

AT-HOME ZOOM COORDINATORS INSTRUCTIONS FOR SUNDAY MORNING

BEFORE PRACTICE – AROUND 10:30 AM

Open the “Opening Screen Share” slideshow (there’s only one slide in the show).

Open the recorded meditation.

Use a web browser to visit <https://zoom.us/> and login

Username: boisesangha@gmail.com

Password: Karmayoga1109

Please note that you are now logged in as “HOD Umzed”. After practice, please log out of Zoom and log back in using a personal account.

Open a new browser tab and navigate to <https://heartofdharma.org/live-streaming>.

Click on the link for “Sunday Live Stream Meditation & Teaching” and follow Zoom’s instructions to join the meeting.

Our In-Person Umzed (IPU) will admit you to the Sunday meeting and make you host. Click on participants, right-click on Dana Marsh, and make her the co-host. Please note that they are logged in as “Dana Marsh”.

The IPU will be turning their camera on and off, so no need to assist them with this.

If the volume level of the recorded meditation and dharma talk and the recorded talk haven’t already been pre-tested, this is a good time to do so. Let the IPU know that you’d like to do a sound check on the recordings. Screen share the recorded meditation and within the Share Screen window, make sure the “Share Sound” check box is checked. Play the recording, and ask the IPU to stand near the back row of chairs at the Center and gauge the sound. If you’re not able to achieve a good volume level by adjusting the volume controls on the video player, then the IPU will need to adjust the sound at the Center. Make note of the necessary volume setting on the video player for future reference, and repeat this process for the recorded Dharma talk.

From the Participants window, click on Dana and stop the video.

Click on the ellipsis “...” in the lower right corner of the Participants window.

Uncheck “Allow participants to unmute themselves”.

Uncheck “Enable waiting room”.

Screen share the window containing the “Opening Screen Share” slide show.

Re-open the Participant window.

Open the Chat window.

Admit anyone that may be in the waiting room.

From the Participants window, click on Dana Marsh and choose Spotlight for everyone.

Move your mouse off slide show.

From this point until the start of practice, periodically check the video thumbnails of participants and the chat window just in case someone has a question, or a mischievous visitor does something inappropriate.

AT 11:00 AM

At approximately 11:00 am, the IPU will start their video.

Stop the screen share.

The IPU will ring the singing bowl 3 times and deliver a welcome greeting.

After the IPU says words to the effect of, "We will go ahead and get started now with 20 minutes of meditation...",

Screen share the recorded meditation. Make sure the "Share Sound" checkbox is checked.

Click play on the video.

Watch the chat window in case there are sound issues.

AFTER MEDITATION – APPROXIMATELY 11:20 AM

After the recorded meditation has ended, the IPU will start their video.

Stop the screen share.

The IPU will read an announcement regarding break.

After the IPU has finished the break announcement...

Create 1 breakout room in Zoom; choose Assign Automatically and Open All Rooms.

Close the "Opening Screen Share" slide show.

Open the “Break Slide” slide show.

Screen share “Break Slide” slide show.

Close the recorded meditation. Open the recorded Dharma talk.

AFTER BREAK – APPROXIMATELY 11:33 AM

After approximately 10 minutes, the IPU will send a message to you via the Zoom Chat window indicating that it’s time to end the break out rooms.

Click on Close All Rooms. It will take 60 seconds for them to close.

The IPU will start their video, ring the bell three times, and make a short announcement about the upcoming talk.

After the IPU says words to the effect of, “We hope everyone finds the talk valuable...”,

Screen share the recorded dharma talk. Make sure the “Share Sound” checkbox is checked.

Watch the chat window in case there are sound issues.

During the talk, monitor the video thumbnails of participants and the chat window just in case someone has a question or a mischievous visitor does something inappropriate.

Close the break slide.

AFTER THE DHARMA TALK – APPROXIMATELY 11:55 AM

After the recorded talk has ended, the IPU will start their video.

Stop the screen share.

The IPU will deliver announcements.

In the Participants window make Dana the host. You can now leave the meeting without ending it.

Return to <https://zoom.us/> and sign out of the Umzed’s account.