

# VBS Zoom Guide

## Join a Meeting

**Via a Link:** Click a Zoom meeting link, give the Zoom app permission to open, wait for the meeting host to admit you, then click **Join with Computer Audio**.

## Meeting Tips

**Prepare Your Space:** Connect to VBS from a quiet space with few distractions. Check your background to make sure there's nothing that would distract others (including ceiling fans). Don't have unnecessary windows or browser tabs open.

**Mute Your Microphone:** When you're not talking, mute your microphone.

**Test Your Camera & Microphone Ahead of Time:** You can test both in the Zoom app's settings screen to make sure that both are working properly. This prevents delays. When you first arrive in the pre-opening group, you can also use that as an opportunity to ask, "can you hear me o.k.?"

**Wires Over Wireless:** Wired connections, for both your computer and audio devices, tend to be more reliable. If possible, connect your computer via ethernet instead of Wi-Fi and, if using a headset, choose one that connects by USB or audio jack instead of Bluetooth.

### TIP #1 – HAVE FUN!

*God's got this! None of us are perfect and the devil will introduce a technical glitch here or there – but no worries. VBS is helping expand the Word of God and, with God on our side, there is nothing to fear and only much to celebrate! If something isn't working, move on...engage...and have fun with the kids.*

### TIP #2 - LEVERAGE YOUR HONG KONG HELPER

*If you need help interpreting something, just ask. If you need a child's microphone muted or for a video or screen to be pulled up, just ask. If you are having trouble getting the kids to respond, ask your helper to demonstrate it is o.k. to share and participate.*

## ADDITIONAL TIPS FOR YOUR CAMERA VIEW

Be careful of back lighting. A lamp or window behind you might make it hard to see you because you'll be a shadow. Overhead lights and lights to front/side work best.

You're building relationships with these kids, so ensure you are close enough to the camera they can see you and your expressions. If your head/shoulders don't fill up at least half your video screen, you are too far back.

Make space around you. Being at a table/desk works great because you can have your script and craft items right there. You can even tilt the camera to help highlight something. Also ensure you can "move" for songs – you'd don't always have to stand, but you will have a lot of actions going on!

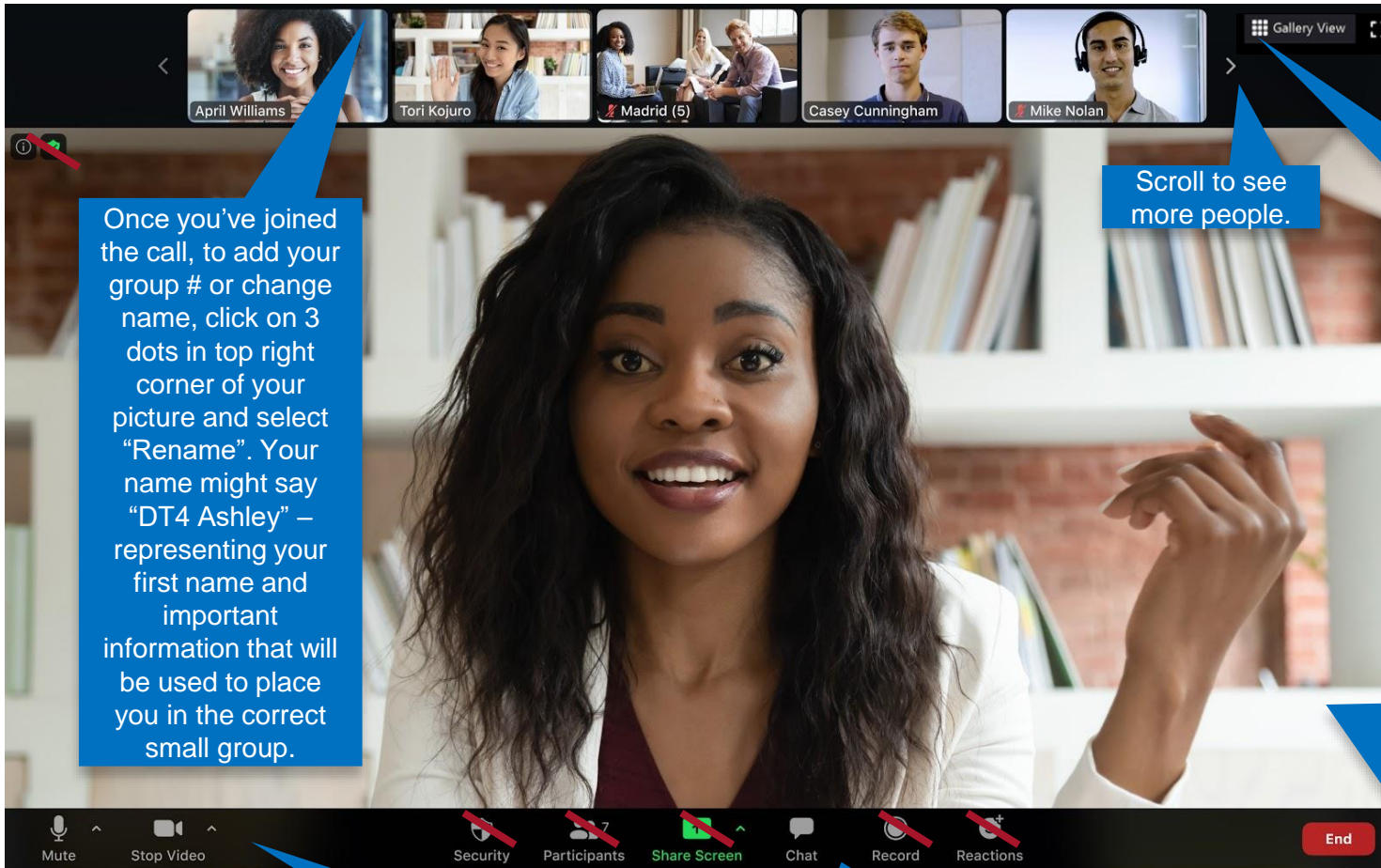
When you reference the Bible, show your Bible! That helps reinforce it is important to you and your faith.

While laptops, tablets and computers with cameras work best, many simply use their phones. If that is you, no worries. Everything functions the same; you may just have to scroll a little more to see everything because your screen is smaller.

### A QUICK PRAYER

*Lord, let your Holy Spirit work through me and all those involved in VBS. Let me not get sidetracked by what may not go right, but cling to what is right, and that is you. Bless the children and their families. Bless the leaders and helpers. And, Lord, thank you for providing this opportunity to serve. Amen.*

# YOUR SCREEN



Expand your screen.

Change # of people you can see on screen. You can also adjust by clicking on black and pulling guides.

Scroll to see more people.

Once you've joined the call, to add your group # or change name, click on 3 dots in top right corner of your picture and select "Rename". Your name might say "DT4 Ashley" – representing your first name and important information that will be used to place you in the correct small group.

During Opening & Closing, the main screen, managed by the host, will show slides or videos. In small groups it will typically just be you/your camera. On occasion, the curriculum may call for a graphic, video or song in small group. Your Hong Kong Helper will assist you in putting it on the screen.

## MUTE BUTTON

White = They can hear you  
Red = They can't hear you  
Children may need to be reminded how to use their mute buttons.

## VIDEO BUTTON

White (Stop Video) = They can see you.  
Red (Start Video) = They can't see you.  
Ensure you can be seen when you first log in and you shouldn't have to touch this again.

## CHAT BUTTON

You are discouraged from using this function unless you are very comfortable leading with it. The icon opens a chat "window" enabling typed conversation.

For VBS, you don't have to worry about the icons with the red line. Hong Kong Helpers will manage, as needed.