We have the exciting opportunity to engage with our students outside of our typical Sunday experience. We look forward to partnering with you as we test and trial virtual small groups. This How-To Guide will provide instructions for setting up and accessing your virtual small group meeting within the Zoom meeting platform and tips for how to use this tool to facilitate your small group discussion.

If you have any questions or concerns, the Zoom site has several short tutorials that will help. Go to the support section at http://zoom.us.
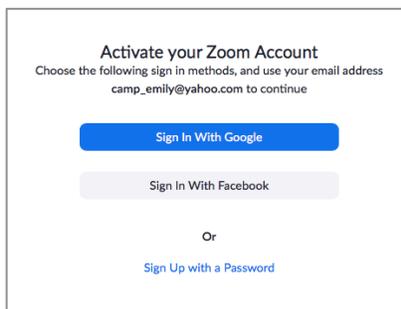
HOW TO SET UP YOUR VIRTUAL SMALL GROUP

IMPORTANT NOTE: Each small group will be assigned one designated meeting facilitator (assigned randomly). This leader will receive an email prompt to set up your group's virtual small group room. This is a critical step in the process with instructions below to generate the room link to share with parents in advance. If you have any questions or concerns about your assigned leader, please contact your Groups Director.

Step 1: [Open] **Email** sent to you from Zoom—Zoom account invitation.
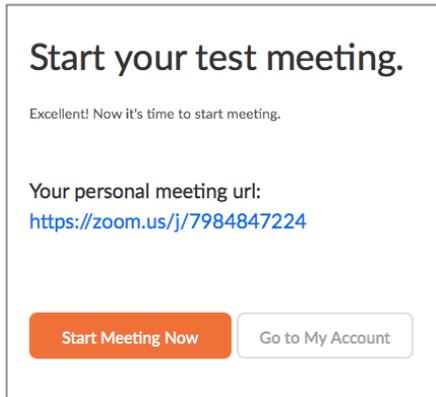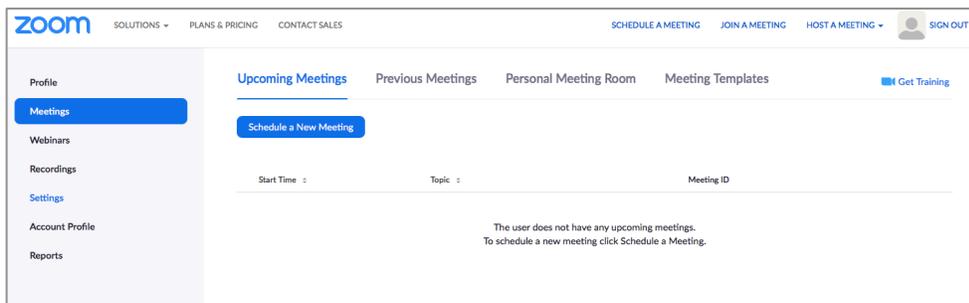
Step 2: [Select] **Approve the Request.**
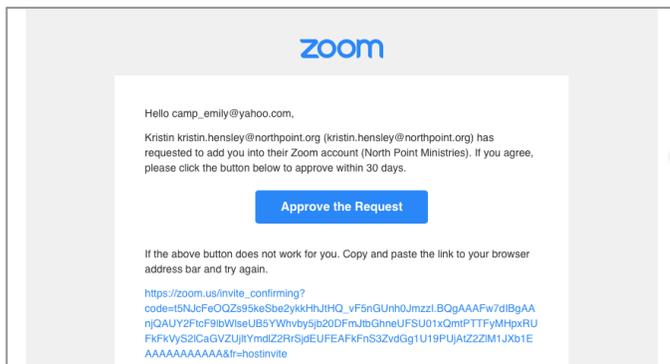
Step 3: Activate your Zoom account by signing in with an existing Google or Facebook account, or sign up with a password (recommended).

Step 5: Once you set up your account, you will arrive at this screen: [Select] **Go to My Account.**

Step 5: [Select] **Meetings** from the left menu.

**Step 6**: [Select] **Schedule a New Meeting** and enter your virtual small group meeting details.

Helpful Tips and Reminders:
- Your meeting **can only last** 40 minutes with this subscription.
- Select the following options:
    - Meeting ID: [Select] Personal Meeting ID
    - Meeting Password: [Unselect] Require Meeting Password
    - Video: [Select] Host and Participant [on]

Step 7: [Select] **Save** at the bottom of the screen.

Step 8: [Select] **Copy the invitation** to share the meeting link with parents.
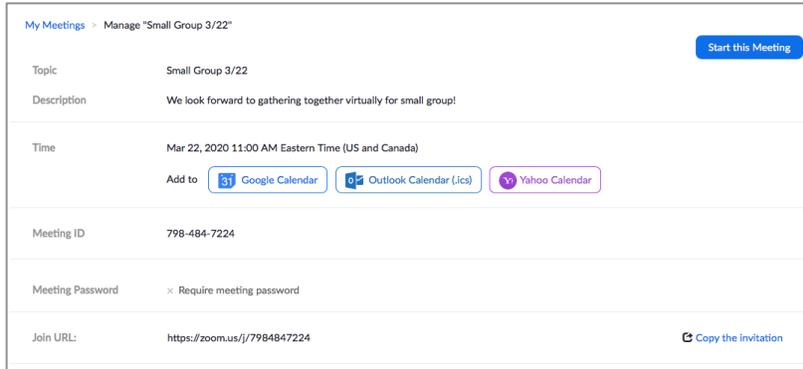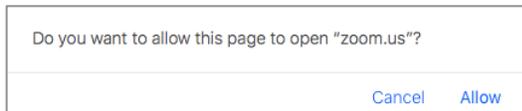

Step 5: Using the template email provided by your Groups Director, email all parents the meeting details ensuring you communicate the meeting URL, date, and time.

HOW TO FACILITATE YOUR VIRTUAL SMALL GROUP

Step 1: [Enter or Copy] **Your meeting URL** (created above) into your internet browser.

Step 2: [Select] **Allow** when you receive the pop-up window below.

Step 3: A new window will pop up with your virtual meeting room. Please take a moment to orient yourself to the Zoom platform.

Below are key features and functionality that will help you facilitate your virtual small group.

- Microphone Icon (Mute/Unmute) allows you to mute and unmute your microphone.
- Video Icon (Stop/Start Video) allows you to turn your camera off and on.
- Person Icon (Invite) allows you to add people to the call.
  - *IMPORTANT: Under the child projection act, we are not allowed to add students under age 13 to the call without parental permission. If your student is asking for Zoom call instructions, please have the student talk to their parents to get the instructions.*
- People Icon (Manage Participants) allows you to see who is on the call and also mute any participant's microphone or unshare their video.
- Screen Icon (Share) allows you to share your screen.
- Chat Icon allows you to chat with all participants or select participants as needed.

HELPFUL HINT: In the upper left-hand corner, you have the ability to select [Gallery View] or [Speaker View].
- Gallery View allows you to see all the call participants at once.
- Speaker View will make whoever is speaking the more prominent video.

RECOMMENDATIONS FOR HOW TO STRUCTURE YOUR TIME TOGETHER

- Pre-Call Welcome: Use the chat feature to send a welcome message for your participants to see when they arrive to the Zoom meeting.

- Welcome: Start your call by welcoming students and taking attendance. You can see who is on the call by selecting [Manage Participants] at the bottom of your screen.

- Instructions and Small Group Rules: You may want to use this time to orient your students to the platform, give them insight into how it works, and review any small group rules you want to use in this virtual setting (raise your hand to speak, use the chat feature if you have a question, etc.)

- Check-In: Invite students to share how they are doing, how they are feeling, etc. One idea is to have each student share a word about how they are feeling that day.

- Pray: Pause for a moment of prayer.

- Discussion: Jump into discussing today's content, using the Leader Guide to help facilitate.

- Engage: Transition to ways your group can stay connected during this time (GroupMe, YouVersion Devotional, etc.).

- Prayer: Ask the group for any prayer requests and close in prayer.