BNI Online™ Chapter Meeting Basic Instruction Manual

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BNI Online™ Meeting

These instructions are for the Presiden, Vice President and Secretary/Treasurer only, refrain from sending these steps to the membership.

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Best Practices

Launching the BNI Online™ Meeting

**These instructions are for the host only, refrain from sending these steps to the membership;
it could cause your life stress.**

Remember - **Arrive early to launch the meeting, the meeting will not start until the Host arrives**

Arriving early –
1. **So that you can set your background (if you use one) and to test your microphone and speakers.**
2. **Put on your Positive Attitude and be ready to greet your members and guests.**
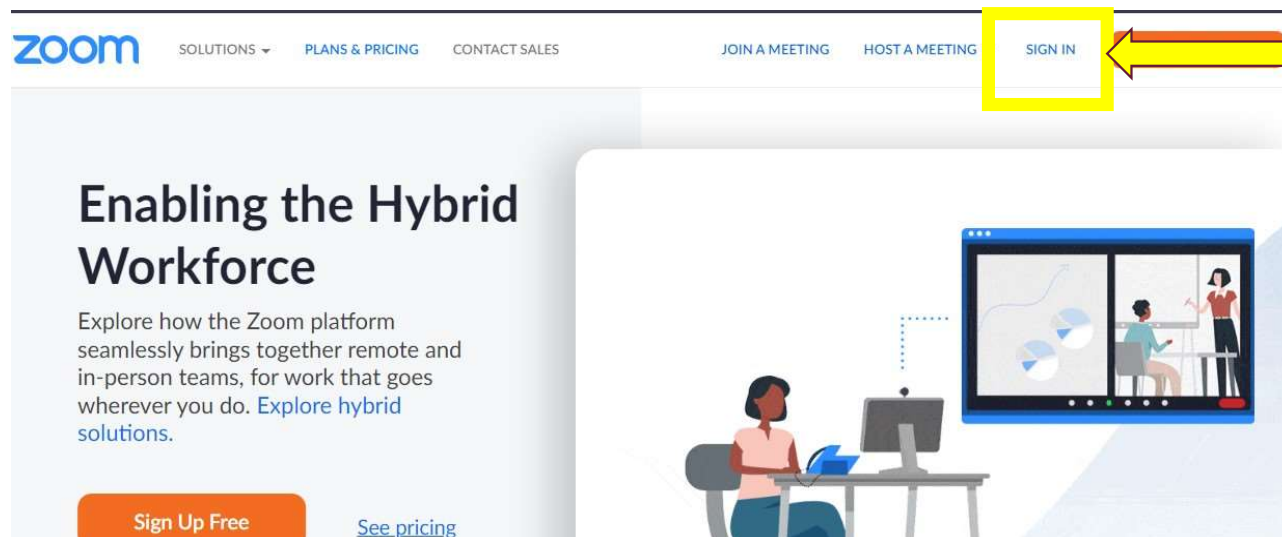3. **Make your VP and Treasurer Co-Hosts**

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How to Sign In as Host of the BNIOnline™ Chapter Meeting

How to start the meeting as Host

Where do I go to start the BNIOnline™ Chapter Meeting

1) Go To https://zoom.us/ (see image below)

2) Click on Sign In

(See Yellow Box on image)

3) Step 3 on next page with image

How to start the meeting as Host

Starting the BNIOnline™ Chapter Meeting

1) After clicking on Sign In you will see

President you will need this information.

Note: The information needed to sign in is a very important topic to cover in the **Leadership Team Transition Meeting**.

How to start the meeting as Host

Starting the BNIOnline™ Chapter Meeting

So after you have signed in you should always be in the Meetings selection. If not click on Meetings (highlighted in blue) on the left hand side.

This Meetings section lists all the pre-generated rooms for the chapter for the current year.

Once a meeting is done and the room is ended it disappears from the list and the next meeting goes to the top of the list.

Move mouse over meeting date and the Start button will appear click on it and launch the meeting.

Best Practices

Starting the BNIOnline™ Chapter Meeting

President you may need to share the Sign In information with the Vice President and Secretary/Treasurer due to illness or technical or connection issues.

Remember – Please refrain from sharing the sign in information with the members of your chapter.

If the login information is lost, please contact the Regional Office at Operations@BNI4Success.com

Arriving early –
1. **So that you can set your background (if you use one) and to test your microphone and speakers.**
2. **Put on your Positive Attitude and be ready to greet your members and guests.**
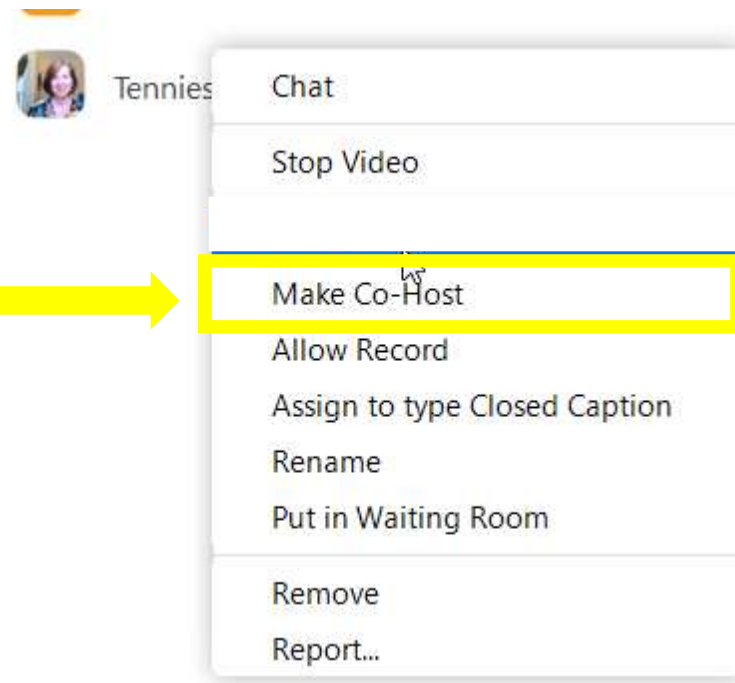3. **Make your VP and Treasurer Co-Hosts**

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How to make Vice-President or Secretary/Treasurer a Co-Host for the BNIOnline™ Chapter meeting

Making someone a Co-Host

Selecting a Co-Host for the BNIOnline™ Meeting

To make a Co-Host

1) Open Participants List
2) Find Vice President's Name
3) Click dots (...) to the right of the Name
4) Select make Co-host.
5) Do the same for Secretary/Treasurer

Tennies

Chat

Stop Video

Make Co-Host

Allow Record

Assign to type Closed Caption

Rename

Put in Waiting Room

Remove

Report...

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Best Practices

Selecting a Co-Host for the BNIOnline™ Meeting

Look before you leap to assign a Co-Host

Arriving early –
1. So that you can set your background (if you use one) and to test your microphone and speakers.
2. Put on your **Positive Attitude** and be ready to greet your members and guests.
3. Make your VP and Secretary/Treasurer Co-Hosts by opening the Participants List.
4. If you accidentally make the Vice President or Secretary/Treasurer, the Host it's ok, just ask them in a Chat Private Message(Direct Message) to select you and make you the Host again.

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How to create Breakout rooms for the BNIOnline™ Chapter meeting

Breakout Rooms

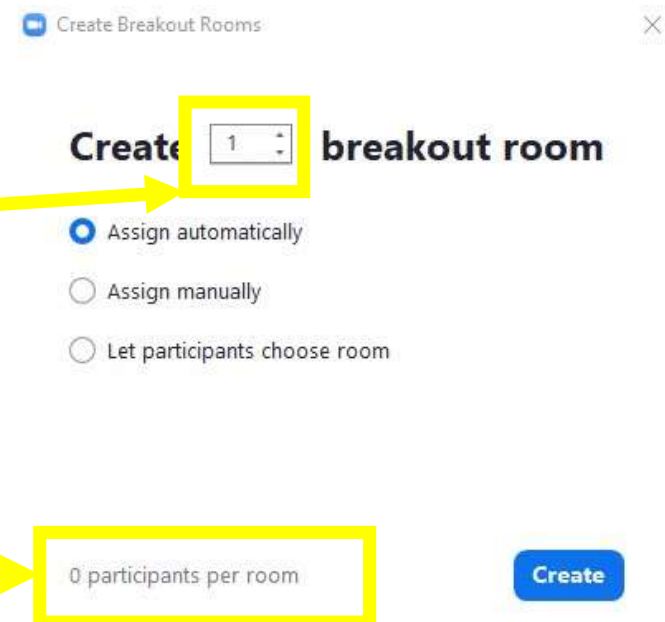## Creating Breakout Rooms for the BNIOnline™ Chapter Meeting

Breakout Rooms

Click the Breakout Rooms Icon

Select the number of rooms
Click into the box type a number
or use the arrows to change the
number.

Choose Automatically

It will show number of participants
per room

Click Create

Create Breakout Rooms ✕

Create [1] breakout room

○ Assign automatically
○ Assign manually
○ Let participants choose room

0 participants per room   Create

Note: This number will change as you add rooms,
add rooms until you get to the number of
participants you feel can communicate comfortably

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Breakout Rooms

Creating Breakout Rooms for the BNIOnline™ Chapter Meeting

Breakout Rooms

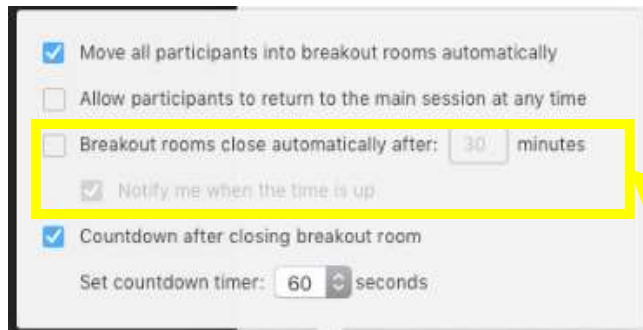After Clicking create you will be presented with the Breakout Rooms List and the people in those rooms

Click on Options

Note: Options lets you set the room timers so a 5 minute breakout would be 4 minutes plus a 60 second countdown

Breakout Rooms - Not Started ✕

▾ Room 1   Assign

Options   Recreate   Add a Room   Open All Rooms

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Breakout Rooms

Creating Breakout Rooms for the BNIOnline™ Chapter Meeting

- Breakout Room Options

- Host can hop in and out of breakout groups by clicking Join

- Broadcast message to all rooms
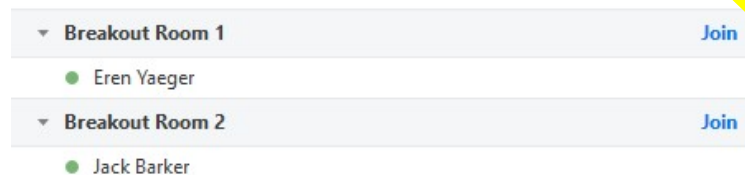
Turn this function on and it will handle the timer function

Best Practices

Using Breakout Rooms for BNIOnline™ Chapter Meeting

**Hosts and Co-Hosts can run the Breakout Rooms.
You will need to decide who will open and manage them.**

Remember – You can share slides into the Breakout Rooms. When you select the Share Screen, tick the box at the bottom that says Share to Breakout Rooms. This way the Open Networking topic is available to all.

To set the Timer functions after you click on Options. Set Breakout Rooms close automatically after 4 minutes and set the countdown timer to 60 seconds. You have to check the boxes to turn the functions on.

Keep the Breakout Rooms list open so when an individual arrives late you can assign them to a room to participate in Open Networking.

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"Remember, a real decision is measured by the fact that you've taken new action. If there's no action, you haven't truly decided." – Anthony Robbins