

This message is being sent to all Club Presidents and Secretaries from this year and next year.  Feel free to share within your clubs to committee chairs and other members who may want to organize meetings for your club.

Your district has been exploring ways to help clubs continue to thrive during this challenging time. While we are all physically distancing, it is critical that we support engagement and social connections.

We are delighted to share this exciting news about how we will support video conferencing so that clubs can meet, share and socialize over the next few weeks and beyond.

Your district will support Zoom videoconferencing for our clubs.  We have purchased 4 licenses for clubs to use for free.

The following are some tips to get you started:

* Google *Zoom* and sign-in using one of the accounts listed below
* On the Zoom-site see the plugins which you can use to schedule Zoom meetings from your calendar - Optional
* If you are the organizer, download the app on your phone/tablet/laptop.
* Participants may download and sign in using the meeting code or just click on the link that is sent.
* **We have 4 licenses, so we can have 4 meetings at the same time but only one at a time on each license.** If all the video-conferencing times are used – try moving your meeting to another time - maybe just an hour later. We can always add more licenses if this way of meeting grows! Please allow for 15 minutes in between each meeting for changeover time.
* Each license will allow 100 members to join your call and you have **24 hours to chat**!!
* Choose someone from your club to set up club meetings and book ahead so everyone will have those meeting dates in their calendars. The Organizer should send out reminders the day before.
* Participants can join on their phone/tablet/laptop and yes, if they wish to use their video cameras, they can so you can see everyone live.
* The Meeting organizer can just copy Link of the meeting and send out club reminders through e-mail to meeting participants through Club Runner or your own distribution list. Special guests can be invited via their email.
* Zoom meetings can be recorded for those who missed the meeting directly onto your computer but not on the cloud as we have no way to retrieve them.
* If you would like club support on how to use Zoom, there are many helpful videos on the site or give me a call/e-mail.

**District 7820 Zoom Accounts: If the first account has 5 meetings already booked at that time use the next Zoom License – feel free to jump around on any account**

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|  **E-mail address to use** | **Password** |
| Rotaryzoom1@outlook.com | R7820Zoom1 |
| Rotaryzoom2@outlook.com | R7820Zoom2 |
| Rotaryzoom3@outlook.com | R7820Zoom3 |
| Rotaryzoom4@outlook.com | R7820Zoom4 |

 <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting> -You can share this link with participants to show them how to easily join a Zoom meeting.

 <https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1lId3N_Xl77fKDzSXe> - here is a "How To" Video list on how to get started with Zoom

 Look forward to seeing you on Zoom!

Holly Thompson

Data Management

District 7820

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