

Online Tai Chi Setup Call Instructions

Before making the call

- If using the CW Zoom account: block off the time you plan to spend on this call on the calendar and inviting cwzoom@picf.org.
- Log into the Zoom account you plan to use for the workshop and start a meeting with your video on. You will use this later to make sure the person you're calling can connect to the meeting.

Introductions

- Introduce yourself as the workshop moderator, stating that you received their contact information from Katrina Rosales at Cedars Sinai regarding interest in participating in a virtual Tai Chi workshop. Identify yourself as someone who will be present during every session to help with technology and safety.
- Remind the participant of the workshop they signed up for (start date, time, schedule)
 - o Tuesdays and Thursdays from 1:15 – 2:15pm, starting Tuesday, May 12th and ending Thursday, July 16th
- Ask the participant if now is a good time to get everything set up for their workshop. This call should take about 20-30 minutes of their time. (if not – when is a better time to call back?)
- Tell the person what to expect during this call
 - o Setting up their device to access the workshop
 - o Testing their device once set up
 - o Reviewing safety tips for Tai Chi practice

Accessing the workshop

- Confirm the device that the person will be using to connect (i.e. laptop, tablet, etc.)
 - o Confirm that they have internet that connects to this device
 - o Ask them to get a piece of paper and pen to write down the login information so they have it for each workshop session
 - o Explain that you are walking them through the process now so that they can log in on their own for each session.
- Connecting to Zoom
 - o **Desktop or laptop**
 - Ask the person to open their browser (i.e. Safari, Firefox, Google Chrome, etc.)
 - Tell the person to go to the website zoom.us (you may need to spell it and tell them to click “go” or “enter”)
 - They should see a screen that says “zoom” in big blue letters on the left. If they look on that same line toward the right side of the screen they’ll see “Join a Meeting” in blue letters. Ask them to click “Join a Meeting.”
 - They will now see a screen asking for a Meeting ID. Ask them to write down the Meeting ID before typing it in. Give them the Meeting ID and have them click the blue button below that.
 - **Meeting ID:** 207-546-5364

Join a Meeting

Meeting ID or Personal Link Name

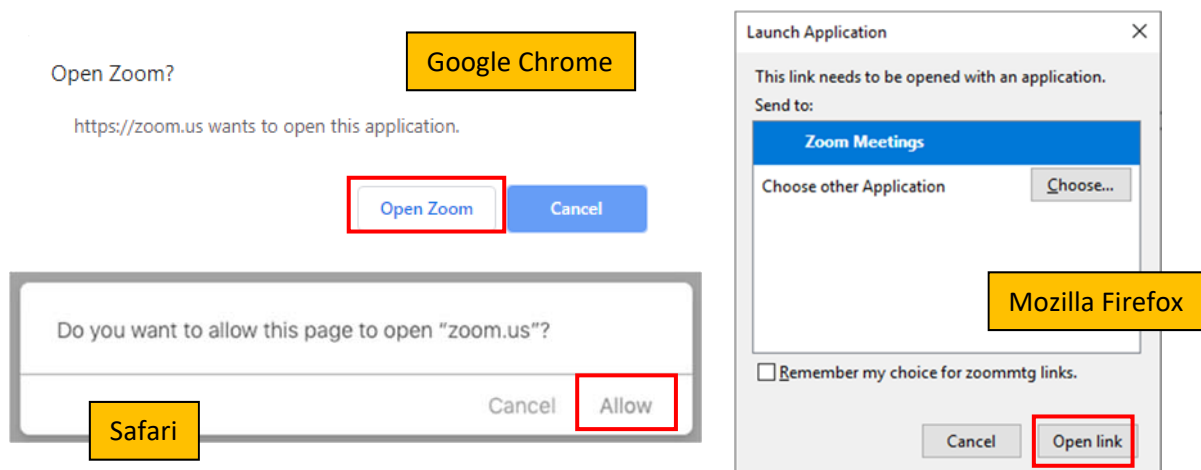
Your meeting ID is a 9, 10, or 11-digit number

Join

Join a meeting from an H.323/SIP room system



- Depending on what browser they are using and whether they have used Zoom in the past, they may be asked to allow or download the Zoom app. It's best to ask them what they see on their screen so that you can guide them appropriately. Most browsers will allow them to join from their browser instead of downloading if they don't want to download anything.

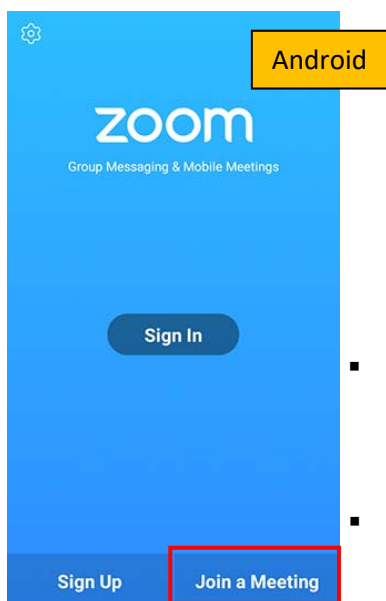
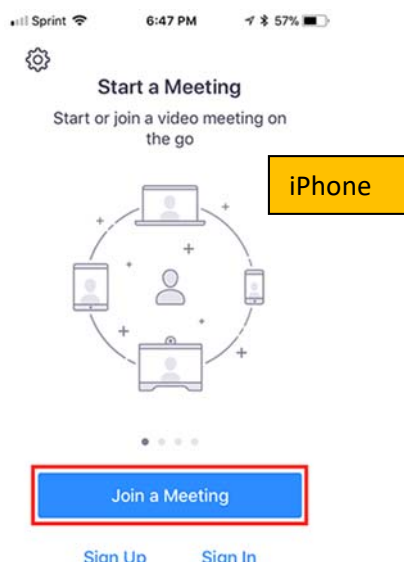


- They will need the password to join the meeting. Ask them to write down the password before typing it in. Give them the password and have them click to join.
 - Password: 136865
 - They may be prompted to download the Zoom application, or have the option to run Zoom in their browser. If they have previously downloaded Zoom they will see a popup box that says "Open Zoom?" and they should click "Open Zoom" at the bottom.
 - At this point you should see them show up on your Zoom meeting. If they are prompted, ask them to click to show their video and use their computer audio.
 - Once you can see and hear them on the screen, confirm that they can see and hear you. You may hang up the phone call at this point and talk to them via Zoom.
- Tablet or smartphone
- Highly recommend that the participant download the Zoom app. If they don't want to download the app they can try to join from their browser instead.
 - For Apple products: Download the app from the App Store
 - From your home screen find the icon that looks like a blue square with a white A in the middle called "App Store" and click it
 - On the bottom right click the "Search" button – it has a magnifying glass icon
 - In the search bar at the top type in "Zoom"
 - Click "Search"



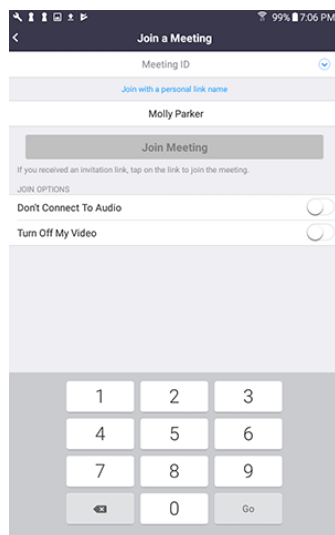
- You may need to scroll down to find the app called “ZOOM Cloud Meetings” – the icon is a blue square with a white camera icon inside
- To the right of the icon and title there is a “GET” button. Click that button
- Depending on their settings, they may need to put in their password or put their finger on the touch ID pad (resting finger on the round button)
- The app will install in just a few moments. When it is done you’ll see a blue “Open” button – click that.

- For Android or other products: Download the app from Google Play
 - From your home screen find the icon that looks like a white square with a multicolored sideways triangle in it called “Play Store” and click it
 - They will need to be logged into their Google account (it should automatically be logged in, but if not they will need to log in using their Gmail account)
 - At the top of the screen in the search bar type in “Zoom” and click the search button (magnifying glass icon)
 - You should see at the top left of the screen a blue square with a white camera inside and next to it should say “Zoom Cloud Meetings” – once you find that , click the green “Install” button to the right
 - The app will install in just a few moments. When it is done you’ll see a green “Open” button – click that.



- For Windows products: Download the app from the Windows Store
 - From your home screen find the icon that looks like a blue square with a white shopping bag icon and click it.
 - Slide your finger inward from the screen’s right edge, and tap the Search icon.
 - Type in “Zoom” and then tap the keyboard’s search key.
 - You will see an icon that is a blue circle or square with a white camera icon inside – click on this.
 - You should see a button that says “Install” – click that button
 - The app will install in just a few moments. When it is done you’ll see an “Open” button – click that.
- The app may ask permission at this point to use your microphone and camera. Allow the application to access both. Zoom will only access your microphone and camera when you are actively in a Zoom meeting and you give it permission.
- From the Zoom app you’ll see on the first page a blue button at the bottom that says “Join a Meeting” – click this button





- The next thing you'll see is that it's asking for a Meeting ID. Go ahead and input the Meeting ID we'll use for all of our workshop sessions. Ask the participant to write down this ID since they'll use it to log into each workshop session.
 - **Meeting ID:** 207-546-5364
- Underneath where they typed in the Meeting ID they'll see a blue button that says "join" – click this button
- You'll then see a pop-up square asking for a meeting password. Go ahead and input the Meeting Password that we'll be using for all of our workshop sessions. Ask the participant to write down this password since they'll use it to log into each workshop session, then press "continue"
 - **Password:** 136865
- The app may ask permission at this point to use your microphone and camera. Allow the application to access both. Zoom will only access your microphone and camera when you are actively in a Zoom meeting and you give it permission.
- The app will have a pop-up window that says "To hear others please join audio" with options. Click "Call using Internet Audio"
- At this point you should see the other person joining the Zoom meeting
- The app may have the participant join without video. If this is the case, ask them to look at the bottom of their screen. They'll see a red camera icon with a line across it. Underneath it says "Start Video" – click the red icon to start your video. The app may ask permission to access the camera – grant permission.
- Once you can see and hear them on the screen, confirm that they can see and hear you. You may hang up the phone call at this point and talk to them via Zoom.

Once the participant is connected to Zoom, there are a few safety measures specific to Tai Chi that you will need to walk them through:

1. Practice Space:
 - a. Have the participant show you where they plan to practice their Tai Chi during the workshop – is there enough room? Is the space void of any objects that may be unsafe or may be tripped on?
 - b. Help them position their device in an optimal position – have them set it down where they think is best and then tell them to back up so you can see their full body. Can they see you well? Do they have to strain or change their body position (perhaps hunch over) to see you? If so, the device should be moved somewhere closer to eye level.
 - c. Once you decide on a position for the device – for safety – express to them the importance of the instructor being able to see them at all times. For that reason, they should either tape off or corner off with furniture/stable objects the area that would allow them to stay in camera frame.
 - d. Tell them they should have a chair nearby just in case they need to use it for assistance
2. Hydrate! Remind them that it will be important for them to stay hydrated – have water nearby



3. Joining the workshop: Let them know that you will open up the Zoom meeting 30 minutes before the scheduled class start. Encourage them to join early to ensure their device is working well and the allotted time can be spent well on practicing Tai Chi.
4. Everyone will be muted on entry to reduce background noise – teach them how to mute and unmute themselves
5. Hand Signals – the class will use hand signals to communicate to the instructor that how they are doing (the instructor is aware of these as well). Teach them the following:
 - a. Thumbs up: I'm doing good!
 - b. One fist up: I need to step away, but I am okay
 - c. One hand up: I have a question
 - d. Waving two hands: Distress – I need help
6. In case of emergency: Remind them that you have their emergency contact name and phone number on hand in case of an emergency. Confirm the name of the contact person – make any changes if necessary, based on the participant's response.
7. Session Zero: We have scheduled an opportunity for Monday, May 11th at 2:00pm for a brief introduction to the instructor, and ultimately as a time to test out everyone's technology – a practice session before the big day, if you will. Invite them to this session and give them the meeting information:
 - a. Meeting ID: 207-546-5364
 - b. Password: **136865**