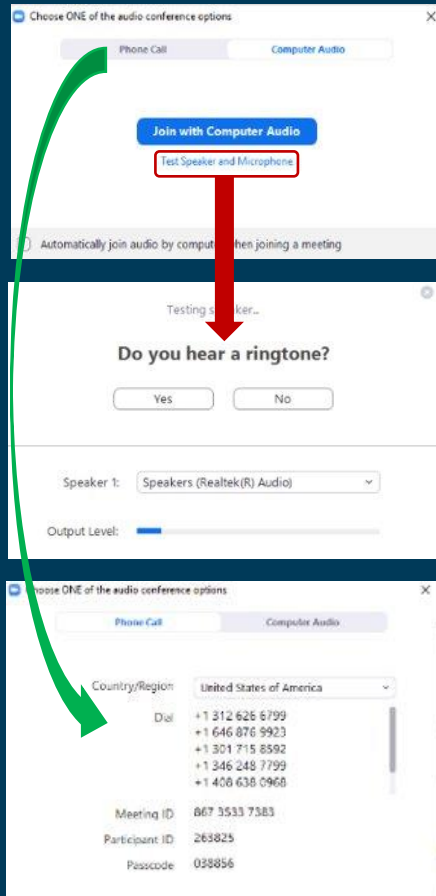


# TLI Participant's Guide for Zoom Sessions



Click on the link for the first session you are attending a few minutes early. The window below will open. You may test the audio if you like.



Join with computer audio

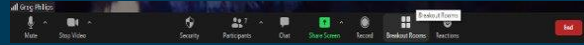
Use the phone number for Plan B. Note there is a Zoom app as well.

At the start of the meeting, find the toolbar – for Windows devices – it will be at the bottom. It maybe at the top of the screen for other devices and operating systems. It looks as pictured below.

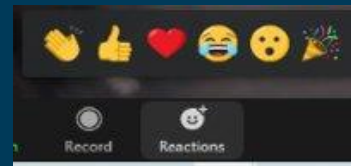


Participating in the meeting

Your facilitator may ask you to mute, unmute, chat, or other directions to help you engage in the learning. Everything you need is on the toolbar.



- Mute – turns the microphone off and on
- Video – turns the camera off and on
- Participants – brings up the list of participants on the right side
- Chat – opens the chat window
- Reactions – is the short list of emoticons shown below.



Please use chat as much as you want – to comment, ask questions, or to respond to your facilitator's questions.

Play with the technology.

Ask for help as needed.

We are first and foremost a learning organization – try things while you are in a supportive environment

Enjoy the sessions!

Have fun!

(Continue for directions on how to gain credit for officer training.

## How to Earn Credit for Your Officer Training

Around 10 minutes into your training session, your Zoom Master will post a link in the chat and a code word. Stay in your Zoom session

Click on the link

You will find your club in alphabetical order with your name there. Type the code you were given next to your name. That's it!

If you don't see your name or there is an error – please correct that.

If your corporate account blocks you from using the spreadsheet, please try again after the session with a personal account. You could also ask the Zoom Master to record your attendance if you're really stuck.

At the end of the session, the Zoom Master will post a second link in the session that will ask you just a couple questions about your session. To earn credit for the session, you need to complete both tasks.

Finally, if you have issues with your attendance that you cannot resolve, please e-mail the Program Quality Director at [PQD@dist8tm.org](mailto:PQD@dist8tm.org)