

# Using Break Out Rooms for Organizing Events To Sign Up Members Online

## Review your meeting settings in Zoom by logging into your account in your web browser at *zoom.us*

(NOTE: You will NOT be able to access this menu by opening the Zoom program on your computer or mobile device, you MUST navigate to the website and sign in).

		REQUEST A DEMO 1.888.799.0125 RESOURCES - SUPPORT
	ANS & PRICING CONTACT SALES SCHEDU	DULE A MEETING JOIN A MEETING HOST A MEETING -
	Allow users to report meeting participants for inappropriate behavior to Zoom' Trust and Safety team for review. This setting can be found on the meeting information panel. You can find the bistoric reports here.	n's 🔍
	Breakout room Allow host to split meeting participants into separate, smaller rooms Allow host to assign participants to breakout rooms when scheduling @	Modified Reset
	Remote support Allow meeting host to provide 1:1 remote support to another participant	
	Closed captioning Allow host to type closed captions or assign a participant/third party device to add closed captions	· •
Edit "My Meeting"		
	Topic: My Meeting	3
	When: 12/29/2016 02:00 • PM •	
۵	uration: 1 + hr 0 + min	
Tin	e Zone: (GMT-7:00) Pacific Time (US and Canada)	×
_	Recurring meeting	
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	Polls —	
Р	olling 1: Are you ready?	Edit
	. Are you ready to stand with your coworkers and fig he change we all need as federal employees?	ight for
	) Yes	
	) No	

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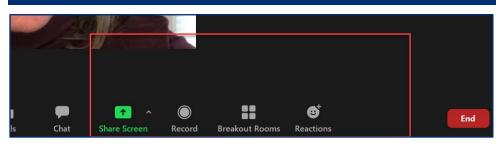
- a.Make sure you have enabled breakout rooms in your settings. This is located under Personal Settings / Meetings / Break Out Rooms
- b.If you wish to set up your
   breakout rooms before the
   Zoom meeting instead of during
   the meeting, contact MOD for
   assistance.
- c. MOD Suggestion:

When setting up your Zooms for organizing, it is advisable to set up registration for your Zooms as well. MOD suggests requiring the attendees register with full name, agency, work location, job title, personal cell, and personal email. For assistance with this process, contact MOD.

d.MOD Suggestion: You may also want to set up a poll question to initiate before the breakout rooms such as:

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Schedule your meeting as normal. Your Zoom toolbar should show the Breakout function since you enabled that feature in settings. This will only be on the toolbar of the host and cohost.



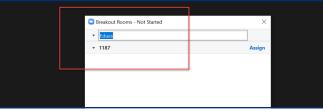
MOD Suggestion:

a. Have a cohost assist with break out rooms and other Zoom functions during your meeting.
Your cohost can also monitor the chat for you.

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To set up, click on the Breakout Rooms icon on the toolbar and select "add a room". Rename your breakout rooms to suit your usage.



MOD Suggestion:

a.Set up the details of your
 breakout room(s) before your
 meeting begins (or your cohost
 can set up during the call.)

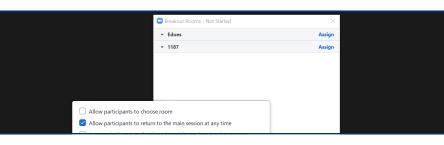
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Determine which options you wish to turn on for your breakouts and turn them on.



Allow attendees to choose their breakout rooms. Once the attendees have moved to their breakout room, the facilitator (host or cohost) can then begin their demonstration by sharing their screen. Breakout rooms have the same functions as full meetings.





Breakout Room Screen Share for Edues

Breakout Room Screen Share for 1187s

Each host will walk through the signup process as attendees sign up on their cell phones, laptops, or tablets. Be prepared to help them at any given stage of the process.

Once the demo is completed, the host (or cohost) can direct everyone back to the main meeting for a final discussion. This can be done automatically through the set up.

MOD Suggestion: Conclusion After sign-ups are complete and/or meeting is ending, we recommend presenting an ongoing action (or local issue) and following-up to activate your new and current members.

#### To wrap up the Zoom meeting:

- Give out next membership meeting details (time, date, zoom link)
- An issue based action (signing a petition based on a workplace issue, calling/writing to their legislators, attending an action
- Participating in a member survey

#### Follow-up:

- Follow-up email (or call use organizing committee) with all event participants after the event with the applicable asks
  - a.Send new members digital welcome kits (Local contact info, pertinent issue *flyers*, link or hardcopy of *contract*, *benefit information*, a trinket or two like this *PPE gift set*)
- Answer any unanswered questions from the event via call or email
- Remember to send rebate to new members and recruiters

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