PANHELLENIC FORENSICS ASSOCIATION TOURNAMENT

TECHNOLOGY GUIDE 2022

ZOOM



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Checklist--what all need to have:

✔️ a main device (not a phone) for Zoom Meetings
✔️ a backup device (could be a phone)
✔️ a strong internet connection (ideally on a cable, not wifi)
✔️ a back-up plan for the internet connection (4G or 4G hotspot, etc)
✔️ working cameras on devices (see details below)
✔️ Speakers and a microphone built-in or headset that works at the distance you need to perform

1. Technology Requirements for Zoom

- **System requirements**

https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux
An internet connection – broadband wired or wireless (3G or 4G/LTE). Minimum bandwidth is 600kbps (up/down) and recommended is 1.5 Mbps (up/down). Check your Internet bandwidth using Speedtest.

- Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth
- A webcam or HD webcam - built-in, USB plug-in, or:
    - An HD cam or HD camcorder with a video-capture card
      Note: See the list of supported devices.
    - Virtual camera software for use with broadcasting software like OBS or IP cameras
      Note: For macOS, Zoom client 5.1.1 or higher is required.

- **Supported operating systems**

    - macOS X with macOS 10.9 or later
    - Windows 10*
      Note: Devices running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
    - Windows 8 or 8.1
    - Windows 7
    - Ubuntu 12.04 or higher

- **Supported tablet and mobile devices**

    - Surface PRO 2 or higher and running Win 8.1 or higher
      Note: Tablets running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
    - iOS and Android devices
    - Blackberry devices

- **Supported browsers**
  - Windows: Internet Explorer 11+, Edge 12+, Firefox 27+, Chrome 30+
  - macOS: Safari 7+, Firefox 27+, Chrome 30+
  - Linux: Firefox 27+, Chrome 30+

2. Technology Instructions

No account is necessary to join a Zoom meeting.
ALL participants need to **DOWNLOAD** and **INSTALL**

- the Zoom desktop app on Mac or PC OR
- the Zoom app for iOS or for Android on Google Play (and set it up using email provided to host).
- Joining through a web browser (without installing the app) is possible but has limited functionality.

2.1. Downloading and Installing Zoom

Download the Zoom application by clicking on the "Zoom Client for Meetings" download at the following link: Download Center. If you do not download the app, you will be prompted to download and install Zoom when you click a join link.

Installing on a PC
When clicking on the Download step above, note where the file is saved. It is named *ZoomInstaller.exe*, and usually saves to your Downloads folder. Once you find it, double-click on the installer file.

1. Click Run in the "Open File" pop-up window.
2. The install process starts.

Installing on a Mac
The installer file, *zoomInstaller.pkg*, will be downloaded to your Downloads folder.
In the Finder, go to your Downloads folder and then double-click on the installer file.
In the pop-up window, click Continue to run the installer program.

Downloading on a mobile device
Download the Zoom app for iOS or for Android on Google Play, and set it up using your contact information.

IMPORTANT NOTE: If you already have Zoom installed on your device, make sure you have the latest version (https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version).

2.2. How to join a Zoom meeting

2.2.1. On desktop via meeting invite link

(advisable if you are a participant in an event, a judge, or a volunteer in one of the breakout rooms)

1. Click on the meeting invite URL that the host shared via email (check your spam folder too)
2. Open the Zoom app
3. Approve the request for permission to use your computer's audio and camera.

Depending on the meeting's set-up, you may enter the meeting right away, you may need to wait for the host to arrive first or you may be placed into a waiting room that the host controls.
If you have not received the email invitation, then:

1. Open the Zoom app
2. Click join a meeting
3. Enter the meeting ID and your name, and set audio/video permissions (the head coach will be able to provide you with the meeting ID--a unique 9, 10, or 11-digit number)
4. Alternatively, your head coach will be able to provide you with the Zoom link of the meeting.

2.2.2. On mobile (iPhone, Android)

(only for observers/guests in an event)

Either:

1. Open the mobile app
2. Tap on “Join a Meeting”
3. Enter the meeting ID and your name and set audio/video permissions

OR

4. Tap on the meeting invite URL that the host shared via email, which will open the Zoom app. The app may ask for permission to use your phone’s camera.

2.2.3. Through your web browser

If you were unable to download the Zoom app, you can **join a Zoom meeting through your web browser**, but this has limited functionality, so it’s not recommended if you are a participant in an event. Using this option **does not allow you to self-select a breakout room to join**.

- Click on the meeting invite URL that the host shared via email or text.
- A new tab will open on your preferred web browser (Firefox, Chrome, Edge, and Safari, NOT Internet Explorer). If you don't have the Zoom desktop app installed, the page will urge you to download the app.
- Ignore that and skip down to the small print: "If you cannot download or run the application, join from your browser."
- Click the highlighted text in "join from your browser".
- Sign in with your name to join the meeting.

2.3. Joining & Configuring Audio & Video for a Zoom meeting

https://www.youtube.com/watch?v=HqncX7RE0wM

2.4. Renaming Yourself Before or During a Zoom Meeting

For the purposes of this tournament, IF YOU ARE A PARTICIPANT, JUDGE, OR VOLUNTEER IN A ROUND, you must rename yourself in the following way:

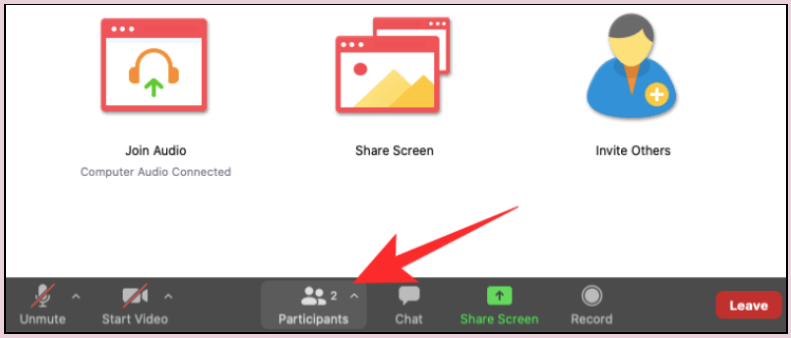
- Student participants: room number for round & participant number -- G101_467 (G101, participant 467)
- Debaters participants: room number for round & team number & Name -- Y101_12_JohnAdams (Y101, debate team 12, student John Adams)
- Judges: Room number for round & J & and name, e.g. G101_J_ Kallina Basli
- Volunteer Helpers: room number for round & V & name, e.g. Y101_V_Danai Kyriaki

IF you are a participant, judge, coach, or volunteer who wants to watch others perform OR if you are attending the Opening Ceremony and the Finals, you should appear in the following way:

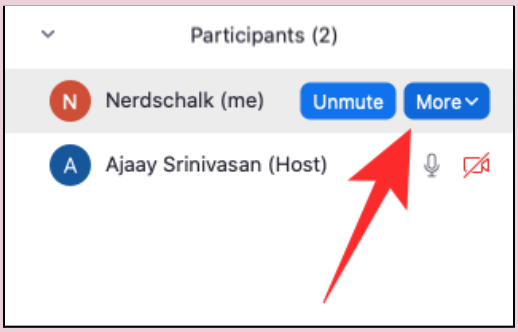
- Students: participant number (467). Same as previously **without** the room number.
- Judges: J & and name, e.g. J_ Kallina Basli. Same as previously **without** the room number

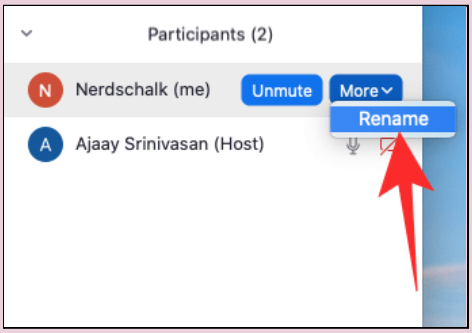
If you already have a Zoom account and want to rename yourself before the meeting, you need to sign out first, and then join the meeting without signing in using the Meeting ID. If you join the meeting, you can rename yourself while in the meeting.

To change your name when inside a meeting on Zoom's desktop client, enter the meeting screen and click on the 'Participants' tab from the meeting controls at the bottom of your screen.

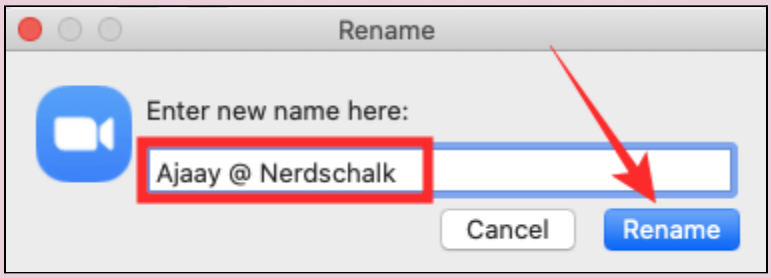


This should open the Participants window on the right-hand side of your meeting window. In the window, hover the mouse pointer above your name, and click on the 'More' button. Select the 'Rename' option.





Enter your desired name in the text field and click on 'Rename' to confirm your changes.



Your new name will now appear inside the Participants window.

2.5. How to self-select a breakout room

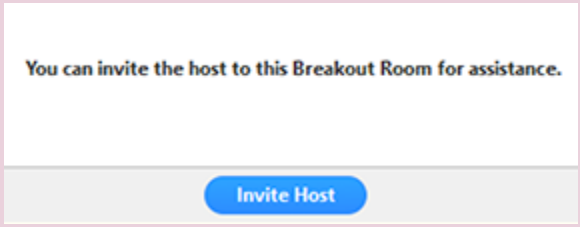
You will be able to view and select from a list of breakout rooms the host has created. You will be able to enter and leave breakout rooms freely.
Note: If you have not joined with the desktop or mobile app (version 5.3.0 or higher), you will NOT be able to self-select a breakout room. The host will need to facilitate moving these participants manually.

1. Click the Breakout Rooms option in your meeting controls.
   
   This will display the list of open breakout rooms created by the host.
2. Click Join next to the Breakout Room you have been assigned, then confirm by clicking Join again.
3. Repeat as necessary to join other breakout rooms, or click Leave Room to return to the main session.

2.6. Asking for help

If you click Ask for Help, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

1. Click Ask for Help in the meeting controls.

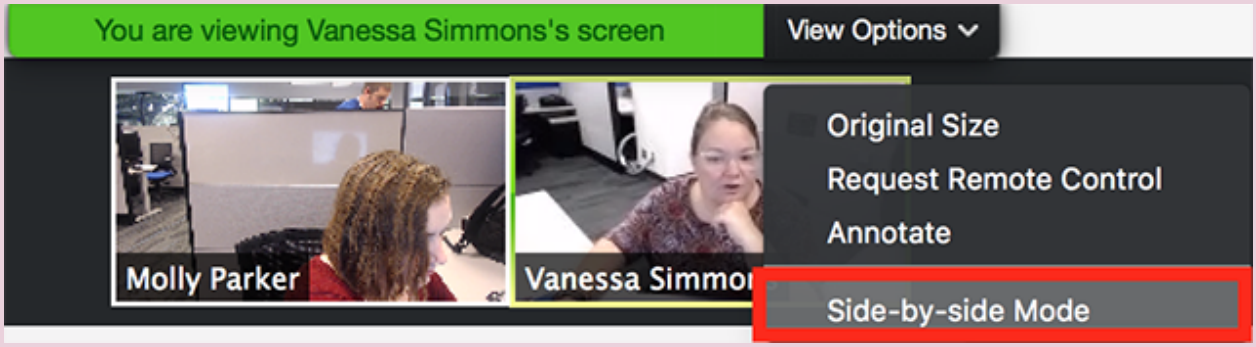
2. Confirm that you would like assistance by clicking Invite Host.


2.7. How to share one's screen (for judges and volunteers)

- Open the content you wish to share on a tab on your computer. If you want to share an online stopwatch (volunteers), open the stopwatch on a tab on your computer. If you want to share an Excel sheet (judges in Impromptu), open the application on your computer.
- Click the Share Screen button  located in your meeting controls at the bottom of the Zoom Meeting you are in.
- In the pop-up window that opens, select the tab or the application you wish to share.

2.8. Viewing a shared screen in Side-by-side Mode

- While viewing a shared screen click on View Options and choose Side-by-side Mode.

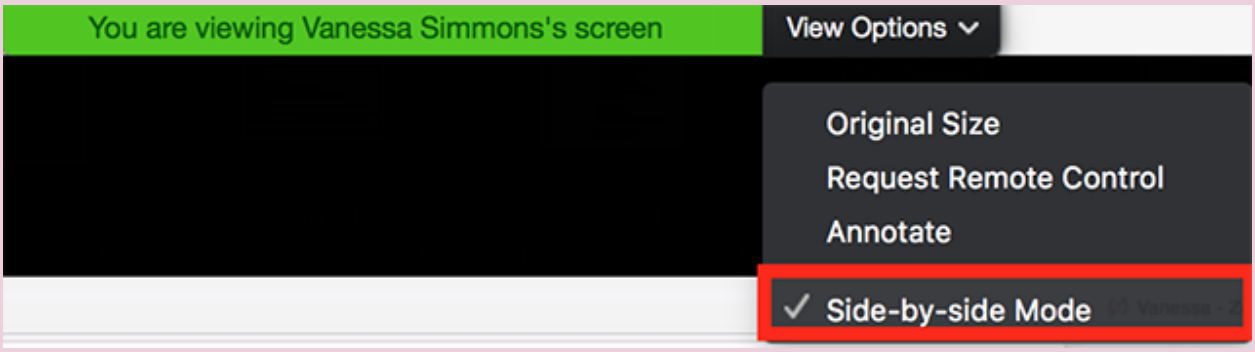


The shared screen will appear on the left and the speaker will appear on the right.

- Hover your pointer over the boundary between the shared screen and participants' video until your pointer changes to a double arrow and you see a grey line separating both views.



- Click and drag the separator to adjust the size of each view.
- Click Speaker View or Gallery View (for Group Discussion) at the top to switch between the two.
- To exit Side-by-side Mode, click View Options, then uncheck the Side-by-side Mode option.



- The video of the speaker will now display at the top of the screen, with the shared screen in the center of the window.

