

## UMZED ZOOM SCRIPT TUESDAY

### **SET UP FOR PRACTICE -- Tuesday at 6:30 pm**

Umzed Open the two documents, "Opening Slideshow" and "Dedication," on your computer. If the slideshow completely covers your screen, use Alt-Tab in Windows (or Command-Tab on Mac) to advance to the desired window.

Use a web browser to visit <https://zoom.us/>  
Login - username: boisesangha@gmail.com  
- password: Karmayoga1109

Open a new browser tab, and visit [heartofdharma.org/live-streaming](http://heartofdharma.org/live-streaming)  
Click on the link the Tuesday Zoom event

Wait for Dana.

#### **Dana**

Starts the meeting at 6:30.  
Admits Umzed from waiting room.  
Makes Umzed host.  
Mutes her Audio.  
Starts and stops her video.

#### **Umzed**

Join the meeting at 6:30.  
Start your video. Adjust your camera as needed.  
Stop your Video and Mute yourself.  
(Dana will make you the host.)  
Make Dana co-host - Click on ellipsis "..." Three dots in right-hand corner of Dana's box.

Uncheck "Allow participants to unmute themselves"  
Uncheck "Enable waiting room"  
Share screen – Opening Slideshow.ppsx  
Re-open Participant window  
Open Chat window  
Admit everyone in waiting room (if applicable)  
Click on slideshow to activate it; Move mouse off slide show  
Before practice, Umzed monitors attendee video and chat

### **START PRACTICE -- Sunday 11 am or Tuesday at 7 pm**

#### **Umzed**

Unmute Umzed's audio  
Ask Dana to start her video

**Dana** accept Umzed's invitation to start her video

Start Umzed's video

Umzed stop share screen

Ring bowl 3 times

Deliver welcome greeting -- Good morning (Good evening), everyone, and welcome to the live-streaming version of our Sunday (Tuesday) practice! If you're joining us for the first time today, we will begin with 20 minutes of meditation, and our teacher, Dana, will guide us through that, and I will ring the bell once to end the meditation session. And then after meditation, Dana will deliver a Dharma talk, and then we have a couple of announcements, and then for those of you who would like to stick around after practice and visit with other sangha members, we'll keep the meeting going for another 10 minutes or so to make that possible. Also, if you'd like to speak with Dana about your practice right after today's talk, you can schedule a 10-minute conversation with her, and you'll find instructions for how to do that by checking the chat window here in Zoom.

Instructions for chat window: "If you'd like to speak with Dana about your practice after today's talk, you can schedule a 10-minute conversation with her by writing to [boisesangha@gmail.com](mailto:boisesangha@gmail.com) between now and the end of today's practice. If you would, please include your phone number in your email so that Dana can give you a call. A volunteer will answer your email right after practice to set up a time."

So, we will go ahead and get started now, and Dana will be joining us here in just a moment.

Spotlight Dana

Mute Umzed's audio

Stop Umzed's video

**Dana**

Unmute her audio

Begin leading meditation

**END MEDITATION / START RECORDING – Sunday 11:20 am / Tuesday 7:20 pm**

**Umzed**

Unmute Umzed's audio

Ring bowl once

Mute Umzed's audio

Right after Dana's prayer, Start recording (Record to Cloud)

Dana begin Dharma talk

During the talk, Umzed monitors attendee video and chat.

**FINISH PRACTICE**

**Dana**

End her Dharma talk with  
“Let’s dedicate the merit”

**Umzed**

Share screen – Dedication.pdf

**Dana** Lead Dedication**Umzed**

Stop share screen  
Stop recording meeting (after Dana bows and says “thank you”)  
Unmute Umzed’s audio  
Start Umzed’s video

**Dana** may or may not say “We have a few announcements”

Dana Mutes her audio

**Umzed** Stops spotlight on Dana

**Umzed** makes announcements (Don’t end with “goodbye”. End with “That’s all for announcements today... thank you!”)

Mute Umzed’s audio

**Dana** unmutes her audio. She may invite Q&A. She may talk a little more.

Dana says farewell.

**Umzed**

Announce you will start break out rooms in a moment for those who would like to stay and visit, and you will wait for those who want to leave to leave

Start break out rooms

Choose the number of rooms to create. There should be between 3 and 5 members in each room

Let sangha members visit for 10 to 15 minutes, then close all rooms. It will take 1 minute for the rooms to close.

Umzed Ends meeting.

Umzed Stay logged into Zoom until the recorded video finishes uploading to the Cloud. You will know the upload is complete when the progress meter reaches 100%. After upload is complete, return to <https://zoom.us/> and sign out of the Umzed’s account.

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If a sangha member starts their video during practice, give them a minute to turn their video back off again. If it appears they have no intention of turning their video off, turn it off for them. Then find their name in the chat window and send this personal message to them:

Hi (insert their first name here), I turned your video off for just a bit. It helps maximize bandwidth and minimize distractions when everyone's video is off during Dana's talk. I will enable it again at the end of today's practice, but if I happen to forget, please feel free to send me a message via chat. Thank you!