

Joining the choir on Zoom- Before the session



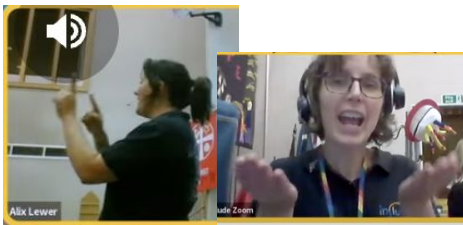
You will need a **link** to join the choir Zoom session. The link is in the Weekly Email. **Please do not share the link with anyone else.**



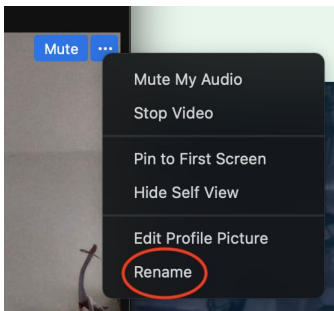
You may be asked to enter a **Meeting ID and a Passcode**. These are also in the Weekly Email.



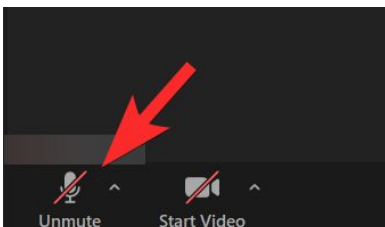
Someone will **let you in to the Zoom meeting** from the virtual waiting room **at 7.30pm**. **Please have your camera on, so we can see who you are.**



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

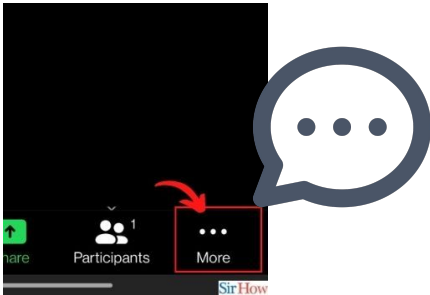


Try to make sure that **only your first name shows** on Zoom, to protect your privacy.



Please put your Zoom on Mute so that everyone can hear the singing. **Avoid using your phone during the session - you will have the most fun by joining in!**

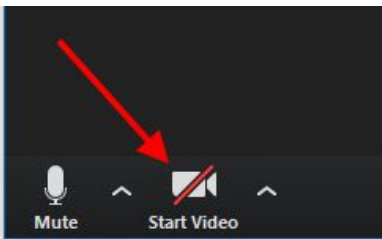
Joining the choir on Zoom- During the session



If you are having **trouble hearing** the music, please **send 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 tell us before we record.**

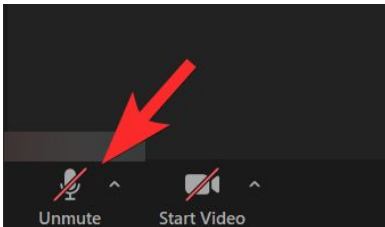


There will be a **break** where you can **unmute** and **talk to each other**.



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

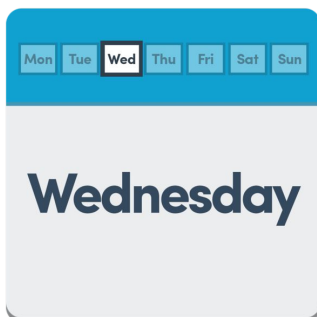
Joining the choir on Zoom- After the session



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. Please note that this is not a free service, and that **there is a charge for online membership**.



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.