

# #RISINGYOUTH

*community service grants*



# #JEUNESACTION

*subvention de service communautaire*

# #RISINGYOUTH

*community service grants*



# #JEUNESENACTION

*subvention de service communautaire*

## Hosting a Virtual Event on Zoom

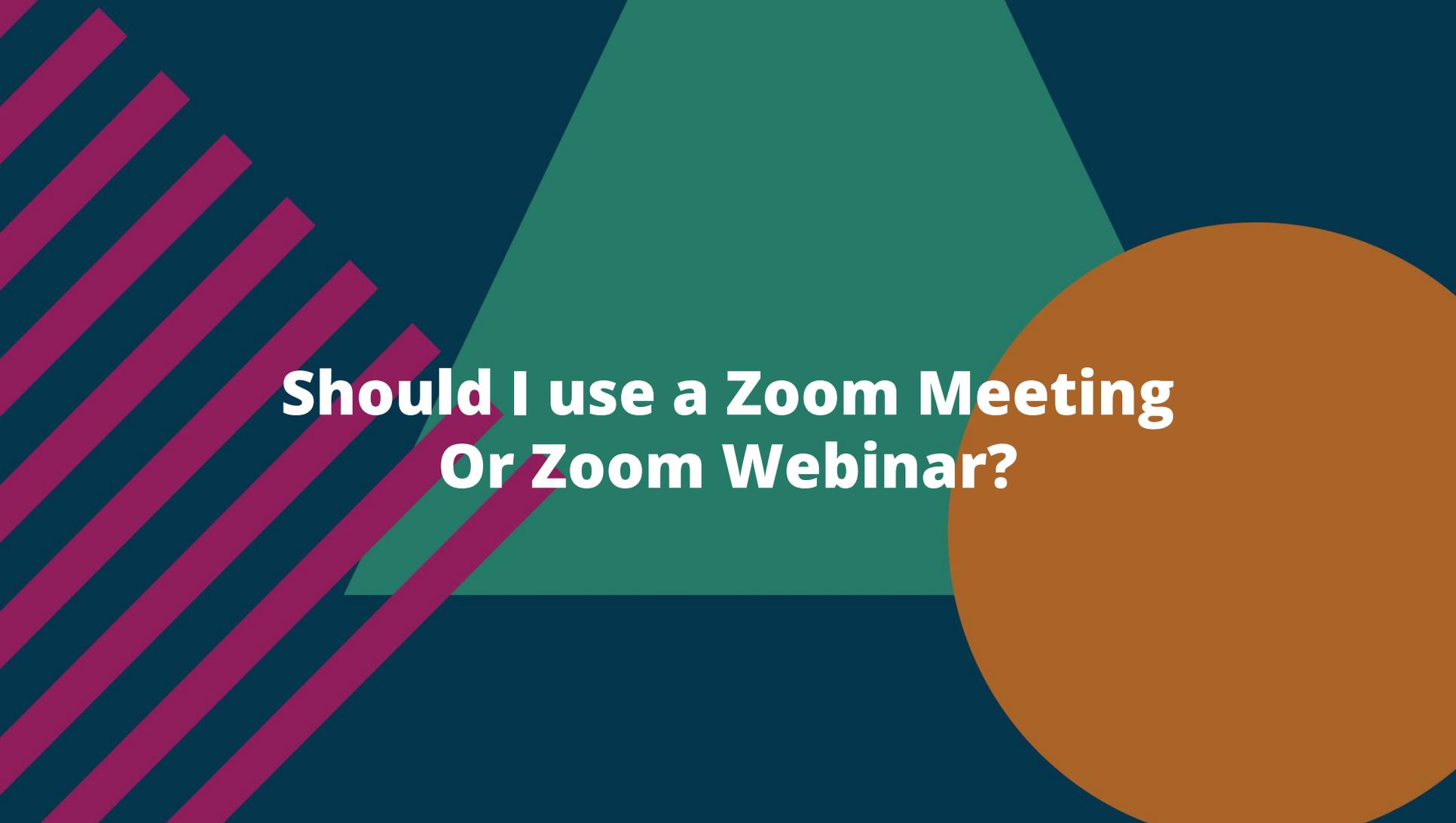
**Go from this:**

**WHY IS  
ZOOM SO  
CONFUSING  
ARRHGJ\H**

**I am one with  
my virtual  
event!!!!**



**TO THIS!!!!:**



**Should I use a Zoom Meeting  
Or Zoom Webinar?**

# Zoom Meeting

- A small group gathering
- People are 'Participants'
- Capacity: up to 100 with free license (40 mins max)
- Interaction between participants
- Participants can mute/unmute themselves



# or Zoom Webinar?

- An auditorium
- People are 'Attendees'
- Up to 100 - 10,000, depending on license
- No interaction between attendees
- Only Meeting Hosts can mute/unmute

# Zoom Meeting

- Participants can ask questions out loud
- Participants can use chat to talk to each other
- Breakout Rooms available
- Waiting Room available



# or Zoom Webinar?

- Attendees have to ask questions in the chat or the Q&A
- Attendees can only use chat to communicate with hosts/panelists
- No Breakout Rooms
- No waiting room

# Zoom Meeting

## IDEAL FOR:

- Team meetings
- Meet & greets
- Smaller training sessions
- When the purpose is to meet people, share opinions, facilitate group discussions
- Likely not streaming anywhere



# or Zoom Webinar?

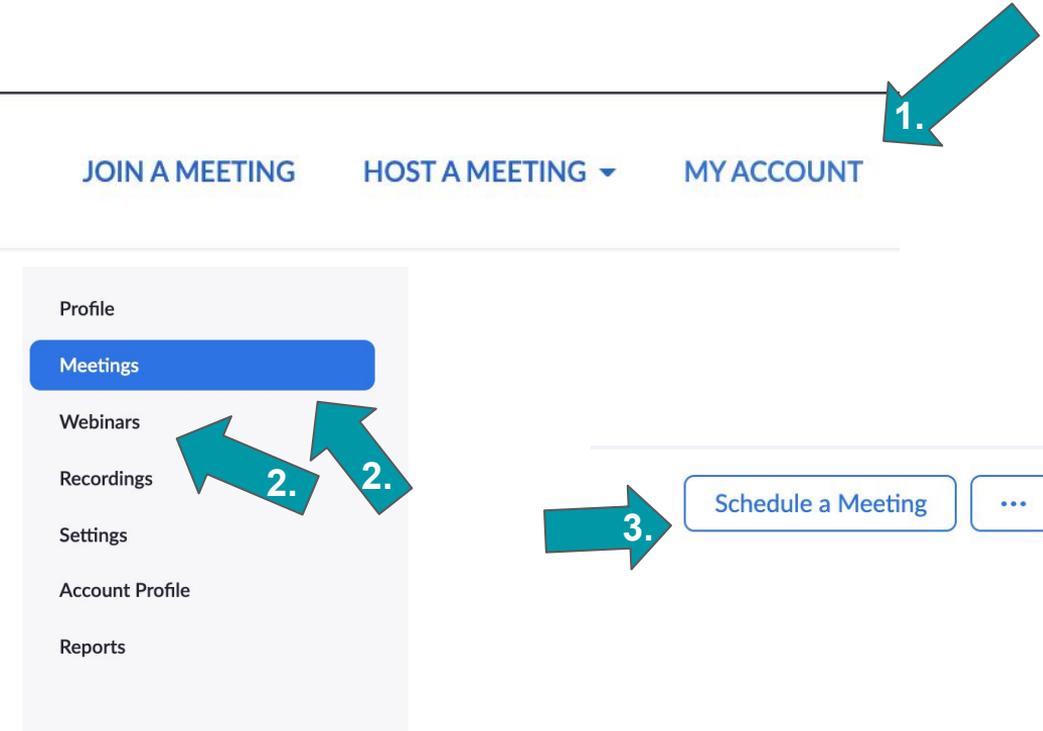
## IDEAL FOR:

- Seminars/Educational Lectures
- Presentations
- Larger training sessions
- Performances / live events (e.g. drag shows, music)
- Possibly live streaming onto another platform



**Setting Up Your  
Meeting / Webinar**

# Zoom.us



- 1. Home page -> choose **My Account** at top right of the screen
- 2. My Account page -> choose either **Meetings** or **Webinars** from the list on the left of the page
- 3. On Meetings/Webinars page -> click **Schedule a Meeting/Webinar** near top right of the page

**\*\* you need to sign up for an account to use Zoom, but you don't have to pay unless you're hosting a meeting longer than 45 minutes**

Topic



Description (Optional)



When



Duration  hr  min



Time Zone



Recurring meeting



Registration  Required



Meeting ID  Generate Automatically  Personal Meeting ID 960 398 4652



Security  Passcode  
Only users who have the invite link or passcode can join the meeting



Waiting Room  
Only users admitted by the host can join the meeting



Require authentication to join



# Setting Up Your Zoom Meeting (Part 1)

# Setting Up Your Zoom Meeting (Part 2)

 **Video**  Host  on  off

Participant  on  off

 **Audio**  Telephone  Computer Audio  Both

Dial from United States [Edit](#)

 **Meeting Options**

Allow participants to join  before start time

Mute participants upon entry 

Breakout Room pre-assign

Automatically record meeting  On the local computer  In the cloud

Approve or block entry for users from specific countries/regions

 **Alternative Hosts**

 **Interpretation**  Enable language interpretation 

Topic  ←

Description (Optional)  ←

When    ←

Duration  hr  min ←

Time Zone  ←

Recurring webinar ←

Registration  Required ←

Webinar Passcode  Require webinar passcode ←

# Setting Up Your Zoom Webinar (Part 1)



Video Host  On  Off  
Panelists  On  Off



Audio  Telephone  Computer Audio  Both

Dial from United States [Edit](#)

Allow attendees to use toll-free and fee-based toll call numbers

Allow attendees to use Call Me

Attendees will still be able to connect to computer audio to listen to this webinar.



Webinar Options

Q&A

Enable Practice Session

Require authentication to join

Make the webinar on-demand

Automatically record webinar  On the local computer  In the cloud

Approve or block entry for users from specific countries/regions



Alternative Hosts



Interpretation

Enable language interpretation

Schedule

Cancel

# Setting Up Your Zoom Webinar (Part 2)

Start this Meeting

Topic

My Meeting

Time

Jun 9, 2021 01:30 PM Montreal

Add to

31 Google Calendar

Outlook Calendar (.ics)

Yi Yahoo Calendar

Add to your  
Google Calendar

Meeting ID

983 5100 9458

Security

× Passcode × Waiting Room

× Require authentication to join

Share the  
Zoom link  
directly

Invite Link

<https://takingitglobal.zoom.us/j/98351009458> Copy Invitation

Inviting  
people to  
your Meeting

# Adding Event to Google Calendar

## My Meeting

Cancel event changes

Jun 9, 2021 1:30pm to 2:30pm Jun 9, 2021 (GMT-04:00) Eastern Time - Toronto Time zone

All day Does not repeat

**Event Details** Find a Time

**Add Google Meet video conferencing**

<https://takingitglobal.zoom.us/j/98351009458>

Notification 10 minutes

Add notification

Marc Basque

Busy Default visibility

#RisingYouth is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://takingitglobal.zoom.us/j/98351009458>

Meeting ID: 983 5100 9458  
One tap mobile  
+13126266799,,98351009458# US (Chicago)  
+13462487799,,98351009458# US (Houston)

Dial by your location  
+1 312 626 6799 US (Chicago)  
+1 346 248 7799 US (Houston)  
+1 646 558 8656 US (New York)  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
+1 301 715 8592 US (Washington DC)

Meeting ID: 983 5100 9458  
Find your local number: <https://takingitglobal.zoom.us/u/amOPDFC34>

Join by SIP  
[98351009458@zoomcrc.com](mailto:98351009458@zoomcrc.com)

**Guests** Rooms

Add guests

Guest permissions

- Modify event
- Invite others
- See guest list

Start Webinar Edit Save as Template

Want a meeting instead of a webinar? [Convert this Webinar to a Meeting](#)

Invitations Email Settings Branding Polls/Survey Q&A More

Invite Panelists No panelists invited [Import from CSV](#) [Edit](#)

Invite Attendees Webinar Size: 100 attendees [Copy Invitation](#) [Send Invitation to Me](#)

**Registration Link**

[https://takingitglobal.zoom.us/webinar/register/WN\\_aGUSjd65RWasg4ITvqy...](https://takingitglobal.zoom.us/webinar/register/WN_aGUSjd65RWasg4ITvqy...)

**Source Tracking Link** [+ Add](#)

You have not yet created any source tracking links

Registration Settings Automatically Approve [Edit](#)

- ✓ Close registration after event date
- ✓ Allow attendees to join from multiple devices
- ✓ Show social share buttons on registration page
- ✗ Enable Disclaimer

Manage Attendees **Total Registrants: 0** [Import from CSV](#) [Edit](#)  
Approved: 0 Denied/Blocked: 0

# Creating registration for Webinars

Start this Webinar

Edit

Save as Template

Want a meeting instead of a webinar? [Convert this Webinar to a Meeting](#)



Invitations

Email Settings

**Branding**

Polls/Survey

Q&A

More

Title

Webinar Registration

Edit

File size cannot exceed 300K.

Banner

Your banner is displayed at the top of your invitation page.



Change

Delete

[Add Description](#)

Image requirements:

- GIF/JPG/JPEG or 24-bit PNG
- The maximum dimensions: 1280px by 1280px

# Creating registration for Webinars



## Webinar Registration



# Creating registration for Webinars

Topic My Presentation



Time Jun 10, 2021 07:00 PM in [Eastern Time \(US and Canada\)](#)

\* Required information

First Name \*

Last Name \*

Email Address \*

Confirm Email Address \*

Information you provide when registering will be shared with the [account owner](#) and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

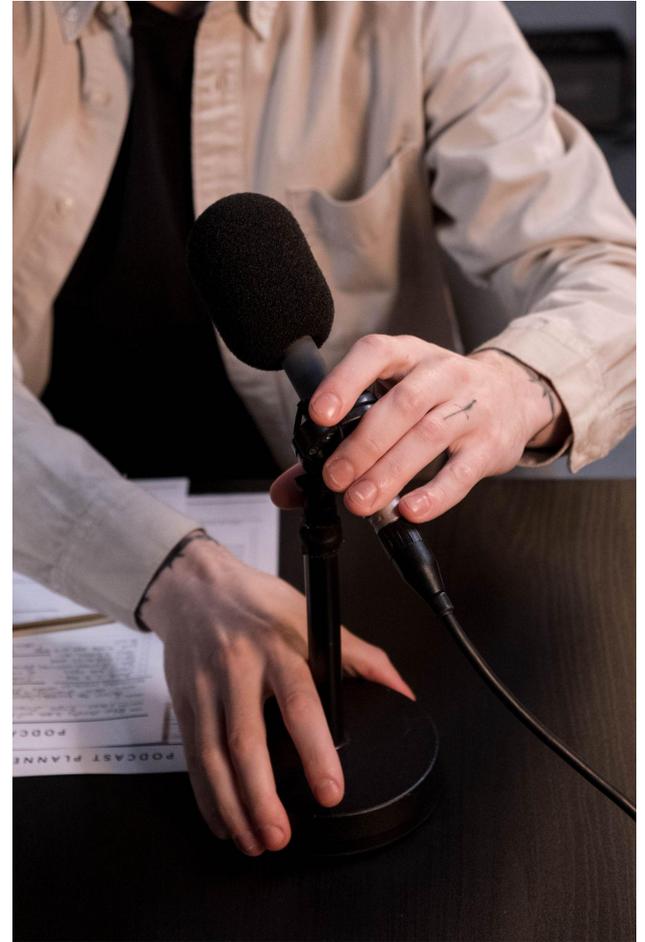
Register

The background features a dark teal color. On the left, there are several parallel, diagonal magenta stripes. In the center, there is a large, light teal triangle pointing upwards. On the right, there is a large, solid brown circle. The text is centered over the light teal triangle.

# **Preparing for Your Virtual Event**

# Testing Your Audio

- A good idea to host a test call your audio before hosting
- If you want to hear how you sound, you can download free software Audacity and do a test recording



# Consider: A Ring Light

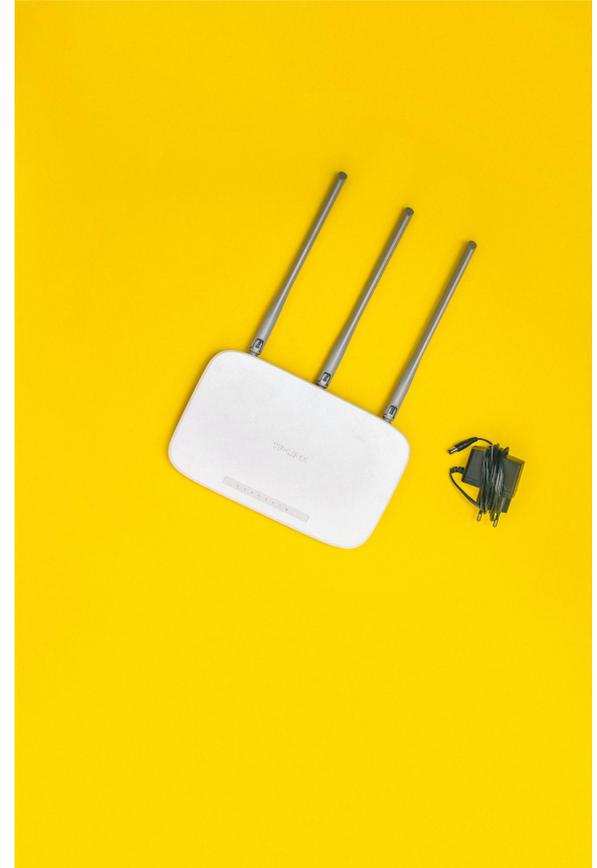
- Good investment if you plan to host a lot of events
- Can help if you don't have a consistent light source to light your face
- Fairly inexpensive



Your new best friend???

# Internet Connection

- If you are planning on sharing video or a presentation, try a test call
- If you're having trouble - pick the room in your house that has the best connection & close other online programs



# Creating a comfortable virtual space

- Arrive early!
- Play music as people are joining the meeting
- Start 5 minutes after posted start time - give people time to join the meeting



# Creating a comfortable virtual space

- Welcome attendees as they enter the meeting, thank them for being there
- Share your screen, title card



# Setting expectations

- Let people know the format, introduce the agenda if available
- If you're recording, inform the guests, they can go off camera



# Breakout Rooms

When setting up meeting, click Breakout Room pre-assign



Mute participants upon entry 

Breakout Room pre-assign

Automatically record meeting ● On the lo

Approve or block entry for users from specific

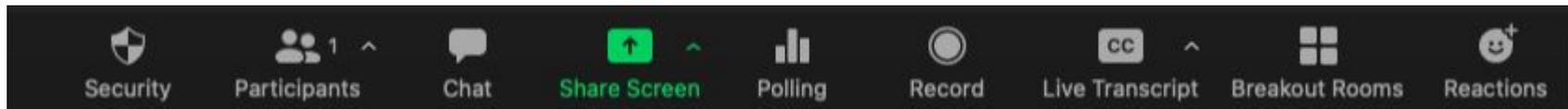
Enter user name or email addresses

Enable language interpretation 

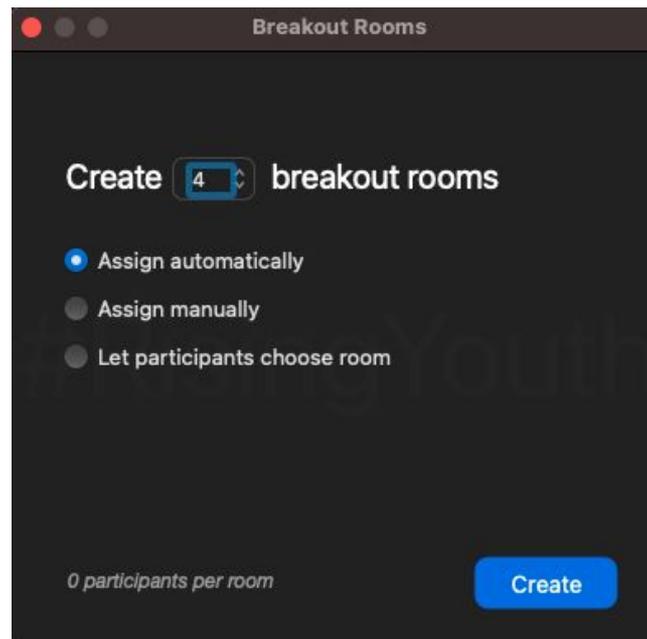
Save

Cancel

# Breakout Rooms



- Automatically will randomly distribute the attendees into breakout rooms
- Assign manually will allow you to pick and choose who is in each room
- Let participants choose allows participants to move from room-to-room (please note, people using older versions of Zoom will not be able to self-assign)





Hi :) Please write your name and include a picture of something that makes you feel energized!

Katie M.

ADHD

Wauk



Edgar



Liam



Natasha

Juliana

Dallas



Mike

Tanjit



JAYSON



Meryem

Amira!



KimD



Beth



Loizza



Cristian



Michael S

Kayla



Tania



Julie

Jess



Mali

Anne-Marie

Khayla



Becky



Gabriel



Lauren



**Sharing Your Screen,  
Adding Video,  
Livestreaming**

# Things to keep in mind

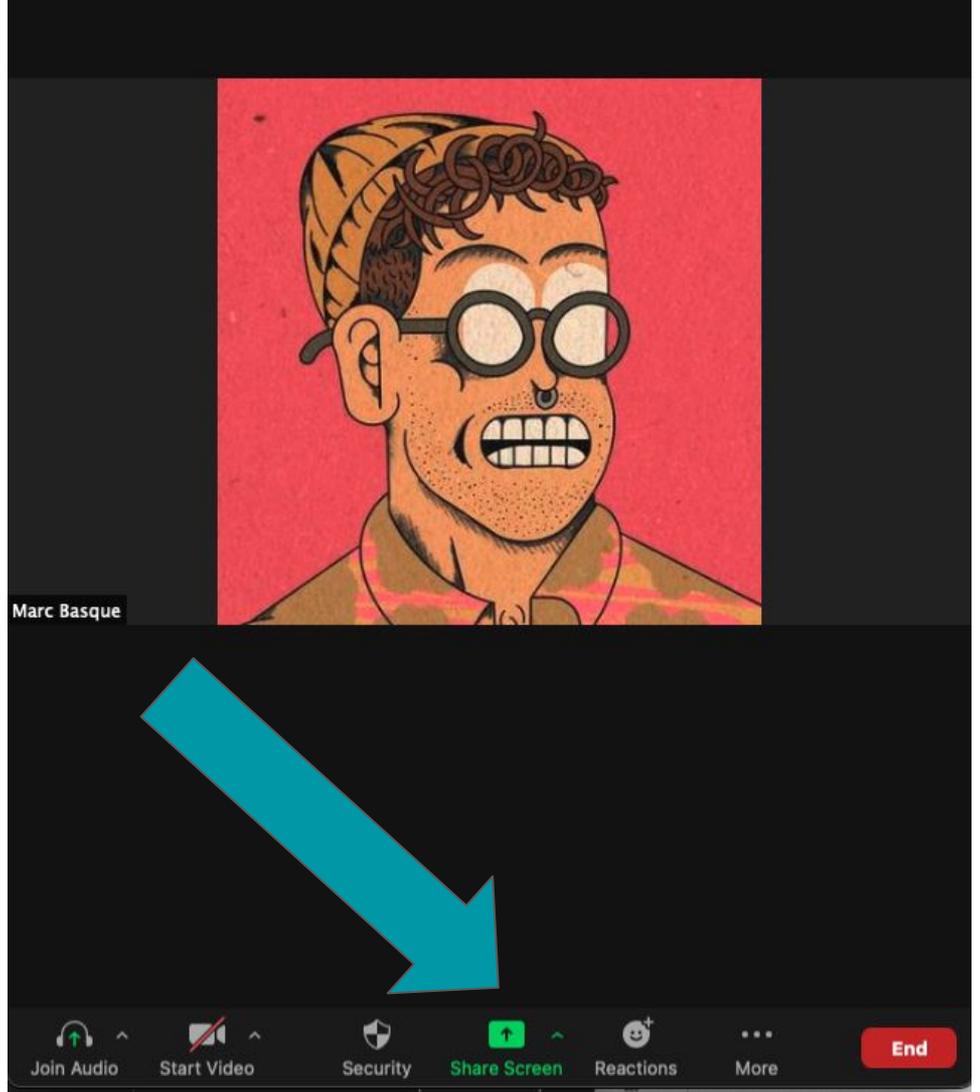
- If you're sharing your screen, you may not be able to see all participants, or the chat
- Might be a good idea to have a second team member
  - Make sure they are a Host or Co-host
  - Monitor the chat, and ask/ answer questions as they come up,
  - Can admit any late-comers if you use a Waiting Room
  - Can kick out any participants who are creating a disturbing







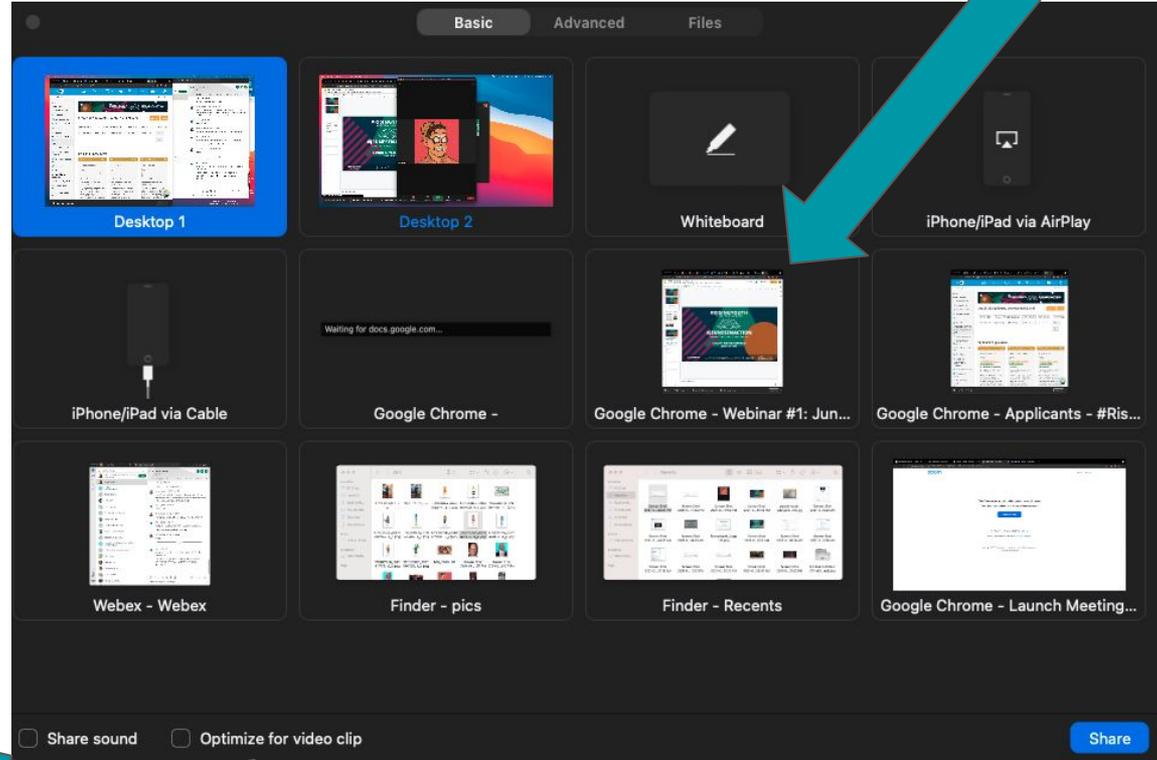
# Sharing (part of) your screen



**\*\*\* If you're not seeing this you may need to update your Zoom**

**1. Pick the window your presentation is on**

# Sharing (part of) your screen

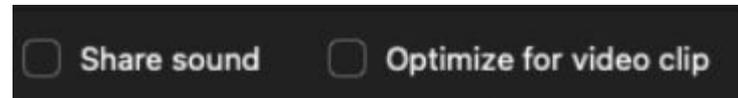


**2. If you want to play music/audio**

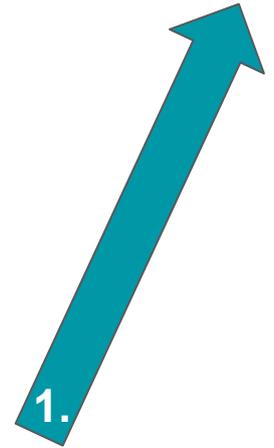
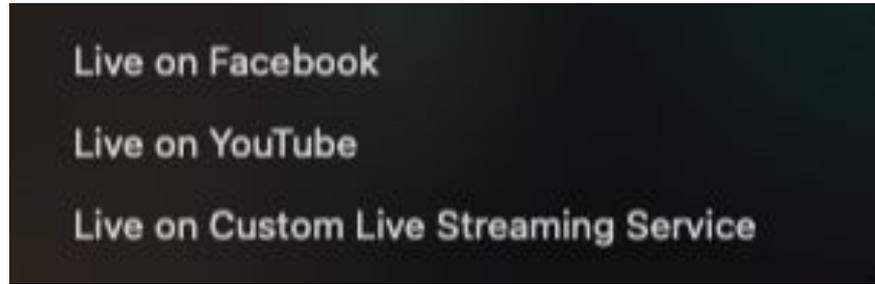
**3. If you are sharing video**

# Adding video to your presentation

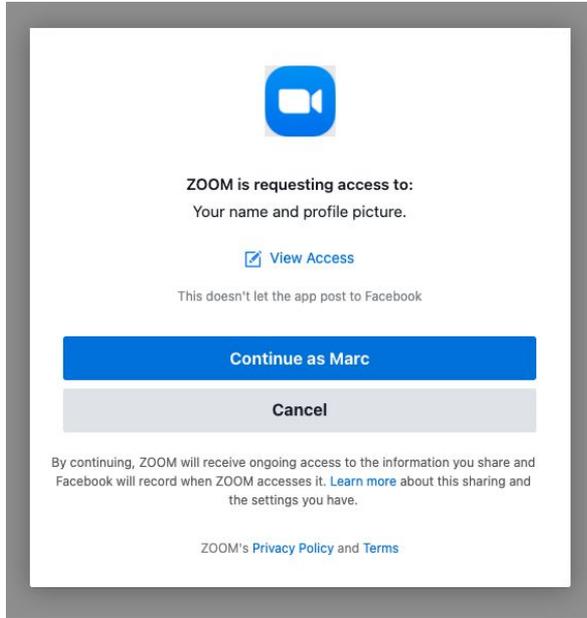
- Have the video pre-loaded and ready to go
- When you share your screen, choose the Quicktime/VLC/video player you are using
- Full screen the video if possible for best resolution
- Don't forget to choose share sound and optimize video when sharing screen, or it will be choppy!



# Livestreaming to Facebook



# Livestreaming to Facebook



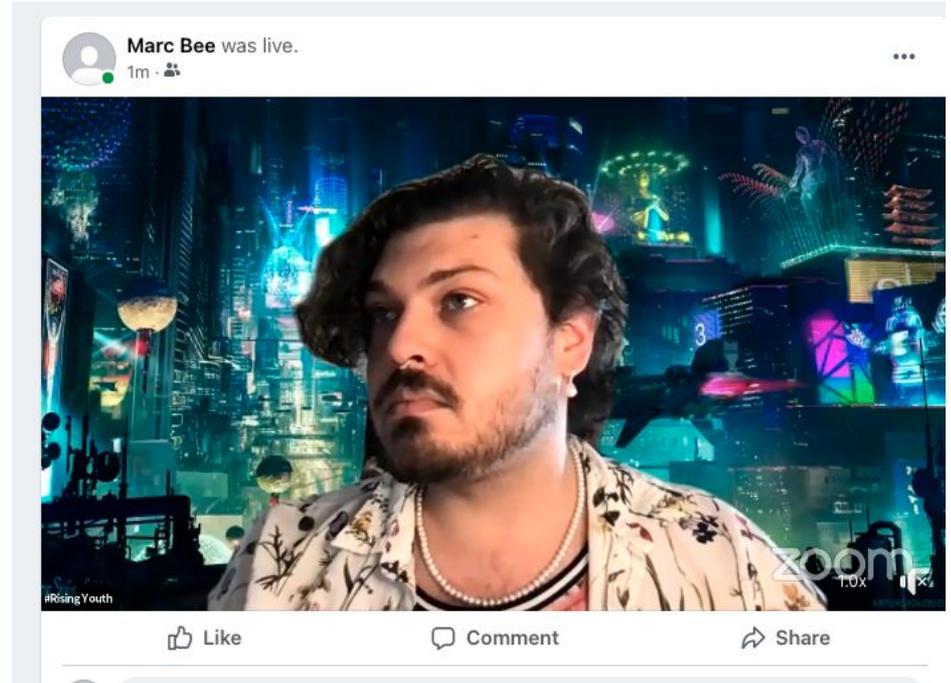
Setting up your Meeting for Facebook Live



# Livestreaming to Facebook

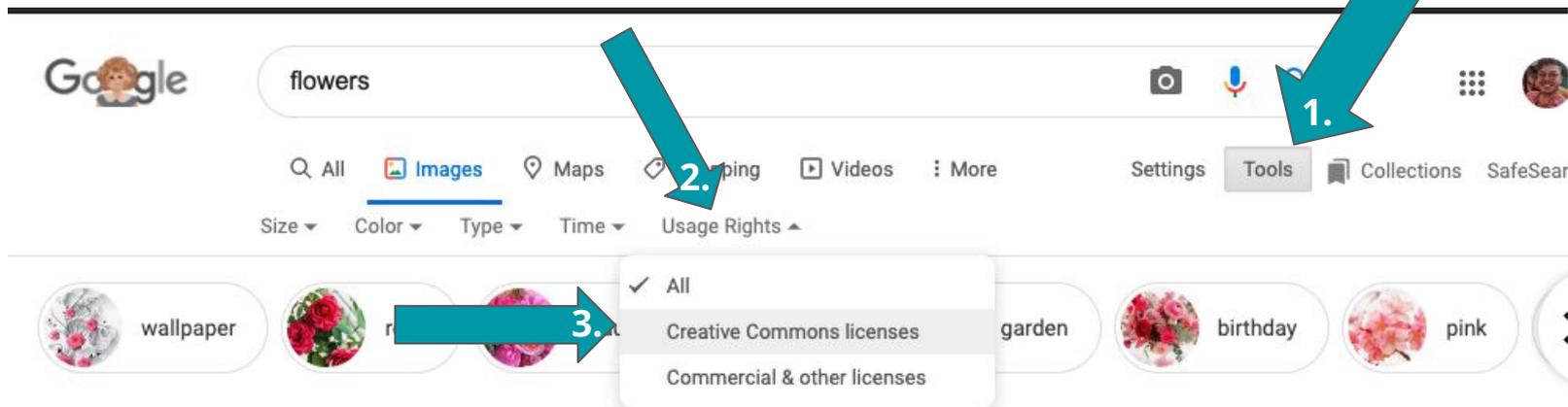
When you want it to end, go back to the Zoom Toolbar -> More -> End Livestream

The event will be saved on your Facebook Timeline



# Keep in mind when recording/streaming whether or not the images you use are free to use

- Pexels.com is an free images website
- Google Images -> Tools -> Usage Rights -> Creative Commons License



**THANK YOU!**