

Joining the choir on Zoom- Before the session



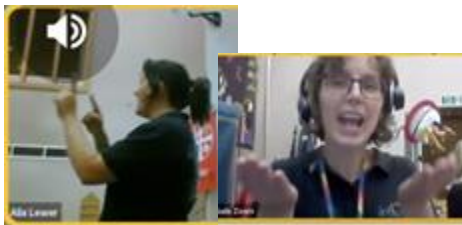
You will need a **link** to join the choir Zoom session. The link is in the **Weekly Email**.



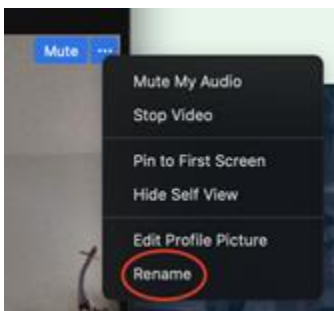
You may be asked to enter a **Meeting ID and a Passcode**. These are also in the Weekly Email.



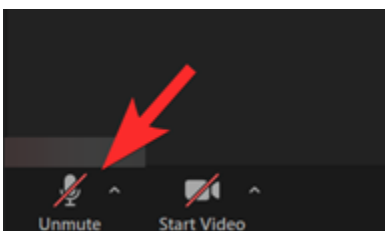
Someone will **let you in to the Zoom meeting** from the virtual waiting room **at 7.30pm**.



There will be **two people** from Include **singing and signing**- the choir director and a Zoom assistant.



Try to make sure that **only your first name shows** on Zoom, to protect your privacy.



Please put **your Zoom on Mute** so that everyone can hear the singing. There will be time to talk during the break.

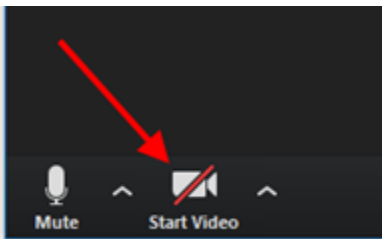
Joining the choir on Zoom- During the session



If you are having **trouble hearing** the music, please **send** the session leader **a message** in the chat. We **may not answer immediately**, so please be patient when waiting for a reply.



People should **not send private messages to other members of the group** as that can cause **misunderstanding**.



We like to **record** our **Sign Of The Week song** on Zoom, so that we can **share it** on social media and raise awareness! If you **don't want** to be recorded, please **turn off your camera**.

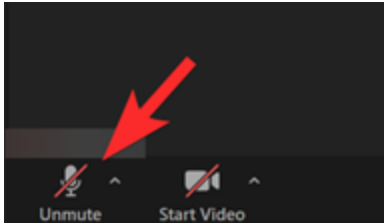


There will be a **break** where you can **unmute** and **talk to each other**.



Please remember to try and **take turns at speaking** and be **patient** with other people.

Joining the choir on Zoom- After the session



After the break, the session will carry on and you will need to go **back on mute**.



The **end of the session** is when we sing the **goodbye song**. You can unmute to say goodbye to your friends before you go if you want to.



The Include Choir **Zoom runs every Wednesday night** during **term time** from 7.30– 9pm. You are welcome to join us whenever you like.



Please **tell us** if you are **finding things difficult** or if you have any **other ideas** for how we can **improve the choir Zoom for you**.

Email info@include.org with any feedback or ideas.