



The **District's ZOOM Meeting** and **Webinar** video conferencing is available to ALL District 7010 Rotarians, Rotaractors and Interactors to use for any District or Club meetings and training sessions.

To **Schedule or Start a meeting/webinar** will require you to access the Zoom Video and Support document filed in the Member Area (District ClubRunner) > Administration Page > Documents Download > under ADMINISTRATION.

You will find the Sign in details and step by step instructions.

NOTE: Meetings or webinars can't be scheduled to run concurrently and/or overlap. **BEFORE** scheduling your meeting using the District account, you will need to check if your meeting/webinar will conflict with one already scheduled. You may have to adjust your plans accordingly.

Alternatively, your **Club** can consider the option of signing up for their own free Basic Plan for **meetings**:

- Calls are limited to 40 minutes per call.
- However, after the meeting has ended and everyone disconnected, the Host and participants can rejoin the meeting after 2 minutes using the same link, and if applicable meeting ID, to continue. *Tip:* If your meeting requires more than 40 minutes, build in 1+ planned breaks (e.g. a 5-minute break every 30 minutes).
- Host up to 100 participants
- Unlimited meetings

Go to zoom.us, click on Plans & Pricing and then "Sign Up, it's Free". You will also see the Pro Plan (paid) option.

To join a meeting or webinar:

Click on the link that was provided to you via email for the meeting OR dial the telephone number (and if required, enter the Meeting ID #). Note: If the Host requested registration, you will receive an email with instructions to register and then an email with your sign in information.

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

You also have the option to download the *Zoom Cloud Meeting App* ([Google Play](#) or [App Store](#)) on your Smartphone, i-Pad, etc. You will be asked for the Meeting ID #.

SUPPORT INFO:

[Frequently Asked Questions](#)

[Meeting and Webinar Comparison](#)

[Tutorials](#)

[Email the District](#)