

mcaZoomies Register & Join Zoomies Events

What is this?

Zoomies Events and Workshops are free video meetings, social groups and training meetings for MidCoast seniors aged 65 and over. Zoomies events help seniors meaningfully connect with their broader local community. And, Zoomies learning workshops help seniors better understand and engage with their rapidly changing world. You join these online interactive groups using Zoom, a free application (app) for computers, tablets and smartphones. When joining a meeting, Zoom uses your microphone and camera so you and others can see and hear one another.

Prerequisites

To complete the steps in this workshop you need:

- A recent desktop or notebook computer, tablet or smartphone with the latest updates installed
- A working email address that you know how to use
- You'll be using a web browser (E.g. Google Chrome, Microsoft Edge, or Apple Safari, etc.)
- A Zoom account and app

What's covered here?

This checklist covers the following tasks:

1. How to find Zoomies Events
2. How to register for your Zoomies Event
3. How to join your Zoomies Event
4. How to participate in Zoomies Events

How to find Zoomies Events

Before you can register for any Zoomies event, you first need to discover which events you're most interested in attending

Zoomies Events

We're constantly adding new Zoomies Events. You can check out online what's new and coming up, discover dozens of new ideas for Zoom events on our Zoomies Calendar.

Open your internet browser and enter www.mcaconnect.com.au/Zoomies into the address bar.

And if you have ideas and suggestions, let us know on the Zoomies Feedback page, www.mcaconnect.com.au/Feedback.

The screenshot shows the 'Popular Topics' section of the Midcoast Assist website. The header includes a menu icon, the Midcoast Assist logo, and a search bar with an 'Accessibility' button. The main heading is 'Popular Topics' with a sub-heading 'Discover a world of entertainment, hobbies, and learning.' Below this, a text block states: 'We've curated a wide range of popular topics and forums for you to explore:'. There are six topic cards arranged in a 2x3 grid:

- Learning online:** If you're looking to boost your skills, take a look at these training resources and learning modules from Be Connected.
- All about video calls:** Video calling is a great way to connect to family and friends. If you want to know how to get started, take a look at these resources.
- Shopping online:** Find out all about shopping online, from shops to marketplaces, delivery to safety, we've got you covered.
- Travel websites and apps:** Discover new destinations and see how technology can help.
- Cooking and recipes online:** If food is your passion, then take a look at our collection of the.
- Entertainment online:** From watching movies to reading books, listening to music to.

Browse or Search

On the Zoomies Calendar you can browse for interesting or relevant events.

If you're looking for something more specific, try searching using simple terms, such as 'books', or 'crafts', or 'how to'?

Click on your chosen event to see more details, and to Register.

The screenshot shows the 'Upcoming Events & Workshops' section of the Midcoast Assist website. The header includes a menu icon, the Midcoast Assist logo, and a search bar with an 'Accessibility' button. The main heading is 'Upcoming Events & Workshops' with a sub-heading 'Discover a range of events and training sessions designed to help you learn about technology and how to use it. We will be running regular online workshops and training sessions so make sure you check back regularly to find out what's coming up.' Below this, it says '2 Result(s) Found'. There are two event cards:

- How to use the Apple iPhone - Zoom Workshop:** Getting started on your iPhone is easier than you may think. This topic shows you how to set up and customise your iPhone with helpful step-by-step videos and a fun interactive guide that shows you all the features you need to know about. Tagged as: Talks & workshops.
- How to use Zoom:** Zoom helps you connect, communicate, & express your ideas, and is easy to install & use. Here you'll learn about using Zoom to make video calls with family & friends. Tagged as: Talks & workshops.

On the right side, there is a 'Search Events' sidebar with the following filters:

- By Phrase or Keyword: Search input field.
- By Date: From 01/08/2019 To 19/08/2021.
- By Suburb: Search input field.
- By Category: Search input field.
- Free:
- Search button.

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The screenshot shows the MidCoast Assist website. At the top, there is a dark green header with the MidCoast Assist logo (a stylized 'M' in red and green) and the text 'MIDCOAST assist'. To the right of the logo is a search bar with the placeholder text 'Find almost anything on our website' and a 'Search' button. Below the header, the page title is 'Home / How to use Zoom'. The main content area is titled 'How to use Zoom' and features a large image of a person's hands typing on a laptop keyboard. To the right of the main content is a sidebar with three sections: 'Event Snapshot', 'What is Zoom?', and 'Register your interest:'. The 'Event Snapshot' section lists 'Cost: Free' and 'Contact: Peter Rath, 79 55 70 68, ageingtechnicalsupport@midcoast.nsw.gov.au'. The 'What is Zoom?' section explains that Zoom is an online workshop for connecting, communicating, and expressing ideas. The 'Register your interest:' section includes a 'Sign up here >' button and states that workshops are intended for those 65 and over living in the MidCoast. Below the main content, there are sections for 'When' (Thursday, 29 July 2021 | 01:00 PM - 02:00 PM) and 'Location' (an online Zoom event for eligible MidCoast seniors 65 and over). At the bottom, there is a 'Tagged as:' section with a tag for 'Talks & workshops'.

Select an Event

When you find an interesting Zoomies Event, check that the event date and time suits your schedule, and then click the blue 'SIGN UP HERE >' button.

You must register for each Zoomies Event you plan on attending.

Make a note in your diary with the event name, date and time. You will also receive an email with the event details.

SUMMARY

You've learned how to find the Zoomies Events Calendar and search for interesting events. In the next steps, you will learn how to register for your selected events.

How to register for your Zoomies Event

Register for your Zoomies Event

You must register for each Zoomies Event you plan on attending, and will need a working email address to receive the meeting link.

On the Zoomies Event Registration page, complete each section, entering your contact details: name, mobile or telephone number, email address, and your home address, and click the blue 'Submit' button.

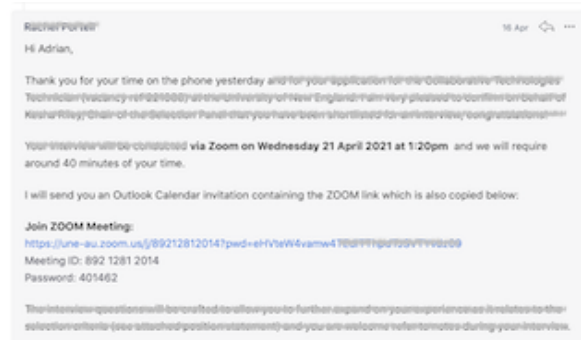
You will receive separate emails for each Zoomies Event you register for.

The screenshot shows the 'Register your interest' page on the Midcoast Assist website. The page has a dark blue header with the Midcoast Assist logo and a search bar. Below the header, there is a breadcrumb trail: Home / Register your interest. The main heading is 'Register your interest'. The form is titled 'How to Use Zoom Register for this Zoomies event'. It contains two sections: 1. Please provide your contact details, which includes input fields for Name, Address, Address 2, Postcode, Email Address, and Best contact number. 2. Please select your home town/locality from the dropdown list provided, which includes a dropdown menu. The form is powered by SurveyMonkey.

Check for your email invitation

The email for your selected Zoomies Event shows the Zoomies event title and summary, event date and time, and includes a Zoom meeting link and password.

Make a note in your diary with the event name, date and time.



SUMMARY

Now, you've learned how to register for your selected Zoomies events, and locate the Registration emails sent to your email inbox.

How to join your Zoomies Event

Front Facing Camera

To participate in Zoomies events, you need a computer, tablet or smartphone with a front-facing (selfie) camera.

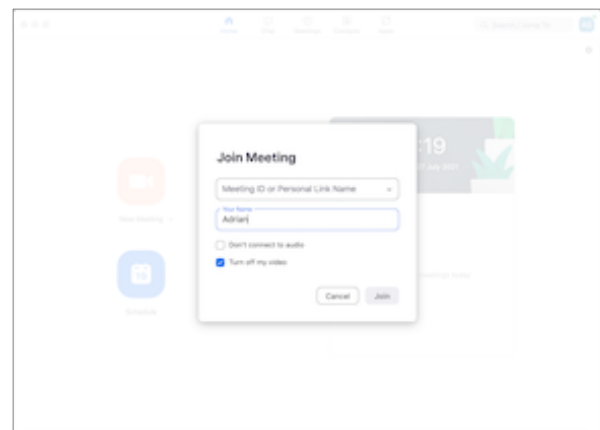
Some older computers may not have a camera. However, external video cameras are inexpensive and very easy to use. If you need help buying and configuring an external camera, contact MidCoast Assist Technology for Homes.



Check your Zoom App

To join Zoomies Events, it is best if the Zoom app is already installed on your computer, tablet, or smartphone.

If you're unsure about using Zoom, download our printable step-by-step instruction sheet, 'mcaZoomies How to use Zoom checklist' at, www.mcaconnect.com.au/Zoomies.



On the Day

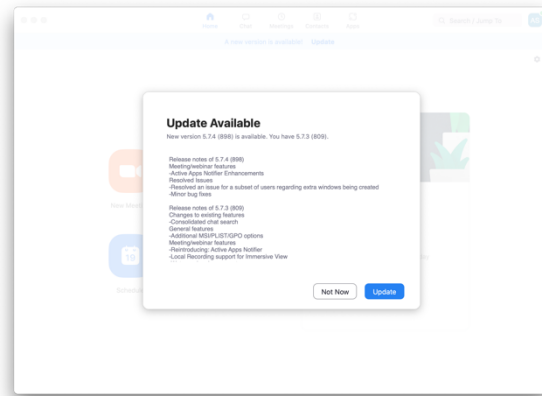
Before your Zoomies Event begins, check your device is charged and ready for the meeting start.

Start the Zoom app, and check that your face is well lit, with darker, less bright spaces behind you. This is most flattering on the Zoom camera.



Zoom Update Available

Sometimes when you start Zoom, you may get an ‘Update Available’ notification. If there’s enough time—about 15 minutes or so, you can choose to press the blue ‘Update’ button. Otherwise, select ‘Not now’ and do the update later.

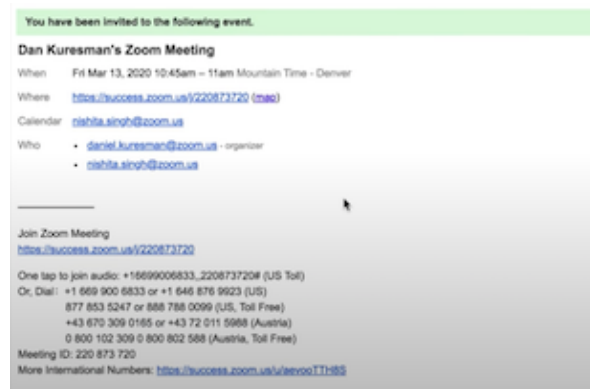


Fifteen Minutes Before

About 10 to 15-minutes before your scheduled Zoomies event, find your Zoomies Event Registration email. If you have multiple emails, check the meeting name, date and time.

This email has a unique meeting link, ‘Join Zoom Meeting’. Each meeting link is different.

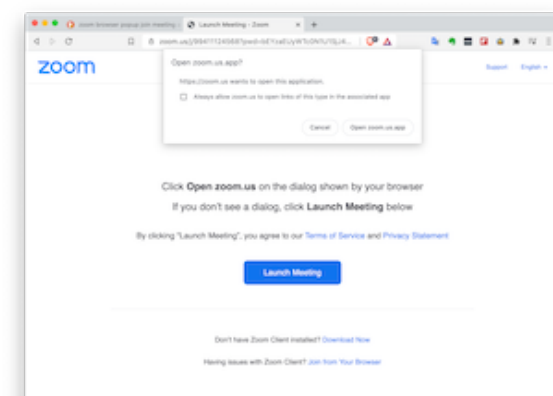
Also, make sure to open the Zoom app on your device, ready for the meeting.



Five Minutes Before

About five minutes before the scheduled meeting start time, click email link, ‘Join Zoom Meeting’. This link automatically includes the meeting password.

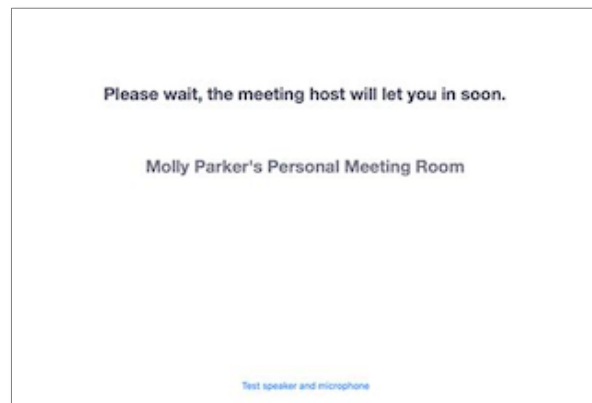
The link first opens a web browser pop-up box showing a button labelled, ‘Open zoom.us app’.



Open Zoom.U.s App

Click the button, 'Open zoom.us app' and notice that Zoom automatically loads your meeting invitation.

You may enter your meeting directly, or might be placed in a virtual Meeting Waiting Room, with the message, 'Please wait, the meeting host will start the meeting soon.'



Meeting Begins

When the host starts the meeting, you will see and hear other meeting participants also joining. If you see any notification asking about audio, choose to 'Use Computer Audio'.

Check your video is turned on and adjust the camera if necessary so others can easily see you.



SUMMARY

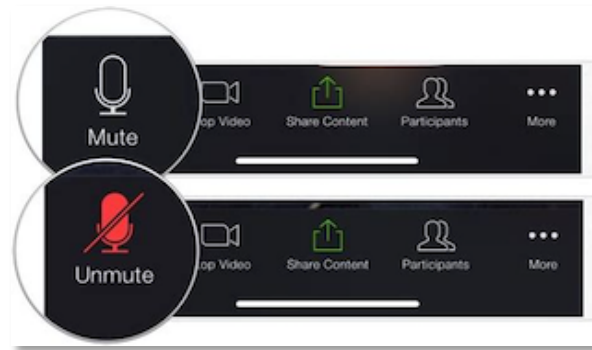
You've learned how to prepare your device, and meeting space ready for your Zoomies meeting. And you've learned how to join the Zoomies meeting.

How to participate in Zoomies Events

Meeting Participation

Zoomies Events have certain meeting rules and etiquette. During the first minutes of each meeting, the host will explain any rules and expectations.

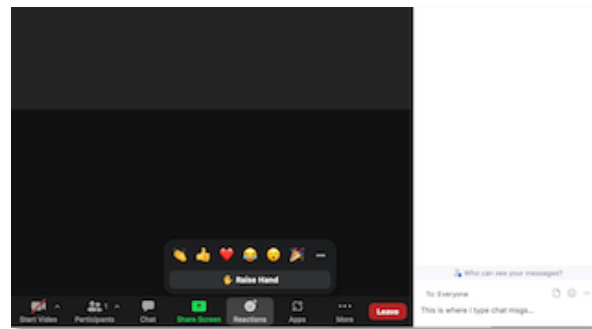
It's always common courtesy to mute your microphone when NOT speaking.



Meeting Respect

Meetings encourage respectful conversation. You can also start an in-meeting chat, where you can type any questions and comments you have, either to the host, or other participants.

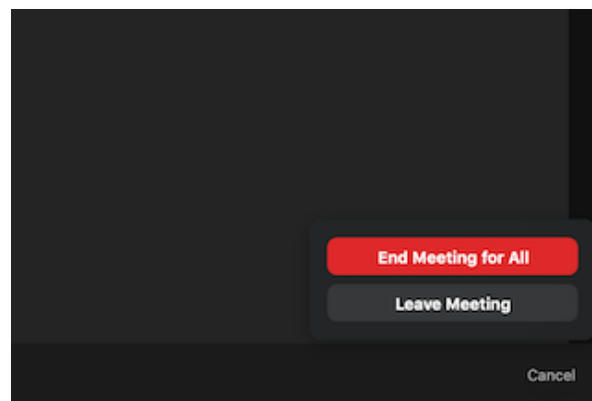
There's also a 'Raise Hand' emoji in the Zoom app, when you wish to notify the present you have a question.



Meeting Ends

When the meeting ends, or you're ready to leave, click the 'End' or 'Leave Meeting' button. The meeting closes, and you may close the Zoom app.

If you wish to re-join the meeting, you may click the email 'Join Zoom Meeting' link, and provided the meeting is still running will be readmitted.



SUMMARY

You've learned how to participate in Zoom meetings. More information on using the Zoom meeting controls is available in our printable step by step instructions, 'mcaZoomies How to use Zoom checklist', www.mcaconnect.com.au/Zoomies.

Conclusion

This concludes our step-by-step 'mcaZoomies Register & Join Zoomies Events checklist'. We trust this has been useful in helping you, and hope you will print out and keep as a handy reference while learning how to register and join Zoom meetings.

We're constantly adding new Zoomies Events. Check out what's new and coming on our Zoomies Calendar. Or, if you need help, or want more information on how to use Zoom, download our printable step by step instruction sheet, 'mcaZoomies How to use Zoom checklist' at, www.mcaconnect.com.au/Zoomies.

If you've found this checklist useful, or have other feedback and comments, we'd love to hear from you at, www.mcaconnect.com.au/Feedback.

If you need further assistance, please contact MidCoast Assist Technical Support by email techsupport@mcaconnect.com.au, or telephone on 02 7955 7068.