

Online Toastmasters Meeting - Zoom Manager Role

It is highly recommended that you assign a member to be the Zoom Manager for each Toastmasters meeting to handle the Zoom functions and allow the Toastmaster/Chairperson to focus on their role as primary facilitator of the meeting itself.

As Zoom Manager you will need to be assigned all the functions of the meeting host. If you are not already the host when you log in to the meeting, then the meeting host will need to assign you the host functionality. To do this they will just need to either select "Make the Host" in the dropdown list that appears when clicking the ellipsis (...) in the top right of your video feed window, or by selecting "Make the Host" in the dropdown for "More" when hovering over your name in the Participants window.



"Make Host" in Zoom

| Time | Role | Presenter | Event | Duration |
|-------|--------------------|-----------------|--|----------------|
| 07:00 | Toastmaster | John Riley | Welcome | 3:00 1:30 2:00 |
| 07:02 | Grammarian | Sam Turner | Grammarian - introduce word of the day | 3:00 1:30 2:00 |
| 07:04 | Table Topic Master | Andrew Cameron | Table Topics (3) | 3:00 1:30 2:00 |
| 07:12 | 1st Introducer | Megan Adams | Introduce Speaker 1 | 3:00 1:30 2:00 |
| 07:14 | 1st Speaker | Jai Shyamal | COVID-19 Presentation Master #2-1 -Effective Body Language | 3:00 6:00 7:00 |
| 07:12 | 2nd Introducer | Timothy Lane | Introduce Speaker 2 | 3:00 1:30 2:00 |
| 07:13 | 2nd Speaker | Paul Mulrooney | Nail biting stuff! | 3:00 3:30 4:00 |
| 07:17 | Club Business | Paul Mulrooney | Announcements | 2:00 2:30 3:00 |
| 07:30 | Network Break | Kevin Flannery | Hour! | 2:00 3:30 3:00 |
| 07:36 | 1st Evaluator | Megan Adams | Evaluate speech 1 | 2:00 2:30 3:00 |
| 07:41 | 2nd Evaluator | Timothy Lane | Evaluate speech 2 | 2:00 2:30 3:00 |
| 07:44 | Grammarian | Sam Turner | Grammarian report | 3:00 1:30 2:00 |
| 07:46 | AO Counter | Steve Preston | Announce items & air count for the day | 3:00 1:30 2:00 |
| 07:48 | Timekeeper | Michael McKee | Time keeper Report | 4:00 5:00 6:00 |
| 07:50 | General Evaluator | Hillary Derrick | Report | 2:00 2:30 3:00 |
| 07:56 | Listening Post | John Riley | Wrap Up | 6:30 6:45 7:00 |
| 07:59 | Toastmaster | Zoom Manager | | |
| 08:00 | End of Meeting | Zoom Manager | | |

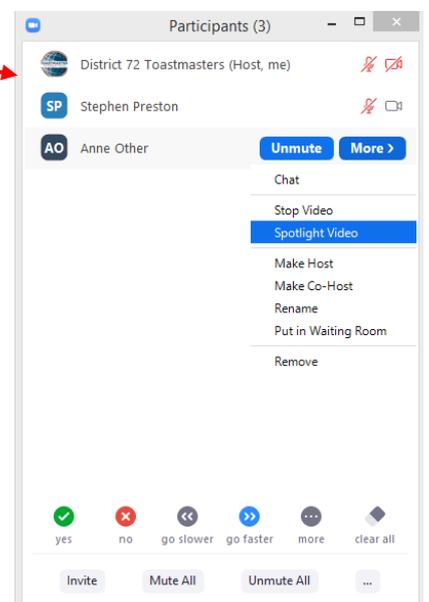
"Share" your meeting agenda in Zoom prior to the start of the meeting

Please ensure that you are managing the role from a PC or Laptop, rather than from a mobile device. Also ensure you have a printed copy of the agenda in front of you to know who is speaking when during the meeting, and an electronic version of the agenda on your PC/Laptop to enable you to **share this to all participants online prior to the meeting**. Check this agenda with the Toastmaster/Chairperson prior to the start of the meeting and identify any changes on your printed copy.



As Zoom Manager, the primary tool is the "Manage Participants" window... From this you will:

1. Admit people into the meeting from the waiting room;
2. Check that their audio and video are working (although some may not turn on the video until such time as they get called to speak, and anybody that may be calling in by telephone will not have a video feed);
3. Ensure all members who have roles are present prior to the start of the meeting, and let the Toastmaster/Chairperson know if there is anyone missing which may require agenda changes (note these on your printed copy);
4. Unshare the agenda just prior to the meeting starting;
5. **mute all, except the Toastmaster** at the beginning of the meeting;
6. **spotlight** the Toastmaster/Chairperson;



7. as the meeting progresses, unmute the next speaker **as they are being introduced**;
8. spotlight the next speaker to have them “take the stage” **immediately following the introduction** (this automatically removes the spotlight from the previous speaker);
9. **then** mute the person who introduced them;
10. During the meeting be aware of what the speakers are saying, in case they ask a question of anybody else in the meeting, in which case you will need to ensure that that person is unmuted and able to respond. Don't forget to mute them again following their response.
11. At the end of the meeting, or during any break, **unmute all**. If it is during a break, don't forget to mute all, except the Toastmaster/Chairperson, following the break.

If the person who is taking the stage has their video off you can send a request for them to turn it on prior to them being introduced and spotlighted. If you are taking the stage to speak, or the person who is speaking does not have a video feed available, you must remove the spotlight from the person introducing you/them and you/they will take the presenter screen automatically when starting to speaking...

In the participants window you can mute with a single click on the “**mute**” button when you hover over the appropriate person's name in the list. For spotlight, remove spotlight, and request video you will need to click on “**more**” when you hover over the person's name and then select the appropriate action from the dropdown list.

To **mute all** or **unmute all** just click the relevant button at the bottom of the participants' window. Note that mute all will mute everyone except you, as the host. You will then need to **unmute the person who should be speaking** (E.g., Toastmaster/Chairperson at start of meeting) **and mute yourself**.



| Polls | Chat | Share Screen | Record |
|---|--|--|--|
| <p>It is possible to create polls and quizzes through the poll function. These will need to be made available by the licence holder of the Zoom account you are using.</p> <p>If you are Zoom Manager when polls are being used you will have to launch and end the polling period, and share the results of the poll via private chat with the responsible person.</p> | <p>As Zoom Manager it is important that you also have the chat window open to enable you to see if there are any problems that are being reported to you via chat.</p> <p>Chat can be either public (to everyone in the meeting room) or private (just between two meeting attendees). You just need to select “everyone” or select an attendee from the dropdown to txt chat.</p> | <p>Selected Share Screen will open a window to show all open applications on your PC/Laptop. You can share documents, video, audio, web, etc as long as you have them open.</p> <p>Just select the item (eg, agenda) and click the “share” button.</p> <p>There are more things that you can share but these would not normally be required of a Zoom Manager.</p> | <p>If your meeting protocol is to record the whole meeting, then click on record just as the meeting is about to start, pause it through any breaks, and stop it at the end of the meeting.</p> <p>If you do not record the whole meeting then check prior to the meeting to see if any member wants their speaking role recorded and manage that as required.</p> |