

# Alcathon Host Basic Training

District 21 would like to thank all of you for helping with our Christmas Alcathon

It is recommended that the Hosts use a Windows or Mac computer and not a tablet or smartphone. Its also a good idea to make sure you have the latest version of Zoom installed. Reasons for this are that the use of a tablet or smartphone will limit the number of videos shown on your screen. Using the most updated version of Zoom will offer you the latest security updates and controls.

The Host scheduled before you will make you the Host at your scheduled time. Please message them and let them know your there and plan to arrive at least 5 minuets before your scheduled time.

The Alcathon will already be preset to Mute upon entry, Do NOT allow participants to unmute themselves, Chat will remain open for all to use unless there is an issue. If you are Hosting and the incoming group doesn't show or only has 1 or 2 speakers, you may change the settings to allow people to unmute and have an open discussion.

When your shift is over, please make the next person coming in the Host before you leave. If that person is not on and you have to leave, please text or call Larry S 978-855-0696 or Jim T 978-551-8372.

## Start the meeting:

- When it's time for the meeting to start, identify who will be chairing the scheduled group's commitment and make them a Co-Host.
- Then **unmute the chairperson** and **mute yourself**. Have the meeting opening up on your screen and then share it for the chairperson to read.

## Restarting Meeting and Claiming Host:

If Meeting Ends due to the Host or Co-Host inadvertently ending it, a technical glitch or the 24 hour meeting limit kicking in (supposed to be 30, but meeting length setting only shows 24) Rejoin the meeting as normal, click on the participants button and look for the 3 dots. Click on that and look for Claim Host. Use Host Key 360813 to claim host. Please do not post this on social media.

## Things to watch for –

**PLEASE NOTE - if you are SURE there are hackers in your meeting, IMMEDIATELY ENABLE THE WAITING ROOM, DISABLE the option to rename themselves, and REMOVE that person. The first 2 can be done by clicking on the Security button at the bottom of the screen. Removing a participant can be done by clicking on the 3 dots on their video or by going to their name in the Participants listing. Please familiarize yourself with these controls.**

- **Video:** If you observe any suspicious or obscene activity, immediately stop their video. Try to determine if it was deliberate. If it was obscene and there is no question it was someone trying to disrupt the meeting, refer to instructions above in bold.
- **Audio:** did someone forget to mute themselves after speaking? Please mute them.
- **Participants box:** Does someone have an inappropriate display name? Message them privately. If they do not know how to change it, offer to change it for them.

- **If you need to Enable the Waiting Room:** The waiting room can be left enabled but at some point should be disabled as it can be a chore to keep allowing everyone to enter that shows up. If you enabled it due to a Zoom Bomber, usually leaving it enabled for a short period will keep them from coming back.

If there are serious issues your unable to resolve, please contact one of the people below.

- Text/call Larry S. 978-855-0696 or Jim T. 978-551-8372
- Email [dist21aa@gmail.com](mailto:dist21aa@gmail.com)