Running Meetings & Recording Attendance at Virtual First Response Sessions

Before the Meeting

1. Before the session starts, go to https://zoom.us and log in with the Zoom username and password (will be sent via separate email to you).
2. Click Meetings, then click on the Virtual Session Meeting you are about to run.
3. At the bottom of the page next to 'Manage Registrants', click 'Edit'.
4. Keep this page handy for the start of the Zoom session
5. To start the meeting, open a new browser tab or open Zoom on your PC. Log in, the navigate to 'Meetings' and click 'Start Meeting' next to the correct meeting date.

During the Meeting

6. Note: Waiting rooms are in operation for the meetings, so you will need to 'Admit' participants. To do this, click the 'Participants' button, you can then see the waiting room - click 'admit all'.
7. **To record attendance:** This could be at the start or the end, whichever suits you.
8. Compare the list of Approved Registrants with those who have been at the session. (There may be more than one page!)
9. Select the checkboxes of those who have NOT joined the session, click 'Cancel Registration', then Click 'Send'.

After the Meeting

10. Click on 'Reports' from the main menu.
11. The click 'Meeting', you should see a record of your meeting, if not you may need to adjust the search dates.
12. Click 'Generate', select 'Approved' registrants and then 'OK'.
13. The webpage will automatically move you to the 'Report Queue' page.
14. Click 'download' next to your meeting report.
15. Once downloaded, attach the file to an email, and send it to firstresponse@edenscouts.org.uk
16. The attendees will then be marked as present, and automatic emails sent out for evaluation and to the First Aid administrator to sign them off on Compass.