8AM FOR TODAY
Daily Service Position Descriptions
and Video Tutorials

HOW TO USE THE SIGNUP GENIUS:
Video Tutorial: https://screenpal.com/watch/cZnjYVVdO7g

PRE-MEETING HOST (formerly Tech Host): Open the Zoom room at 7:30AM EST and set up for the meeting. Read and follow the instructions on the 8AM FOR TODAY Meeting Script found on our website by clicking MEETING FORMAT & SCREEN SHARES.
Video Tutorial: https://screenpal.com/watch/c0j2Y9Vphzl

MEETING HOST (formerly Chair): Open the meeting at 8AM EST. Read and follow the instructions on the 8AM FOR TODAY Meeting Script found on our website by clicking MEETING FORMAT & SCREEN SHARES.

WAITING ROOM: Arrive in the meeting Zoom Room between 7:30-7:45AM EST. As participants enter the Waiting Room, click the ADMIT button next to their name.

RENAMING: Arrive in the meeting Zoom Room between 7:30-7:45AM EST. If a participant has a last name or telephone number showing on their screen, refer to the meeting's Renaming Request List to see if their preferred name is on the list. If yes, click on the three dots next to their name on the Zoom Participant List and scroll down to RENAME and click. A box will appear to type in their preferred name. If they are not on the list, direct chat them and ask for their preferred name.

UNMUTE/LOWER HAND: When the Chair calls on a participant to share on the daily reading, click the three dots in the upper right-hand corner of the participant's screen box. First click on ASK TO UNMUTE. When the Chair thanks the participant after their share, click on the three dots again and click on LOWER HAND.

SCREEN SHARE: Using the Zoom Screen Share tool, share the Meeting Slides and the For Today reading found on our website by clicking MEETING FORMAT & SCREEN SHARES.

COPY/PASTE: Using the 8AM FOR TODAY Meeting Script found on our website by clicking MEETING FORMAT & SCREEN SHARES, copy and paste the highlighted text at the indicated times. Open the chat box to paste to EVERYONE.
Video Tutorial: https://screenpal.com/watch/cZVirgVHJwu

TIMEKEEPER: When a participant begins to share, set timer for 2 minutes using your own device. At 2 minutes, announce to the speaker with "GENTLE REMINDER."

AFTER MEETING HOST: Welcome newcomers and select participants who would like to share. Click END THE MEETING when the discussion has finished.