Running Online Contests   1 Pager for Zoom Host

Update your Zoom and advise everyone to do the same prior to Contest.

Zoom Settings Before Launching Meeting (done on your online Zoom profile)

☐ Waiting Room - ON.

☐ Phone Users - Be allowed to join the meeting - ON.

☐ Start meeting with host video - ON.

☐ Start meetings with participant video - ON.

☐ Allow participants to join before host - OFF

☐ Mute all participants when they join a meeting - ON
(this can be done during the meeting under Security, if need be)

☐ Allow the host to add co-hosts - ON

☐ Allow host and participants to share their screen - ON

☐ Allow participants to rename themselves - ON

☐ Hide participant profile pictures in meeting - ON
(this can be done during the meeting under Security, if need be)

☐ Breakout Rooms - ON

☐ Virtual Background - ON (video background optional, consider bandwidth)

From the 3 dots (…) menu on each Participants video feed:
- IF a Host STOPS a Participant's video, the participant cannot turn it back ON.
The Host must ASK them to turn their video on, which allows them to turn it ON.

Not quite as important, or optional below.

☐ Chat/Private Chat - turn both OFF

☐ Hosts and participants can send files through the in-meeting chat - ON

☐ Non-verbal feedback - OFF (icons like yes, no, slow down, etc.)

☐ Meeting reactions - OFF (hand, clap, heart, etc.)

These setting above are not crucial. Just need to decide if you will be using them or not.

These are ON indicators   These are OFF indicators

MUTE/UNMUTE Functionality
- If a Host MUTES a participant they can UNMUTE themselves. A Host cannot UNMUTE anyone.
- There are settings under Security and Participants, then … that can change MUTE/UNMUTE functionality. Be sure you know how that works.