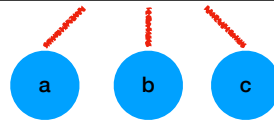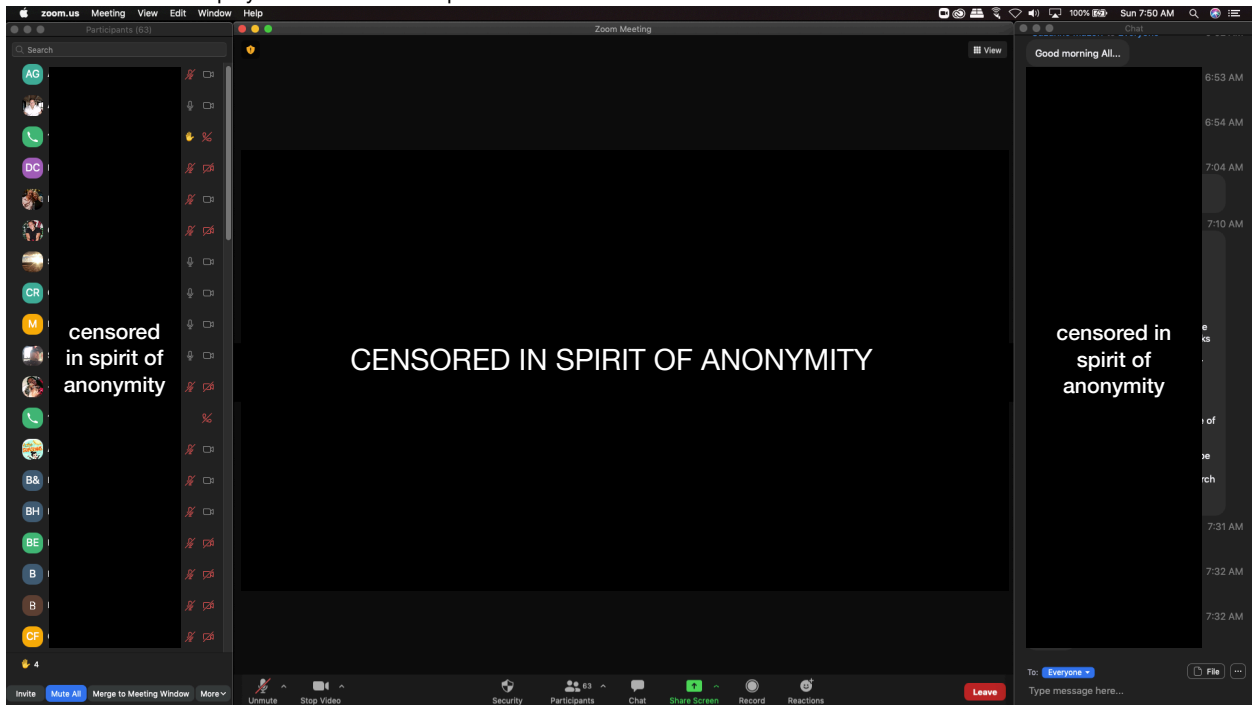# Hosting Guide for Sunshine 7 AM meeting

There are 3 main areas we pay attention to when hosting on zoom to help avoid disruptions during the meeting.

Screenshot below displays Zoom on a desktop on mac.

A. Participants
   A. Mute participants upon entry
   B. Allow participants to unmute themselves

B. Chat
   A. Host only
   B. Everyone Privately and Publicly

C. Share Screen
   A. Selecting screen to share
   B. Stop sharing

LETS START WITH PARTICIPANTS!

PARTICIPANTS TAB

To the right we have a capture of the participants tab. Here we can see all participants have been muted. Notice when you are on zoom your name is the first on the participants list as well.

An *ideal* Participants Tab displays the participants in the following order:
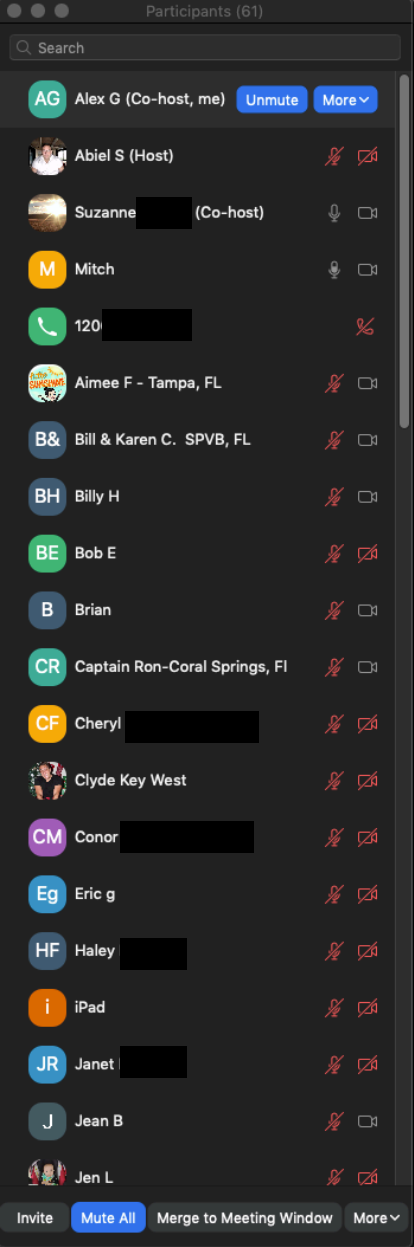
First we have the (Host) and (Co-host)

Second we have the people who are not on mute

Third we have people who are only calling in displayed by the phone icon. (The image to our right shows the phone red with a slash as this person has been muted.)
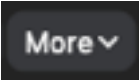
Fourth we have all participants in alphabetical order.

Lastly we have participants who only have video (no audio) selected.

___

HOST RESPONSIBILITY 1

Select **More.**
(sometimes displayed as **…**)

We want to make sure we:

1. *Mute all upon entry has a Check next to it*

2. *At 7am we want to make sure we uncheck:
Allow participants to unmute themselves.*

3. *At 7:55am we make sure to check:
Allow participants to unmute themselves.*

By muting all upon entry and not allowing participants to unmute themselves almost any distraction is eliminated creating a safe and enjoyable meeting environment.

TO MUTE OR UNMUTE PARTICIPANTS:
**GO TO THEIR NAME IN THE PARTICIPANTS LIST AND CLICK UNMUTE/MUTE**
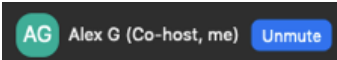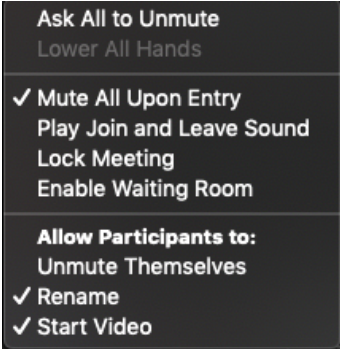
Reporting / Removing a Participant

If someone is being obscene, racist, causing a problem by purposely trying to disrupt the meeting the host has the ability to remove that person and report them to zoom. When removing someone hover over the name of the person that you are wanting to remove and select the more option. ***WE HAVE HAD A DROP IN DISRUPTIONS BUT ITS GOOD TO KNOW***.
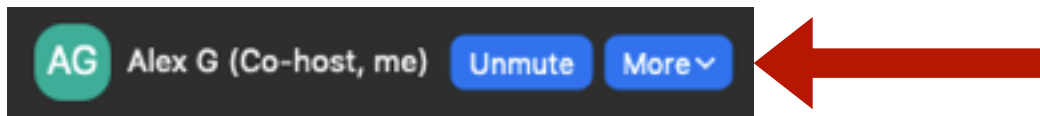
You will see the following options appear (they may look different on your computer, I use an apple macbook):
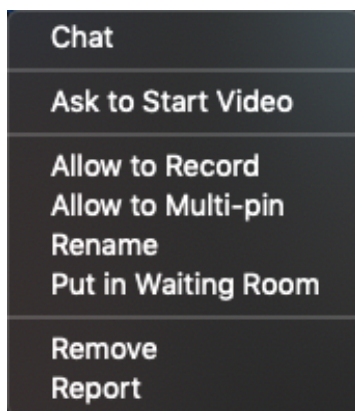
Here we can:.

1. **Put in Waiting Room** - puts the person in a lobby where only the host can allow them in.

2. **Remove** - remove the person from the meeting

3. **Report** - removes them from the meeting but also reports their information to zoom. (I use report because it will remove them from the room and stops them from being able to come in for about 2 weeks.)

Here is an example of what you would see when reporting someone.

You can see the person selected to be reported.

What Happened?
Use the drop down option to select what the person was doing.

Include desktop screenshot
I unselect this due to the spirit of anonymity.

and then click the **Submit** button.

WE HAVE HAD A CONSIDERABLE DROP IN DISRUPTING TROLLS OR PEOPLE WHO ARE JUST THERE TO BE RUDE AND OBNOXIOUS SO YOU MAY NEVER HAVE TO USE THIS INFORMATION

CHAT TAB

The Chat tab allows us to send messages publicly or privately to participants. We have a couple of things to remember here.

1. At 7am place a check mark next to **Host Only**
2. During meeting copy and paste the **Tradition 7** information for the participants.
3. Copy and paste the **daily reflection** for the participants.
4. at 7:55am re-open chat by placing a check mark next to **Everyone publicly and directly.**
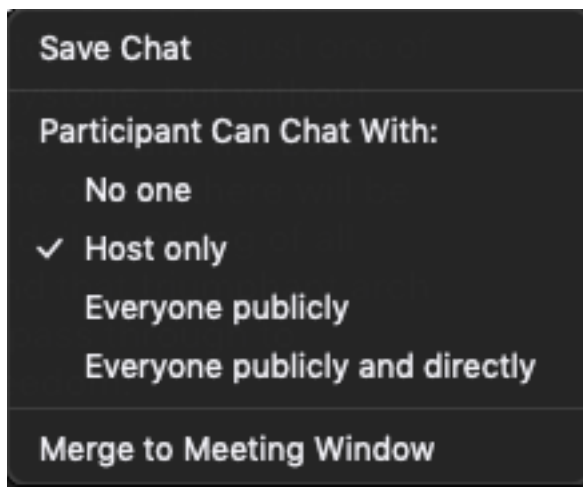
Screenshot above show the check mark next to Host only, if a participant tries to chat during meeting it will go directly to the host. We do this to limit distractions and to create a safe meeting environment for all.

HOST RESPONSIBILITY 2

Select the **Chat tab** from Zoom

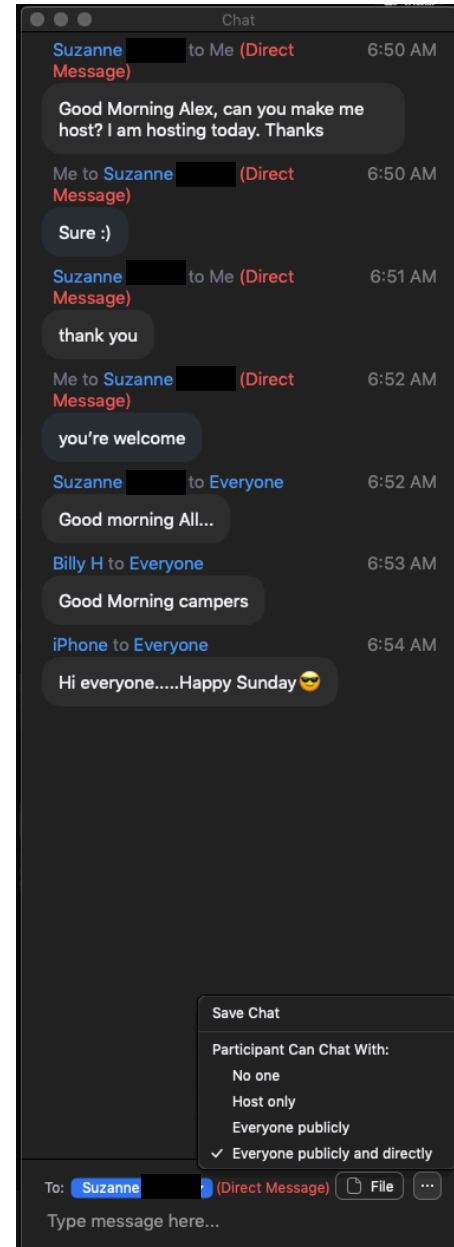Select the … options found to the bottom right of the chat tab.

AT 7AM: Place a **check mark** next to **Host only**

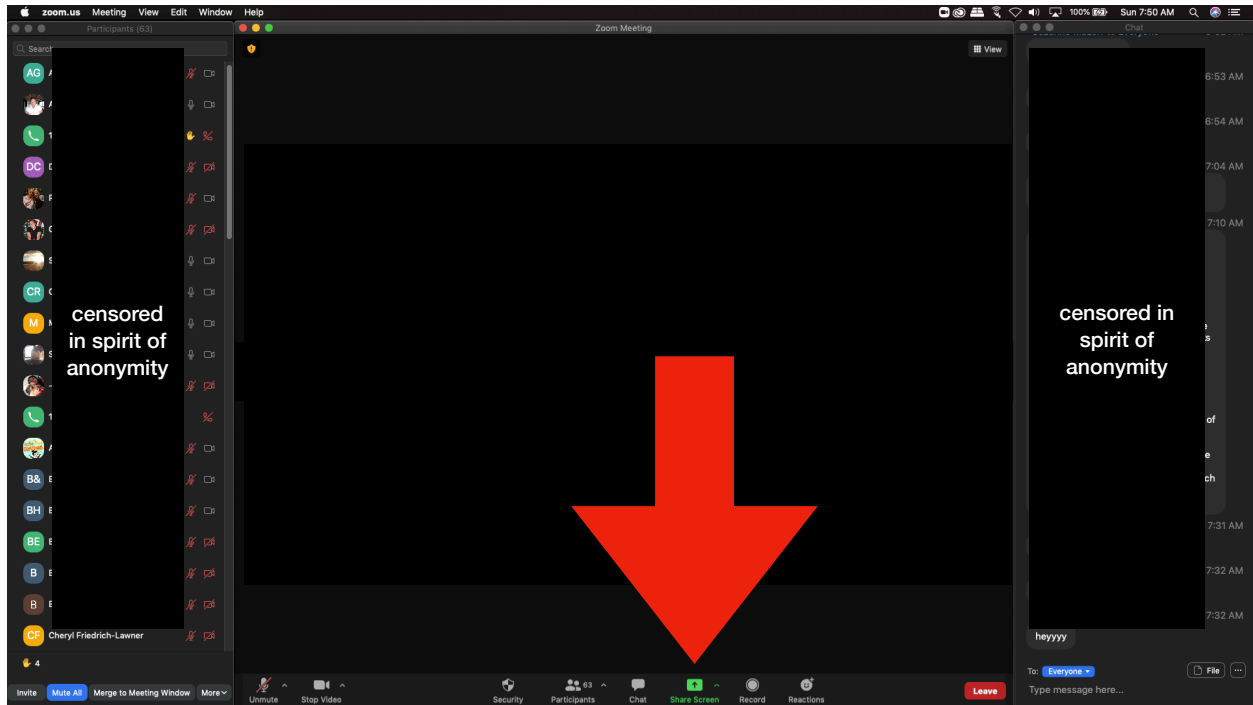*AT 7:55AM:* Place a **check mark** next to **EVERYONE PUBLICLY AND DIRECTLY**

Screenshot above shows a check mark next to EVERYONE PUBLICLY AND DIRECTLY

SHARE SCREEN

Let's take a look at the original screen shot again from the first page of this guide.

Screenshot below displays Zoom on a desktop on mac.

As a Host we will be sharing our screen so participants can do service. We read the **Secretary's report**, **More about Alcoholism** or **How it works**, the **Daily Reflection**, we present **Chips** and read **The Promises** or **A Vision For You** and as a host we need to display these readings on our computer screen and large enough for the participants to be able to read and follow along.

All of these readings can be found on our website at www.sunshine7am.com
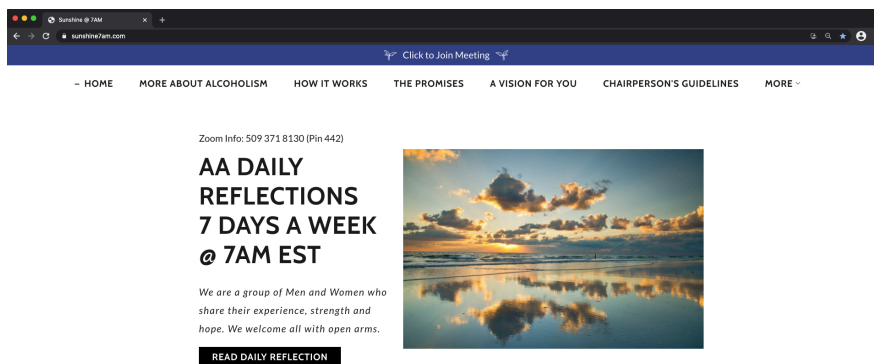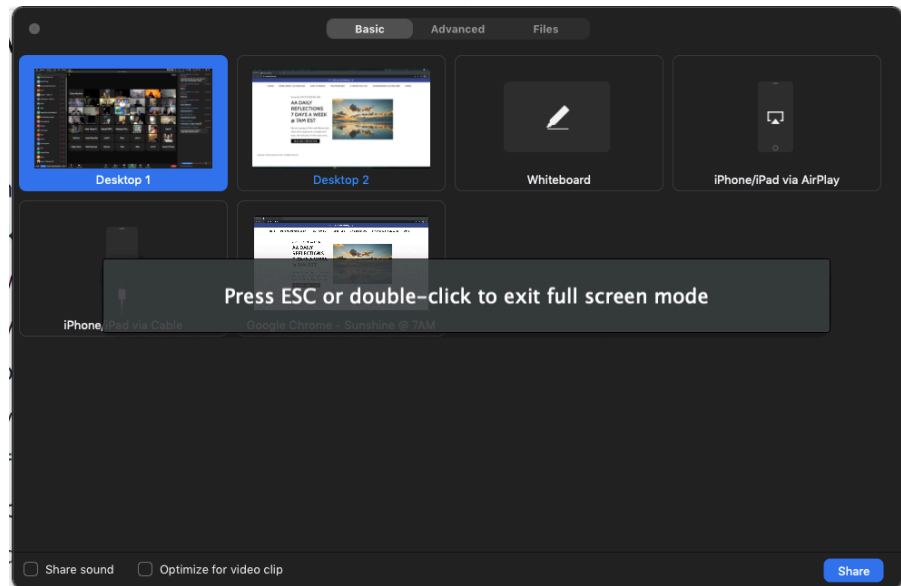

To the left is a screen shot of the home page on our website.

Start by selecting **Share Screen.**

The example to the right is my screen share. (Yours may look different. I am using 2 monitors)

We will focus on Desktop1 or Desktop 2 if you have 2 monitors.

If you are using 1 desktop it should only display *Desktop 1*

Once you select the screen you want to share a blue bar will surround selection then click *Share.*

When the screen share begins everything displayed on your screen will be shown on the participants as well. Go to www.sunshine7am.com and display the reading, daily reflection, chips etc.
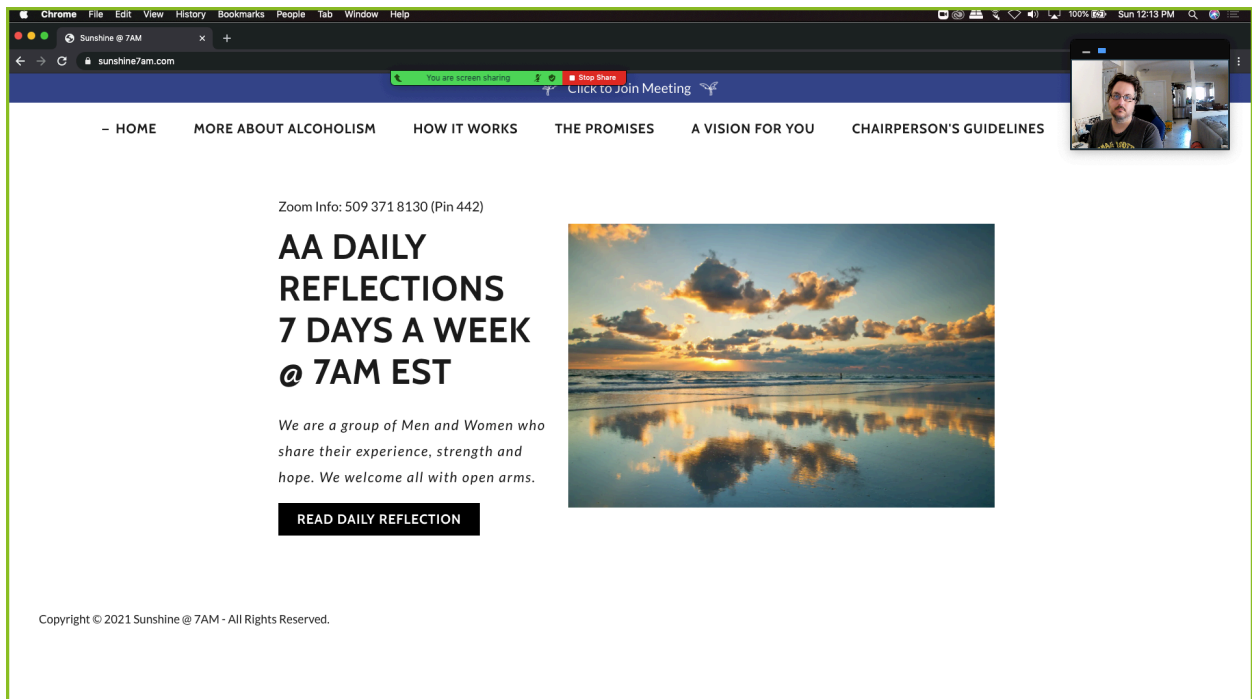
You can see to the right is the picture of the participants. The top center has the control board for the Host to Stop Sharing or Access Participants / Chat.
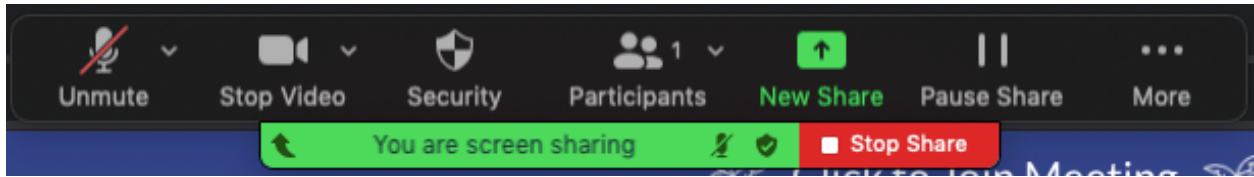
Hover your mouse over the Green "YOU ARE SCREEN SHARING" section to have the participants tab access.
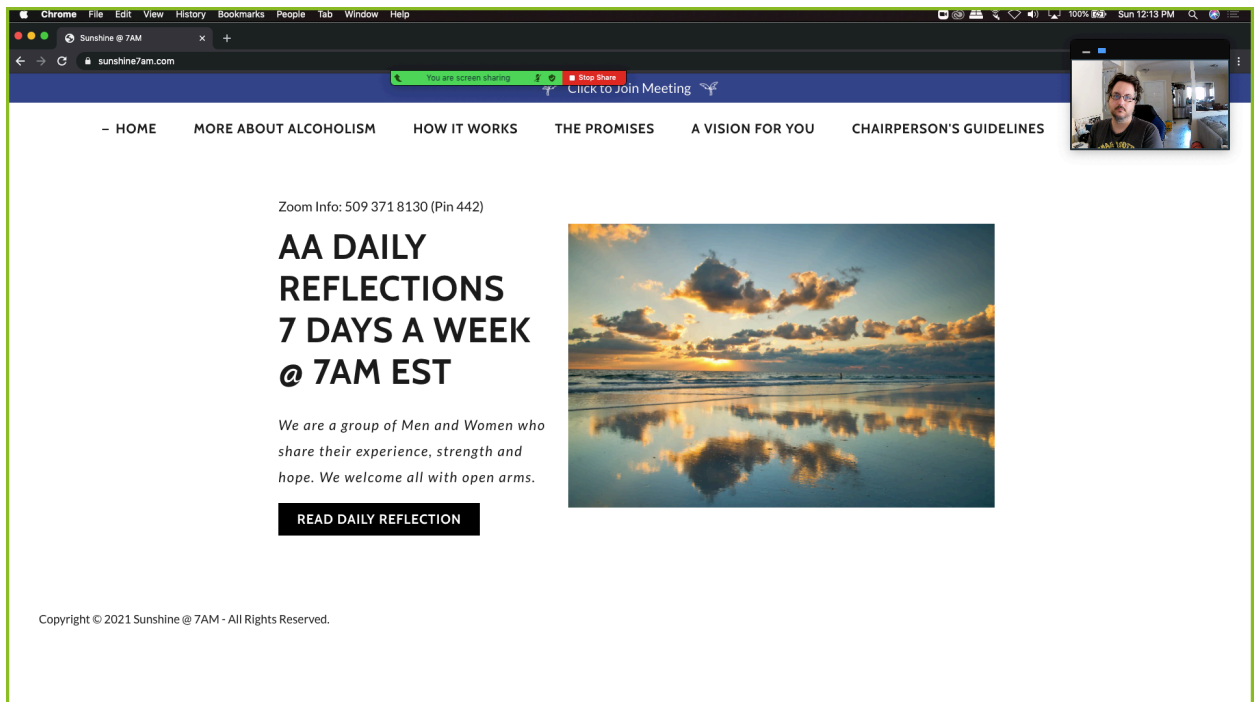
The main screen space is what the participants will see. From here simply use the website as you normally would to access the readings.

When we are done sharing we simply **STOP SHARE** which is in Red.

When Sharing a screen its recommended to unmute the participant first who will be doing the reading then starting the screen share process.

HOST RESPONSIBILITY 3

1. **Unmute** the participant who will read
2. Click **Share Screen**
3. Select **Desktop** you want to share (Zoom defaults to selecting Desktop1)
4. Click **Share**
5. **Navigate** www.sunshine7am.com readings
6. Click **Stop Share** (in red) when the reading is over.

Repeat these steps for all readings/daily reflection/chips etc.

Thank you for your Service!

When hosting we want it to go as smooth as possible so remember to share your screen when the participants are going over the 3 min mark.

You can find the timer on the bottom of the Chairpersons Guidelines page on *www.sunshine7am.com*

When we are starting the sharing process simply wait for the Chairperson to call the next person who is ready to share and unmute them. If they go over the 3 min just share your screen with the timer icon for a few seconds and the stop sharing. If the person is continuing to share show it again or mute them. Our group conscious has agreed on a 3 min max as to get to as many participants as possible.

7:00am

Participants Tab
1. Make sure there **is a check mark** next to **Mute participants upon entry**
2. Make sure there **is not a check mark** next to **Allow participants to unmute themselves**

Chat Tab
1. Make sure the chat setting is for **Host Only**.

7:55am

Participants Tab
1. Make sure there **is a check mark** next to **Allow participants to unmute themselves**

Chat Tab
1. Make sure the chat setting is for **Everyone publicly and directly**

Again thank you very much for your service and if you have any questions you can always reach out to anyone of us regulars, we are always willing and happy to help.