



The Club's ZOOM Meeting video conferencing is available to ALL members to use for any Club-related meeting and training sessions.

HOSTING A MEETING

To **Schedule or Start a meeting** will require you to access the *Zoom Info and Support* document filed in the [Member Area](#) (Club ClubRunner) > Administration Page > View Club Documents (Private Documents) > Club Administration folder.

This document provides the *Sign in* credentials, step by step instructions and links to support information.

NOTE:

Meetings can't run concurrently and/or overlap. BEFORE scheduling your meeting, you will need to check to see what may already be scheduled. You may have to adjust your plans accordingly.

PARTICIPATING IN A MEETING

To join a meeting:

Your meeting invitation¹ will include all the information required to join via...

- A. The meeting link.
- B. The Zoom app² and entering the Meeting ID and Password.
- C. The Zoom *Join a Meeting* link - <https://zoom.us/join> and entering the Meeting ID and Password.
- D. Telephone and when prompted entering the Meeting ID and Password.

Depending on the settings selected by the Host, you may be...

- Placed in the "Virtual Waiting Room", until the Host is ready to start the meeting.
- Muted when joining.
- Joining before the Host.

The first time you join a meeting, you will be asked to allow the Zoom application to download to your computer.

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1. If the Host requested registration for the meeting, you will receive an email with instructions to register and a subsequent email with your *Sign in* information.
 2. Download the *Zoom Cloud Meeting App* ([Google Play](#) or [App Store](#)) to your tablet or smartphone.

SUPPORT:

[Frequently Asked Questions](#)

[Tutorials](#)

[Club Zoom Coordinator](#)

[ZOOM Security Features](#)