

UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

4-H Youth Development Program

How to Lead a Virtual 4-H Meeting

2019-2020 California State Ambassadors

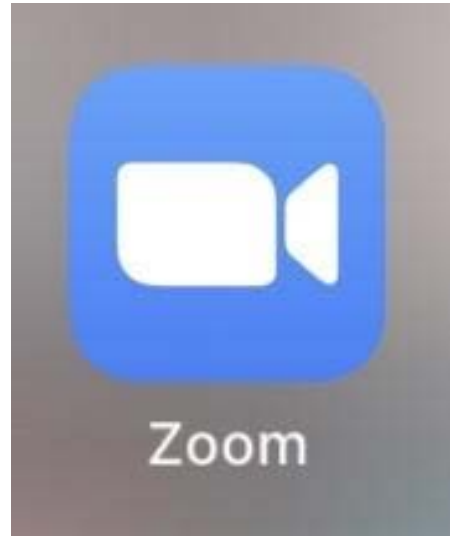
The background is a solid orange color. In the top-left corner, there are three vertical bars of varying heights, each composed of several overlapping semi-transparent orange circles. In the bottom-right corner, there are four vertical bars of increasing height from left to right, each also composed of several overlapping semi-transparent orange circles.

Getting onto Zoom



Step 1

- Download the zoom app on your phone or tablet
- If you are using a computer then type in zoom.com and go to the website sign in and download anything necessary to activate zoom.





Calling In Option

- If you cannot connect with video you can also call in through your phone





Step 2

- Create an account
- Sign in

12:52



Start a Meeting

Start or join a video meeting on the go



Join a Meeting

Sign Up

Sign In

12:54



Start a Meeting

Start or join a video meeting on the go



Join a Meeting

Sign Up

Sign In



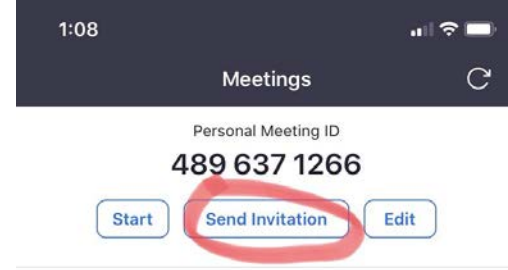
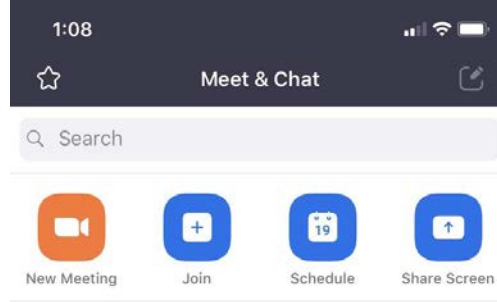
Creating a Meeting





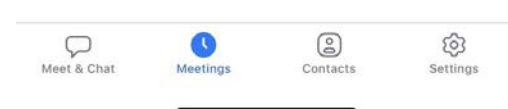
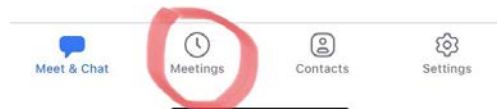
Step 1

- Go to “meetings”
- Select “send invitation”



Find People and Start Chatting!

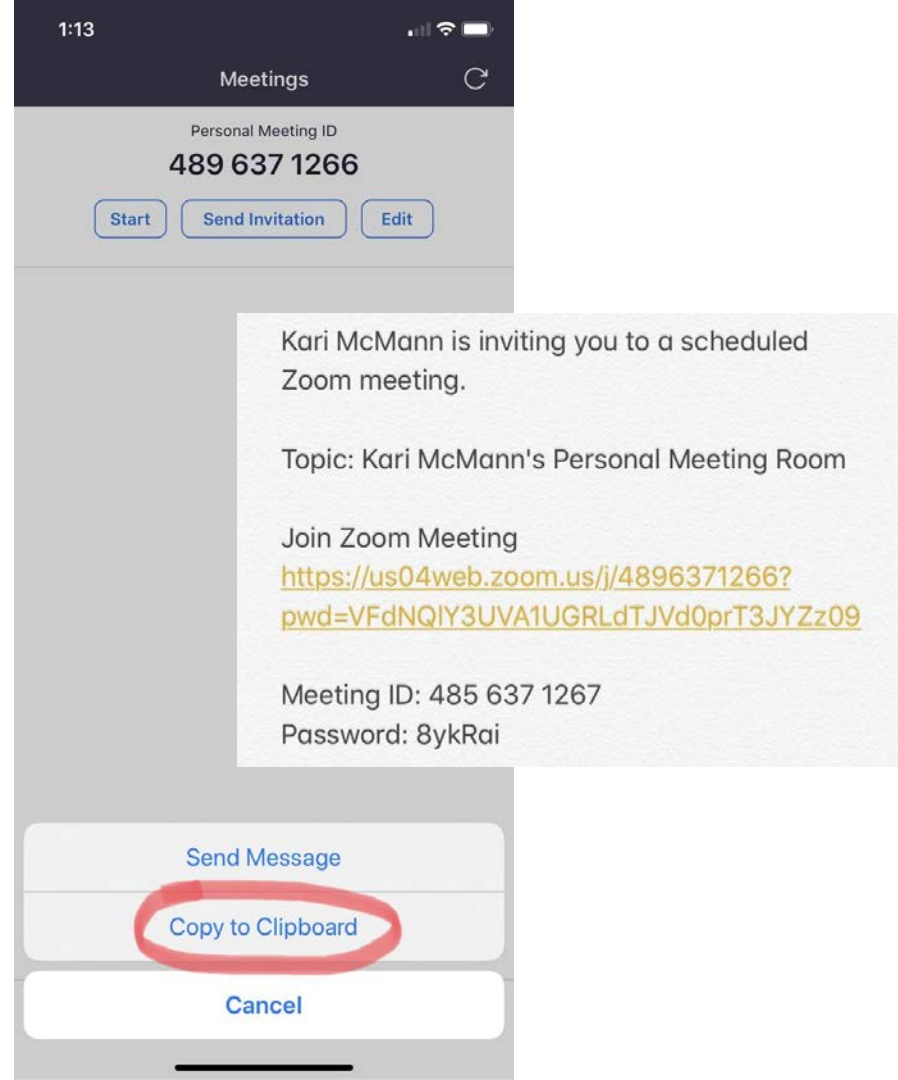
Add Contacts





Step 2

- Select “copy to clipboard”
- Send out an email to the participants with the zoom information that was copied





4-H Virtual Meeting Guidance





Zoom Pro Accounts

- Can be requested thru your county staff
- Use for ADA Compliance





Keeping Connected!

- Connected and on track
- Members may lack technology
- Cannot be mandatory
- Can be alternative to in person



 **STAY HOME**
 **STAY HEALTHY**
 **STAY CONNECTED**

For the Meetings



- Two approved 4-H Adult Volunteers
- Use first name only
- Use “group chat” and turn off “private chat”
- Normal responsibilities
- Do not record the meeting
- Turn off screen sharing
- Keep attendance records





Running a Meeting





Start a Meeting

Start or join a video meeting on the go



To Join the Meeting

- Click on the link from the email sent out or log into your app and select “join meeting”
- Enter code and/or password to join meeting

Join a Meeting

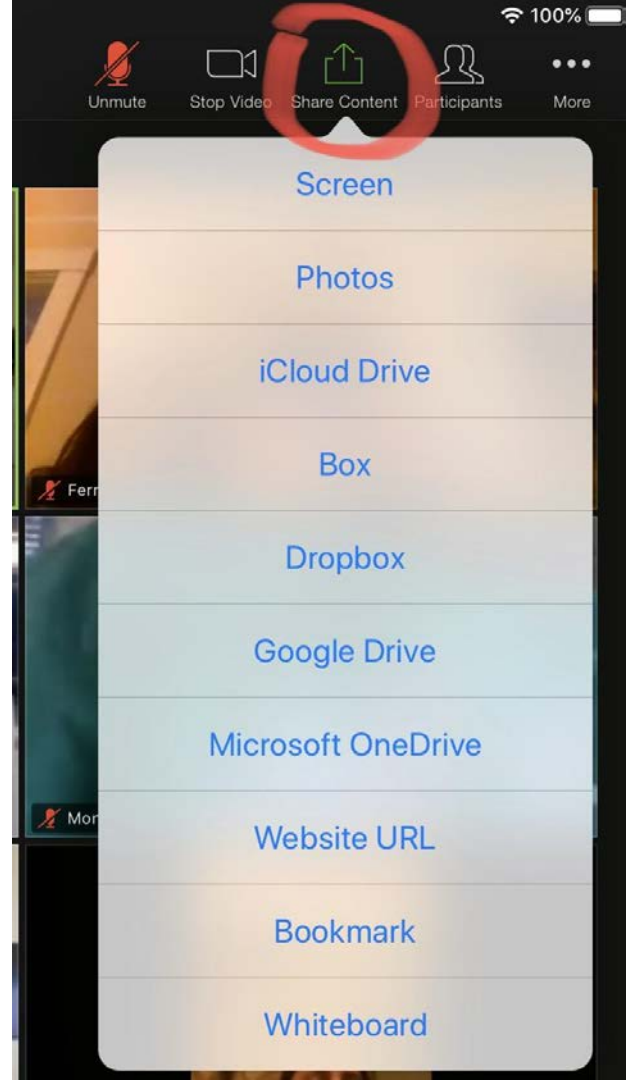
Sign Up

Sign In



Sharing your Screen

- Agenda
- Any Presentation
- Activity



Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. 




Zoom Polls

1. Sign into Zoom with a administrator account
2. Go to account settings a turn on polling
3. Go to group management to turn on members polls
4. Go to meetings then schedule a meeting
5. Create the poll by clicking add
6. Once finished you can launch the poll in the meeting as it will be on the menu bar as long as your host then click the button launch poll

You have not created any poll yet.

[Add](#)

Add a Poll ×

Anonymous? 

1.

Single Choice Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

Delete

[+ Add a Question](#)

Save

Cancel



Zoom Polls continued

6. Participants will be given the poll to answer

7. Once answered the host can stop the poll by clicking end poll

8. Then as host you can share the results of the poll

9. Take down the results

Polling Questions in Progress	00:00:19	Polling 1: Polling Questions	Edit	Sharing Poll Results	
Attendees are now viewing questions	1 of 1 voted	Poll closed	1 voted	Attendees are now viewing poll results	
1.What is your favorite color?		1.What is your favorite color?		1.What is your favorite color?	
Red	(0) 0%	Red	(0) 0%	Red	(0) 0%
Green	(0) 0%	Green	(0) 0%	Green	(0) 0%
Blue	(1) 100%	Blue	(1) 100%	Blue	(1) 100%

End Poll Share Results Re-Launch Polling 1 Stop Sharing

When Asking for Participation

- Speak clearly
- Be patient
- Ask for any questions multiple times
- Don't be afraid to ask people to repeat themselves



patience

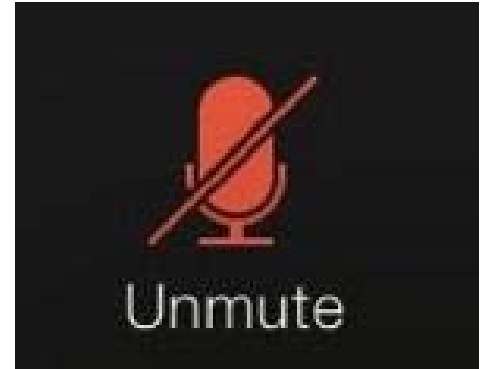
[pey-shuhns] *noun.*

It's a virtue. The ability to stay, without complaining, at a place you rather would like to leave, for a long period of time.



Tips

- Open up room early.
- Flag Salute
- Taking Role
- Turn video on
- Muting/Unmuting mic

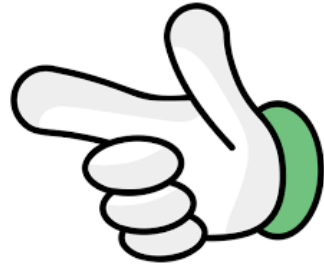




Resources

Check Out the Zoom Help Center

https://support.zoom.us/hc/en-us?mobile_site=true





Thank You!

Are there any questions?



@ca4h

@philipm2003 @ashleyyj0rdan @dustin_geringer @emilyheglan @karimcmann_ @jcortiz913 @whitneybarnett

