



ONLINE WORKSHOP CHECKLIST (if using Zoom)

Here is a checklist of things to do about 10 minutes before starting a Zoom meeting. Before all of this, you will need to have set up your Zoom account, scheduled a 'meeting' (workshop) and have guests enrolled.

Before the workshop, jot down the names of the children enrolled and their parent's name (sometimes it is the parent's name that comes up on the child's screen).

1. Check camera position and background
2. Put on headphones (if using)
3. Open Zoom and click 'start meeting'
4. Mute yourself and stop video until you are ready to start
5. Open the PowerPoint presentation
6. Open a New Window for the PowerPoint (so you have two open on your desktop – one will be used for editing and one is for the girls to view)
7. Click start slideshow in the version the girls will see
8. In Zoom, click 'share screen' and 'share computer sound'
9. Share the Window with the slideshow
10. Mute participants to start
11. When ready to start, unmute yourself and start video

Before running a workshop with paid participants, have a practise run with a couple of kids you know so that you become confident using Zoom.