

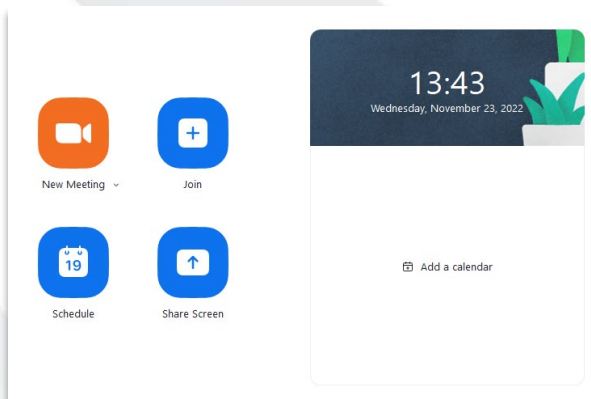
Holding a Virtual Meeting

Regular communication with your club members is key to building a sustained and engaged community. Group video calling is a great way to host a virtual club night or meeting. Our recommended software is Zoom but there are other providers available: Skype, Microsoft Teams, Google Meet, WhatsApp, and Facebook Messenger are just a few examples.

Zoom is a video-conferencing service and software you can use to meet others virtually. It gives you the ability to work together and utilise features such as document collaboration, one-on-one chat, team chat and more.

Hosting a meeting/club night

Zoom can be used via a web browser or via an app that can be downloaded to your device. If you're planning to setup meetings, it is recommended to download Zoom, click here to download. Once open, you need to set up an account. With a free account, you can meetings with up to 100 participants for meetings up to 40 mins. If you wish to have more participants and longer meetings, you will have to choose which account you wish to pay for.



Once you have downloaded Zoom to your desktop and created an account, the homepage will offer you four options:

- **New Meeting** – Create a meeting and invite people from your contacts
- **Join** – Join a pre-arranged meeting
- **Schedule** – Arrange meetings for the future and share the invite with others

- **Share Screen** – Share a document or item on your screen and invite others to view, discuss, and collaborate on it

Scheduling a Meeting

Click schedule on the Zoom homepage and then fill out your meeting details.

Topic
Motorsport UK's Zoom Meeting

Start: Wed November 23, 2022 14:00

Duration: 1 hour 0 minute

Recurring meeting Time Zone: London

Meeting ID
 Generate Automatically Personal Meeting ID 714 771 1022

Security
 Passcode Only users who have the invite link or passcode can join the meeting
 Waiting Room Only users admitted by the host can join the meeting
 Only authenticated users can join: Sign in to Zoom

Video
 Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
 Dial in from United States [Edit](#)

Calendar
 Outlook Google Calendar Other Calendars

Advanced Options ▾

Topic – Give your meeting an appropriate title. People will be able to search and join your meeting using the title if required.

Schedule – Set the date, time and duration of your meeting, as well as the time zone.

Meeting ID – Choose “Generate Automatically” and a unique ID will be created for your meeting.

Password – Only choose this if you want to restrict user access for confidential meetings.

Video – Click the On or Off selection buttons depending on whether you want the Hosts and Participants to be visible by video.

Audio – Click Telephone and Computer Audio in the event that participants want to join by phone for audio only. Ensure you click Edit and set to dial in from the UK.

Calendar – Choose this if you would like to add the meeting to your Outlook or Google calendar.

Advanced Options – In addition to the sections listed above, there are further advanced options for your meeting which include allowing participants to join any time, muting participants upon entry to the meeting, automatically recording the meeting and much more.

Click ‘Save’ in bottom right-hand corner to finish.

To share your meeting invitation with club members, click on ‘Meetings’ in the top navigation bar, select your upcoming meeting and click ‘Copy Invitation’ on the right-hand screen. Make sure to share either the meeting link or 12-digit meeting ID and password with attendees.

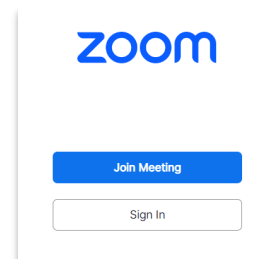
Recording your meeting

Zoom offers the option to record meetings. Make sure you seek permission from all meeting attendees if you wish to record the meeting.

This option is particularly useful for secretaries when they have to write the minutes, as they can watch/listen back if there was something they didn't understand.

Joining a meeting

To join a Zoom meeting, you will need to have a direct link to the meeting or know the unique meeting ID.

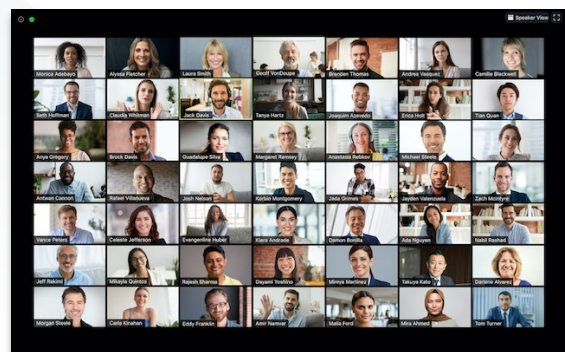


If you have a direct link, simply click to join and follow any on-screen instructions. Otherwise, visit the Zoom website, click Join a Meeting and enter your meeting ID. If you've downloaded the app on your phone or tablet, you can also just click 'Join a Meeting' and enter your meeting ID.

Follow any on-screen instructions. You may be prompted to download Zoom, but you do not need to. Click 'Join from your browser' at the bottom of the screen to join the meeting without downloading the Zoom software.

Meeting Controls

Once in the meeting, you will be able to enable and disable your microphone and camera, invite others to join, and share your screen with the meeting to review documents. All controls are along the bottom of the meeting window.



There are also several views of how you can see the participants with speaker and gallery view.

Being a Meeting Host

If you have organised the meeting through your account, and you start the meeting, you are the meeting host. Being the meeting host gives you host controls which allows you to manage many aspects of the meeting. This can include muting participants, ending the meeting for everyone, and removing members from the meeting if necessary.

You can also share these controls by making another member a co-host.

For further guidance on meeting host controls, go to the Zoom support website or [click here](#).

Top tips for an effective video call

- All users will be dialling in via different hardware configurations. It is often best if everyone keeps their microphone muted until they want to speak. This avoids any build-up of background noise or feedback for all users during the call.
- Users will need to ensure that they have enabled the microphone and camera on their device. The software will prompt this on sign in if not already permitted.
- As with a normal meeting, it helps to sign in early and resolve any technical challenges, so at the allotted time, the meeting agenda can commence. We recommend at least 15 minutes for this.
- There is a mobile app available which is very easy to use but will require the user to set up an account to gain access and then they can use the link or the meeting ID number (provided as part of the invitation) to join.
- To assist with the cadence of the meeting, it is a good idea to follow a meeting protocol whereby participants raise a hand when they want to make a point or ask a question. The chair can then direct attention to that person at the correct moment.

- If the chairperson has never used Zoom before to host a meeting, it is worthwhile running a practice session with a small group of participants to understand the options available and iron out any technical issues.

Further Help

If you get stuck or have any issues while setting up your meeting, Zoom have an online learning centre with tutorial videos to help you make the most of the platform.

[Click here](#) to view the short instructional videos on how to join a meeting, create a meeting and more. Please note you need to log in with your Zoom account to access these.

As well as video calling, Zoom also has the functionality to host webinars. Follow the link above for a video tutorial on setting up a webinar.

For more information guides visit the Motorsport UK Club Toolkit.

For guidance and suggestions of further guides, email the Motorsport UK Club & Community Development Team at club.development@motorsportuk.org