



The **District's ZOOM Meeting** and **Webinar** video conferencing is available to ALL District 7010 Rotarians, Rotaractors and Interactors to use for any District or Club meetings and training sessions.

HOSTING A MEETING

To **Schedule or Start a meeting/webinar** will require you to access the *Zoom Video and Support* document filed in the [Member Area](#) (District ClubRunner) > Administration Page > Documents Download (Private Documents) > Administration folder. This document provides the *Sign in* credentials, step by step instructions and links to support information.

Note: Meetings or webinars cannot run concurrently and/or overlap. **BEFORE** scheduling your meeting/webinar using the District account, you will need to check if your meeting/webinar will conflict with one already scheduled. You may have to adjust your plans accordingly.

Your **Club** may wish to consider the option of signing up for their own plan.

Basic Plan (free):

- Meetings limited to 40 minutes per meeting; host up to 100 participants.
- However, after the meeting has ended and everyone disconnected, the Host and participants can rejoin the meeting after 2 minutes using the same link, and if applicable meeting ID, to continue.
Tip: If your meeting requires more than 40 minutes, build in 1+ planned breaks (e.g. a 5-minute break every 30 minutes).

Pro Plan:

- Unlimited meeting length; host up to 100 participants.
- This plan is available with a 20% discount through [Rotary Global Rewards](#). [Purchase here](#). Annual Cost CAD\$16.67/month (taxes incl., billed annually).
- Webinar – optional add-on plan.

PARTICIPATING IN A MEETING

To join a meeting or webinar:

Your meeting/webinar invitation¹ will include all the information required to join via...

- A. The meeting link.
- B. The Zoom app² and entering the Meeting ID and Password.
- C. The Zoom *Join a Meeting* link - <https://zoom.us/join> and entering the Meeting ID and Password.
- D. Telephone and when prompted entering the Meeting ID and Password.

Depending on the settings selected by the Host, you may be...

- Placed in the "Virtual Waiting Room", until the Host is ready to start the meeting.
- Muted when joining.
- Joining before the Host.

The first time you use Zoom you will be asked to download the application to your computer.

1. If the Host requested registration for the meeting, you will receive an email with instructions to register and a subsequent email with your *Sign in* information.
2. Download the *Zoom Cloud Meeting App* ([Google Play](#) or [App Store](#)) to your tablet or smartphone.

SUPPORT:

[Frequently Asked Questions](#)
[Meeting and Webinar Comparison](#)
[Tutorials](#)
[Email the District](#)
[Zoom Security Features](#)