

REIMAGINING YOUTH DISCIPLESHIP FOR SUCH A TIME AS THIS

A handy guide to help you run Zoom small groups

THE SET UP



Youth and
Children's
Ministries

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The Salvation Army is a Church and registered Charity in England (214779),
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FOR SUCH A TIME AS THIS....

In these days of physical distancing, we remain committed to connecting with and discipling young people. One way in which we can do that is to utilise technology.

The 'Zoom' app presents a free, stable, functional option whereby face to face interaction is possible.

Increasingly our society is becoming familiar with these new forms of communication, however we felt it was important to pull together this guide to help give you confidence in using the app safely.

This guide has been created as a pilot and in time may be developed further to create a more presentable resource, however we felt it important to respond as quickly as we could to this new environment.

This guide will include the following:

- Signing up and Testing
- Your Account Settings
- Scheduling a meeting

In subsequent releases we will look to provide more information on things such as: Basic Zoom functions, Screen & Media Sharing, Helpful hosting hints, Best practise for participants, Further Safeguarding advice, Information for Parents as well as A 'Rehearsal' session to help you and others get to grips with some of the functionality of Zoom.

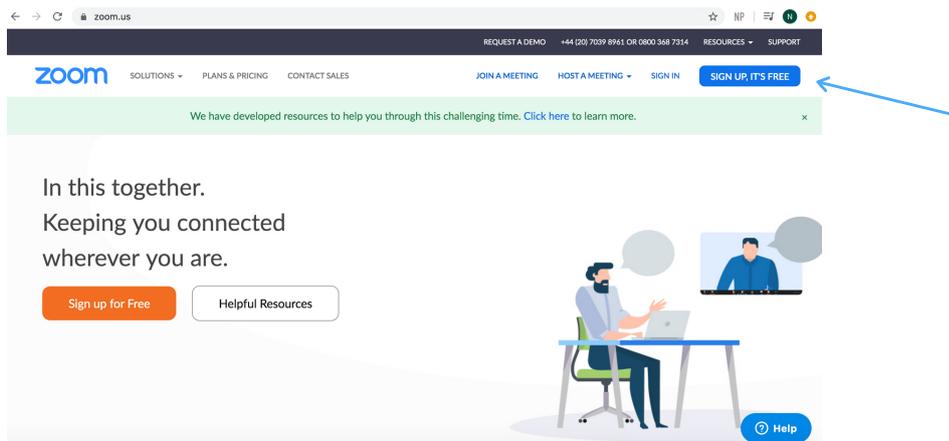
We hope you will find this a helpful guide as you try to respond to this new world we find ourselves in. It goes without saying that none of us have been here before, so we'd love to hear what else would be helpful for you. We'd also love to hear how these guides have helped and the sort of things you are doing! Let's continue to learn from each other.

SIGNING UP

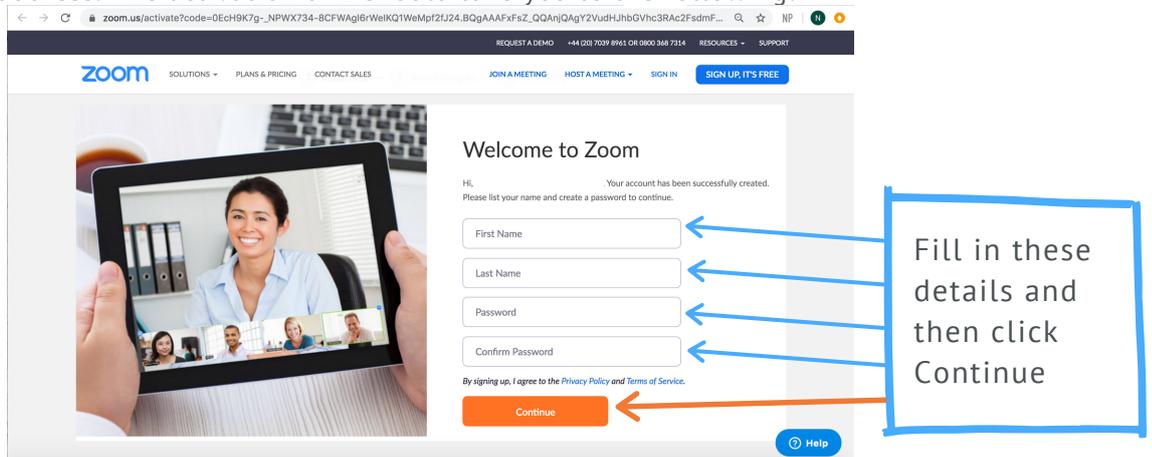
To sign up for a Zoom account you will need to head to zoom.us on your internet browser.

nb. Only those who will 'host' the group need to sign up for the account - individual participants do not need an account.

Once there, simply click the 'Sign up, it's free' button in the top right corner.



This will direct you to a registration page. Enter your email address, submit and activate your account through the email address. The activation link should take you to the following:



You will then be presented with a page that request for you to 'Invite your Colleagues'. You will need to confirm that you 'Are not a Robot' before you're able to skip this page.

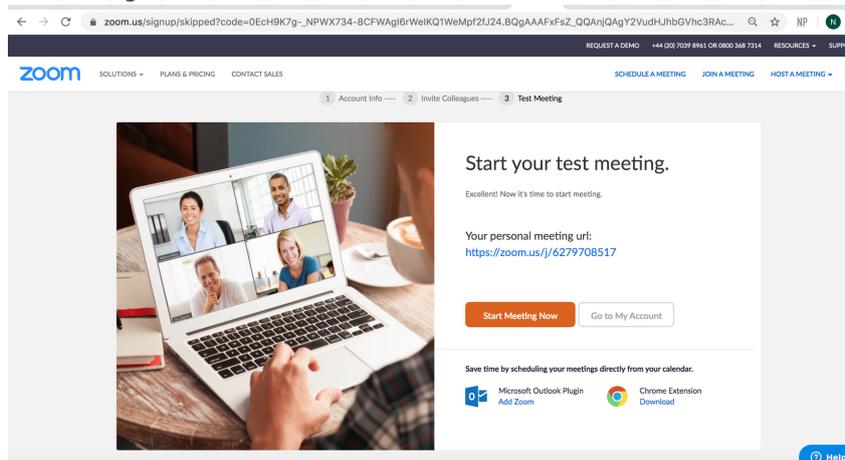
You are then all signed up! The following page will help you to test the video call so that you know it works on your device.

Please note - for the purposes of running a small group - the Basic free account should be sufficient.

This will allow you to host calls for up to 100 participants for a maximum of 40 minutes.

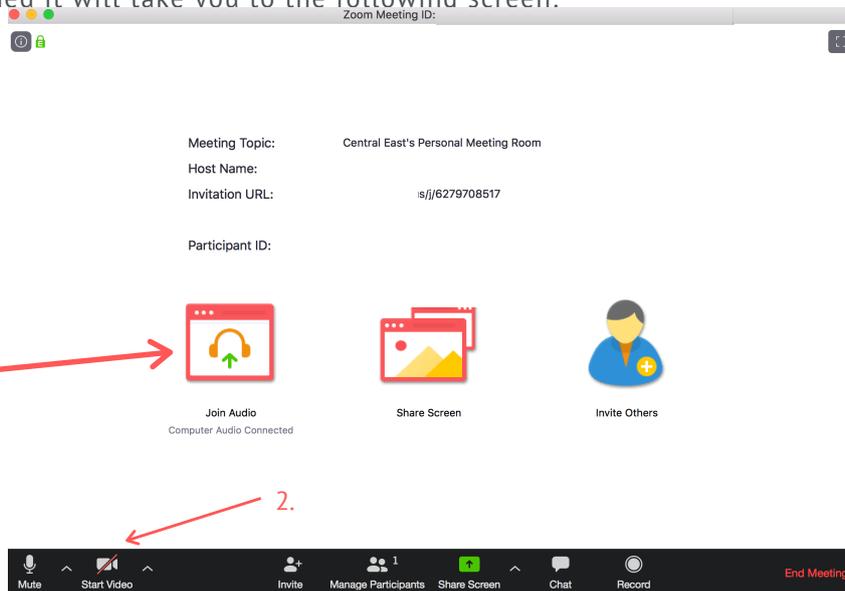
TESTING THE MEETING

To test the meeting you can either click on the link to your Personal Meeting room or by clicking the orange button, 'Test Meeting Now'.



If you haven't accessed Zoom on your device before it may direct you to install the Zoom app. Allow that to happen and then the video call will launch.

Once it has launched it will take you to the following screen:



TOP TIP

If either the 'speaker' or video icon at the bottom has a red line through it this indicates that that function (audio or video) is currently muted, and you can click on it to remove this.

From here we will conduct a few quick tests to make sure your device is functioning.

1. Check your audio is working - click on the 'Join Audio' button, allow your computer audio to connect and then click Test Speaker and Microphone. This will firstly play you a ringtone, and then invite you to speak.
2. Click start 'Video'. If you see your own face appear - this is an indication that your video function is operating fine.

You can then click End Meeting. This will give open a dialogue box - please click 'End Meeting for all'.



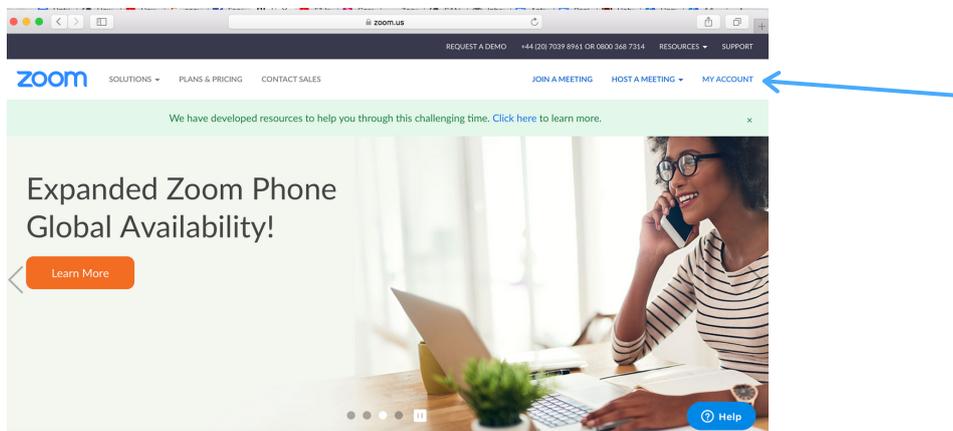
YOUR ACCOUNT SETTINGS

This is an important section to pay attention to. As with everything we do, we want to make sure everyone involved is safe and protected.

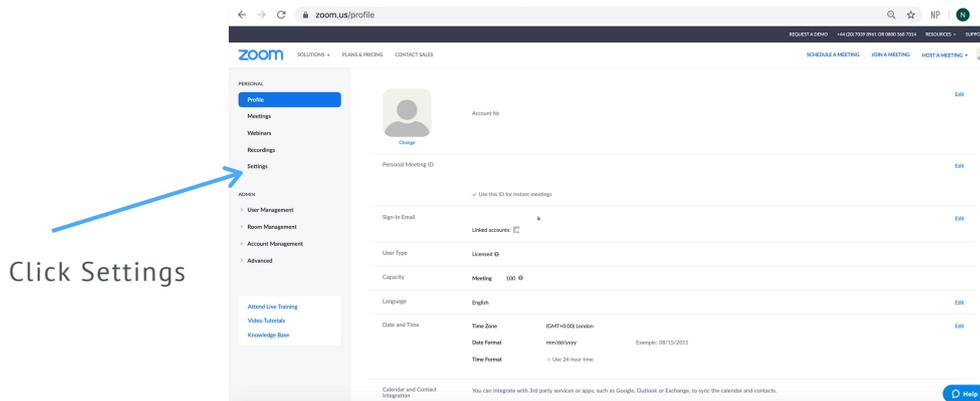
Operating online makes us slightly more exposed than we'd usually be in person, and so it is crucial that the set up of each of your meetings is well thought through. Please do not assume that the default is your safest option.

This guide focuses on running a small group, and as such the settings recommended below are in line with that purpose.

All of your settings can be found by clicking on the following screens.



When on the Zoom home page, click 'My Account'. This will then take you to the below page:



From this next page there will be a whole range of settings that you can either enable or disable. The next page of this guide will give you an idea of which settings will be particularly important in terms of keeping your group safe.

A GUIDE TO HELP YOU RUN ZOOM SMALL GROUPS

As this guide has been created to help you run small groups the assumption has been made that the participants are known to you and that your invite is not shared publicly.

Please note - anything in a **red box** denotes something we deem to be of utmost importance due to safeguarding.

Anything in a **blue box** is a suggestion of best practise for safeguarding.

Anything in **green box** are helpful settings to enable your Zoom experience to be a smooth one. If a setting does not have an arrow coming off it - then the default is probably ok, but is down to personal preference.

Schedule Meeting Section

The screenshot shows the Zoom 'Schedule Meeting' settings page. The page is divided into two main sections: 'Host video' and 'Participants video', both with toggle switches turned on. Below these are 'Audio Type' settings, 'Join before host', and 'Use Personal Meeting ID (PMI)' options. The bottom section contains various security and notification settings, including 'Only authenticated users can join meetings', 'Require a password when scheduling new meetings', 'Require a password for instant meetings', 'Require a password for Personal Meeting ID (PMI)', 'Embed password in meeting link for one-click join', 'Require password for participants joining by phone', 'Mute participants upon entry', and 'Upcoming meeting reminder'. Red arrows point from callout boxes to several of these settings. A green arrow points from a callout box to the 'Mute participants upon entry' setting.

Whilst not everyone is comfortable with their appearance, faces are really important in feeling connected. This also allows for proper identity to be confirmed of who is present - so this is important.

This prevents anything happening in *your room* without your supervision

Please ensure that your zoom meetings are password protected. If it not, anybody who is able to find your link may be able to join your room. Be mindful where you share these passwords too!

Not absolutely necessary - but sometimes eases the initial 'chaos' and is good practice for being able to hear who is talking.

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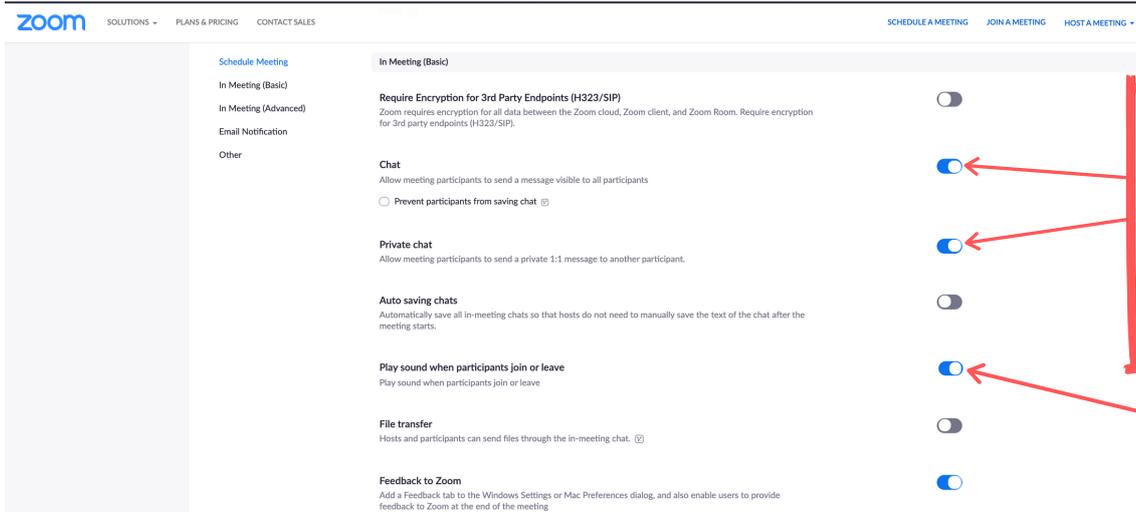
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In Meeting_(Basic).



The chat function is a useful tool for interaction with your group. However, as per usual, please ensure that over 18s aren't having private chats with under 18s.

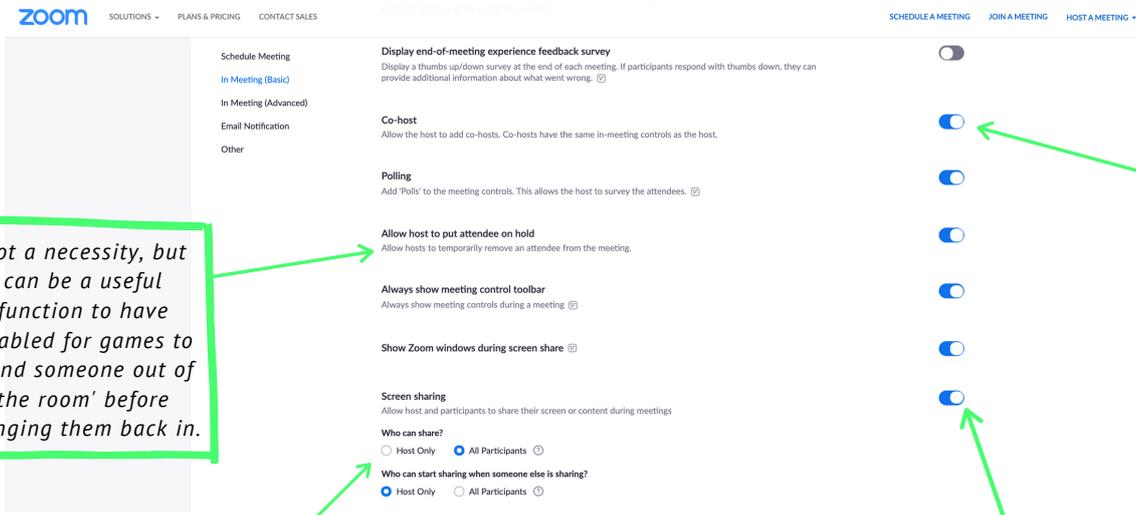
This may feel annoying, but with physical contact, we'd want to know if someone is entering or leaving the room.

Allowing a co-host helps the facilitator to concentrate purely on facilitating and leaving somebody else to 'manage' the group.

Not a necessity, but can be a useful function to have enabled for games to 'send someone out of the room' before bringing them back in.

It is advised you think through who will need to share their screen. It is likely to be only the host. If you think otherwise, it is recommended that you tick 'Host only' for the second question.

Another useful function to use during small groups. This will help you share videos, music, presentation screens etc.



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In Meeting (Basic continued).

The screenshot shows the Zoom 'In Meeting (Basic)' settings page. The settings listed are:

- Disable desktop/screen share for users** (toggle off)
- Annotation** (toggle on)
- Whiteboard** (toggle on)
- Remote control** (toggle on)
- Nonverbal feedback** (toggle on)
- Allow removed participants to rejoin** (toggle off)

Annotations:

- Green arrows point to the 'Annotation', 'Whiteboard', and 'Remote control' settings, with a box stating: "These are useful functions to aid interactivity and engagement however can be abused so turn these off if this becomes a problem."
- A red arrow points to the 'Allow removed participants to rejoin' setting, with a box stating: "Whilst the reality of removing someone from the group may be a rare occurrence, for safeguarding we recommend this setting so that disruptive/harmful influences don't keep returning to that session."

In Meeting (Advance).

The screenshot shows the Zoom 'In Meeting (Advanced)' settings page. The settings listed are:

- Breakout room** (toggle on)
- Remote support** (toggle on)
- Closed captioning** (toggle off)
- Save Captions** (toggle off)
- Far end camera control** (toggle off)
- Group HD video** (toggle on)

Annotations:

- Green arrows point to the 'Breakout room', 'Remote support', and 'Group HD video' settings, with a box stating: "To break off into smaller groups during this session ensure this is enabled pre-call. nb. be mindful of ratios in these breakout rooms!"
- A green box points to the 'Group HD video' setting, stating: "This will give you a better quality of call, but is wifi quality dependent. Experiment!"
- A red box points to the 'Far end camera control' setting, stating: "Please leave disabled"
- A green box points to the 'Remote support' setting, stating: "A useful feature to troubleshoot any individual issues"



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In Meeting (Advanced continued)

The screenshot shows the Zoom 'In Meeting (Advanced)' settings page. The 'Virtual background' toggle is turned on and highlighted with a green arrow. A green box on the right contains text about entertainment and distraction. Other settings like 'Identify guest participants in the meeting/webinar', 'Auto-answer group in chat', and 'Attention tracking' are also visible.

THIS is great fun! It can provide some good entertainment and humour, but can be distracting if someone is changing this regularly. Be wise in how you manage this.

The screenshot shows the Zoom 'In Meeting (Advanced)' settings page. The 'Waiting room' toggle is turned on and highlighted with a blue arrow. A blue box on the right contains text about managing attendees. Other settings like 'Choose which participants to place in the waiting room' and 'Show a "Join from your browser" link' are also visible.

You should have a good idea of who is attending your group. Enabling your waiting room means that everyone is held and you have to admit them one by one. This is a good way of ensuring you have the correct number of adults in the room before young people arrive etc. It also helps you protect the group from other people who may try to get in.

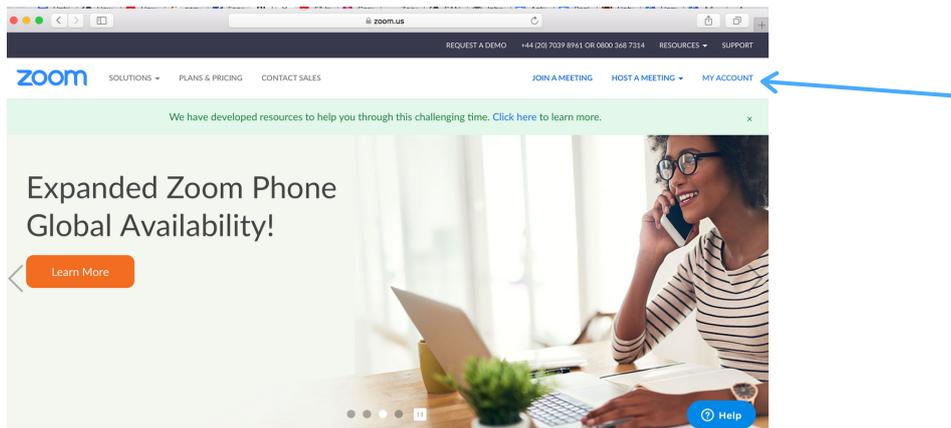
The rest of the settings found under 'Email Notification' and 'Other' are mostly to do with administrative preferences. They won't affect the call experience or help with the safeguarding of the group. Please look at these additional settings and decide for yourself what you might find helpful.



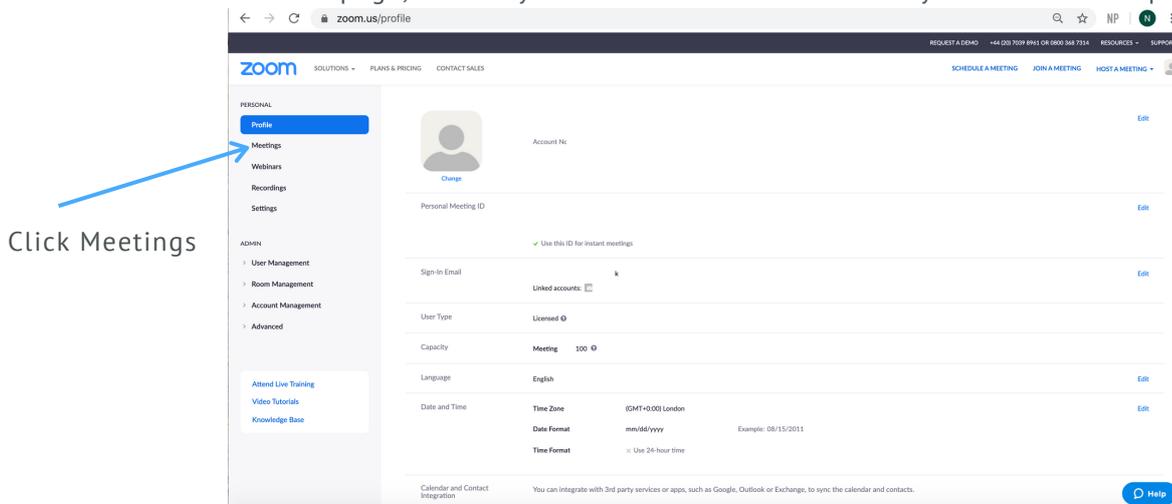
SCHEDULING A MEETING

Whilst it is possible to set up and host meetings from handheld devices, our recommendation would be to complete these sorts of functions from a computer/laptop. This guide will show you how to schedule a meeting from your computer.

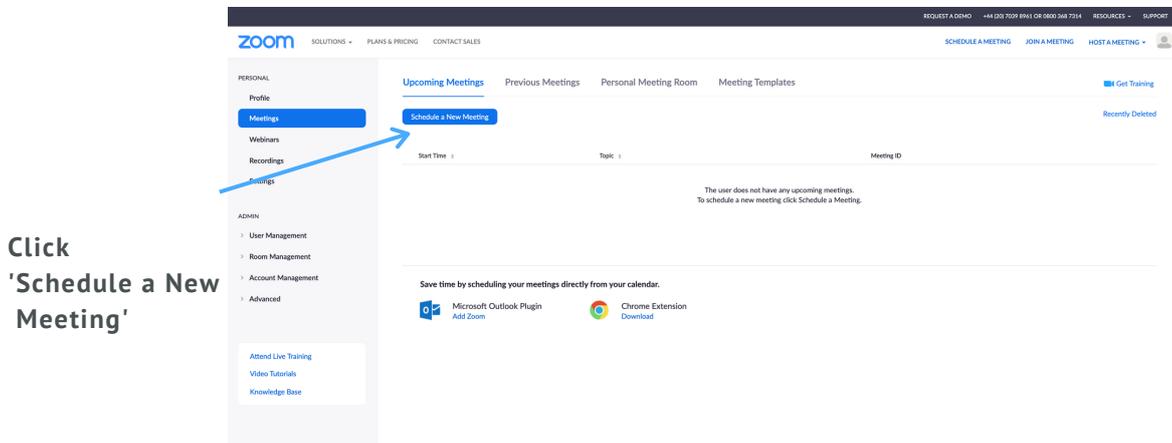
Go to zoom.us.



When on the Zoom home page, click 'My Account'. This will then take you to the below page:



Click Meetings



Click 'Schedule a New Meeting'

A GUIDE TO HELP YOU RUN ZOOM SMALL GROUPS

The following meeting scheduler will appear.

The screenshot shows the Zoom 'Schedule a Meeting' page. The interface includes a sidebar with navigation options like 'Profile', 'Meetings', 'Webinars', 'Recordings', and 'Settings'. The main content area is titled 'Schedule a Meeting' and contains various input fields and checkboxes for configuring a meeting. Several blue callout boxes are overlaid on the page to provide additional guidance:

- Update the date and time to the start time of your meeting**: Points to the 'When' section where the date is set to 03/30/2020 and the time to 2:00 PM.
- To make it easy for your young people to access this easily, leave this unticked**: Points to the 'Registration' checkbox, which is currently unchecked.
- Using Personal Meeting ID means that the weblink for your group is the same every time. This is fine if the link isn't shared widely**: Points to the 'Meeting ID' section, where 'Personal Meeting ID' is selected.
- We recommend always including a password for youth groups so that only those you give the password to can access your meeting room. As you click on 'Require meeting password' it generates a numerical password, however, you can delete this and change it to whatever you want.**: Points to the 'Require meeting password' checkbox, which is checked.
- Don't worry too much about this at this point. You can appoint a co-host in the meeting itself**: Points to the 'Alternative Hosts' field, which contains the example text 'Example: mary@company.com, peter@school.edu'.

Most of the options and settings for scheduling your call are fairly intuitive. However, we've provided some tips and rationale in the blue boxes to help.

Once you've set your meeting up in the way you want it, click 'Save'. This will then take you to a new page which contains all of your meeting details, including the invitation links, the password etc. The next page of this guide will show you the page you should see.

A GUIDE TO HELP YOU RUN ZOOM SMALL GROUPS

Here you will find all of the details of your scheduled meeting.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Profile Meetings Webinars Recordings Settings

ADMIN > User Management > Room Management > Account Management > Advanced

Attend Live Training Video Tutorials Knowledge Base

Topic: My Meeting

Time: Mar 30, 2020 03:00 PM London

Add to: Google Calendar Outlook Calendar (.ics) Yahoo Calendar

Meeting ID: This is where your meeting ID will appear.

Meeting Password: ✓ Require meeting password youth This is the password that you have set for this meeting

Invite Attendees: Join URL: <https://zoom.us/j/> This link will take your young people straight to the meeting room so you can just send this link out, or you can click 'Copy the invitation' and send the full invitation out. Copy the invitation

Video: Host On Participant On

Audio: Telephone and Computer Audio Dial from United States of America

Meeting Options: ✗ Enable join before host ✓ Mute participants upon entry ✓ Enable waiting room ✗ Only authenticated users can join ✗ Record the meeting automatically

Delete this Meeting Save as a Meeting Template Edit this Meeting Start this Meeting

If you need to Delete, Edit or Start the meeting immediately you can do so by clicking the appropriate buttons at the bottom of the screen.

Please remember, if you post your meeting link/meeting invitation and password in a public domain, anybody can access that link. This presents you with a potential risk of those looking to 'Zoom-bomb' and cause disruption to these types of gatherings. So please be wise of where you post this information for the safety of your group.

When it is time to start your meeting, go to 'Meetings'. This will show all of your scheduled meetings:

zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

PERSONAL Profile Meetings Webinars Recordings Settings

ADMIN > User Management > Room Management > Account Management > Advanced

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates Get Training

Schedule a New Meeting Recently Deleted

Start Time	Topic	Meeting ID	Start	Delete
Today 03:00 PM	My Meeting	745-501-202	Start	Delete
Sun, Apr 5 10:30 AM	My Meeting	296-566-809	Start	Delete

Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin Add Zoom Chrome Extension Download

On the relevant meeting click 'Start'. This will then start the call and launch the Zoom application.





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