Instructions for hosting a zoom session:

1. Download the zoom app
2. Set up the date and time in the zoom program (allow 2 hours) for the workshop
3. Go to P&P and click on request a workshop
4. Fill out:
5. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Your email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(parish or school name)
8. Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Date of workshop
10. Time of workshop
11. Room location Type in A Zoom Live Session
12. Do you have a facilitator
13. How many people
14. Do you want your email/phone number posted on website:
15. Special instructions:

Here is where you copy and paste the info:

PLEASE FOLLOW THE INSTRUCTIONS BELOW THAT ARE FROM THE ARCHDIOCESE:

Make sure you have a device with video capabilities. This material is not suitable for children. Please use headphones or find a private location to participate. Anyone with past sexual abuse trauma may contact the Office of Child and Youth Protection to be excused and offered an alternate process for compliance. Please call 314-792-7271 if this is necessary. Participants must be visible to the host for the duration of the session and individually logged in. If users are using an alternate screen name please advise host.

You will be emailed the day before with the link and passcode to access the workshop. If you are not familiar with Zoom please test or practice ahead of time. Please log in the day of the session about 15 minutes prior.

You will receive handouts and instructions for downloading zoom from your host.

Feel free to complete the evaluation in the handout and email back to your host.