GUIDE TO GATHER BY TECHNOLOGY FOR JOHNSON FERRY BAPTIST CHURCH

OPTIONS FOR GATHERING THROUGH TECHNOLOGY (PHONE/DESKTOP):

VIDEO CONFERENCING:

1. **Zoom:** www.zoom.us/home
   This is the tool that I've seen the most success with group meetings to date. Up to 100 people may participate in video conference, with options of being on video or off. I would not recommend more than 8 people meeting in this format unless it is to listen to a primary speaker. People may call in to join the meeting without video capabilities as well. Will require download of app to use on the phone and a quick download of software for laptop. You can break off into smaller groups from larger group if you want. Free version available for calls under 40 min -> full version is $15 per host per month. Zoom is popular because it is easy to use and has great functionality. **BEST FOR LARGER GROUPS (>5 PEOPLE)**

2. **Webex:** www.webex.com
   Up to 100 people may participate in video conference, with options of being on video or off. People may call in to join the meeting without video capabilities. Will require download of app to use video conf on phone and a quick download of software for laptop. Free version available, but could cost $13.95 per host per month.

3. **Google Hangouts:** www.hangouts.google.com
   Simple tool, but works best if all users have a Gmail account. 10 people may be in video call together; Will require download of app to use on the phone. It is web based for laptops. You email them the link, and they can join the meeting. **BEST FOR SMALLER GROUPS (<5 PEOPLE)**

4. **Facebook Messenger:** www.facebook.com
   6 people may be in video all together. Simple for groups of people that all use Facebook, but you have to add people/dial-in to get started. Will require download of Messenger app on the phone. This one is a little harder because you add one person at a time, and they may not answer.

5. **Skype:** www.Skype.com
   This allows for 10 people screen sharing on a group call, with a maximum of 25 people in the call. Will require download of app on the phone and software on your laptop. There are paid services for adding conference lines as well.

The top two have the most functionality and allow for people to come in and out of the call without disturbing the group. Zoom allows you to break off into smaller groups as well for prayer or discussion. Google Hangouts is a good free solution for video calls. It's not hard to sign up for a Gmail account, and it works well (especially on Google Chrome when signed into Gmail).

PHONE CONFERENCING:

1. Phone conference lines can be expensive. There may be a guy in your small group who has access to a line that can be used. The video conference tools above have Voice only options as well, but are not as simple as dialing a number and a code.

2. **FreeConferenceCall.com:** www.freeconferencecall.com
   You sign up for an account with an email/password or Facebook account. They ask you to contribute a $ each month or select $3.95 option that eliminates a commercial that is heard

before you join the call and gives you a steady number/PIN that the group calls every time. Nothing is ever truly free, but this is a simple way to do it.

BEST PRACTICES FOR CONFERENCE MEETINGS:

1. **Mute your device –** Unless you are speaking or trying to speak, mute your device so that the line is clear for others to hear the main speaker.
2. **Use a hand gesture or flag/message in video conferencing tool –** Instead of interjecting or cutting off someone else, signal that you have something to say and let moderator/leader ask you to speak.
3. **Setup a Virtual Table –** One of our men's groups that currently meets by phone has a diagram of a table and chairs with everyone's name in a position. This reference chart allows them to go clockwise around the table when sharing prayer requests/updates and gives everyone a chance to speak on key questions. For more information on how this group operates or to connect with this leader, email us at men@jfbc.org.
4. **On Time or Silent Entry –** Be on time so that entry beeps are not disruptive, and if you miss the beginning, announce yourself in chat/messaging or just wave, versus interrupting discussion/speaker to let people know that you have arrived.
5. **Logistics/Problem Solving Tech Issues –** Reserve time in first call or use first call to problem solve tech issues, explain how you intend to use the tool, structure discussion, etc. Review these best practices and others that you have from teleconferencing.
6. **Divide Big Numbers –** If your group is larger than 7 or 8 men, consider subdividing the group further. It gets really crowded on a video/phone conferencing tool.
7. **Prep Before –** If there is a video or book, make sure group has materials and access to Right Now Media to review video. Each person can get access to Right Now Media by emailing us at men@jfbc.org.

As we step into this season of quarantine and your group becomes good at connecting remotely, consider who you should invite into the group. There will be many neighbors and friends who will be looking to connect somehow right now. Reach out and invite them. It's as easy as sharing a link or a phone number!

HOW TO USE ZOOM (ONLINE MEETING)

AS A HOST:
You will need to sign up to be a host. It is free to host for meetings less than 40 minutes. For meetings more than 40 minutes, the cost is $15 per month.

1. Go to https://zoom.us/home to sign in.

2. Click "Schedule" to schedule a meeting.

3. Fill in the information needed for the upcoming meeting.

4. Once you click "schedule" at the end of your filling up your information, you will be back at the previous screen with the new scheduled meeting shown.

5. Click on "Start" to invite attendees for the meeting. Please follow the instructions as each new dialogue box shows up, e.g. testing audio.

6. Invite attendees to the meeting (Please be sure to invite an hour, at least, ahead of your meeting). There will be prompts to go to your default mail, gmail or yahoo mail to invite attendees. Please follow instructions.

7. Show up a little early to first meeting to launch or conduct a test meeting to launch your first meeting. You will have to download ZoomUsLauncher the first time and Sign In. Give permissions for Zoom to access microphone, camera, files, etc.

8. IMPORTANT TIP: If you need breakout groups, sign in and look for Settings on left hand menu. You have to turn on Breakout Groups BEFORE your meeting to use those.

See Zoom Tutorials for tips on Scheduling, Controlling Meeting, and Facilitating Breakout Rooms. Breakout rooms are excellent for prayer time or group discussion at the end of the meeting.

AS A PARTICIPANT:
You may want to add these instructions to your email to participants to help them with the first time. They do not have to sign up for an account with Zoom, but they will be prompted to download the ZoomUS Launcher (ZIP file) and double click ZoomUSLauncher to join the meeting the first time.

1. Open email invite – Click on "Join from PC, Mac, Linux, iOS, or Android" link or use the dial-in # if you only want to use the phone as a conference call format. Users can do either and still participate together in the meeting.
2. If you click the Video Call link, the ZoomUS Launcher prompt will happen to download (only for first time).
3. You will then see a screen that states "Please wait for host to start the meeting" (if host has not started yet). You can use this time to test your computer/phones Mic & Speakers if you want.
4. If your host has already started the meeting, you will have a screen come up with a button that states to "Join Audio Conference by Computer."
5. You will be in the meeting at this point
6. Check your audio (microphone icon on bottom left). If this has a red line through it, you are on mute. During the meeting, it is best to mute your device when not speaking so that background noise is not an issue.
7. Check your video (camera icon next to microphone icon). You may have to click the camera icon on the bottom left to turn on the video camera to show yourself to the group.
8. See best practice tips for having an orderly discussion in a virtual group.

HOW TO USE GOOGLE HANGOUTS:

AS A HOST:
If you do not have a Gmail account, sign up for one. It takes less than 5 minutes to set up. Ask your group to do the same. The experience is also easier if you use a Chrome browser, but not required. Just be ready to sign-in to your Google account if you are using another brower.

1. Google Hangouts are not scheduled so you will need to send out the link to participants 5-10 minutes before you want to start your meeting.
2. On your computer, go to hangouts.google.com or open Hangouts in Gmail.
3. Sign in and select "Video Call" in the middle of your screen.
4. Click green button to "Invite People." I have found it to be easiest to "Copy Link to Share". Copy the link and paste it into an email to your group.
5. After sending invite, click "Join Hangout" and wait for participants to arrive.
6. They can simply click the link in the email to join the Hangout. They can also join on their phones if they download the Hangouts app.

AS A PARTICIPANT:

Ask participants to setup a Gmail account if they do not have one already. They can join by smartphone by downloading the Hangouts app.

1. Click the link in your email.
2. You may be prompted to "Allow Hangouts to use Microphone and Camera." Click Allow.
3. Click "Join This Call" if prompted.
4. Select mute on your device (see best practices) once you have introduced yourself.

HOW TO USE FreeConferenceCall.com:

AS A HOST:
You will need to sign up to be a host. It would be smart to check with your group first to see if anyone has access to a conference line that can be used.

1. Go to www.freeconferencecall.com and register/sign in.
2. You will be given a free number. You can use this, but know that your number will change every time you meet and there may be an ad that is played before your participants can join.
3. You can pay $4/month to have a consistent number with no ads.
4. Click on Host a Meeting.
5. You will be directed to a screen with the Dial-In Number and access code information.
6. When you dial in, you will enter the access code. The operator will ask "If you are the host, enter your PIN now." Take a look at the screen. You will see the word "PIN" next to the access code. Scroll your mouse over that PIN word to see the number you need to enter. After the access code and the PIN, you have to push # to complete.
7. This should place you in your conference call.

AS A PARTICIPANT:

The host will send the dial-in number and access code for the meeting. If the host has paid for the static number and no ads, the number will not change and can be put in a calendar invitation. If the group is using the free service, the host will check the number each week and send weekly number to the group using GroupMe, text messaging, or email. Participants simply dial the number and enter the access code and # to join the call.