ZOOM FOR CONTESTS

(please note that some of these instructions apply when 2 consecutive contests are on the same link on the same day)

1. WHO
   a. YOU SHOULD BE HOST
      i. THIS WILL HELP SO THAT YOU CAN CREATE CO-HOSTS AS NEEDED AND OR TRANSFER THE HOST TO NEW ZM IF ON SAME LINE FOR NEXT CONTEST AT THE END OF THE CONTEST OR WHEN YOU CAN COORDINATE WITH CONTEST CHAIR. IF NEEDED COORDINATE WITH DISTRICT REPRESENTATIVE
   b. Co-Hosts
      ii. Please make these people co-hosts: Contest Chief Judge, District Chief Judge, District Representative, Area Director, Division Director, Contest Chair

      · Pay attention to your private chats in case somebody asks joins meeting for the next contests.
   c. Spotlight
      i. The Toastmaster should be spotlighted most of the time. When the evaluation contestants enter the room remove the spotlight from the Toastmaster to allow evaluation contestants time to pin timer during technology check after they have acknowledged the technology check then you spotlight them. At conclusion of their evaluation go back to the Toastmaster and put "REPLACE SPOTLIGHT" to switch back. Then do the sequence again with next contestant and so on.
   ii.
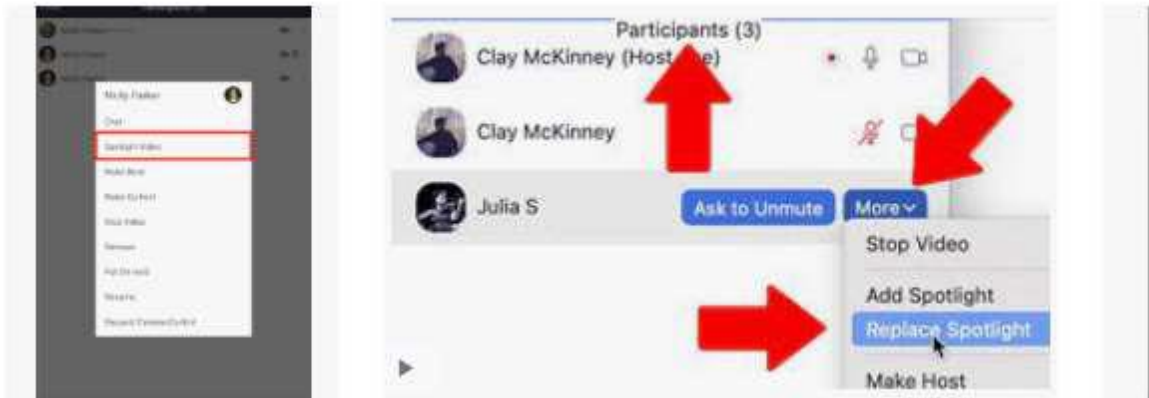
2. WHAT
   a. Breakout Rooms
      i. If multiple contests in a day and on the same Zoom account, then create at least twice the rooms indicated (plus some extras) to avoid issues if time overlaps. The next Chief Judge or any of the next helpers from above join make them cohosts accordingly.

b. Rooms to Create

- · Contestant Briefing
- · Judges Room
- · Chief Judge Briefing
- · Sequestration Room
- · District Room
- · Misc. Room

  Make multiples and put AREA## and Room Name if multiple contests scheduled same day on same zoom link. Make sure you put "Assign Manually" then any co-host can assign or move people once rooms opened. Before they are opened any co-host can open rooms but then no changes can be made. **Do Not Click Close Rooms" later as this will push everyone in any room back to the main session.

C.
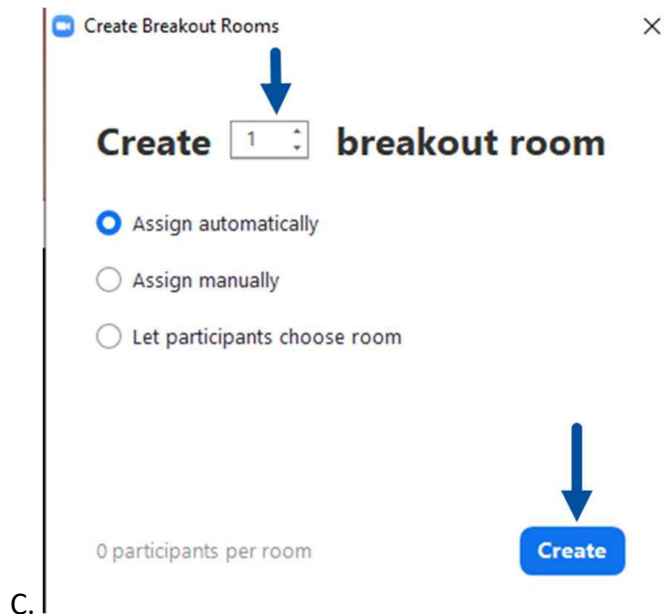
3. HOW
   a. SGT AT ARMS
   i. Both need to be assigned to the sequestration room. Should have 1 in main session and 1 in sequestration room. They should communicate when to send in contestants by having the main session person jump back and forth between rooms when each new contestant is needed.
   b. CONTESTANTS
   i. Contestants should label themselves Speaker 1, Speaker 2 Speaker…. Or Evaluator 1, Evaluator 2….or TT1, TT2… so that you can watch in the participant list to see when they have joined main session.