

Hosting Zoom Story Events

By Barry McWilliams, Seattle Storytellers Guild

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Barry McWilliams (aka eldrbarry) has been telling stories since the 1980's. A long time lurker on the *Storytell Listserv*, his website – **Eldrbarry's Story Telling Page** – www.eldrbarry.net was established in 1995. President of the **Seattle Storytellers Guild** since 2016, he has also edited its Newsletter, *In The Wind* since 2015, and has helped organize and publicize numerous Guild events – including four Epic Events. When Covid shut down the Seattle Guild's live events, he took on the added role of the Guild's Zoom host and has hosted many story swaps, and all its ten featured monthly programs (StoryFests) offered on Zoom in 2020-21. Most were recorded and video recordings are posted on the Seattle Guild's **Youtube** and **Facebook** pages. Much of the material in this handout was put together as part of a Workshop on **Hosting Zoom Story Events** which he taught. All the **Blue Text** in this pdf file is hyperlinked to various resources.

His web page includes a page on:

Virtual Storytelling <http://www.eldrbarry.net/roos/VST/vst.htm>

in which he has also included relevant articles from the Guild's newsletter as the transition to virtual telling was made, and includes links to resources made available by others.

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Organizing and Hosting a Story Event

There is a lot that goes into organizing any event.
Virtual Events require just as much planning and preparation
as an actual gathering needs.

The Why? Who? What? And When? remains.

The **Where?** is now a created and shared link
And **How Much?** Well . . . that's another issue!

Traditionally people would gather at a venue
The storyteller in their midst
Capturing their hearts and minds with a Story.

But when it is an online event – there are differences

Stories are told on small screens
to a mostly unseen audience isolated
In their own spaces - On a variety of devices.

Guests Join by Zoom links shared on social media.
The audience is perhaps scattered in different time zones.

Less volunteers, but the need for several hosts
To manage the Presentation and its Technical needs.

Zoom is, what it is!!

What has Virtual Storytelling given to us? What have we gained? What have we lost?

It was a solution when Covid shut us down

The challenges of telling on a small screen
of professional tellers struggling with making a living
of learning how to host programs on the Zoom interface.

Discovering a larger community / network and making lots of new friends

Lots of opportunities to . . .

To hear a great variety of storytellers
To attend Lots and Lots of programs
To take in Workshops Galore!! And attend Festivals to!!

Now the problem going back to live Face-to-Face Programs
And regain the charms of gathering for a story event,
Without losing all those new friends and opportunities

Program Organization : Similar and different

Traditional Organizing

- Planning Name, Date and time, and Theme of Event
- Contact / confirm Participants, Emcee
- Find and Book a Venue
- Publicity – Fliers, Programs, Promo and Displays
- Staff for setup, refreshments, staging, Sound, Clip boards and Upcoming Event Promo
- Confirm Storytellers, Venue, Volunteers
- Day of Event – Chairs, Tables, Refreshments, Staging, Green Room, Sound Set up and testing, etc.
- **Program Presentation:** Welcome, Introductions, Presentations, Break and Refreshments, Announcements
- Clean up

Zoom Organizing

- Planning Name, Date and Time, and Theme of Event
- Contact / confirm Participants – Designate hosts
- Schedule a Zoom Meeting – prepare Meeting link
- Publicity – Digital Fliers and Social Media
- Email invitation Zoom links - Watch registrations
- Prepare material for Sharing on Screen or in the Chat
- Coordination by hosts in preparing order of program
- Early Sign in and A / V “Testing” by hosts & speakers
Admissions to the Meeting:, etc.
Starting recordings and live streams
- **Program Presentation** by Emcee with accompanying Tech Person activity – Followed by time for interactions
- Saving Recordings and Chats – Follow up emails

Some Suggested Best Practices for Zoom Story Programs

(by Barry McWilliams aka eldrbarry)

Use **Registration** in scheduling and create a briefer link for Invitations.

Have Three Hosts: **An Emcee** to interact with people,
A Tech Host to schedule and run the Zoom meeting
and **a Co-Host** to assist in admitting and watching the **Participants panel**

Be very familiar with **Zoom's Controls and Features**.
Know how to find Settings and hidden Menu's

Use a **Waiting Room** and give people adequate time to arrive and connect.
Open early, and encourage banter.

Promotion will be mostly on **Social Media**,
So aggressively promote it, but expect that last minute surge.

Have a **program Script** for the Hosts and Tellers
– showing who and when to Spotlight each, make Transitions, etc.

Have and use a **Sign In “Rehearsal”** time before admission starts
to make sure all presenters can connect and their sound and video is OK.

The Host and Co-Host should keep open and monitor the **Participant's Panel**
(And don't let the Emcee start till the Tech Host is ready)

Remember not everyone sees what you see!
Be aware of Views, Spotlights, and how the event appears on various devices.

Zoom Programs are best kept shorter
(No more than 90 minutes – 60 minutes is better)

Build Email lists for **Invitations**, **Reminder** and **Follow Up** emails
(Most probably will not save what was in the Chat so send it to them)



For more on Virtual Storytelling:
www.eldrbarry.net/roos/VST/vst.htm

eldr
barry
.net

A Suggested Checklist for Organizing Zoom Meetings

(by Barry McWilliams - Seattle Storytellers Guild)

Prior to Meeting planning decisions

1. **Will it be a Zoom Meeting or a Webinar?** *Meetings allow much more interaction between hosts and the audience. Attendees at Webinars will not be seen or heard and are limited to the chat box.*
2. **Are donations going to be requested or tickets going to be sold?** How will this be handled?
3. **Who will be Hosting the Program?** *Zoom meetings are best with three “hosts” - The Zoom or Tech Host, and an Emcee who interacts with audience and speakers. A Co-Host is usually needed to assist in admission and monitoring the Participants Panel.*
4. **Who will be included the Program? Will the program be one featured teller, or an Olio?** Who will make the arrangements with the Storytellers or Speakers?
5. **How will links to join the event be shared – by email, within social media, or in response to Email requests?**
6. **Will registration be required?** *If it is to be made public, published or posted on social media or a website, or a Webinar, registration is recommended. It gives more opportunity to connect with those attending.*
7. **How will the chat be used?** *Some Producers prefer to discourage chat posts to avoid distractions during a story telling. Others like the live feedback. Background Information and contact about presenters and other announcements ought to be prepared ahead of time for cutting and pasting.*
8. **Will screen sharing be used?** *What will be shared and who will share it? Donation Tip Jars and Announcements are often presented visually.*
9. **Will the event be recorded?** If so, how and with whom will it be shared after the event?
10. **Will the Program be Live Streamed?**
11. **Will you need to use breakout rooms, polling or other features?**

Scheduling a Meeting

1. Take note of the **Recommended Settings** for meetings.
2. Use a **Unique random meeting ID and passcode**, not your personal one.
3. Schedule it as a **Registration Meeting**, especially if the link is to be shared on Social Media with the Public. *These are both a practical and security considerations, since we want to make sure our desired audience has easy access, but access is restricted as much as possible to the desired audience to prevent unwanted interference. With Registration, attendees will sent the link to join, you will know who intends to come, and you can create email lists for future contact. And you can send out reminders and follow ups.*
4. The creation of a **shortened shareable Link** – such as **Bit.ly** <https://bitly.com> is helpful. And use the + sign to avoid “phishrs” which have learned how to scam Tinyurl . (See <https://safecomputing.umich.edu/be-aware/phishing-and-suspicious-email/shortened-url-security>) *Then paste the shortened links into an Email with more about the event. If sending that to a Email List of people – send a copy to yourself, then, please, paste their addresses into the bcc: to avoid sharing email addresses with others on the list.*
5. **Get additional Information from the Storytellers** – Web links, media materials, additional announcements they would like you to share.
6. **Publicity will be mostly online using social media.** *Encourage people to share it around. Send out emails. Attractive eye catching ads should be created Be aggressive in posting these ads, especially close to the date of the event. Experience shows that 20-30% of those come register within 24 hours of the event. With Facebook, include the connection link in the comments, not just in the graphic! Test and beware of typos.*

Pre-Meeting Setup and Testing

You may need to **Update the Advanced Settings** and **Customize the Waiting Room**.

Make sure all hosts and featured participants have updated the Zoom app on their computer or device they will use in the meeting to the latest version. **Communicate the “Rehearsal” or Pre-start sign in times** to all involved.

1. **At least 30 minutes prior to the event starting time** - have the **Tech Host, Emcee Host**, any other **co-hosts** and **any featured Tellers** sign into the meeting and check their Audio and Video settings. Deal with any questions regarding the order of the program, etc. Then give them a brief break.
2. Check that the **Tech Host** who is controlling the Zoom session is listed as Host in the **Waiting Room/ Participant** panel and that any co-hosts are listed as such in the Participants window. The host will need make them co-hosts. Hint: *Rename speakers with an * (asterisk) in front of their name, or make them Co-hosts as well so they will appear at the top of the Participants panel.*
3. **Prepare the “Script”!** Have the **Emcee** clarify the order of program with all those in it. Add to this written “highlighted” notes on who to Spotlight and when, when to share screens, etc. Distribute copies of this to all the hosts and speakers and have hosts print it out and add highlights.
4. It is helpful, for the Host to **print out a list of Registrations** earlier in the day of the program and share this with the other hosts. *You can be certain however, that usually at least 20% of those joining the meeting will register just prior to the event and won't be on your earlier list. If you are noting attendance, write down their names – they will be on the Registration list after the event.*
5. *Prepare and have ready any **Graphic images, or Powerpoint presentations** which might be used or shared during the program.*

Starting and Ending the Meeting:

Experience has shown that **Zoom Programs and Swaps are best with several “hosts”** - A **Tech Host** schedules and sets up the ZOOM meeting, starts and ends it, and Spotlights people during the program while monitoring the Waiting Room / Participant's Panel. We find it is best to have the assistance of a **Co-Host** with the latter. The other host is the **Emcee Host** who interacts directly with the audience, welcoming them and running the program, introducing the tellers, encouraging “applause” and interaction afterwards.

6. **Generally 15 Minutes before the Start Time of the Program** the **Tech Host and Co-Host** should start admitting people from the **Waiting Room** to give them time to get connected. The **Emcee Host** should offer greetings as people join, etc. and the hosts can remind people to turn on their **Video** and **Mute** or **Unmute**,
7. The **Co-host** should continue **admitting** and watching the **Participant's Panel** for issues, while the **Tech Host** is tends to other matters – **Live Streaming, Recording, Screen Sharing**, etc. *There is often a lag time in starting Live Streaming, and it is easy to forget to start Recording as well.*
8. It is helpful for the **Tech Host** to have separate windows already open for screen sharing and with Chat items for pasting. At least have the files readily available at the bottom of the screen.
9. End the **Recording** at the end of the actual program, and any **Live Streams**.
If recording to the Cloud – you will be sent information on how to download the Video, Audio and Chat files. You will also be given a link and passcode to send to someone who might wish to view the recordings.
10. Be sure and Save the **Chat** – copy it into your word processor and edit it for sharing, if desired.
11. Open your **Registration Reports** and save the final list of Registrations. It is a good practice to email your guests and Thank Them for coming, include announcements, Teller info and contacts, etc.

A Suggested Division of Zoom Hosting Tasks

- ◆ **The Emcee** welcomes people, and encourages banter and conversation until the Host are ready to start while endeavors to get things started on time. *However, the **Emcee** should not start until the **Tech Host** indicates he is ready – i.e. any recordings and live streams have started.*
- ◆ **The Emcee** should remind people to **mute** and not **chat** while stories are told; and recommend they switch to **Speaker View** for telling and **Gallery View** for group discussion. If Tellers are **Spotlighted**, people will need to be reminded to return to **Gallery View** afterwards.
- ◆ **The Emcee** host may want to show people where or how to applaud and react.
- ◆ **The Emcee** should introduce the speakers, just as in a live program. *A moment to gather their thoughts.*
- ◆ **The Emcee** should make an effort to point out the **Tip Jar** or other ways to make donations
- ◆ Either **the Emcee** or **Tech host** can make and share announcements and people should be reminded on how to save their Chat at the end of the Program.

- ◆ **The Tech Host and a Co-Host** should always keep an eye on the **Waiting Room/ Participants Panel** and **Chat Box**, and admits people to the meeting.
- ◆ Only the **Tech Host** can **Start** and **End** a meeting for all. Most other actions are permitted to the **Co-Host**.
- ◆ The **Tech Host** starts **cloud recordings**, and any **Live Streams**.
- ◆ The **Tech Host** may rename participants or ask them to rename themselves. *(Hint: Renaming those to be spotlighted with an asterisk before their names keeps them at the top of the list)*
- ◆ The **Tech Host** may **Spotlight** Tellers and may **Mute all** (the teller will need to **unmute**) and may also **shut off Chat** during the telling of stories.
- ◆ The **Tech Host** should monitor the Chat, and paste or share announcements at appropriate moments.
- ◆ **The Tech Host** may be **Screen Sharing** during the program – donation information, announcements, etc.
- ◆ The **Tech Host** and **Co-host** should be aware of late arrivals, and potential issues, such as low bandwidth or unexpected background noise. *And sometimes they have to field phone calls or emails from people having problems connecting or who lost the meeting link.*
- ◆ The **Tech Host** may give recording permissions to individuals – generally this is discouraged.
- ◆ The **Tech Host** should be very familiar with the toggling options in the Security Tab and how to deal with disruptions.

Recommended Security Defaults in Zoom Meeting Settings.

Make sure the following are Off

- **Participants video** (You may also want to turn off Host video, then turn it on in-meeting)
- **Join before host**
- **Annotation**
- **Remote control**
- Allow removed participants to rejoin
- Use a Personal Meeting ID (PMI) when scheduling a meeting, but use a random generated meeting Number and Passcode for the event.

Make sure the following are On

- **Mute participants upon entry**
- **Allow host to put attendee on hold**
- **Screen sharing with Host Only** selected
- **The Waiting Room** should always be used - it is a default setting! Customize it with a Logo and info about the program.

Storytelling Event Planning Checklist

(Seattle Storytellers Guild)

- 1) **Decide on name of event, theme, place, time**
- 2) **Contact & confirm storytellers / workshop leader / Emcee**
- 3) **Find, confirm/book venue**
- 4) **Recruit volunteers** for publicity (see below), post flyers, etc.
 - Welcome Person / Cashier
 - Set-up (chairs, tables, stage area) and taking down
 - Sound / light person or someone to set up these
 - Purchasing and preparing refreshments
 - Providing decorations and backdrops
 - If microphones or video equipment are needed, contact sound or tech persons
- 5) **Prepare publicity** :Design Attractive Flyers (Full and Half Page)
 - * **Who ?** (get bio blurb(s) and photo(s), web site info, if available)
 - * **What?** (Title and Theme)(Appropriate ages) **And?** (open Mic's, activities, presentations, etc)
 - * **When?** (Date and Time), **Where?** (Address and directions, parking, Wheel Chair Access)
 - * **Cost?** (Ticket or Donation)? **Refreshments?** Other **Instuctions?** **Contact** Information?

Publicity Distribution:

- a) **Social Media** — Eventbright, Facebook, Meetup, Nextdoor, email blasts, Website,
- b) **Community** – Newsletters, Neighborhood Bulletin Boards, Newspapers, Radio
- o) **Specific audiences** - emails and fliers for the targeted audience
 - local libraries (posters), school and /or public librarians (email /posters)
- c) **Fliers /announcements** to related organizations

Week of the Event

- a) **Reconfirm** with tellers /workshop leader, reaffirm time of event & timing of performance, etc. likewise reconfirm with volunteers, as needed. Confirm Access to Venue.
- b) **Refreshments** - plan what is needed, buy it , including table cloths, napkins, cups, sugar/creamers, etc.
- c) **Clipboards:** email sign up forms, open mic sign up forms
- d) **Publicity for future events** prepared, (displays, fliers, bookmarks) membership brochures on hand
- e) **Supplies** readied (pens, tape, name tags, paper, rubber bands , etc)

Day / Evening of the Event

- Determine who has the key and arrange to a time to be let in.
- Open the venue (ensure access for disabled folks)
- Sound System setup, Microphone checks
- Stage Decoration, Backdrops
- Set up chairs, lights, sound, Put out signs
- Set up tables for signing in, for brochures and email addresses and items for sale, if any
- Refreshments, Prepare coffee or tea, if needed

Afterwards, Assure clean up and sweeping happens efficiently, Room restored to how we found it. Trash collected and properly disposed, lights turned out, Final check and building locked

Event Planning Worksheet

Name of Event: _____

Organizer: _____ Contact e-mail _____ Phone _____

Theme: _____ Open Mike as well? ()

When? Date: _____ Time: _____

Where?

Location: _____

Address: _____ Wheel Chair accessible? ()

Venue Cost: \$ _____ Per Hour? () Contract? () Contact Person? _____

How Much? Tickets? () Suggested donation? \$ _____ Free? () Door Prizes? ()

Amounts: Members \$ _____ Non Members \$ _____ Senors \$ _____ Children \$ _____ Family \$ _____

Outside Sponsors or Grants? () (If so, please list, including web information)

Master of Ceremonies : _____

Storytellers/ Performers:

Name _____ aka? _____

E-mail _____ Website _____ Photos available? ()

Compensation \$ _____ Plus mileage? () Contract? () _

Bried Bio:

Name _____ aka? _____

E-mail _____ Website _____ Photos available? ()

Compensation \$ _____ Plus mileage? () Contract? () _ **Brief**

Brief Bio:

Name _____ **aka?**

E-mail _____ Website _____ Photos available? ()

Compensation \$ _____ **Plus mileage?** () **Contract?** () _

Brief Bio:

Sound Tech? () _____ **Stage Manager** () _____

Event: One sentence Blurb (text box)

Medium Blurb (Text box)

Long Blurb (Text Box)

Attendees

Join – Leave Meeting

Zoom Interface:

[Participant Panel]

(None)

Devices

Laptops

Audio (^ settings)

Mute/ Unmute

PC's

Video (^ settings)

On/Off - Rename

Appearance

Backgrounds

Tablets

Screen Views:

Gallery

Speaker - Pin

Full Screen

Phones

***Share Screen** ^

Ask Remote Control

* **[Chat]**

***Record** (Device)

{Control Buttons
depend on Devices}

* At discretion of Host

^ Settings

ZOOM CONTROLS

“Emcee Host”

Welcomes Attendees

Encourages Interaction

Instructions

Introductions

Announcements

Reminders

Applause



ZOOM Screen - Gallery View

[Hover over each image for Menu's]

“Tech Hosts”

Sets up Meeting

Waiting Room - Admissions

Muting - Video

Spotlighting Speakers

Screen Sharing

Recording – Live Streams

Issues and Problems

Paste Announcements

Host and Co-hosts

Host Only : Start- Lock - End Meeting

Schedule -- Meeting Settings

(Host has a personal Zoom Interface)

[Participants Panel:] (Keep this open)

Waiting Room – Admit Remove

Spotlighting * - Rename

Audio – Mute !

Video – Off ! (More ...)

Security!

On/ off: Lock, Waiting Room, Chat, Share,

Rename, Mute, Suspend all

Screen Views:

Share Screen ^ ! +Advanced

Ask Remote Control

[Chat] !

Record ! (Cloud or Device)

Breakout Rooms !

Polling !

More . . . ! Live Streams

! Host has controls

Zoom “Tech” Host Co-Host Instruction

Be sure and **update to the Newest Version** of Zoom 5.2.1

On Line resources:

Zoom Video Tutorials: <https://support.zoom.us/hc/en-us/articles/206618765>

Zoom Articles on features: <https://support.zoom.us/hc/en-us/articles/206175806>

Chris Menard has **Up-to-date Videos** on many features and controls in Zoom and virtual backgrounds to download. <https://chrismenardtraining.com/zoom/zoom-resource-center>

Best Tips for Using Zoom <https://www.digitaltrends.com/computing/tips-for-using-zoom/>

Basic Zoom Participant Controls: A Review

A good video for those new to Zoom: <https://www.youtube.com/watch?v=zIUHmGaOZ-4&feature=youtu.be>

Audio (Mute/ Unmute) ^ takes you to **Tests and Volume** controls and **Video** (lower left) ^ takes you to **Tests and settings** for these:

HD - Appearance – Mirror Image – Low Light

Virtual Backgrounds (Green Screen or plain background). (New: Powerpoints, Resize self)
(New also in Video Settings – Filters, Low Light and Appearance adjustments)

Full Screen and Speaker/ Gallery View and Pin Video Controls (Upper right)

(these appear different in **Full Screen**)

Clicking on own Image [...] – Hide Self View – Rename

Clicking on someone's image - [...] Three dots allows **Pin Video** and for the Hosts **Spotlighting**

Chat * Share Screen * Record * (to participant's computer) [See Below]

(* If these have been allowed by Host)

Reactions

Host and Co-Host Controls : Managing Participants

Waiting Room - a ding announces arrivals (unless join before host is enabled)

Admitting – Removing – Reporting Videos on **Waiting Rooms** and

Customizing - Logo (Size limits) - Descriptions

Participant's Panel (recommended you keep this open all the time)

Mute or turn off video by hovering and clicking on individual names or images
or to Place in Waiting-Room

Be alert to issues like background noise from an unmuted mic – comings and goings, etc.

At Bottom: **Mute All – Ask to Unmute – Ask All to unmute** (Unmute all available if Permission Requested).

Security - allows you to **lock / unlock** the meeting, enable **Waiting Room**, also to allow : **Chat, Rename, Unmute, Share Screen**

Spotlighting Clicking on the three dots on someone's image will allow you to **Spotlight** their video on everyone's screens – handy during the storytelling. It must be canceled afterwards.

Chat People can chat with individuals or with everyone. A good place for written announcements. File sharing. Asking Questions.

Chats can be turned off and on by the Host (such as during a story)

To save a Chat – people need to click on three dots in lower right of window – Save Chat

It will be saved in their computer's **Documents – ZOOM** folder.

Share Screen (Host or Participants?) May be a window, a File, a Whiteboard or a Full Screen Annotation (Can be turned on or off for Participants)

Seven Tips for Screen Sharing: https://www.youtube.com/watch?v=25Awq_v1Zms

Record (Host only - to Computer or to Cloud)

To allow participants to record – click on three dots in their image – allow record.

Records Audio (mp3) and Video (mp4) files

Recording shows in Upper Left Corner – with Pause and Stop Controls

Best to record in Speaker or Spotlight View

Polls – Host can ask questions with multiple choice answers. Can be prepared in advance.

Breakout Rooms – Allows Host to move people (random or selected) into smaller group windows – may be for a set time period. Host can drop in or monitor these. [Video 1](#) [Video 2](#)

A Co-Host can be designated to do everything a **Host** does except

Start, or End for all the meeting, or make someone else a co-host,

start breakout rooms or move people in them.

Scheduling a Meeting - (Adding an Alternative Host)

Sign in to Zoom – Click on Schedule

Use the Random generated meeting number and Passcode, not your own for security.

Check and correct settings as necessary. (See separate sheet)

I usually send the invitation to myself – then cut and paste it into an email to those invited with more information

Scheduling a meeting requiring Registration – has to be done a different way with the Zoom Web Portal. After you schedule the meeting, you can customize registration options.

Participants joining meetings with registration must use the Zoom [desktop client](#) or [mobile app](#).

They will not be able to join using the [web client](#).

Video on Setting up Registration : <https://www.youtube.com/watch?v=cotzKrQePhw>

Starting a Meeting – Sign into Zoom – **Select Meetings** – Select Meeting – Click on **Start**.

Or use the Invitation Link you sent.

Note: “Passwords” are now called **“Passcodes”**.

Meetings can be started before the Start Time and do not have to end on time

– unless you are a free user with the 40 minute meeting time

Various Ways to get to Settings and how to change them

On the Zoom Home Screen – Click on the * below your Sign In (Upper Left)

In Zoom Web Window - Upper Left, Click on your Signed In

Clicking on Audio ^ Settings or Video ^ Settings

You can click down through the various types of settings in the column on the left.

Advanced Settings

Click on “View More Settings” in Settings – you will need to sign in again in a new window.

In the **Security** section you can Customize the Waiting Room, Lots more settings!

[Video: Walking through the Advanced Settings](#)

Recent Updates to Zoom

Version 5.4.6 is current - Settings: Check for Update

Kevin Stratvert's Video on Newest Features <https://youtu.be/WjwZTRve3Zc>

Zoom now allows for **Multiple Spotlights** – you can spotlight or Pin up to 9 different people as the primary active speakers for all participants, and participants will see these as speakers. This feature is often used to spotlight a keynote speaker.

Hover over the Video of the one who you want to Spotlight. Click on **Spotlight for Everyone**. To add some one else. Hover over their video and Click on **Add Spotlight**. To remove a Spotlight Click **Remove Spotlight** in the upper-left corner of the video area. This is not to be confused with Pin Video – which only makes them primary on your screen.

<https://support.zoom.us/hc/en-us/articles/201362653-Spotlighting-participants-videos>

Screen Sharing

You can share: **Your desktop** – on which you can switch from window to window
a Powerpoint as your Virtual Background (Adv)
or Multiple Windows from Desktop (Hold Ctrl)
a portion of a Window (Adv)
or a Video (Be sure and click – **Use Computer Sound** – lower left)

Simultaneous Screen sharing is also allowed by more than one user. Toggle at Top..

<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-content-or-second-camera>

<https://support.zoom.us/hc/en-us/articles/115000424286-Sharing-multiple-screens-simultaneously>

Remote Control (If enabled in settings)

If someone else is sharing a Screen, you can **Request Remote Control** by clicking on the menu on the Green control at the top of the Screen. This enables both the take control by clicking on the share window. Or you can **Give Remote Control** to another participant. Stopping Share ends the remote control.

<https://support.zoom.us/hc/en-us/articles/201362673-Requesting-or-giving-remote-control>

Security Enhancement:

Suspend Participant Activities has been added to the Security Button below **Remove Participant** – it will uncheck everything at once & lock the meeting. Items will have to be checked one at a time. This will stop all video, audio, in-meeting chat, annotation, screen sharing, and recording. It will also end Breakout Rooms. Zoom will also ask the host or co-host if they want to report a user from their meeting and share their details. This will remove the reported user from the ongoing meeting and will notify Zoom's Trust and Safety team.

You can now also **Livestream Zoom** to your **Facebook** or **Youtube** channels. You must be on a Pro Plan and LiveStream needs to be enabled in your Advanced Settings.

Some More Audio Hints : (And the difficulty of Music on Zoom)

- * Get Closer to the Microphone – and speak into the “cone” where sound enters your mike.
If using a laptop – know where your mike is and speak into it.
It is better to use an external plug and play USB microphone (preferably a condenser) instead of a web cam microphone. Or Use a headset or ear buds with a microphone or a Lavalier Microphone - these need a TRRS connector.
- * In Basic Settings Turn off Auto Adjust Volume. Set Volume level fairly high. Adjust if needed
Background Noise Suppression – Select Low especially for Music
- * Advanced Settings:
 - Enable Turn ON original Sound.** Set use original sound for your microphone.
(Upper Left of Zoom screen)
 - Disable both the background noise filters** in Advanced Settings – Leave Echo Auto
- * In the Newest Update 5.4.6 The Suppress Background Noise choices have been moved to the Basic Settings and Select Original Sound and Disabling Echo Cancellation have been added there under Music and Professional Audio.
- Make sure you are in a quiet setting with as little ambient noise as possible without echoes. Empty rooms with hard surfaces reverberate the most, so aim for a room that isn't completely empty and which contains soft surfaces like carpets and rugs.
- *Zoom tries to favor the voice – and playing music may suffer accordingly. Look for hints by Music and Fitness instructors online.

Some helpful Videos on Audio Matters: (Before latest Update)

TIPS for BETTER AUDIO QUALITY for Zoom Meetings and Video Calls

<https://www.youtube.com/watch?v=s7m1lwnHCh8>

Improve Your Zoom Audio Quality in 2020 - 6 Tips on Microphones

<https://www.youtube.com/watch?v=Tr9v1STtI6Y>

How to Create Killer Zoom Calls - The Gear (24 minutes of ways to spend bucks)

<https://www.youtube.com/watch?v=UK4WTRtDggg>

Best Audio Settings for Zoom Meetings with Music

<https://youtu.be/wkG7yOTRIAk>

Zoom Audio Setup iphone and Tablets

<https://youtu.be/QEV1-ADA6wU> and <https://youtu.be/6QS-Qz4zZLU>

MUSIC MODE in Zoom for phones, tablets and laptops

<https://youtu.be/6QS-Qz4zZLU>

Some Common Control and Tech Issues

(From an In The Wind Article by Barry McWilliams)

First, Please Update Zoom in your browser to the latest version (In settings)

(1) **Mute and unmute.** Use buttons on your screen to **mute** and **unmute** as needed. The Tech host may mute you on occasion, but you will have to **unmute** yourself.

2) **Video Appearance.** There are some new controls over how you look on Screen. Click on the ^ beside your camera icon in lower left. **Virtual Backgrounds** can be only be used if you have a “green screen” or solid background. You can turn HD on, or off if your bandwidth is low. You can mirror your image. And you can improve your appearance and adjust for low light with sliders. **Filters** – many rather silly – are also available.

(3) **Screen Views** At the top right of your screen, you will see either the words “**Speaker View**” which allows you to see the teller/speaker in a bigger window and “**Gallery View**” which enables you to see everyone and a pair of []'s that gives you click for **Full Screen**. However, if you are viewing in **Full Screen**, you will see there a row of lines and **small squares**, The single square is for **Speaker View** and the one with many dots for **Gallery View**. Try toggling back and forth a couple of times. **Speaker View** is best for listening to a storyteller. For group discussions and sharing feedback switch to **Gallery View**.

(4) **Recording** If you would like to record yourself, please ask the Tech Host by Chat to enable you to record. Recordings will be saved on your device in your Documents, in a folder entitled ZOOM. Only the Host can record and save to the Cloud or share those recordings. Please do not record anyone else without their permission.

(5) **If you experience Tech issues with your Device...**like no sound, video issues, vocal echoes, or low bandwidth, it works best to chat with just one person about this. If you are such a person, please contact the Tech Host. If Low Bandwidth is the problem, try closing the other windows on your device, or turn off HD in your video settings, which may help.

(6) **A very common problem is Bandwidth.** Insufficient Bandwidth causes blocky video, poor and garbled audio, frozen screens, and sometimes, disconnection. You can test your audio or video connection on the Zoom test site at zoom.us/test – you’ll need at least 2 Mbps upload and 2 Mbps download. It might help, If you are connecting from a laptop, to plug the laptop into wall power. Or move it closer to your WiFi router, or connect to it directly with a ethernet cable. Turning off HD video or turning off your video entirely may also help improve audio quality. Here is a helpful web page with advice on [how to fix common problems](#):

Webinars

The Meeting and Webinar platforms offer similar features and functionality but have some key differences. Webinars require an additional paid license from Zoom.

Meetings are designed to be a collaborative event with all participants being able to screen share, turn on their video and audio, and see who else is in attendance.

Webinars are designed so that the host and any designated panelists can share their video, audio and screen. Webinars allow view-only attendees. They have the ability to interact via **Q&A**, **Chat**, and answering **polling** questions. The host can also **unmute** the attendees. Attendees in webinars, can not rename themselves as well.

Meetings vs Webinars vs Live Streaming vs Recordings

Meetings are the choice if you want audience interaction. **Webinars** allow Q & A, and Chat postings – but no audio or visual input by attendees. Only the designated presenters will be seen and heard, and no list of participants is available to attendees - they are only able to interact with the presenters, not each other. Both **Meetings** and **Webinars** can be Live Streamed. Access may be restricted by registration. **Live Streams** may often be viewed anonymously, as also **recordings**; though comments can usually be added below.

Recording and Live Streaming

You can **Record** to either the Cloud or to a computer, if permitted by the host in the Advanced Settings. If you want to share the recording and are the host, you should record to the cloud – as most files are too big for you to email. Viewers may be allowed to record after requesting permission, but only to their device. When the meeting is over, Zoom processes the Cloud recordings (Video, Audio and Chat) and sends the Host links for his/ her personal access or to share the recording with someone else along with a password for their access.

It is best to start a recording in Full Screen. Be cautioned - It is easy to forget to start a recording or to forget to stop one – when the host is busy with other things. It can also be frustrating when an Emcee starts a program before the Host begins the recording and gives the Emcee a “go ahead.”.

The cloud recording layout follows the video layout of the participant or host that started the recording. The recording will be whatever is set in the recording setting. The default is **Speaker View** which shows only the one active feed or screen share. To change the default – go to **Settings** → the **Recording tab** (center) and select under **Cloud Recording**: either **Speaker or Gallery View** with shared screen, or **Record** the three views **separately** → **Save**. In **Live Streaming**, **Gallery views** and **spotlights** are shown.

Audiences should be cautioned when there is **Recording** or **Live Streaming** – to turn off their video feed if they do not want to be seen. When it is recording **Speaker View** – an audience member's video could pop up if they are not muted and make a noise during a presentation – so it helps to have everyone mute to avoid those interruptions. Remember everyone's **Gallery View** needs restoration when the **Spotlights** are removed.

My video editing program had problems loading a large downloaded recording. You can use an open source transcoder program like **Handbrake** (free) to convert the recording into a file you can edit, if you have problems.

Setting up **Live Streams** is somewhat easy (Click on **More ...**) and select. It does take a bit of time, first in filling out some required information: Title, Description, Audience settings (Public, Private, Age, etc). *Facebook* or *Youtube* will also take some time preparing the feed for broadcast before giving you a **Go Live** button. The Live stream tends to lag behind the actual event. So start early!

When **Live Streaming** to *Facebook* or *Youtube*, people will be able to join it in process, but can view it, or a premiering recording, from its beginning only after the program or premier is finished. If you wish to put up an edited version, you can upload it later, after processing and editing. Uploads take time. Editing out bits at the beginning or end or in the middle can improve it, and with a program – titles and slides can be added as well.

Enabling Facebook or Youtube live streaming for meetings

To enable live streamed meetings on Facebook:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. Click **Account Management** and then select **Account Settings**.
3. On the **Meeting** tab under the **In Meeting (Advanced)** section, locate the **Allow livestreaming of meetings** setting, verify that is enabled, check the **Facebook or Youtube** option, and click **Save** to save the changes. **Note:** If the option is grayed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator to make changes.
4. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

Uploading Recordings to Facebook or Youtube usually is slow. You will be asked descriptive information and possible for a cover graphic. You will also be asked whether there is content for kids, and age restrictions. And you may have an option for when it will Premiere. *Youtube* allows you to group videos in folders. *Facebook* Live Feeds can be deleted and replaced – but since people's Live Feed are constantly updating and uploaded recordings can soon be forgotten or hard to find.

Finding and Using Registration Information on Zoom Meetings

Having people register for Zoom events is a very helpful tool.

You will know who wants to attend and get their email contact information.

You will know how many are planning to attend.

You have some control over who is attending. Or find those who didn't come.

You can compare your promotions with the dates they registered.

It is also useful to **Create tiny urls** for your **Meeting** and **Registration Links** using one of the Tiny Url web pages available. These can be published in promoting events, and be added to Social Media postings.

How to create a **Registration Required Meeting**

Schedule your Meeting in the Usual manner. and Save it

Then go to your Settings → Meetings (Left Column) → **Cursor** over your Meeting → **Edit**
Check the Registration Required Box. Scroll down and **Click Save**

Zoom Help Pages: **Setting up Registration for a Meeting**

<https://support.zoom.us/hc/en-us/articles/211579443>

You can Customize Registration Options, Add Questions and Customize Branding
(Upload Banners and Logo's to the Registration Page)

Managing meeting and Webinar Registration

<https://support.zoom.us/hc/en-us/articles/360054446052>

Generating Meeting Reports for Registration and Polling

<https://support.zoom.us/hc/en-us/articles/216378603>

How to find information of who has Registered for an event.

The first problem is where to find this information. Zoom does not make it easy!

One Way is within Your advanced Settings - Best for reports and email lists

Go to Settings → **View More Settings** (A separate window opens) You can **edit all the settings** for your meetings here, and **Customize the Waiting Room** (These will apply for all the meetings you have scheduled – So you need to regular update them.)

→ **User Management** (Left Column) → **Account Management** (Left Column)
→ **Reports** (Left Column)

→ **Report Queue** (on the Right) (*Shows Registration Events*)

Click the most recent **Download** for the Event you want – It opens as **an Excel File**

or

→ **Meeting Report** (on the Right) (*shows Previous Meetings - up to a month*)

(Insert the desired Event Dates and Click **Search**)

Find the Meeting you want and Click on **Generate** → **Select Registrants** (All)

Click the most recent **Download** for the Events – It opens as **an Excel File**

With the Excel File:

You probably will need **adjust the width of the Excel Columns** by grabbing the lines between the letters in the top row and pull them over widen the columns and make the Names and Email addresses fully visible. You can **highlight and copy information** into your word processor.

I usually **print out a copy to use during the event** – I check off who attended so later I can create a list of those who came and another of those who registered, but did not actually attend the event. This makes it possible for me to send “**Thank you's**” to those who attend, along with information from the Chat announcements (attached as a pdf); and I can send “**Sorry, we missed you**” emails as well, possibly with a recording link, if it was recorded and the video posted somewhere. Since some register at the last minute, it is helpful to **generate a new list after the event** for comparison.

You can also **sort** by the Columns either in Excel or in your word processor.

If you have copied it into your word processor, you can highlight the email column and **merge the Cells** with your **Table** functions. Then **Cut and paste this list separately** – you can later add more email addresses to it (from subsequent events?), sort those additions into it - delete any duplicate emails (those who attended both) and that way create and update an email list for future promotion.

Another Route to Registration Information – Best for editing individuals

For that you have to go to on the web to **Zoom.us** with your **Browser**

→ **Your Account**, then → **Sign in** with User Name and Passcode

→ **Meetings** - Run your **Cursor over the Meeting** you want and **Click** on it.
It will show you the *Registration Link* and you can copy the Invitation.

Scroll down to **Registration**

→ Click on **View** to see the list of Registrants - and you can edit them.
You will get names, Emails, Time and Date of Registration
and there is a **copy button**

→ Click on **Edit** to *Adjust the various Registration Options*
– Such as **Send an Email to Host**

Other Resources regarding Virtual Storytelling

- [Story Crossroads](#) A Utah 501.C Organization spearheaded by **Rachel Hedman** which has become a leader in **Virtual Storytelling**. They recently introduced [Memberships](#) that bring all sorts of resource benefits and a variety of discounts from other organizations, and they offer regular affordable workshops on a variety of Storytelling Topics. Story Crossroads also has a page of [Story Producer Resources](#) which includes several 5-Part Blog Series - one is on *How to Set Up Virtual Events* There are quite a few useful templates as well as information on creating virtual, proper-distanced, and hybrid events.
- [Donna Washington](#) is a storyteller with a Tab on her site for [Virtual Storytelling](#). She has a [Blog](#) full of helpful articles, numbers of them on her own explorations of telling virtually. She also has a separate site called [Language, Literacy and Storytelling: A Discussion About the Links Between Storytelling, Language and Literacy](#) - that is full of useful *Tips and Tools for Storytelling and Marketing 101*. She is one of the founders along with [Shelia Arnold](#) of Artists Standing Strong Together - a collective of Storytelling Artists coping with the effects of Covid-19 on their endeavors.
- [Storytelling via Videoconferencing and In-person: Tips and Suggestions](#) A lot of practical ideas here! - by Eric Miller, Storytelling Institute, Chennai, India
- [David Ruch's Tips and Advice](#) a growing series of articles, tips, encouragements, and how-to's for musicians and other performing artists who work regionally (in any region) and would like to be making a great living doing it. He started [virtual performances](#) for school kids in 2014! And offers [Performing Online](#) advice in March, 2020. He has lots of articles on marketing as well!
- [Storyteller Net](#) Sean Buvala's Storyteller Net has been around for many years, and has loads of useful material on the art of telling. He is a Storyteller, a Storytelling Coach, an author and publisher (Small-Tooth-Dog Publishing Group) of Storytelling materials whose site has provided Storytelling resources for 20 years.
- [National Storytelling Network](#) was forced into doing a Virtual Conference this past year by the pandemic. One of the main Storytelling Organizations in the United States, they offer useful resources especially for the membership.
- [Northeast Storytelling \(NEST\)](#) has a number of very helpful resources. They also help create the **Worldwide Virtual Storytelling Guild**.

Facebook Pages featuring Virtual Story Events

- [Storytelling Seattle](#)
- [Artists Standing Strong Together](#) Features regular shows including *Family Story Fests, Sacred stories*, an *Adults ONLY Storytelling Show*, and other online storytelling events.
- [Storytellers](#) A Private Facebook Group with 2.7K members - posts regularly lots of events.
- [Northeast Storytelling NEST](#) offers online storytelling classes
- [Worldwide Virtual Storytelling Guild](#) was organized by NEST
- [Federation of Asian Storytellers](#) FEAST offers regular concerts and workshops
- [Society of Storytelling](#) A Storytelling Organization in the UK
- [Better Said than Done](#) Storytelling shows, workshops and events in and around Northern Virginia done by [BSTD](#)