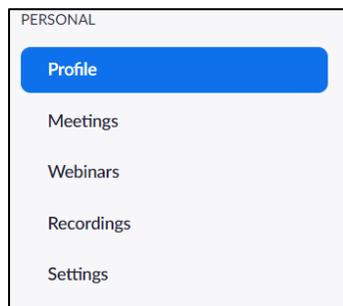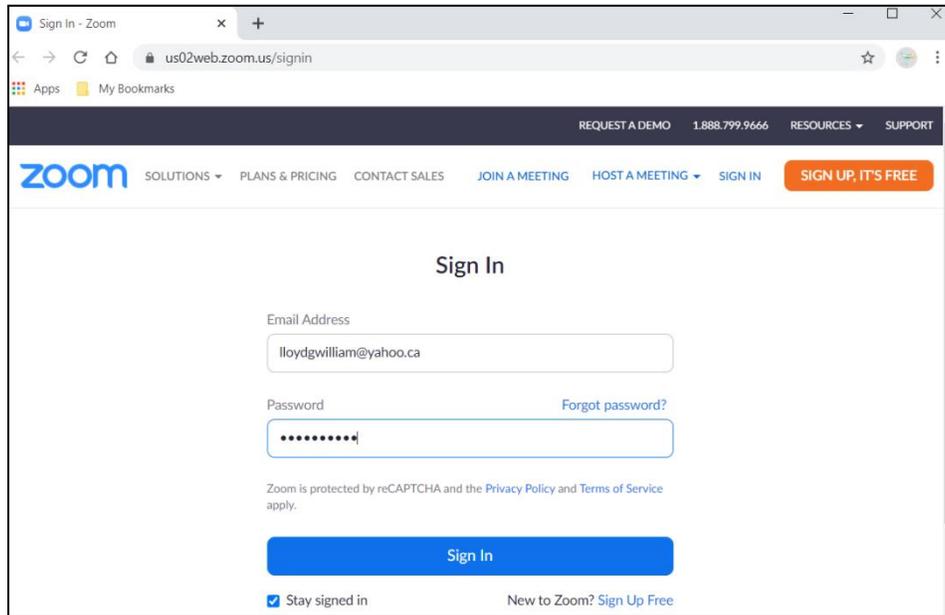# Zoom Settings for Running Contests
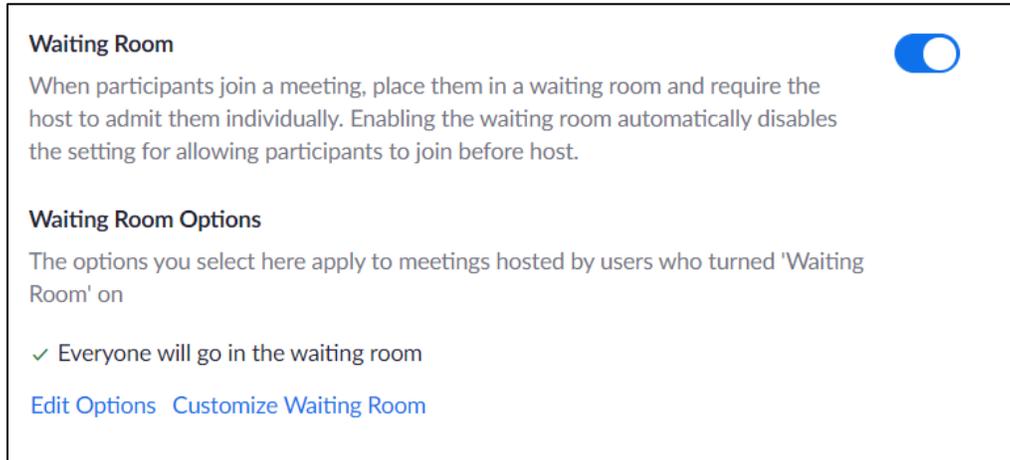
Log into your Profile page or account online.

Not a requirement to run an actual meeting but under your profile you can set a Host Key that can be given to another individual as a backup in case you are not able to start the meeting as Host (you are delayed in traffic, hit by bus, etc.). Another person can select to take over as Host if they have the Host Key. Issue? If Waiting Room is set ON they cannot enter the meeting to take it over. You must have Waiting Room OFF at the start of the meeting. Once they enter, they can take over Host, and turn the Waiting Room on.

Host key looks like this. You can create your own number and see it if you click on Show.

| Host Key | ******** | Show | | Edit |
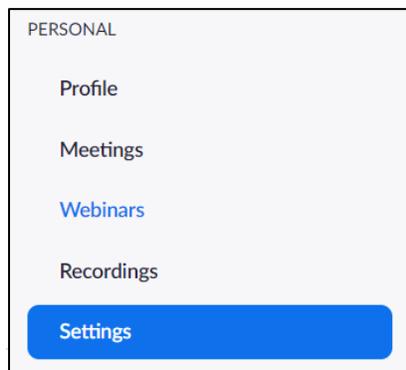
Now we can move down to Settings and look at some of those.

Ensure you have the Waiting Room ON – at least after the Host has entered the meeting. You do that at the Security Button at bottom of Zoom meeting screen. Everyone who enters after the Host should be put through the Waiting Room to keep anonymity of attendees and contest officials – namely Judges.

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

✓ Everyone will go in the waiting room
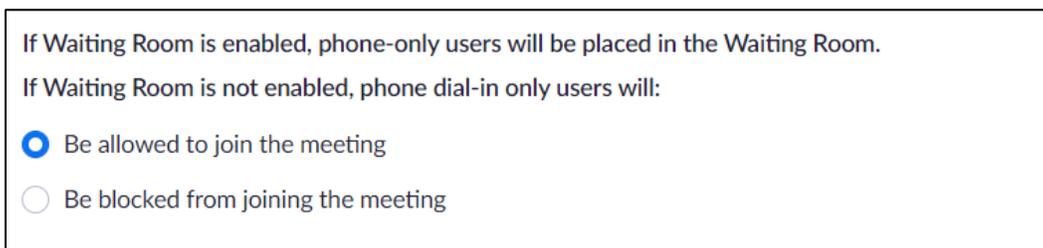
Edit Options   Customize Waiting Room

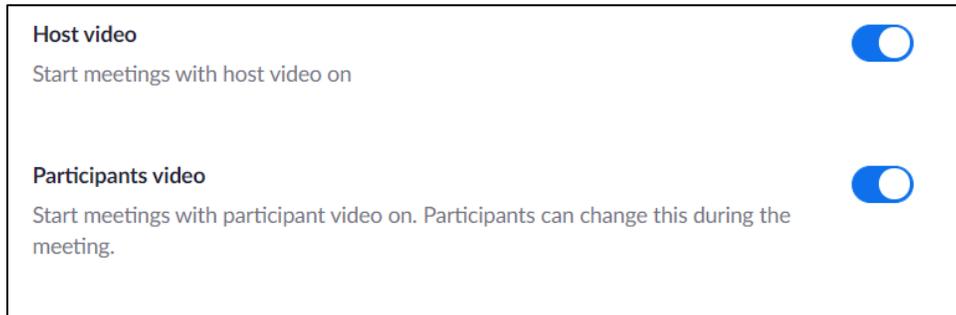A good idea is to customize the Waiting Room. In my waiting room I will probably show:

Please be patient as we only let 1 person in at a time. We do not let the Audience in until all Contest Officials and Contestants have been admitted and moved to their respective Briefing Breakout Rooms. Once the contest starts you will only be let in during the 1 minute of silence between speakers. If you seem to have been waiting too long you can contact the Zoom Tech by text at 204-999-9999.

Something like that. Gives them something to read while waiting. The Zoom Host is able to send messages to the Waiting Room as updates, however they cannot respond.

We do need to ensure Phone users (who dial in) can attend so we do not want them blocked. Ensure they are allowed to join the meeting.

If Waiting Room is enabled, phone-only users will be placed in the Waiting Room.
If Waiting Room is not enabled, phone dial-in only users will:

○ Be allowed to join the meeting

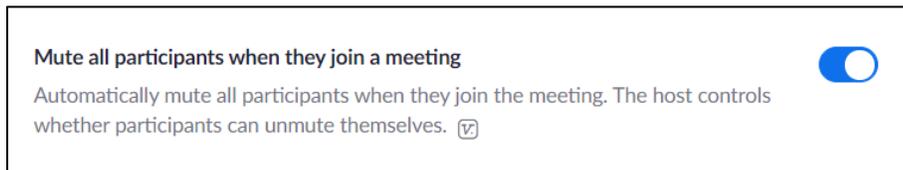○ Be blocked from joining the meeting

I have the Host and Participant Video ON when they join. During the meeting we will be asking almost everyone to turn Video OFF but nice to see who the person is entering from the Waiting Room.

Host video
Start meetings with host video on

Participants video
Start meetings with participant video on. Participants can change this during the meeting.

Telephone and computer audio on

○ Telephone and Computer Audio

Do not allow participants to join before the Host starts the meeting. Otherwise you may have a room full waiting for before you even start the meeting. If that does happen, to ensure anonymity of Contest Officials, you could move the early arrivers to a separate Break Out room until the contest starts.

Allow participants to join before host
Allow participants to join the meeting before the host arrives
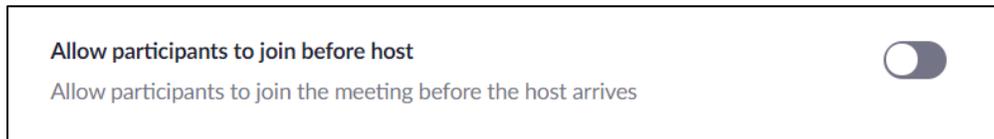
For this type of meeting we should MUTE participants when they enter or they could disturb things when they enter.

Mute all participants when they join a meeting
Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. ⓥ

Decide in advance if you will leave the Chat function activated. With this setting members can use the Chat, which might be useful for Club Contests. However, once we are into Area, Division and District it might be wise to disable the Chat. This will depend on what other methods are used to communicate.

Chat
Allow meeting participants to send a message visible to all participants

☐ Prevent participants from saving chat Ⓥ

Private chat
Allow meeting participants to send a private 1:1 message to another participant.

You may want to ensure members can share files – such as Judging forms. However, if the chat is off then this is pointless.

File transfer
Hosts and participants can send files through the in-meeting chat. Ⓥ

☐ Only allow specified file types Ⓥ

☑ Maximum file size   2048 ⌄   MB Ⓥ

Very important - ensure the Host can add Co-Hosts as you will assign many.

Co-host
Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.

Sharing needs to be ON so they can display Contest Agenda, Contestant order, and certificates during the meeting.

Screen sharing
Allow host and participants to share their screen or content during meetings

Who can share?
◯ Host Only   ⦿ All Participants ⑦

Who can start sharing when someone else is sharing?
⦿ Host Only   ◯ All Participants ⑦

The nice to have? Once the contest starts we instruct everyone to turn their video feed off to reduce bandwidth usage. You could leave them ON, but I have shown these feedback items OFF as they probably won't be used or have an effect.

Non-verbal feedback

Allow meeting participants to communicate without interrupting by clicking on icons (yes, no, slow down, speed up). These icons are found in the Reactions menu in the toolbar, and when selected, they display on the participant's video and in the participants list until dismissed. [v]

Meeting reactions

Allow meeting participants to communicate without interrupting by reaction with emojis (e.g. clap, heart, laugh). These emojis are found in the Reactions menu in the toolbar, and when selected, they display on the participant's video and in the participants list for 10 seconds. Participants can change their emoji skin tone in Settings. [v]

Couple of the most important settings. Members need to rename themselves to be anonymous and their profile pictures need to be blank when they turn their video off. With this setting all you see is their name on the screen. This is much better than trying to educate all users on how to make their profile blank on a variety of devices.

Allow participants to rename themselves

Allow meeting participants and webinar panelists to rename themselves. [v]

Hide participant profile pictures in a meeting

All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting. [v]

Ensure Break Out Rooms is ON as you need to create several for the meeting. Only the Host can create them, Co-Host can move in and out of them.

Breakout room

Allow host to split meeting participants into separate, smaller rooms

☑ Allow host to assign participants to breakout rooms when scheduling [v]

Now these are some interesting settings and might be a topic of discussion in a Contestant Briefing. I turned the Video Filters off as I thought no one needs fake rabbit ears to compete. But they might. As well I turned off the ability to run a video background as that feature adds to bandwidth usage. I left the Virtual Background ON as many are starting to use those.

Critical point – the Zoom Host needs to know if a Contestant wants to make use of the Virtual Background during their speech. If yes, that function needs to be turned on in advance of the meeting starting as you cannot edit that setting once the meeting starts. Therefore, I suggest it be turned ON as the default. The two other settings are negotiable??
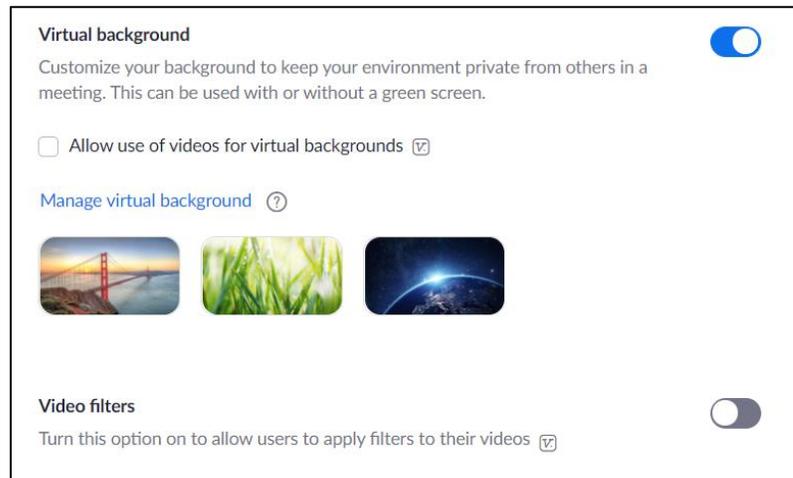
As the contests get larger (probably Division and District) there is a need to move some of the audience off of Zoom. That can be done via a livestream to YouTube. I livestream to YouTube via that last link below. Separate information can be made available.

Not necessary for a contest, but I like to be alerted when someone has joined the meeting. That might be minutes before I start, or days (some people check to see if they can connect). Great to know.
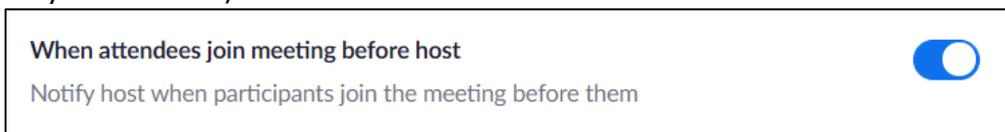
When you do Schedule the meeting use these settings.

Schedule Meeting

Topic

Division A International and Table Topic Speech Contest

Start: Tue March 23, 2021   03:00 PM

Duration: 2 hours   0 minute

☐ Recurring meeting

> Catchy Title. Correct date and times. At least 2 hours.

Meeting ID

◉ Generate Automatically   ○ Personal Meeting ID 546 623 3392

Security

☑ Passcode 221958 ⓘ
Only users who have the invite link or passcode can join the meeting

☐ Waiting Room
Only users admitted by the host can join the meeting

> I left the Waiting Room unchecked so my backup Host could use the Host Key if I am delayed. As soon as the meeting starts turn the Waiting Room On in the meeting.

☐ Only authenticated users can join: Sign in to Zoom

Video

Host: ◉ On ○ Off   Participants: ◉ On ○ Off

Audio

○ Telephone   ○ Computer Audio   ◉ Telephone and Computer Audio

Dial in from United States   Edit

Calendar

○ Outlook   ○ Google Calendar   ◉ Other Calendars

Advanced Options ^

☐ Allow participants to join [15 minutes ▾] before start time

☑ Mute participants upon entry

> You don't want a group of people waiting there when you start the meeting. You need to restrict access to 1 by 1.

☐ Automatically record meeting

Alternative hosts:

john@company.com

[Save] [Cancel]

In meeting settings

Once everyone turns off their video, except for the Timer and the Contestant, it is good for the Contestant to check "Hide non-video participants" so that they will only see the Timer and themselves. The contestant NEEDS to be able to see the Timer. They can also check "See myself as the active speaker while speaking" but everyone should be muted and video should be turned off so there is no one else to see.
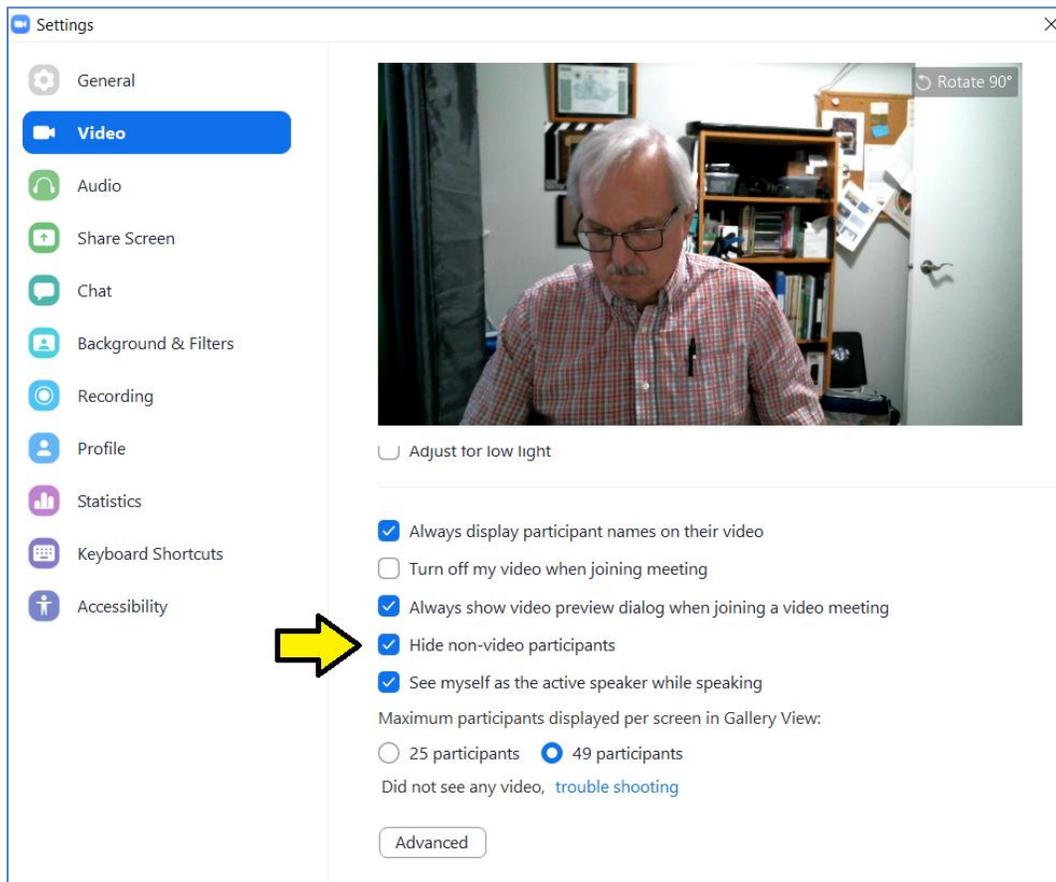
Note: when you Hide non-video participants Zoom will not allow you to move people around on the screen (in case you want to move someone to the top).

Just a note on Breakout Rooms – in February 2021 Zoom added a feature to allow members to select which room they want to join. Do not use that during contests as we do not want members wandering into Briefing Rooms accidently.

Set the room to be "Assign Manually" as the Tech person, Host or Co-Host will be moving the applicable Contest Officials and Contestants to the relevant Breakout Room.