

# **Virtual Events: Step-by-Step Guide**

**IT'S TIME TO CONNECT | IT'S TIME TO COMPETE | IT'S TIME TO HAVE SOME FUN**

## **1. Register for a Virtual Event**

- a. Visit: [WeThriveTogether.org](http://WeThriveTogether.org)
- b. Email: [Alyssa@WeThriveTogether.org](mailto:Alyssa@WeThriveTogether.org)
- c. Call: 330-727-9452 | 216-339-2005 | 440-478-5640 | 513-800-3173  
614-400-0113 | 937-499-3739 | 740-588-3140 | 419-377-3271

## **2. Join the Event**

- Join by computer/tablet/smartphone: <https://zoom.us/j/8010396858>
- Join by phone: 1-312-626-6799 | Event ID: 801 039 6858
- Visit: [www.zoom.us/join](http://www.zoom.us/join) | Enter code: 801 039 6858 | Click Join

## **3. Available Controls During the Event**

All controls are located either at the top or bottom of the ZOOM screen depending if a computer, tablet or smartphone is being used. To view the controls, move the mouse or touch your screen. Click or tap on an option to make a selection. Typical options include:

- Leave Meeting (You can rejoin anytime while the event is still in progress)
- Microphone (Microphone is red with a slash when muted)
- Video (Camera is red with a slash when the video camera is off)
- Share (Option to share your screen, photos, or files with participants)
- Participants (View list of participants, control your microphone, video camera, or view the chat)
- More (...)
  - » Reactions (Clap | Thumbs Up)
  - » Chat (Send a text message or submit reaction)
  - » Raise Hand (Tells event host you need help or have a question)

## **4. Make the Event Awesome**

- Mute your microphone when you are not talking
- Limit background noise and distractions
- Be polite and respectful of talk, tone, posture, eye contact
- Join a few minutes early to make sure your audio and video are working
- Wear a clean shirt, brush your hair, and set up your camera at eye level
- Pay attention, stay focused and participate
- Check your surroundings: Things around you will be visible on-camera
- No food allowed

## **5. Find More Events**

- a. Visit: [WeThriveTogether.org/upcoming-events](http://WeThriveTogether.org/upcoming-events)

## **6. Need Help**

- Email: [Alyssa@WeThriveTogether.org](mailto:Alyssa@WeThriveTogether.org)
- Call: 330-727-9452 | 216-339-2005 | 440-478-5640 | 513-800-3173  
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**We Thrive Together**



**[Click Here to View The Virtual Event Schedule](#)**