

# ZOOM - ONLINE COACHING EVENT

## INSTRUCTIONS

### BEFORE THE EVENT

- Download the free Zoom application - <https://zoom.us/download>
- Use a wired internet connection rather than a WIFI, if possible
- Join on a desktop/laptop rather than a phone/tablet
- Check your speakers and camera are on and, please use headphones
- Have pen and paper ready

### JOINING THE EVENT

- Click the link (in the Order Confirmation email or Event Reminder) to JOIN the event
- Press "yes to internet audio"
- Enter the Password when prompted (it is with the Zoom link information)
  
- When you join you will enter a virtual waiting room; allowing you to join a few minutes early — Sarah will collect you from the waiting room.
- ZOOM will be pre-set to MUTED
- You can join within the first 10 minutes, after that you will too late.

### ETIQUETTE

- MUTE your sound when you are not speaking

### RECORDING

- The event will NOT be recorded by Sarah
- Sarah asks that you DO NOT make your own recording of the event.

### USING THE LINK

- Should the link not open there is nothing Sarah can do about that at the start of the event. Contact her by email and she will organise a refund after the event, at her convenience.
- No refund is available, if you can not join because of your internet connection.