

Using Zoom<sup>®</sup>  
for Virtual  
Scouting

zoom



# Why Use Zoom?

- Conduct a live video chat across different devices and platforms
- Easily screen-share during a call
- Hold brainstorming sessions with Zoom's on-screen whiteboard feature
- Break out into meeting rooms of fewer people to facilitate collaboration
- Broadcast to different platforms
- Access meeting analytics and reports
- Start using for free, as Zoom's free plan lets you host up to 100 participants in a 40-minute video call

The Zoom logo is displayed in a bold, blue, lowercase sans-serif font. The letters are thick and rounded, with a consistent blue color throughout.

# Tips On Security

As with anything involving youth, following YPT principals is critical to successfully using Zoom for Virtual Scouting. Use these tips when setting up a Zoom meeting.

- Password-protect your meetings
- Authenticate users
- Lock down your meetings
- Use a waiting room
- Turn off participant screen sharing
- Do not record meetings that include youth participants



# Security When Scheduling Meetings

- Password-protect your meetings
- Turn off participant screen sharing
- Click **Additional Options** for more security settings



Start: Thu April 23, 2020 03:00 PM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Mountain Time (US and Canada) ▾

**Meeting ID**

Generate Automatically  Personal Meeting ID 934-817-7803

**Password**

Require meeting password 024507

**Video**

Host:  On  Off Participants:  On  Off

**Audio**

Telephone  Computer Audio  Telephone and Computer Audio

Dial in from United States [Edit](#)

# Security When Scheduling Meetings

- Lock down your meeting
  - Use a waiting room
  - Disable “Join before host”
- Authenticate users
- Do not record meetings that include youth participants



**Advanced Options** ^

- Enable waiting room
- Enable join before host
- Mute participants on entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting

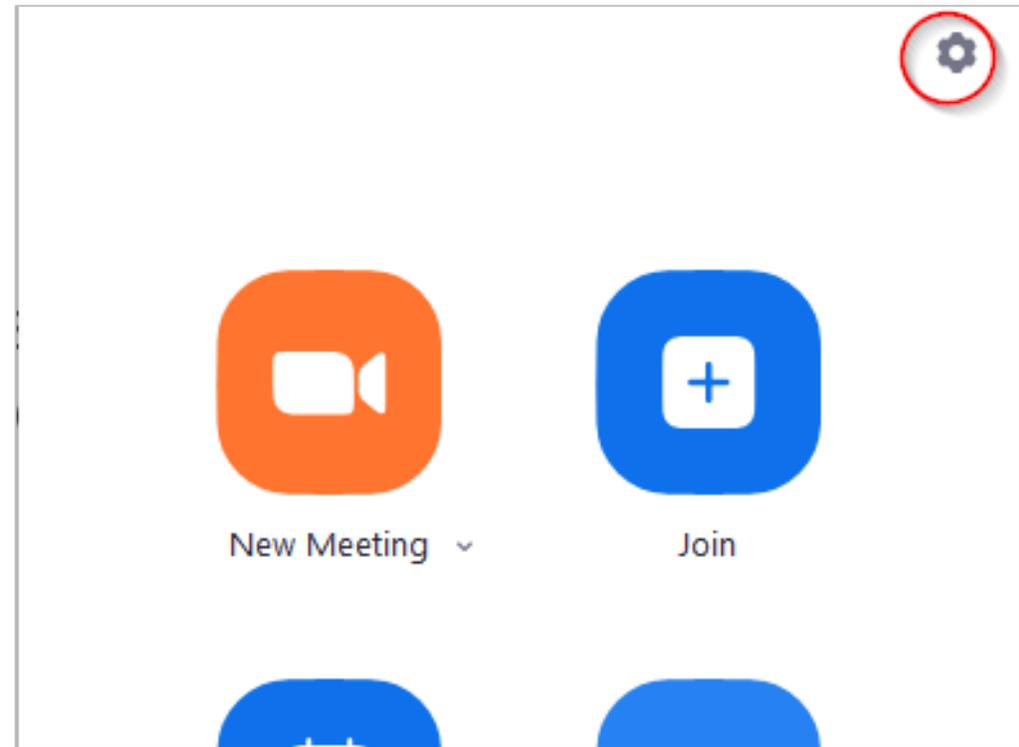
Alternative hosts:

Example:john@company.com;peter@school.edu

Sc

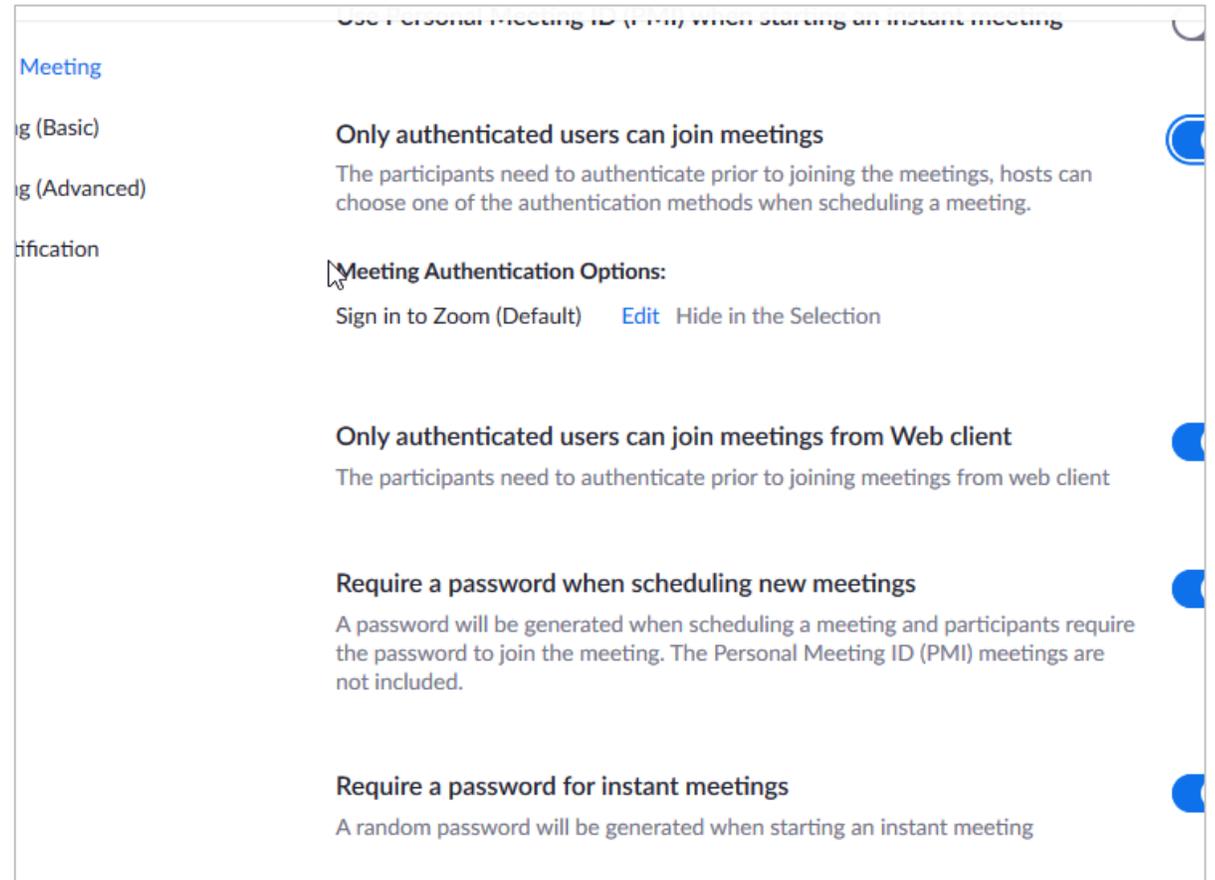
# Additional Security Settings

- Access security settings within the Zoom app and through your Zoom account online.
- Click the **Gear** icon in the app to access settings.
- Access additional settings online by clicking **View More Settings** under the General section.



# Additional Security Settings

- From Web Client, select **Schedule Meeting**.
- Scroll through options list until you find option for **Authenticated Users**.
- Activate settings as desired.



The screenshot displays the 'Meeting Security' settings page in Zoom. On the left, a sidebar lists 'Meeting Security' (Basic) and 'Meeting Security' (Advanced). The main content area shows several security options, each with a toggle switch on the right. The 'Require a password when scheduling new meetings' option is currently turned off. The 'Require a password for instant meetings' option is also turned off. The 'Require a personal meeting ID (PMI) when starting an instant meeting' option is turned on. The 'Meeting Authentication Options' section is expanded, showing 'Sign in to Zoom (Default)' as the selected option, with 'Edit' and 'Hide in the Selection' links next to it. The 'Only authenticated users can join meetings' option is also turned on.

Meeting Security (Basic)

Meeting Security (Advanced)

Require a personal meeting ID (PMI) when starting an instant meeting

**Require a password when scheduling new meetings**

A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

**Require a password for instant meetings**

A random password will be generated when starting an instant meeting

**Only authenticated users can join meetings**

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

**Meeting Authentication Options:**

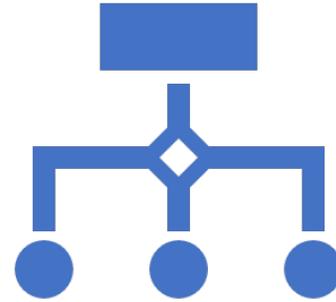
Sign in to Zoom (Default) [Edit](#) [Hide in the Selection](#)

Breakout  
Rooms

zoom



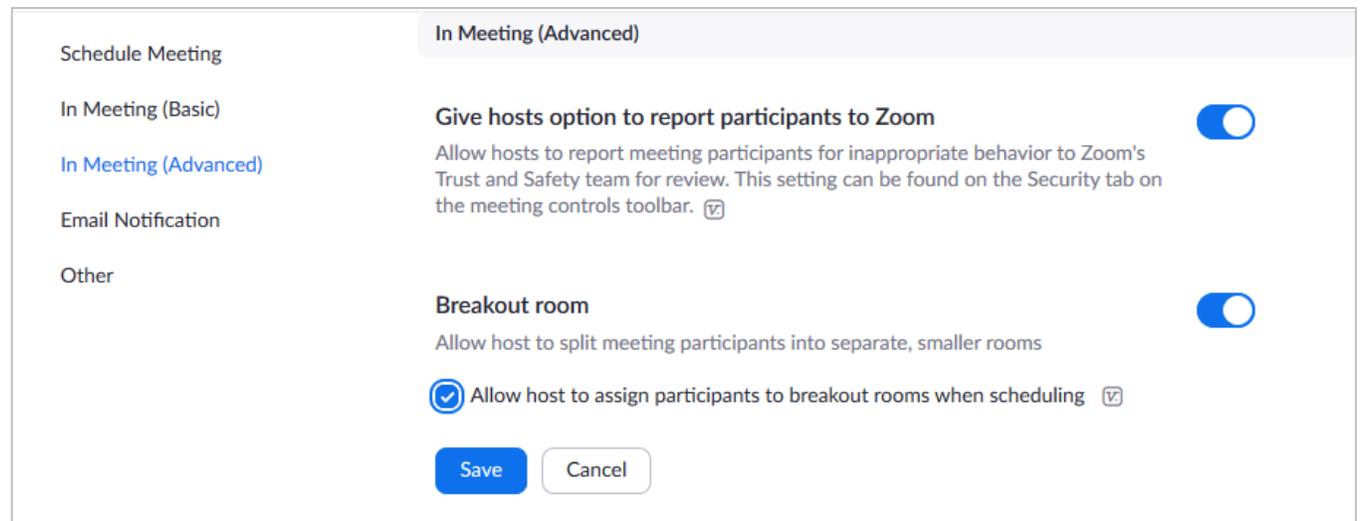
# Breakout Rooms



- Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions.
- The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually.

# Setting Up a Breakout Room

- Sign in to the Zoom web portal.
- In the navigation menu, click **Account Management** then **Account Settings** (if you are an account administrator) or **Settings** (if you are an account member).
- Navigate to the **Breakout Room** option on the Meeting tab and verify that the setting is enabled.
- If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
- (Optional) Click the check box to allow meeting hosts to pre-assign participants to breakout rooms.



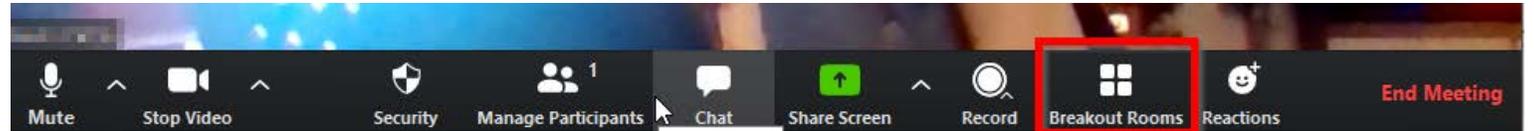
The screenshot displays the Zoom Account Settings interface. On the left, a sidebar lists navigation options: Schedule Meeting, In Meeting (Basic), In Meeting (Advanced) (which is selected), Email Notification, and Other. The main content area is titled 'In Meeting (Advanced)'. It features two settings, both with blue toggle switches turned on:

- Give hosts option to report participants to Zoom**: Allow hosts to report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security tab on the meeting controls toolbar. [V]
- Breakout room**: Allow host to split meeting participants into separate, smaller rooms.

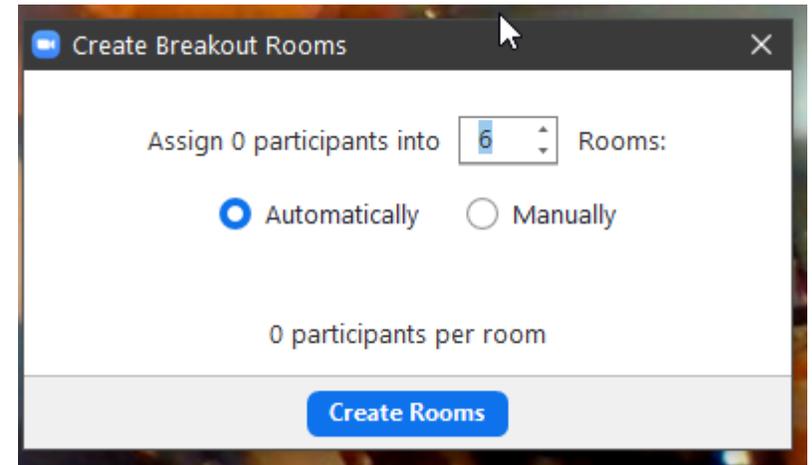
Below these settings is a checked checkbox for **Allow host to assign participants to breakout rooms when scheduling** [V]. At the bottom, there are 'Save' and 'Cancel' buttons.

# Setting Up a Breakout Room

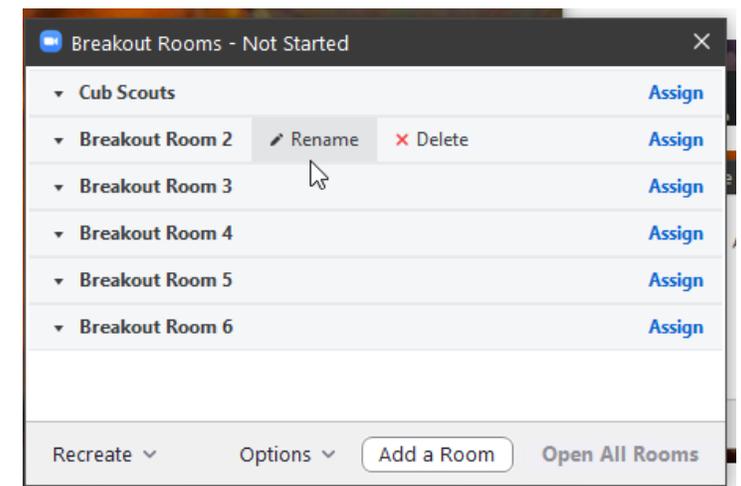
- When this feature is enabled, the **Breakout Rooms** control will appear in the Host's meeting interface.



- Click the feature to access Breakout Room controls. Enter the number of rooms, and if you want to sort people automatically or manually.



- You can then rename rooms, assign users to rooms, or even add a room or reset the entire setup.

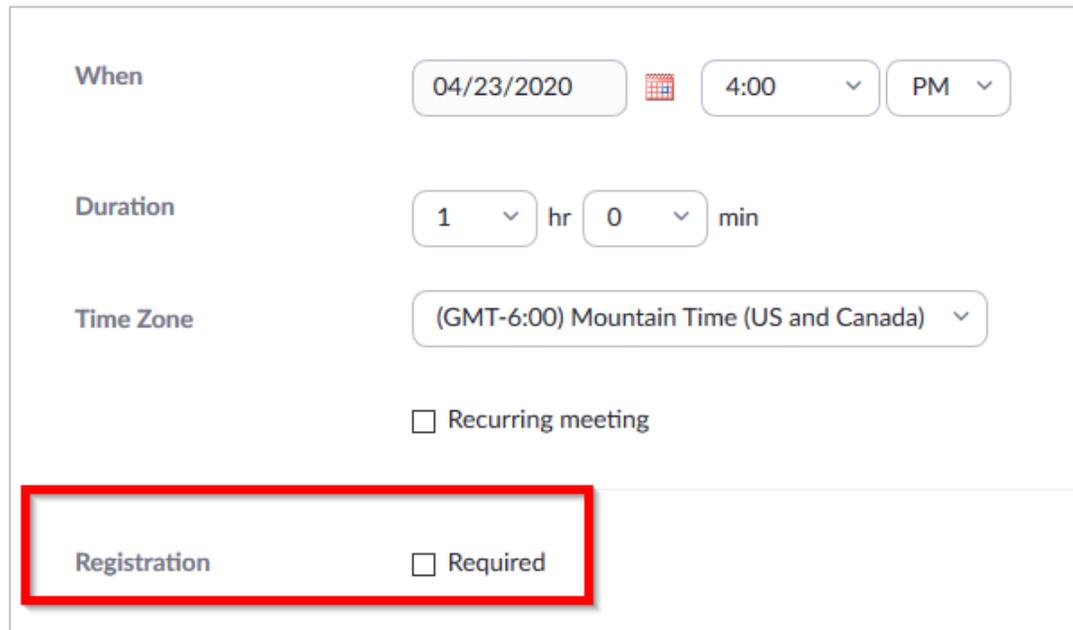


Taking  
Attendance

zoom



# Taking Attendance



The image shows a screenshot of the Zoom meeting scheduler interface. The 'When' section includes a date field set to '04/23/2020', a time field set to '4:00', and a PM/AM dropdown set to 'PM'. The 'Duration' section shows '1' hour and '0' minutes. The 'Time Zone' dropdown is set to '(GMT-6:00) Mountain Time (US and Canada)'. There is an unchecked checkbox for 'Recurring meeting'. At the bottom, the 'Registration' section has an unchecked checkbox for 'Required', which is highlighted with a red rectangular border.

Say you're using Zoom to teach Tenderfoot skills to a group of Scouts BSA youth. You probably want to know who attends—and you know the Scoutmaster will want have a list of who was in the meeting.

You can get that information from a report once the meeting is finished.

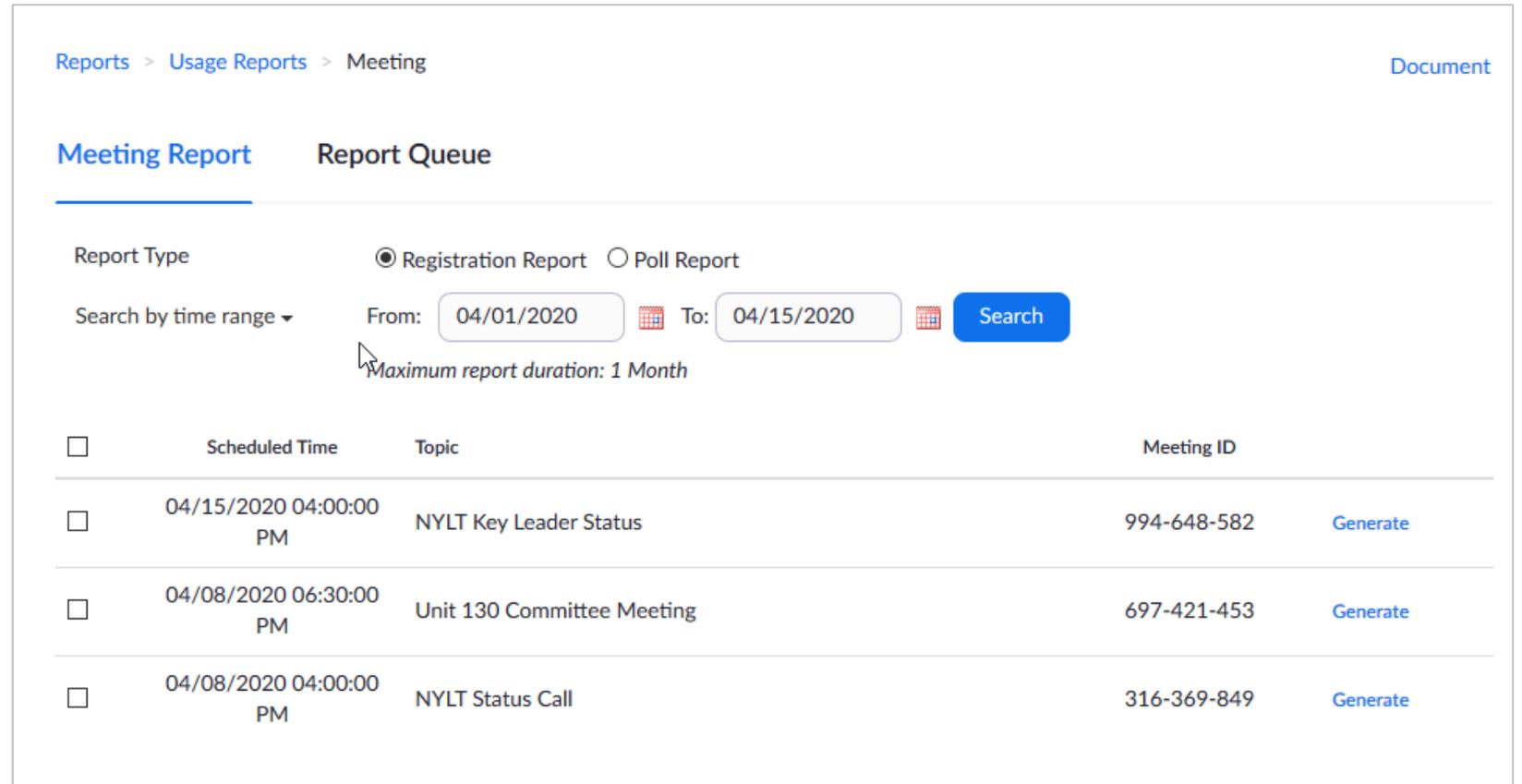
You will need to set up your Zoom meeting to require registration. This is done through the **Meeting Scheduler** through the Zoom Web Interface.

- Make sure that the **Registration Required** box is checked when creating the meeting.

**Note:** Registration is only available for Zoom Pro, API Partner, Business, or Education plans.

# Taking Attendance

- The attendee list for all meetings lives in the Zoom Account Management > Reports section.
- Look for Usage Reports, and then click **Meeting** to access search features.
- Select the report type and enter a date range, and then click **Search** to get a list of meetings.
- Click the **Generate** option next to the meeting for which you want an attendance report.



Reports > Usage Reports > Meeting Document

**Meeting Report** Report Queue

Report Type  Registration Report  Poll Report

Search by time range ▾ From: 04/01/2020  To: 04/15/2020  Search

*Maximum report duration: 1 Month*

<input type="checkbox"/>	Scheduled Time	Topic	Meeting ID	
<input type="checkbox"/>	04/15/2020 04:00:00 PM	NYLT Key Leader Status	994-648-582	<a href="#">Generate</a>
<input type="checkbox"/>	04/08/2020 06:30:00 PM	Unit 130 Committee Meeting	697-421-453	<a href="#">Generate</a>
<input type="checkbox"/>	04/08/2020 04:00:00 PM	NYLT Status Call	316-369-849	<a href="#">Generate</a>

Streaming  
Zoom to  
Other  
Platforms

zoom



**YouTube**

## Live Streaming Using a Custom Service

- If configured by your account administrator, you can live stream a webinar to a custom platform.
- If you configure this before the webinar, you can begin streaming with one click after your webinar begins.
- This feature is only available for Pro, Business, Education, or Enterprise accounts.



## Live Streaming Using a Custom Service

- Sign in to the Zoom web portal.
- Click Account Management > Account Settings.
- Under **In Meeting (Advanced)**, click the toggle next to **Allow live streaming meetings**.
- Select the service you wish to use. You can select one or more options.
- If you are using the Custom Live Streaming Service option, you will need to enter any specific details that service requires.

**Allow live streaming meetings**

- Facebook
- Workplace by Facebook
- YouTube
- Custom Live Streaming Service  
Provide specific instructions that will enable meeting hosts in your account to configure live streaming

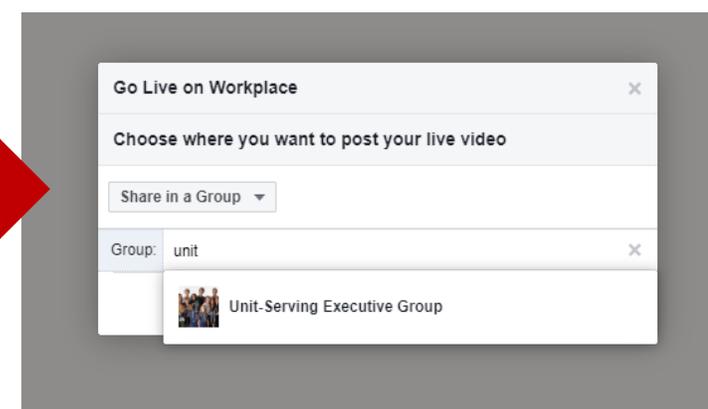
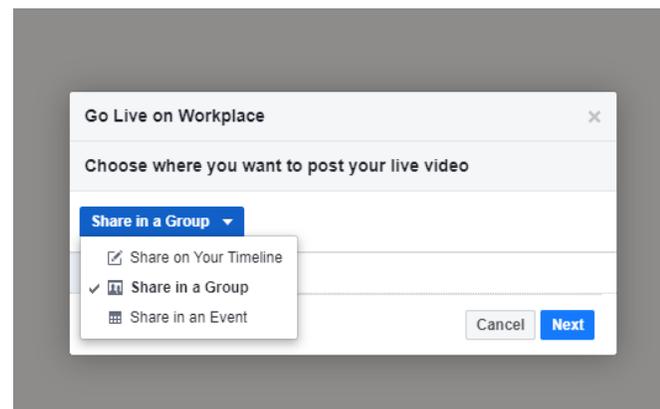
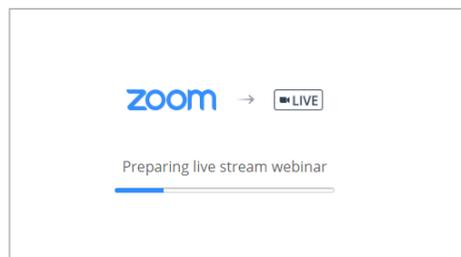
# Starting the Stream

## Live Streaming Using a Custom Service

- Start the webinar as usual by doing one of the following:
  - From your calendar—If you have added the webinar to your calendar, click the link displayed on your calendar reminder.
  - From the Zoom website—Sign in to Zoom, find the webinar in the My Webinars tab, and click Start.
- Click the **More** button in the Host Controls.



- Choose **Live on Custom Live Stream Service**.
- If the organizer configured this webinar for live custom streaming, a browser window opens that shows the progress as Zoom prepares the live stream of your webinar.



Video Editing

zoom



# Basic Video Editing Software



**Video Editor**

PC



**iMovie**

Mac

Great! I've made my meeting recording.  
Now what?

- Zoom recordings use standard MP4 and M4A formats.
- Files can be imported and edited with basic software on Mac or PC
  - iMovie
  - Video Editor
  - Camtasia
  - ScreenFlow
- Edit for content, length, or specific topics.
- Edited files can be shared via YouTube, Vimeo, etc.

