



Zoom Online Video and Conference Meetings

Updated

For ClubSport networks and Sports Councils across Scotland it is important for the committees working behind the scenes to continue to communicate with each other and with your members. Zoom is an example of one of the many options available for online video and conference calls.

<https://zoom.us/>

Zoom is a free service which allows you to join web and video conferences with. It can be used on any Windows, Apple, Chromebook or Android device.

Zoom is available to use with a free standard package, you are able to purchase additional features if or when required. The website allows everyone taking part in the meeting to come together face to face, so it feels that you and your committee/club are in the same room. It's easy for everyone to join via computer or mobile device, with video and audio options both available which helps to continue important conversations.

The basic Zoom package allows for up to 100 people to participate in the call, which last for up to 40 minutes. Zoom also allows you to share your screen, meaning documents and files can be discussed and viewed by all members on the call.

The key benefits of using Zoom:

Basic

Personal Meeting

Free

Sign up, It's Free

Host up to 100 participants ⓘ

Unlimited 1 to 1 meetings

40 mins limit on group meetings ⓘ

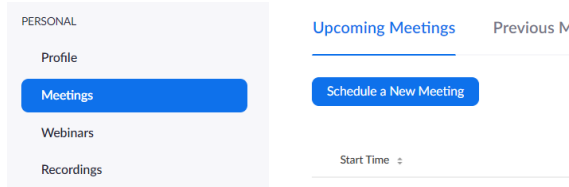
Unlimited number of meetings

Online support

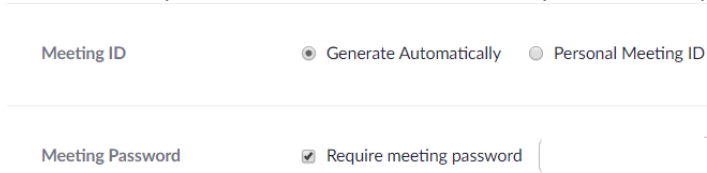
- + Video Conferencing Features
- + Web Conferencing Features
- + Group Collaboration Features
- + Security

How to Schedule a Zoom meeting:

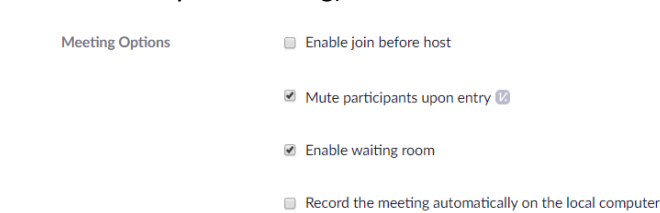
- Sign up for free using the link <https://zoom.us/signup>
- Set up a meeting by going to Meetings and click on Schedule a New Meeting



- To increase security in your meeting it is recommend that you:
 1. Always select Generate Automatically and tick Require meeting password:



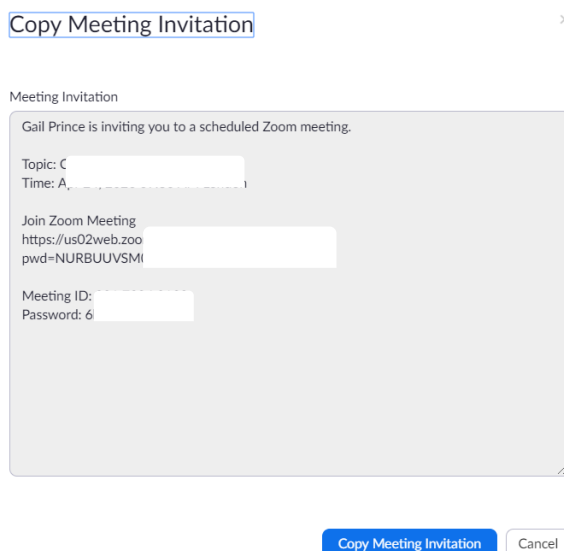
2. Always select the options shown below (participants can unmute themselves when they enter your meeting):



- Once you have Scheduled your meeting, double check the date and times are correct - make sure it is AM or PM click Save
- You now need to share the meeting code and/or link with participants, click on Copy the invitation option



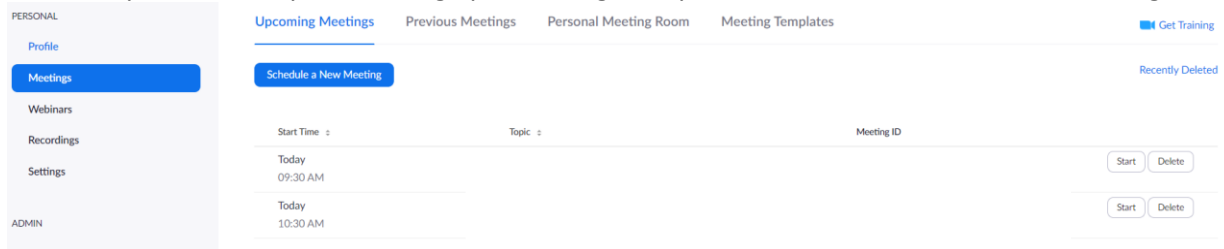
- The Copy the invitation link takes you to this screen



- Click Copy Meeting Invitation and paste the information into an e-mail to send to your meeting participants

How to Start your Scheduled Meeting:

- On the day and time of your meeting open and log in to your Zoom account and click on Meetings



- Your list of Scheduled meetings are shown, click Start when you (as the host) are ready to start the meeting
- Because you have Enabled a waiting room you will need to allow your participants access to the meeting, this avoids members of the public joining without your consent. Keep an eye on the Members icon at the bottom of the screen, it will indicate when participants have joined the lobby and are waiting to be permitted in to your meeting, click on the icon and Admit next to their name when the lobby appears.
- Enjoy your meeting!

Hints and Tips:

- Make sure that your camera and microphone are turned on
- Ensure that your laptop is open if you are using a laptop camera
- Avoid sitting in front of a window as you will appear in silhouette
- Testing has found that some video / sound issues can be resolved by leaving and re-joining a call

Joining a Zoom meeting:

- If you have been invited to join a Zoom meeting you do not have to have a Zoom account, you can click on the link provided by the meeting host, this will arrive by e-mail which will contain the unique link for the meeting you are invited to join – make a note of the Password if there is one.
- If you join before your host you will see a screen which says “Please wait for the host to start the meeting”. You will automatically join the meeting once your host arrives. If the host has enabled a waiting room they will need to allow you entry to the meeting.
- On the next screen click ‘Join with Computer Audio’.
- You will now enter your meeting.
- By default your Video and Microphone may be turned off. Click on the icons on the bottom left to enable them.
- You can share either individual documents with participants by clicking on the green Share icon and selecting the application that you would like to share. *NB Always consider who else is in your meeting before you share your screen and any information on it!*
- To end your meeting click on Leave Meeting in the bottom right corner

More help:

Please click the below links to find various help pages and support for setting up and using Zoom:

[Getting started with Zoom](#)

[Zoom help page](#)