BEST PRATICES FOR LONE STAR PETS

In order to have the best experience at PETS follow these guidelines:

1. Download the **latest version** of ZOOM. https://zoom.us/signin

2. If you do not have a FREE Zoom account **please sign up**: https://zoom.us/signin

3. Log into PETS using the email address you provided during registration. If you have recently created a Zoom account or are using a different email than your registration email, **send email address to: s.khaleeq@cgsdigitalmarketing.com**

4. Once you log on Please change your screen name to First Name - Club Name.

5. Agenda is attached. **Please** make sure you have joined PETS Zoom 15 minutes before each meeting.

6. **No** sessions should be recorded , except the keynote speakers with permission.

7. Please use the same email to login to the Zoom meeting as when you registered for Lone Star PETS. Your email is specifically for **YOU**.

8. **Protect all links that are forwarded to you**. Do not share them with anyone except your attendees to help keep them secure.

9. Direct your attendees that in case of any issue, **stay online**, and the LSPETS Tech Team will act immediately.

Guide for Links to sessions

1. **Link To General Sessions/ Speakers/ and Elective Classes**

Link comes from our PETS tech team Sami Khaleeq

This link will open a large general session room to hear all the speakers and announcements.

> Will be sent out to all attendees on:
>
> Wednesday, March 3, 2021
>
> Friday, March 5, 2021
>
> Daily reminder about the link from March -March 13, 2021
>
> One hour before each session
>
> ## *CHECK YOU SPAM FOLDER FOR THE LINK

Class rosters will be sent out to Elective class presenters on March 2 and March 5.

Elective class presenters, **need to contact their registered class attendees to let them know the title, day, and time of your class.** They will need this information so they will know which breakout room to attend when given the option.

March 1, 2021

2 . Link to District meetings on Monday and Saturday

Comes from District Tech team-not from PETS Tech Team

We will send DGEs and their tech team a list of all attendees from your district as of March 2 and as of March 5. The DGE needs to work with the tech to edit that list to let them know who should be coming to your District meetings.

Please send your link to:

mamcduffrotary5790@gmail.com

smilesrotary5790@gmail.com

and s.khaleeq@cgsdigitalmarketing.com

They will send the District link to all attendees, or only those you want to attend your district meetings.

The link will be sent out to all attendees from your district on:

> Tuesday, March 2, 2021
>
> Friday, March 5, 2021
>
> Monday, March 9, 2021
>
> One day before each general session
>
> One hour before each session

*CHECK YOU SPAM FOLDER FOR THE LINK

3. **Required Module Training Links, AG, and PDG Training sessions**

The required training link comes from the Facilitators/Tech team, NOT the PETS Tech Team

We will send the Facilitators and/or tech team a list of all registered PEs, PNs, Rotaract, AGs, and PDG Forum from your district as of March 2 and as of March 5. The **Facilitators need to contact their class members and send them the link.**

Please send your link to:

mamcduffrotary5790@gmail.com

smilesrotary5790@gmail.com

and s.khaleeq@cgsdigitalmarketing.com

March 1, 2021

<u>The link will be sent out to all attendees from your district on:</u>

Tuesday, March 2, 2021

Friday, March 5, 2021

Monday, March 9, 2021

One <u>day</u> before each general session

One <u>hour</u> before each session

*CHECK YOU SPAM FOLDER FOR THE LINK

U Summit APP

Please download the U Summit App on your phone.

It is where you can enter your personal schedules

It is here you chat with your friends at PETS

It is where you can visit the House of Friendship to view the products and/or services offered by our vendors and exhibiters.

It is where you will go to complete the **evaluations after each session.**

The event code is **804669**

March 1, 2021