

GIRL GUIDES, IN YOUR POCKET!



Girl Guides Victoria – Guiding In Your Pocket / Virtual Guiding

Zoom Tips and Tricks

Introduction:

Virtual Unit Meetings are your regular Unit meetings (held on your usual night & time) but online via video conferencing! We are thrilled to have you, our Unit Leaders, take the lead in transitioning your Unit to virtual Guiding.

Below are some tips and tricks to help and support Leaders run their Virtual Unit Meetings. Use these along with our [Code of Conduct for Hosting Virtual Unit Meetings](#), and [Instructions for Setting up Zoom](#).

Tips:

- Connect with audio and video, but be mindful of what your Guides will see going on behind where you are sitting.
- You may need to start with some icebreakers to encourage engagement.
- Be mindful of where you are sitting. Try to sit in front of the camera so you're centred and your whole face can be seen.
- Looking at the camera is the best way to have 'eye-contact' with your Unit.
- Make new traditions. Not everything you do in a face-to-face meeting will be possible in a virtual space.
- The first meeting might not perfect. This is a learning experience, and debriefing with your Guides and Leadership team will help improve for next time.
- Keep parents up-to-date with planned activities.
- Be aware of background noise. The meeting host has the ability to mute participants' microphones.
- Using headphones helps to eliminate background noise and improve sound quality for the listener.
- Some Guides may need prompting to join the conversation.
- Where possible, to confirm their identity, Guides should connect to the meeting with video.
- Watch the GGTV weekly episode and engage with the [GGTV Hub](#).
- Take advantage of increased flexibility with meeting times. You may choose to meet at a slightly altered time, during the school holidays, or on the weekend.
- Have fun 😊

Tricks:

- Zoom is accessible on desktop computers, laptops, tablets, and smartphones. Meeting hosts will find that Zoom is best used on a desktop or laptop, as functionality is limited on tablets and smartphones.
- On all devices, use the 'Participant Gallery' to see all participants at once (though you may need to scroll to a second screen).
- You can use screen-sharing to show websites with activity instructions, visit a virtual art gallery, take a virtual penny hike on Google Maps, or share the latest episode of GGTV.
- There is a whiteboard function, which allows you to draw on the screen. Share control of the mouse with another meeting participant and play Pictionary!
- The meeting host can stop video or mute microphones of other participants.
- More Zoom options are available in the "... more" section. This includes the list of participants, and the chat function.
- There are many meeting options and settings available on your Zoom profile, including setting passwords to increase security.

Support:

- Support with using this new technology is available! Email ggtv@guidesvic.org.au to request further training, and/or an opportunity to run a 'test' meeting.
- Leaders are having challenges with using/creating accounts in Zoom can request one-on-one phone support.
- Keep an eye out for Zoom Q&A sessions.
- Hold District Meetings via Zoom to give Leaders an opportunity to share ideas and experience.
- The [Zoom website](#) has many helpful resources including Live Training Webinars, training videos, and frequency asked questions.
- Opportunities to attend State Virtual meetings will be available for Guides in Units where Leaders have been unable to set up their own Virtual Unit Meetings.

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