone calls - but it can also happen through a group video call. Video calls are always awkward at first, but once you do it a few times: you're off to the races!

We have created a simplechurches "Zoom" account to host and organize online gatherings. Here I have created a step by step instruction on how to host a gathering. You can do this, or appoint someone in your church to do this on your behalf.

As a host/leader there are **two things needed to organize a Zoom call** with your church. First, in advance, **you must schedule** the zoom meeting and send the invite to the folks you are inviting. Second, at the time of the meeting, **you need to "host"**. Both are straightforward and the instructions are below:

Schedule a Zoom Meeting

1. Go to www.zoom.us
2. In the right corner of the zoom homepage, click **"Sign in"**
3. **Enter the "Sign In" credentials:**
 1. Email: info@simplechurches.ca
 2. Password: PrayAlways2020
4. **Click "Schedule a Meeting"**
5. **Set up the meeting details:**

1. **Enter** your meeting title, date and time (Make sure it is separate from other scheduled times).

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic

Carnation Touch Base

Description (Optional)

A chance for us to catch up during self isolation!

When

03/30/2020



7:30



PM



Duration

1



hr

0



min

2. **Click video section buttons** so Host and Participants can both use video

Video

Host	<input checked="" type="radio"/> on <input type="radio"/> off
Participant	<input checked="" type="radio"/> on <input type="radio"/> off

Audio

Telephone Computer Audio Both

Dial from [Edit](#)

3. **Deselect** the “Require meeting password” - it’s not needed if you are sending the invite to people.

Meeting Password Require meeting password

4. **Click Save** at the bottom.

6. On the next page, where your meeting details are confirmed, **scroll down to “Join URL”** and look for the “Copy invitation” - **click this, copy it, and send it to the members of your church.**

Meeting ID	374-462-928
Meeting Password	<input checked="" type="checkbox"/> Require meeting password 220211
Join URL:	https://zoom.us/j/374462928?pwd=cmVpZVJjNTZ3eTR3RUhycFU1SjZyUT09 Copy the invitation

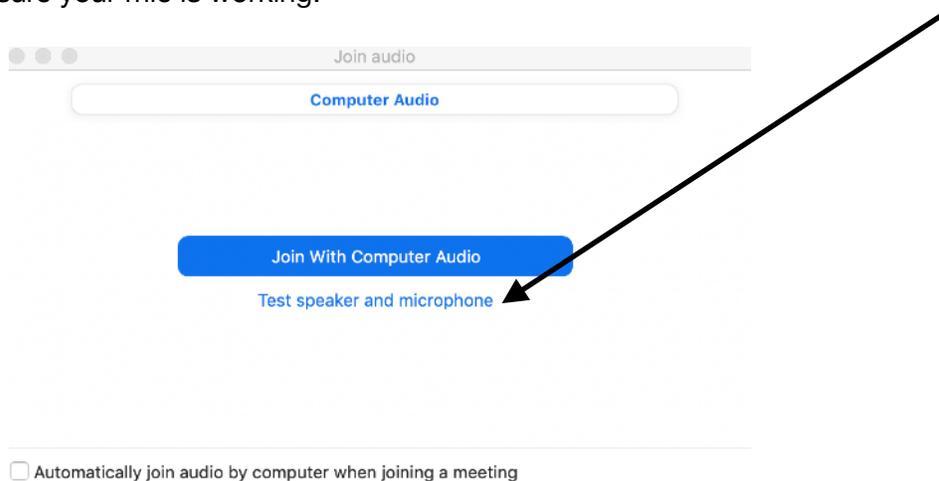
7. **Sign out from zoom after you have set up the meeting.**
8. You will need to **send your invites these instructions when you send them the meeting link:**

At the time of our scheduled meeting, attendees will need to click the “Join Zoom Meeting” (or copy link into their browser). The first time you join a zoom meeting you will be prompted to download “Zoom”. You will need to do this in order to join. You will only need to do this the first time you use Zoom.

Hosting a Zoom Meeting

At the time of your scheduled meeting (or a few minutes early) you will need to log in and prepare to host the gathering. Here are the instructions on how to host!

1. **Sign into** the account again (same as above)
2. **Find your scheduled meeting** (under meetings tab if it doesn't take you directly to the "upcoming meetings")
3. **Click "Start"**
4. Zoom will prompt you to "open zoom.us" - **click to allow**.
5. A pop window will appear where you can "test your audio". It's good to **click test** to make sure your mic is working.



6. When ready, **click "Join with Computer Audio"**

7. On the bottom of the screen you will see clickable options. **As a host a critical tab is “Manage Participants.”**



1. **Click the “Manage Participants”** button as soon as you log in.
 2. **A panel will open on the side of the window.** Here you will see when a participant “joins a call”
 3. Important: **When their name appears you must click the button beside their name** to admit them join the Zoom call. If you don’t, they just stay in the waiting room.
 4. On the panel, you can also mute users mics or shut off their video if they are being disruptive.
8. Other buttons along the bottom of the page include:
 1. **Mute** - allows you to shut off your microphone. Participants will have the same ability. When on the video chat this can be helpful as it keeps the focus on the person talking. So, you might want to have people shut off their mics.
 2. **Stop video** - allows you to be in the zoom call by audio only
 3. **Chat** - opens up another panel which allows people to write comments while a person is sharing.
 9. When your meeting is over, **click the red “end meeting”** in the bottom right corner.

That’s it! Well done! You’ve set up and hosted a zoom call.