

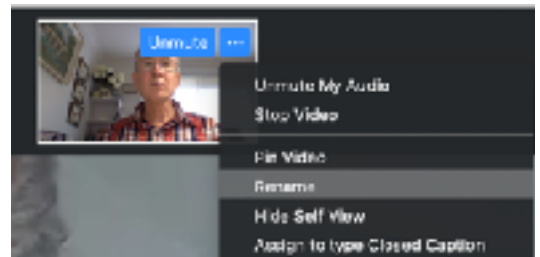
Host Checklist for Sabbath School and Church

Zoom Host Start-up Checklist

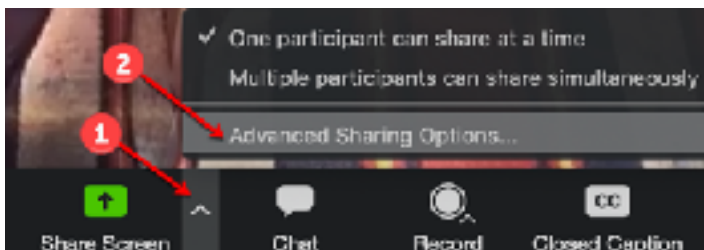
1. Rename the host.
2. Set sharing to Host only.
3. Allocate co-hosts.
4. Setup and rename breakout rooms.
5. Turn off Move participants automatically.

Instructions

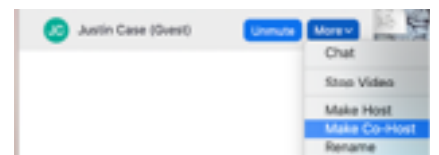
1. Start Meeting
2. Rename. If the name showing is not yours, you can change this. Hover over your picture and click the 3 dots, then click Rename.
Suggest you put "Host: yourname."



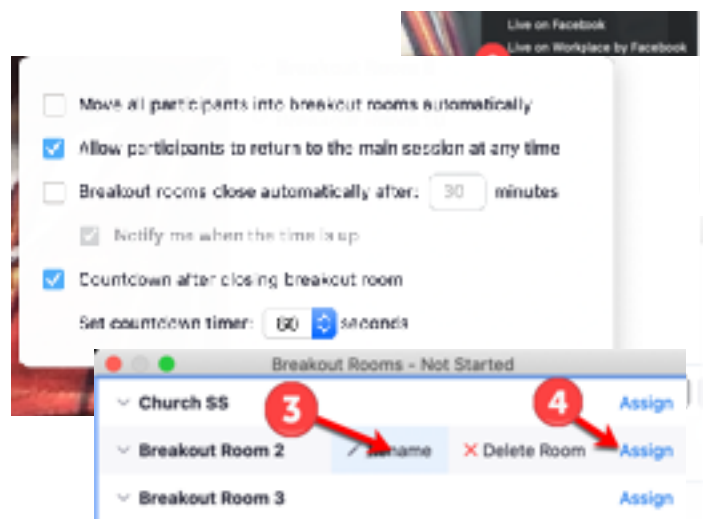
3. Set only Host can Share, to improve security. Screen Share options (1) > Advanced Sharing Options (2)
Set options as shown.



4. Allocate Co-Hosts to have one each in the Breakout Rooms.
 - a) Click Manage Hosts
 - b) Hover of person's name
 - c) Click More.
 - d) Make Co-host
 - e) Notice there is also a Rename option here. If someone access the meeting by phone, their phone number shows here so you can rename them, so we know who it is.



5. Setup Breakout Rooms
 - a) While hovering over the Zoom screen, Click More (1).
 - b) Click Breakout Rooms (2).
 - c) Choose number of rooms. (You can add more later.)
 - d) Click Manually.



- e) Click Create Breakout Rooms.
- f) Click Options. Set options as shown here.
- g) Click the main Breakout Rooms panel to close the options panel.

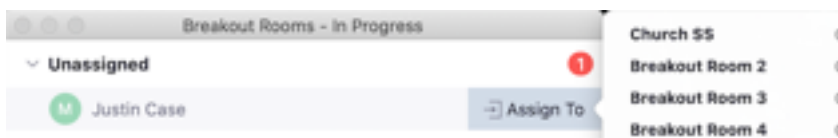
h) Rename Breakout Rooms.
 Hover over a breakout room and click Rename (3).
 Use names that match those for your regular Sabbath School.

- * It is also helpful to have some spare rooms, just in case someone requests one.
- * You can't rename Breakout Rooms after you open the rooms.

- i) You need to Assign at least one person to breakout rooms before you can open the rooms.
 To Assign, hover and click Assign (4).
- j) Once rooms are renamed, click Open All Rooms and keep the Breakout Rooms panel open.

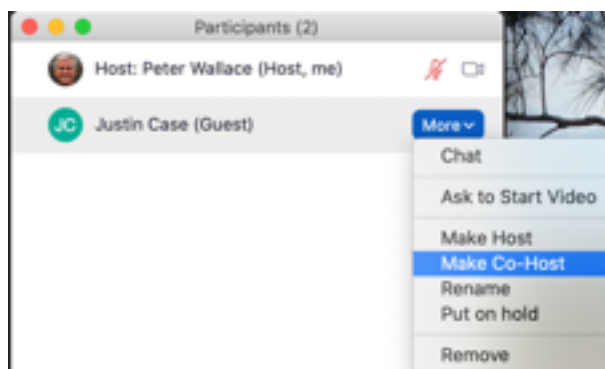
6. As people enter, ask which Sabbath School group they wish to join.

- a) Monitor the Breakout Rooms, Unassigned section
- b) When you know their choice, hover over their name,
- c) Click Assign to >
- d) Click the appropriate room.



7. Once the meeting has started, click the Manage Participants button. You will need to keep this open for the remainder of the session. It would help to make this panel as tall as your screen will allow.

- 8. It is helpful to have a co-host for breakout rooms in case someone needs to be muted.
 - a) Give Co-host access to people as arranged. Hover of the person's name.
 - b) Click More and choose Make Co-host.



- 9. a) Mute participants as required from the Manage Participants panel. (You can also do this by hovering over their picture, but the Manage Participants panel makes it easier to monitor who is muted.)
 - b) If necessary, you can use Mute All or Unmute All at the bottom of the Manage Participants panel.

10. If you get a “gate-crasher” who starts to cause trouble, hover over their name in the Manage Participants panel and click More > Put on Hold.
11. a) At 10:55, close breakout rooms (Bottom of Breakout Rooms panel).
b) When everything is finished, click End Meeting.