



## Virtual Clubhouse

BIND's physical clubhouse is closed, but virtual programming is offered for members Monday through Friday via Zoom meeting.

### **What is Zoom?**

Zoom is a video conferencing application that is offered through the web, as well as an application for your computer, phone, or tablet.

### **Do I need a camera to join?**

While meetings have a visual component, you do not need to have your camera on to join meetings! All you need is a device that connects to internet and a microphone. We are also here to help you troubleshoot any technical difficulties to the best of our abilities.

### **What programming is offered?**

Currently our daily Zoom schedule runs from 10 am to 3 pm most days. Each week a schedule is sent out via email and is posted on our private Facebook group for members and caregivers.

### **What do I need to get involved?**

The first step is to submit a member application. Once your application has been received by the clubhouse, staff will reach out to complete the necessary paperwork before you can join the clubhouse Zoom meetings.

### **When will the physical clubhouse open?**

At this time, no date has been set for our re-opening. We are monitoring the COVID-19 pandemic situation closely and will make a decision when it is safe to do so.

	<b>MON.</b>	<b>TUE.</b>	<b>WED.</b>	<b>THUR.</b>	<b>FRI.</b>
<b>10 AM</b>	Morning Meeting w. Jaris (J)	Morning Meeting w. Jaris (J)	Morning Meeting w. Diana	Morning Meeting w. Alyssa	Morning Meeting w. Jaris (J)
* Clubhouse Self- Study Questions (may be at any morning meeting) *					
<b>11 AM</b>	M. Meeting May Extend for Self- Study Q's	<b>No Zoom!</b>	Nueva Vida Spanish Class	Wo/Man's Group w. Alyssa	Bindo/ Check-In w. Jaris
<b>12 PM</b>	<b>LUNCH HOUR - TAKE A TECH. BREAK!</b>				
<b>1 PM</b>	Brain Games w. Gloria	<b>1:30</b> Meditation w. Lynne	<b>No Zoom!</b>		Get Creative w. Jaris
<b>2 PM</b>	P.T. & Workout w. Mich. Anne	<b>2:30</b> Book Club w. Chris	P.T. & Workout w. Mich. Anne	Aphasia Group with Alyssa	Member Lead Activity w. Jaris
<b>3 PM</b>	Family Feud w. Neeru		Horse Racing w. Andrea	Communication's Work Unit	<b>No Zoom!</b>
<b>6 PM</b>		<b>No Zoom!</b>	<b>E.O.W.</b> Discussion w. Della!	<b>No Zoom!</b>	

**\*Schedule is subject to change and will be communicated through email and Facebook. This is our current schedule for June- August.**

# Virtual Clubhouse Etiquette



We may be in our homes, but our BIND Code of Conduct (found in the Member Handbook) still applies. As you join these meetings please keep in mind:

1. Please wear appropriate clothing at all times. Make sure your meeting background is appropriate as well.
2. Make sure to sit up in your chair or stand appropriately for a workspace.
3. Show up on time.
4. Please don't eat during meetings.
5. Don't interrupt your host or others if you join a meeting late. Wait for a break in conversation, then speak.
6. Please use work appropriate language and refrain from political and religious conversations that make others on the calls uncomfortable.

## Tips & Tricks for Communicating on Zoom

- Use headphones
- Use your mute button when you are not talking
  - This can help reduce background noise and make the audio clearer for everyone!
- Check your lighting (if your video is on)
  - You don't have to use video, but having clear lighting can make it easier for people to see you are talking
- Wait your turn or wait 1-2 pauses before talking
  - Talking over people happens but using this practice can help reduce it!
- Modify your settings on Zoom to help you!
  - Switching from gallery to speaker view
  - Using the chat function when needed
- Don't be afraid to repeat yourself or speak up!

# Getting Started with Zoom

## Download the Zoom application from Zoom.us

The application is available for Mac/iOS and Android devices, as well as Windows and Chrome. Follow the instructions on screen.

## Create or login into an account (OPTIONAL)

On Zoom.us, create an account with your email and choose a secure password. You can also set your name and profile picture.

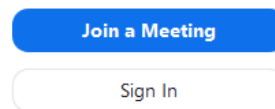


## Joining a meeting

From the Zoom Application:

Open the Zoom application.

Select **Join a Meeting** and type in the **Meeting ID** and password if required.



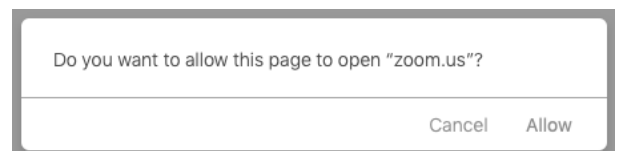
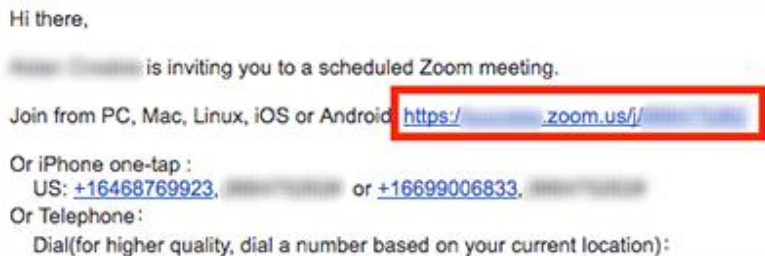
Join

From a web browser:

Go to zoom.us and select join meeting at the top-right corner.

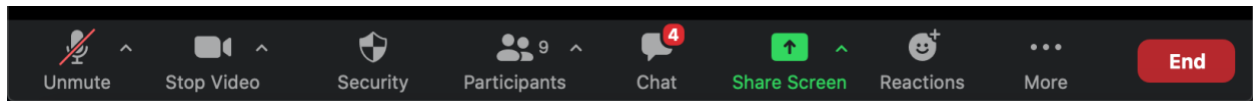
From invitation link:

You can also join by clicking the meeting link from our emails or Facebook posts.



For more detailed instructions or help visit [support.zoom.us](https://support.zoom.us)

## Basic Zoom Meeting Controls



**Mute/Unmute:** This button mutes your audio, not the audio of the video conference.

Always check to make sure you are unmuted before talking!

**Stop/Start Video:** This button controls your video camera. You don't need to have video on to participate. Make sure to turn off video and mute yourself if you need to step away from the computer!

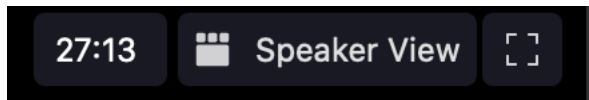
**Participants:** This button shows you all the people who are currently in the meeting. You also have the option to **Raise Your Hand, show/hide self-view, or show/hide non-video participants.**

**Chat:** This is the chat function. You can send messages to the whole group and also to individual participants.

**Share Content/Screen:** This function will share your screen with everyone on the video conference. This is a good function for when you need to present something to the group.

**Reactions:** This button has two features: Applause & Thumbs Up. This is a great way to express something without speaking.

**More:** Depending on the size of the window, some of these functions will be hidden and can be found under the more tab. If you don't see one of the options listed above, check More.



In the right-hand corner of the screen are these 3 icons.

The first is the time-elapsed during the meeting in minutes.

The second is the **View** button. **Gallery view** allows you to view all participants of the meeting at once, and **Speaker view** makes the video of whoever is speaking the largest.

The last button is the full screen button. Pushing this button again will exit full screen, or you can press the **ESC button** on your keyboard.

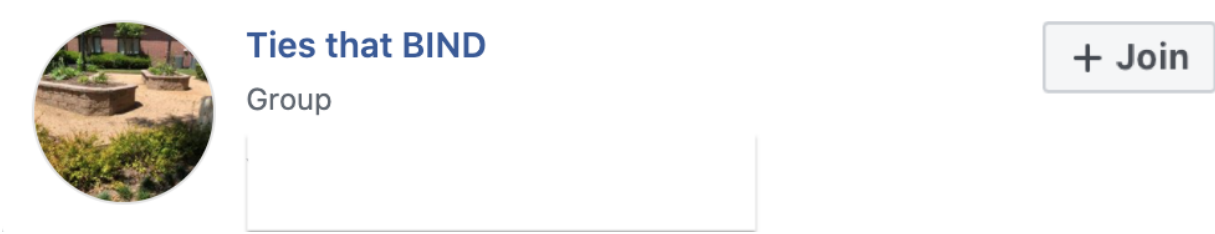
### BIND Facebook Group

We also have a private Facebook group for our members, staff, volunteers, and caregivers.

It can be found under the name “Ties That BIND.”

It is a **private closed** group, so you will have to send a request to join.

Please do not invite anyone to this group.



We post updates on this page daily, and it is also a great way to connect with other members outside of our Zoom meetings.

You are **not** required to be a part of this Facebook or group or create a Facebook account!

Important information will always be sent via email.