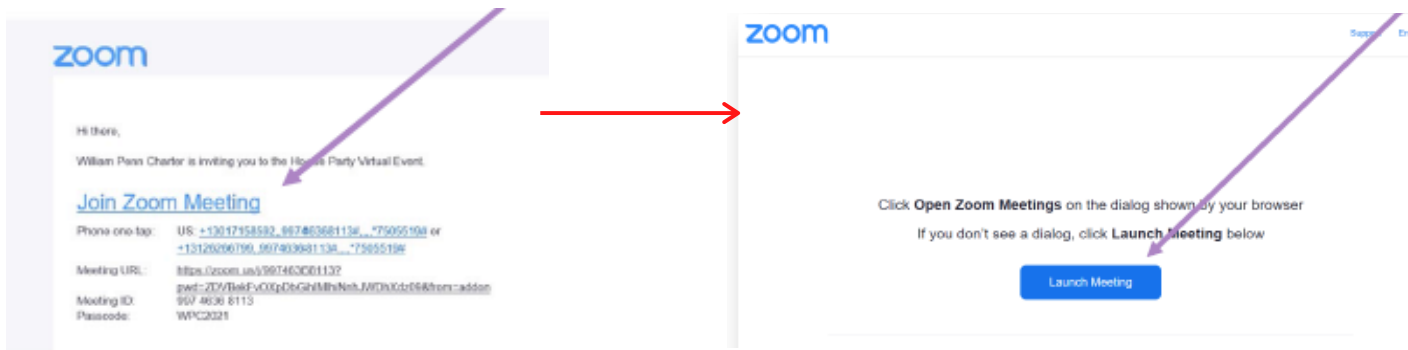# Joining a Zoom Meeting 📹

1. Open the e-mail invitation you received and click Join Zoom Meeting.

2. USE GOOGLE CHROME TO ACCESS EVENT. If Google Chrome is not your default web browser, open Google Chrome and copy and paste the link into Zoom link into a new Chrome tab.

3. A pop-up will prompt you to open the Zoom application. Click Open. If the pop-up is blocked, you can simply click Launch Meeting on the webpage.

4. Once the Zoom application opens, you may be asked to type your name. (See Reverse for Instructions about Your Name)

- If you are joining before the host has started the meeting, you will see a dialogue box that prompts you to wait for the host to begin meeting.
- Once the host lets you in, a dialogue box will appear, click Join with Computer Audio.

5. Horray! You are now watching the event. Let's walk through a few features that may be available to you...

A. Chat Click this icon to open the chat window, which will appear on the right side of your application screen. Please be aware, Zoom's default settings send your message to ALL attendees. You can also choose to message an attendee privately by selecting the drop down menu directly above the chat text window.

B. Participants Click this icon to view all of the event's attendees.

C. Audio Click this icon to turn on your audio. Click the icon again to mute yourself.

D. Video Click this icon to turn on your video. Click the icon again to turn it off.

Tech Tips! 💻

1. Joining from a laptop or desktop computer will provide the best experience!
2. TriviaHub's browser-based quiz system works with most internet browsers. Google Chrome is preferred web browser. Please use an updated version. Please do not use Internet Explorer or Microsoft Edge.
3. Please refrain from using any VPN, proxy, or citrix. These can interfere with zoom capabilities, as well as access to our quiz system. We always recommend joining from a personal computer or device.

Gameplay Preview 👥

- During the event, you will play as a team consisting of either yourself, others in your household/gathered together, or as a remote team with other players. If playing as a remote team, the host will ask for your assistance in changing your onscreen name if your teams have been pre-determined. (see reverse side for Changing Zoom Name instructions)
- The host will then provide your team with a website link. This will be used to submit answers for scoring. Please note: You'll need to choose just one person who will act as your captain and go to the website to submit answers for the whole team. (see reverse for more tips about Team Captains)
- When you first go to the website, you'll need to enter your team name, and any team members you might be playing with.
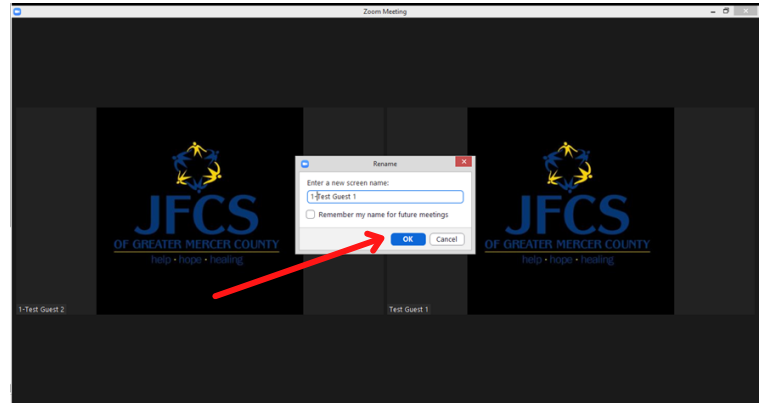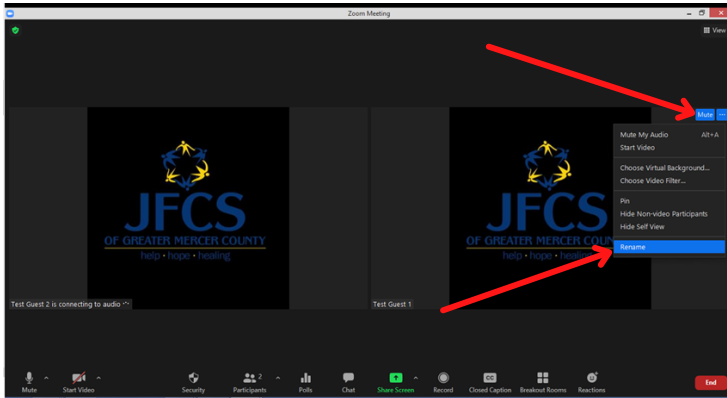
Changing Name on Zoom

For the JFCS event, our Game Night Host requires every player to change their name to start with their team number like so: 1 John Smith (Guest John will have been informed that he is on Team #1)

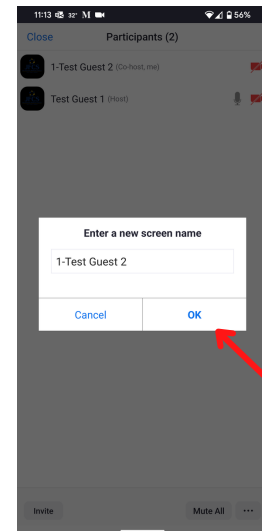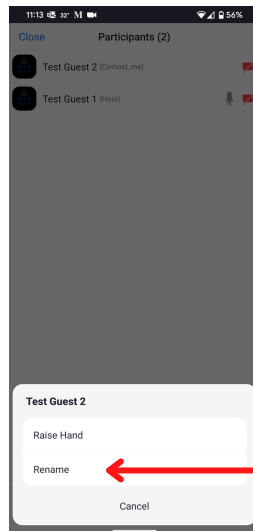**Team Assignments will be sent with Event Link via email**

Desktop or Laptop

Upon joining the game, you must hover your cursor over your own tile (your face) and click on the three dots in the upper right corner of your tile OR where your name appear. Then select "Rename" to change your name like so: "1 John Smith"

Mobile Device or Tablet

If you are playing from your phone, you can rename yourself by tapping the Participants button at the bottom of the screen, tapping your name and tapping the Rename option.

Team Captain Best Practices

As team captain, you will be required to register your team with TriviaHub's quiz system, and then record your team's answers. Here are some guidelines for how to be a good team captain!

1. Tech Savvy - You will need to toggle between Zoom and your browser in order to fill out the answer sheet.
2. Laptop or Desktop Computer - Toggling between Zoom and our browser-based answer sheet is much easier on a computer as opposed to a tablet or phone.
3. Stick around! - Please be sure you will be around for the entire event! Your team cannot submit answers without you.
4. Stable internet connection - Similar to #3, if you drop out, your team will not be able to submit answers!
5. Chrome browser preferred - Please use a newer, updated browser. No Internet Explorer or Microsoft Edge!