

# Zoom Evening

## Parent/Guardian Checklist

Here is a quick checklist for parents/guardians to use prior to their child taking part in online Scouting activities via the video conferencing platform Zoom. The following will ensure the best possible experience for the Scouts and will enable the Leaders to effectively run the activity.

**1. Device** - Scouts should participate in the session with the largest screen size possible, preferably a desktop or laptop, enabling them to see more of the other Scouts and have a better experience. Alternatively, a tablet or mobile device will work.

**2. Parent Available** - To ensure the Scouts are able to take part in the activity safely, an adult should be in the vicinity of the device being used. This does not mean that they have to be online with them or looking over their shoulder, just be nearby, the same room or the room next door would be great.

**3. Zoom** - If you have not used Zoom before, please ensure you have downloaded the app and have created an account ([www.zoom.us](http://www.zoom.us)). It is also worth trying it out in advance to ensure you all know how to use it. If you have any issues joining drop a leader an email ahead of time.

**4. Screen Name** - If you are using a parent Zoom account, it would help the Leaders enormously if you can temporarily change the screen name to the first name and surname of the Scout before joining the activity. This allows us to quickly allocate Scouts to groups and monitor the Scouts more effectively online. This can be done whilst in the waiting room – click on 'Participants', hover over your name and click 'More' and then 'Rename'.

**5. Join Promptly** - Scouts should join the online meeting approximately 5-10 minutes before it is due to start. When a Scout signs in, they will enter the 'waiting room'. They will then be admitted at the start time. Scouts' joining late makes running the activity significantly more challenging for the Leaders.

**6. Uniform** - Unless otherwise stated, Scouts should wear group uniform and neckie.

**7. Siblings** - If there are siblings in the same section, it is highly preferable that they use different devices. This allows them to take part in their own right and allows us to differentiate between activities. Siblings should also be located in different rooms of the house during the event to prevent audio feedback on the video call. If this isn't possible they can share a device.

**8. Equipment** - The majority of activities will not require any specific equipment. However, a pen and paper is always useful. If additional equipment is required, this will be made clear in the joining letter.

**9. Security** – Please change your zoom name to your child's name to join the meeting. It's hard for us to admit people if they do not have the correct name. Please do not share the link or password with anyone else. Please also ensure you are running the most up-to-date version of the app.