

BEFORE PRACTICE – AROUND 10:25 AM

If the two black speakers aren't already on, turn them on.

If the MacBook is already on, turn it off for a fresh start.

Turn on the MacBook and log in. The password is Buddhadharma

Test the Umzed's lapel mic and the Teacher's lapel mic. Clip the mic to your lapel and ask another volunteer to stand near the back row of chairs to gauge the sound quality. Make adjustments to the mixer settings as needed.

Launch Zoom, and from the "Meetings" tab, click on "Heart of the Dharma Online Sunday Meeting". Click on "Start", and then click on "Join the meeting with computer audio".

Zoom will automatically start recording. Stop the recording.

Unmute audio. Keep it unmuted for the entire meeting.

Start video and adjust the laptop as needed.

Our remote helper will join the meeting as HOD Umzed at around 10:30 am. Admit them from the waiting room and make them Host by right-clicking on the HOD Umzed video thumbnail and selecting "Make Host". You may need to select "Gallery" from the "View" menu in order to see their video thumbnail.

HOD Umzed will make you Co-Host.

HOD Umzed will request camera control. Click on Approve.

AT 11 AM

The remote helper will ask you to start your video at 11 am. Start your video.

When Dana is ready to begin...

Turn on the umzed's lapel mic.

Ring bell 3 times.

Read welcome greeting.

WELCOME GREETING

Good morning, everyone, and welcome to our Sunday practice here at Heart of the Dharma!

For those of you here at the Center, if you would, please check your cell phones to make sure they're on silent.

We will begin our practice this morning with 20 minutes of meditation; our teacher, Dana Marsh, is here and will be guiding us through that, and I will ring the bell once to end the meditation session.

Turn off Umzed's lapel mic.

AFTER MEDIATION

Following 20 minutes of meditation, give or take a few minutes...

Ring bowl once.

Wait until Dana says thank you and you see yourself on the computer screen.

Turn on Umzed's lapel mic.

We will take a 10-minute break. For those of you at the Center, please feel free to visit in the kitchen area and enjoy some tea if you'd like, or stay here in the main room to meditate. If you are new to the Sangha or are here at the Center for the first time and would like to meet Dana, feel free to say hello during this break time. If you would like to speak with Dana about your practice after today's Dharma talk, you can schedule a 10-minute conversation with her by letting _____ (designated interview volunteer) know during this break time, and for those of you joining us online, you'll find instructions for how to schedule a conversation with Dana by checking the Chat window. Also, we will start a few breakout rooms here in Zoom for anyone who would like to visit during break.

Right after today's talk, we will be reciting the Dedication. If you would like to recite this with us, we will be sharing it via Zoom, and there are also copies available here at the Center on top of the fireplace.

Thank you. :)

Turn off Umzed's lapel mic.

AFTER BREAK

After a 10-minute break, ring the bell once to signal the end of break for those at the Center.

Send a message via Zoom Chat to the remote volunteer (HOD Umzed) to let them know that it's time to end break. Please note that it may take up to 60 seconds for breakout rooms to close.

A few seconds before breakout rooms close, the remote helper will ask you to start your video. Start your video.

Check to make sure Dana is appearing on the computer screen. If she is not, check in with the remote helper via chat. If needed, switch the camera to Dana by clicking on the up arrow next to the Video icon on the task bar at the bottom of the Zoom screen and selecting the UVC Camera.

After everyone has returned to their seats at the Center and breakout rooms have closed, ring the bell three times.

Note how many people are in attendance on Zoom, and let Charlie know after practice.

>>>>>

AFTER TALK

The remote helper will screen share the Dedication.

After reciting the Dedication, the remote helper will switch the camera to you.

Turn on umzed's lapel mic.

Read announcements.

