******Zoom Registration Form**

**District 11 A 1**

**zoom@metrodetroitlions.org**

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| **Club Name or Committee** |  |
| **Meeting type** |  |
| **Requested Dates**  **Con schedule up to 3 months** |  |
| **Start Time** |  |
| **End Time** |  |
| **Host name and email, and phone number for texting** |  |
| **Do you need IT Assistance for your meeting?** |  |
|  |  |
| **ZOOM Scheduler Name & Contact for the meeting** |  |
| **Meeting Link & Passcode** |  |
| **Actual start and stop time** |  |
| **IT Assistant** |  |
| **Host log in information** |  |
| **Scheduler comments** |  |

**Process *(PLEASE READ ALL BELOW)***

1. **Please send your request in at least 7 days before the scheduled meeting when possible.**
2. **If you are closer than 7 days, please contact one of the Zoom Meeting Coordinators to makes sure you request is acknowledged. They are:**
   * **Lion Larry Wegrzyn –** [**Larryw321@yahoo.com**](mailto:Larryw321@yahoo.com)734-635-6400
   * **Lion Deborah Love-** [**justjameen@outlook.com**](mailto:justjameen@outlook.com)313-377-7767
3. **The host will have the passcode to get in and become the host. A Zoom Meeting Coordinator is not required to be on your meeting.**
4. **If you need assistance, please contact the Zoom Meeting Coordinators to make sure someone is available.**
5. **Based on scheduling you will be allowed 30 minutes before your meeting starts and 30 minutes after the end time you requested. Please make sure you sign in and out in a timely manner for other meetings that may be scheduled.**
6. **You may schedule a recurring meeting for one full quarter of the Lion Year before having to reschedule with another form.**
7. **You may record your session please try to record it on your computer. If you want to record your meeting on the cloud, a link will be sent to the Host, but it will only to active for 10 days.**
8. **Please email your request to** [**zoom@metrodetroitlions.org**](mailto:zoom@metrodetroitlions.org) **(DO NOT SEND THIS FORM TO THE SECRETARY, DISTRICT GOVERNOR OR COMMITTEE MEMBER) all coordinators will automatically get your request in their emails.**
9. **If you have not received a response within 3 days of your request call or text 313-377-7767**
10. **If you have any questions direct all questions to** [**zoom@metrodetroitlions.org**](mailto:zoom@metrodetroitlions.org)
11. **You will receive this form back completed and approved with your invite for your members and your personal login information.**
12. **As the Host – to access your meeting go to:**

* **Zoom.us**
* **Sign in with the district zoom email**
* **Type in email:** [**zoom@metrodetroitlions.org**](mailto:zoom@metrodetroitlions.org) **(you must sign out of this at mtg’s end).**
* **Host Passcode: Weserve1917 *(the “W” must be capitalized)***
* **You may be asked for a code if you are text or call one of the coordinators of the zoom account**
* **Go the left menu and click on meetings**
* **Find your meeting and click start the meeting (if you do not see “start” click join the meeting. This mean another person that is a co chair or coordinator is part of your meeting and has signed in already)**

***NOTE: if you have not done this before it is suggested you sign in a few days in advance to make sure you know how to do this)***

**Below is your Committee/Club Invitation. Please share this with your members.**