

Zoom Video Calling for Fitness Classes

Fitness Instructors, below are some standards and guidelines of how to use Zoom as your new classroom. As we all learn to navigate to a virtual program structure, Zoom has become our newest resource and therefore is high priority we build appropriate standards for usage now. Keep in mind there is a lot we are still learning, your feedback each week will be vital for continued success:

Pro Accounts (For classes 40 minutes or longer)

- Fitness has been given a pro account to manage and schedule our classes. Damon or Mike will coordinate with you on scheduling the classes directly in Zoom:
- All zoom meetings should be scheduled on the top of every hour
- Damon will be managing the fitness schedules so there will be no double bookings in Zoom

Individual User Accounts (For 40 minutes or less)

- Staff are encouraged to create an individual zoom FREE account for meetings 40 minutes or less
 - Use your 14Y email for this
 - All zoom meetings should be scheduled on the top of every hour if this event is being marketed publicly. If scheduled for a private small group, customize as necessary
 - Individuals will be in charge of their own zoom schedules

Standard Zoom Guidelines for Setting Up a Meeting

Due to the unfortunate reality of [ZoomBombing](#) we are following recommendations to standardize the way we set up zoom meetings to protect ourselves from unwanted visitors taking over our content. Please follow the below guidelines to protect ourselves and our members when setting up a zoom meeting:

- Login to zoom account
- Click Schedule a meeting
 - Meetings must be scheduled at the top of an hour or on the half
- Fill out information for your meeting, be as detailed as possible
- **REQUIRED SETTINGS TO PREVENT ZOOMBOMBING:**
 - **Do not let your audience join the meeting before you. In Zoom, this option is “Join before host”**
 - **Enable play sound when participants join or leave. Yes, it creates a bit of extra noise, but it could also alert you to the arrival of trolls.**
 - **Disable file transfers and disable “Desktop/screen share for users.” There are other ways to assault attendees’ eyes, but turning this setting off makes it a little bit harder**
- Click Save
- Under Join URL, click “Copy the invitation”
- Include invitation copy in email or calendar invite for meeting participants
- When ready to start meeting, click “start meeting”
- **Note:** there is an option to password protect your meeting, we are still exploring this option but please let us know if any of you decide to try this and if it is a safe option to prevent “Zoom Trolling”
- **Note:** there is an option for a recurring meeting, we have not used this yet specifically but if you know you will have the same meeting at the same time weekly use this option so as to not have to create a new meeting each time