

Hosting your Virtual Parent Meeting in Zoom

Set up Zoom account: (<https://zoom.us/signup>)

Schedule a Zoom meeting (<https://us04web.zoom.us/meeting/schedule>)

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic

Mrs. Hayhurt's Washington DC Parent Meeting

Description (Optional)

Join me for a 30 minute informational meeting to learn about the 8th grade trip to Washington DC in Spring 2021!

When

04/24/2020



7:00



PM



Duration

0



hr

30



min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again

Time Zone

(GMT-4:00) Eastern Time (US and Canada)



Recurring meeting

Meeting Password

Require meeting password

Video

Host

on

off

Participant

on

off

Audio

Telephone

Computer Audio

Both

Meeting Options

Enable join before host

Mute participants upon entry

Enable waiting room

Record the meeting automatically on the local computer

Copy the invitation

- After you click “Save” copy the invitation so you can send it via email to all families:

My Meetings > Manage “Mrs. Hayhurt’s Washington DC Parent Meeting”

Start this Meeting

Topic Mrs. Hayhurt’s Washington DC Parent Meeting
Description Join me for a 30 minute informational meeting to learn about the 8th grade trip to Washington DC in Spring 2021!


Time Apr 14, 2020 07:00 PM Eastern Time (US and Canada)

Add to  Google Calendar  Outlook Calendar (ics)  Yahoo Calendar

Meeting ID 717-7821-5133

Meeting Password × Require meeting password

Join URL: <https://us04web.zoom.us/j/71778215133>

 Copy the invitation

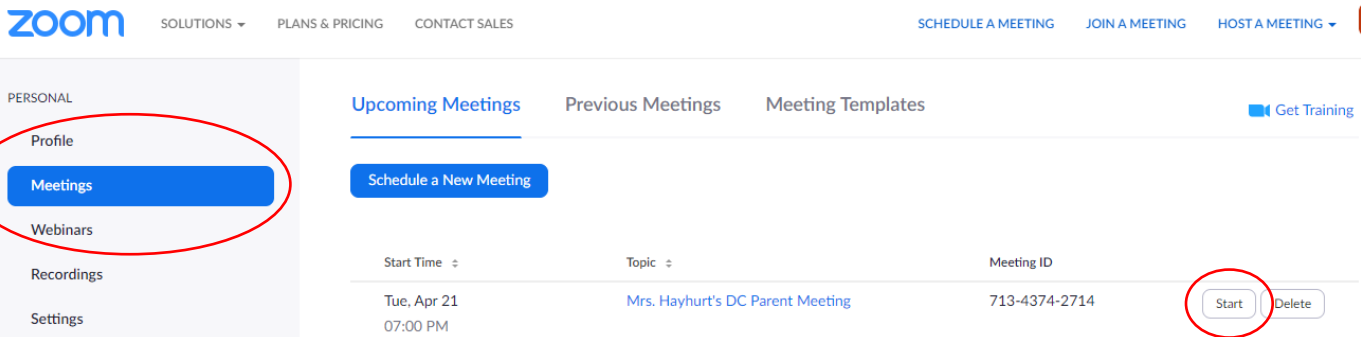
Invite everyone to your Zoom meeting.

- Copy and paste the invitation (green highlighted) into the invitation template provided by your WorldStrides representative.

Topic: Mrs. Hayhurt’s Washington DC Parent Meeting
Time: Apr 21, 2020 07:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
<https://us04web.zoom.us/j/xxxxxxx>
Meeting ID: 779 6977 1111

Starting your Meeting


- Log into your Zoom account.
- Navigate to the Meetings Tab.
- Select the meeting you want to start and click the “Start” button





zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

PERSONAL

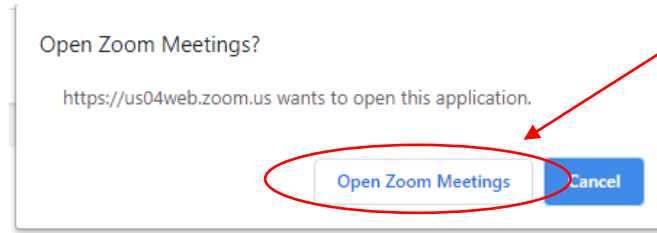
- Profile
- Meetings**
- Webinars
- Recordings
- Settings

Upcoming Meetings Previous Meetings Meeting Templates  Get Training

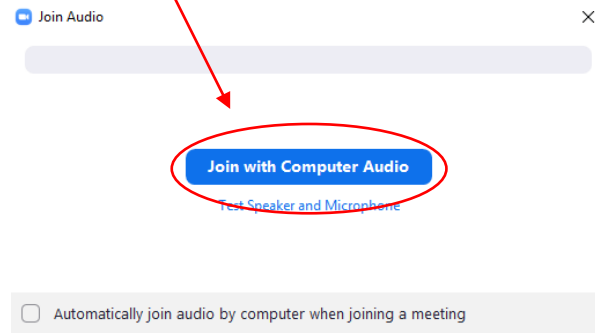
Schedule a New Meeting

Start Time ▾	Topic ▾	Meeting ID	
Tue, Apr 21 07:00 PM	Mrs. Hayhurt’s DC Parent Meeting	713-4374-2714	 

- Upon clicking the Start button, the Zoom program will open up. You may be prompted to “Open Zoom Meetings”.

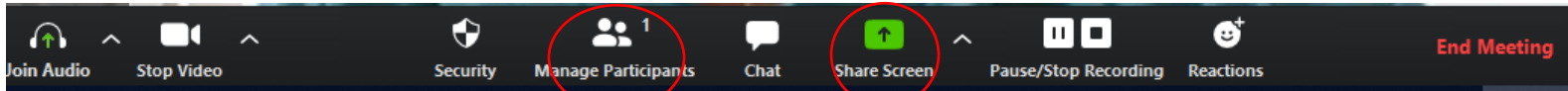


- When opening Zoom, select “Join with Computer Audio”.

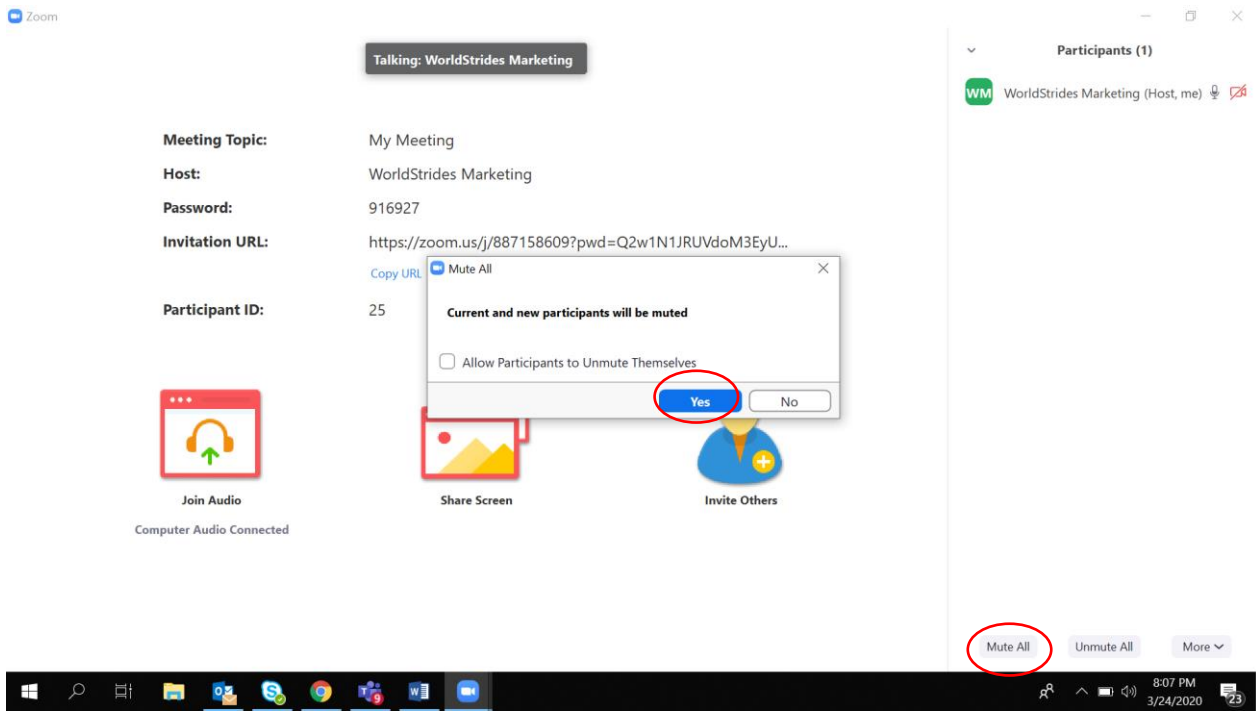


Starting your Meeting

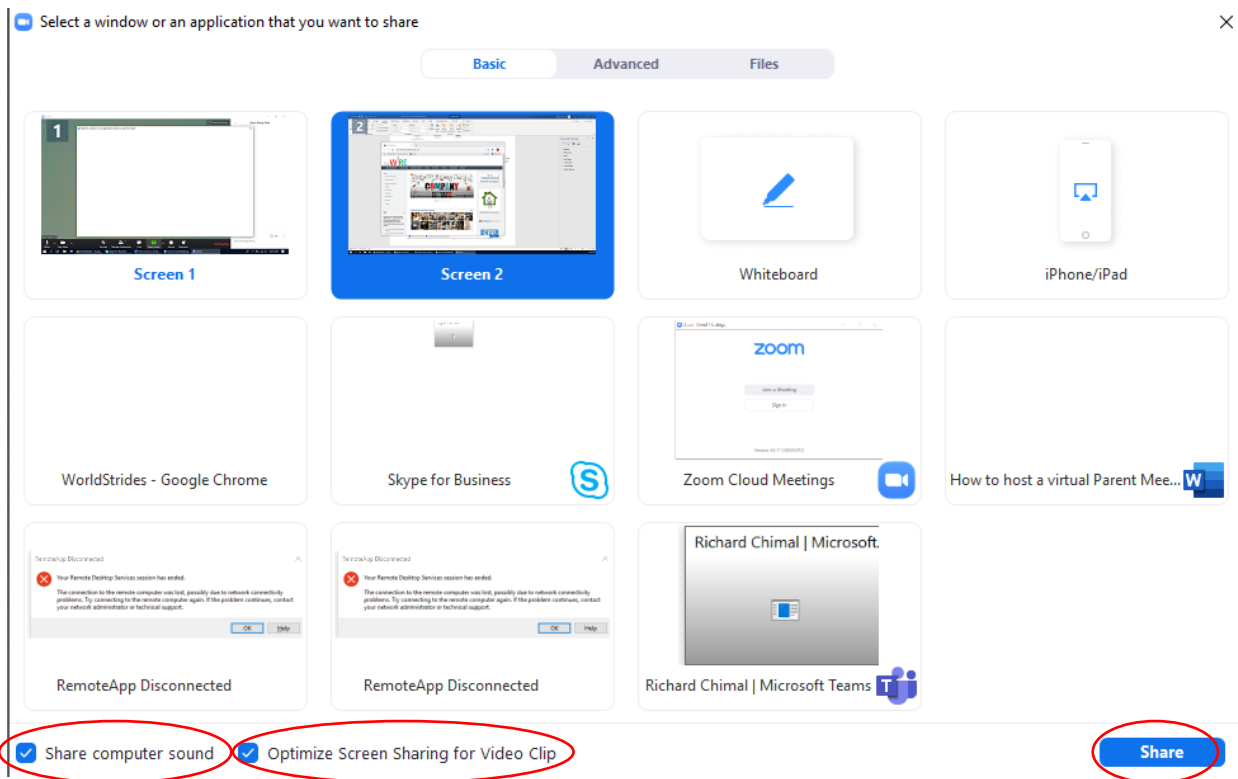
- The Zoom meeting has officially started! This is your control panel. At the bottom of the page, you can see the three sections you’ll want to access: Manage Participants and Share Screen.



- Select **Manage Participants**. This opens up a window on the right hand side of the screen. In this screen, you can see all the meeting attendees. From this screen you will want to click Mute All. A window will appear and you will want to make sure the Allow Participants to Unmute Themselves is unchecked and then click Yes.



- Next, select **Screen Share** and ensure your audio and video settings are correct. For this, hit the Share Screen button. You will see the following window appear. Then you want to make sure that the two boxes in the bottom left corner are checked. This will ensure the audio and video plays properly. Then hit Share.
 - You'll use this function to show the Presentation provided by your WorldStrides Representative
 - *Tip: test this before starting your meeting.



TIP: Practice! Start a trial meeting and familiarize yourself with Zoom so you're comfortable before your meeting.

Your WorldStrides Representative is happy to practice with you!

Time to host your meeting!

Log in 15 minutes early and check to make sure all technology is working. Five minutes prior to the start of the meeting, announce to everyone attending to text their friends and remind them that the meeting is starting soon!

- Welcome students/families to your meeting and thank them for coming.
- View “Manage Participants” and take a screen shot of the names of parents in attendance. This will act as your sign-in-sheet.
- Reassure your families you are choosing to travel with the best!

Before we get started, I want to address the current travel environment. I am choosing to partner with WorldStrides because above anything else, the safety and security of our travelers is our number one priority. WorldStrides is the oldest and largest student travel organization in the US, with more than 50 years of experience and an enormous safety network, as you will see in the presentation that we will be showing in a moment. They continuously monitor the safety of our destinations and make adjustments when necessary. From start to finish, WorldStrides is there for you and your family. Let's get started!

- Share your screen and start the presentation.
- Share important reminders:
 - Remind parents of any early registration discounts.
 - Remind parents of APP or FLAG Financial Assistance when applicable.
 - Remind parents to register by deposit deadline (set by you and your WorldStrides representative).
- Conclude the meeting by asking parents to email you with specific questions (you don't want one-off questions derailing the meeting).
- Thank parents for coming!
- Click “End Meeting”.