

How to Get Started with Zoom

1. Research:
 - Watch Zoom How to Videos and webinars:
<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>
 - Sit in on a friend/colleague's choral session - build connections
2. Recruit a "Tech Crew" of choir members with expertise on different devices (PC, Mac, iphone) to help other choir members prepare for their first session, and to help assist anyone on the phone who might need help during a Zoom session
3. Do a trial run with your "Tech Crew," accompanist and maybe a few more people, to test out features:
 - **Microphone** - mute, unmute, use original sound, alter volume, find the "mute all" shortcut key for your device (available for hosts and cohosts);
 - **Video** - on/off;
 - **Speaker view**, Gallery View, Spotlight video, Pin video;
 - **Chat** - text, use hyperlinks, use buttons (thumbs up, raise hand), save chat and find out where it saves in the cloud or on your computer;
 - **Screen share** - turn on computer sound, screen share a music video, share a music score and annotate, share a white board and annotate;
 - **Record** the session and learn how to locate it in the cloud or on your computer;
 - **Cohosts** - Make some members of your "Tech Crew" cohosts to learn the different capabilities (muting others, welcoming in people from the waiting room, managing polls);
 - **Poll** - Run a test poll; and,
 - **Rehearsal techniques** to try:
 - Sing all together (and laugh);
 - Sing with director while all except director are muted;
 - Call and response with director unmuted and one chorister unmuted at a time or all choristers muted;
 - Sing along to accompanist watching director;
 - Sing along to a recording via Screen Share;
 - Sing along to a recording from the director's home (not via screen share).
4. Invite your choristers

Here is how I invited Vancouver Orpheus to our first Zoom session and we had a turnout equal to a regular rehearsal!

*** Initially we used different links for each session because we were using the free account which allows for as many sessions as you like with each one up to 40 minutes in length. However, since Orpheus started using a paid account, we can use one link for as long as we want and people can enter all together or at various predetermined times and can leave and come back.

Our Orpheus Board, “Tech Crew” and our artistic team met tonight to give our new rehearsal platform, Zoom, a try. Everyone connected and we were able to experience some of the exciting things we can do. I’m excited to meet together with all of Orpheus :)

Our first meeting will be about getting used to what we can do, a bit of rehearsing, and connecting with one another. Please have your music for We Rise Again and Sing You Home in front of you.

Our first online Orpheus rehearsal, **March 24** will follow this outline.

You will each attend at 2 times (each for a half an hour), once with your section and once at 9:00 all together:

7:00-7:30 Bass <https://us04web.zoom.us/j/9> Meeting ID: *** ***. Password: *****

7:30-8:00 Baritones <https://us04web.zoom.us/> Meeting ID: *** ***. Password: *****

8:00-8:30 Ten 2 <https://us04web.zoom.us/j/7> Meeting ID: *** ***. Password: *****

8:30-9:00 Ten 1 <https://us04web.zoom.us/j/5> Meeting ID: *** ***. Password: *****

9:00-9:30 Tutti (everyone) <https://us04web.z> Meeting ID: *** ***. Password: *****

All singers require is:

- a **quiet place** where you can sing and make music (please turn off ringers and background music);
- a device with a **camera** and **microphone** (smart phone, computer, tablet, iPad) connected to wifi or an Ethernet connection.
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*** For our first Zoom rehearsal, below is a list of people to contact for help (phone/email)

If you are at all concerned about getting connected, or run into problems, please contact one of the people above, and we can make sure you’re set up. We can even do a one-on-one Zoom session - it’s free :)

It is recommended to use **wired headphones** with a built in microphone, but can use your device’s microphone and speaker as an option. Bluetooth speakers/headphones add lag time and, therefore, are not recommended.

Connection is the highest quality when all other apps on the device being used are closed and when other members in the household can give the Zoom session priority by holding off streaming videos (Netflix) or gaming during our time together. This is not mandatory, but will improve the Zoom streaming quality.

See you soon, Liana :)

5. Keep your first rehearsal simple and enjoy the process. Take time to meet and appreciate what we can do. Just choose a couple rehearsal techniques in your first meeting, and maybe let them know there is more to come. Enjoy each success and know that it's OK that all will not go as expected. It's not the same as an in person rehearsal, but there is a lot we can do on Zoom to bridge the gap until we meet in person again.