

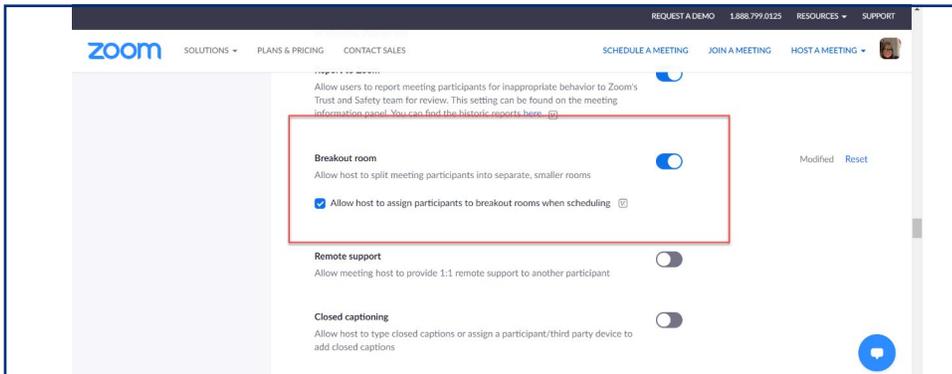


# Using Break Out Rooms for Organizing Events To Sign Up Members Online

1

**Review your meeting settings in Zoom by logging into your account in your web browser at [zoom.us](https://zoom.us)**

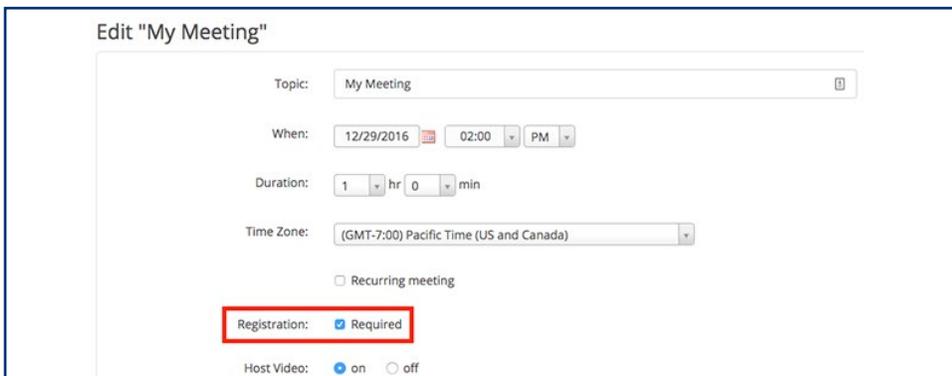
(NOTE: You will NOT be able to access this menu by opening the Zoom program on your computer or mobile device, you MUST navigate to the website and sign in).



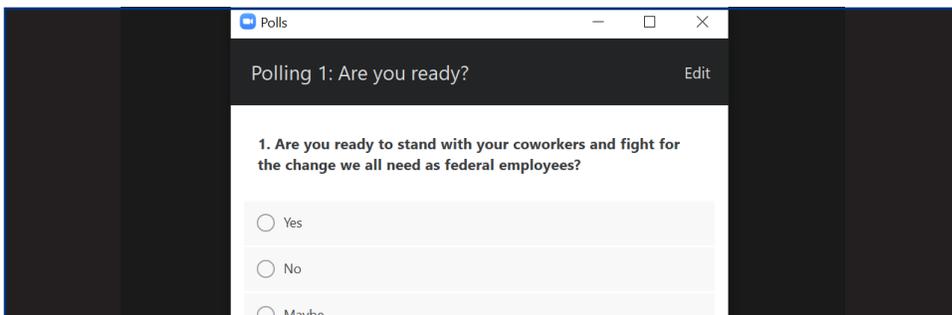
a. Make sure you have enabled breakout rooms in your settings. This is located under Personal Settings / Meetings / Break Out Rooms

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.

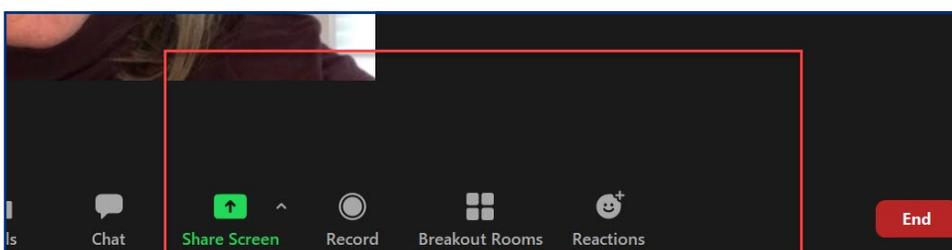


d. MOD Suggestion:  
You may also want to set up a poll question to initiate before the breakout rooms such as:



2

**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.**

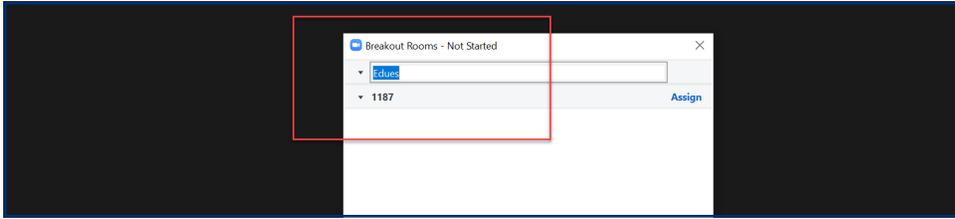


MOD Suggestion:

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

3

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.

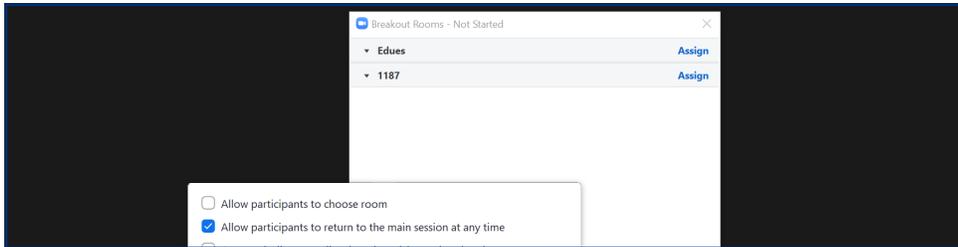


MOD Suggestion:

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

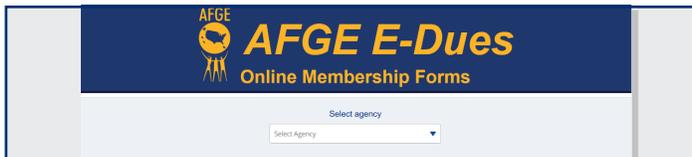
4

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



5

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

6

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.

7

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.

8

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

