



Online line guidance using Zoom

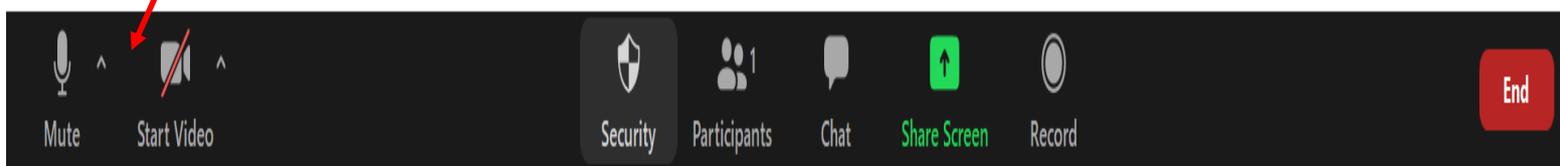
On the Day of your course, you will have had an invitation from Coach Bowls via e mail with a link.

20 – 30 minutes before your course is scheduled to start, click on the ‘join’ link (this gives you time to sort out any technology issues you may encounter).

We recommend that you use a lap top or desk top computer for these sessions if you can. It makes the use of screen sharing a far more useful experience for you.

Please join using your camera if you can to start with (even if you later turn it off), just so that we know that you are there! Also, join with your microphone switched on, so that we can check everything is working.

Take your cursor to the bottom left and make sure that your microphone and camera are switched on.



Then, make sure you are in gallery view. You find this by moving your cursor to the top right and it will have the option of speaker view and gallery view. You see more people if you are in gallery view.

During your session please remember the following guidelines:

- Keep your microphone muted unless you are speaking, to cut out the background noise. (You can download a programme called CRISP which also eliminates background noise if you wish)
- During Zoom meetings, only one person’s microphone can operate at a time. So please, put up your hand (or use the reaction buttons at the bottom of your screen) to let your tutor know you want to talk next.



- You will also see a ‘chat’ function. You can use this to type any questions to your tutor throughout your session if you don’t want to bring it up in the group or just want to raise an idea.
- We will be filming the sessions for coaches who have been unable to join us on the actual day. Please remember to turn off your camera if you don’t want to be filmed.