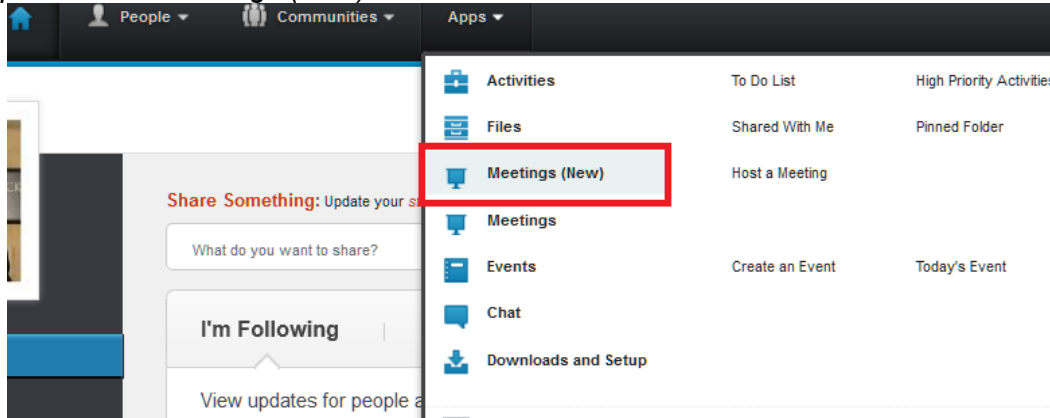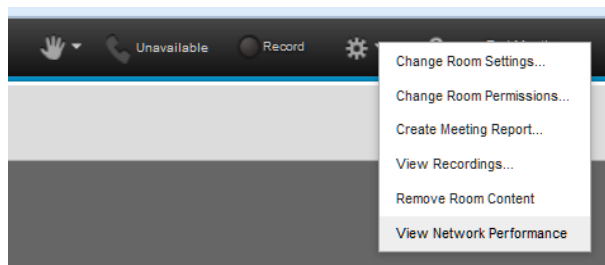# IBM HOST

1. Have a set of instructions containing the meeting link and the information on how to use the system ready for use by any pupil wishing to participate.

2. Have a copy of instructions for Champions and Pupils, in case if anyone looks lost – it will help you to guide them. Start your online session before the actual physical CoderDojo session takes place to allow time for setting up the online meeting.

3. Login to IBM SameTime Meetings at https://apps.na.collabserv.com/ and go to your meeting page by clicking *Apps* and then *Meetings (New).* Note that all IBMers have an account in SmartCloud.

4. If you haven't done so yet, set the password for your meeting room to '**C0derD0j0**' Then make sure that the permissions are correct – you should allow anyone to join:

5. Start the online meeting by clicking the 'Host Meeting' button. Note that a popup to enable Sametime chats appears for a second (caused by the SAML implementation) so you need to allow popups for the meeting site (see separate instructions for it, if not sure how to unblock pop-ups).

6. Next open the settings dialog:

7. Click on the Permissions tab, and set *Present and add to the Library* to "Everyone" and click *Save.*

8. **Next start the recording by clicking on *Record* on the top of the page, and selecting your preferred file format** *(It is extremely Important to Record session this time)*
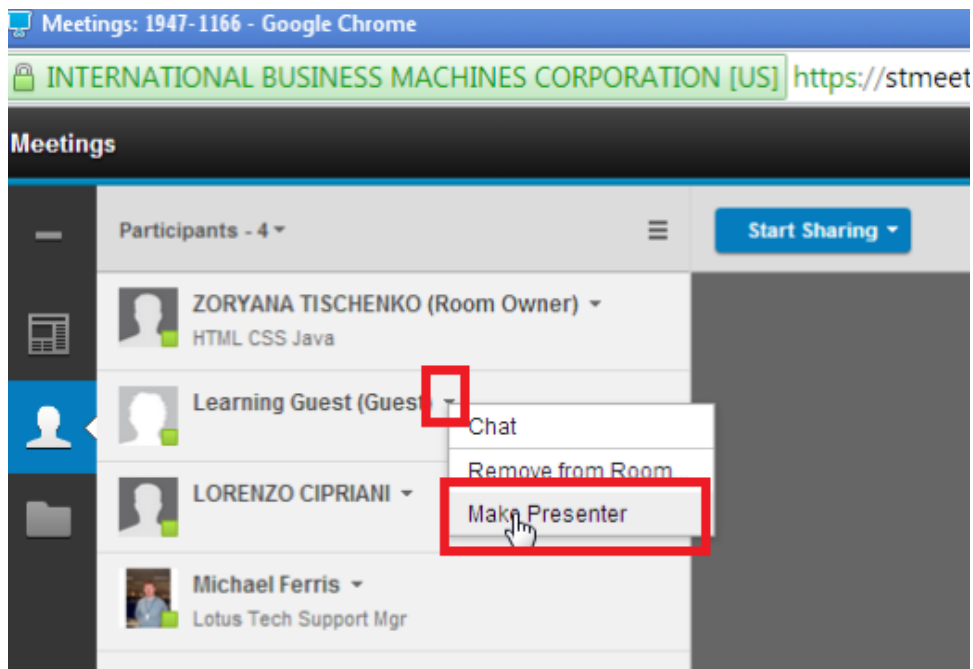

9. When either Champion, Pupil or Mentor asks for sharing the screen – only you, as Room Owner, can make them a temporary presenter by clicking menu highlighted below and selecting 'Make Presenter':

10. At the end of the meeting click on "End Meeting", and then select "View Recordings" to retrieve the meeting recording – share this File with zoryanat@ie.ibm.com since we will be using these records for the Report that we are preparing for AoT & management team. Also generate a Meeting Report from the same menu, and send it to zoryanat@ie.ibm.com as well: