

# **FREE TMIY VIRTUAL PLAN**

## ***Intro to Free Alternative to Run TMIY Virtual Plan***

If your group does not wish to pay for a video conference platform, there are workarounds that allow the virtual program to be run for free. This document will lay out a free Zoom alternative with step by step instructions. Other platforms can be used but the individual steps will vary. We encourage each class to designate one person to be in charge of the meeting technology.

## ***Overview of Free Meeting Format:***

Our new recommended virtual format (updated from last spring) seeks to emulate the traditional TMIY meetings by having the whole group join onto the same Zoom meeting. However, this can not be done because of the 40-minute free time limit for individual meetings. To get around this time limit, your TMIY virtual sessions will need to be broken up into two parts per Zoom gathering.

If you would like to continue running the virtual program using our previously recommended format (Zoom meetings for small groups only) see [this tutorial video](#).

Here is the recommended free meeting format:

- A. Meeting 1 - Large Group Meeting: (40 minutes)
  - a. Everyone joins the same video conference to start the meeting.
  - b. The meeting will start with opening comments and prayer by the host or MC and then jump right into the weekly video.
  - c. The session is played and presented to the entire group via the 'Share Screen' feature.
  - d. The group needs to ensure they start the video in time so it finishes before the 40-minute time limit is reached. This usually means that opening comments and prayers will need to be completed in 5 minutes or less. Men must be encouraged to join on time.

*ALTERNATIVE OPTION: If groups find it too difficult to have MC comments and watch the video within the allotted time, they may choose to have the men watch the sessions on their own and then simply "meet" for small groups as was recommended at the end of Spring 2020. [Tutorial here](#).*

- B. Meeting 2 - Small Groups: (40 minutes)
  - a. After the video presentation, participants will need to leave the first meeting and click on the second link that was provided to enter their meeting for small groups.
  - b. Be sure to include both the link to the large group meeting as well as the links for each of your small groups in your weekly TMIY class email.
  - c. The group will have 40 minutes from the time the meeting is started.

- d. We encourage the group to save a few minutes to close the meeting in prayer before the 40-minute cut off is reached.

## **Phase I - Setting Up Your TMIY Zoom Meetings**

At least a week before your first meeting, make sure to sign up for a free Zoom account and schedule your meeting in Zoom so you have time to learn the platform and share the meeting information with your men.

### **Step 1.) Sign up for a Zoom account**

*This free alternative plan attempts to incorporate both large and small group elements but each will require their own meetings.*

[Click Here to Learn How to Sign Up and Activate a Zoom Account](#)

(The article also provides other helpful start-up information)

### **Step 2.) Update Your Meeting Settings**

*Before you schedule a meeting, you will need to input your particular “meeting settings” that will carry over for all the meetings you make moving forward. [Here](#) is an overview on how to update your settings.*

*The Meeting Setting we advise to be updated before scheduling your meeting is:*

- *Turn Waiting Room feature on. By turning on the waiting room, participants attempting to join a meeting must be admitted individually by the meeting host or co-host. Enabling the waiting room automatically disables the setting for allowing participants to join before the host. This is important because as soon as someone joins the meeting, it starts the 40-minute countdown.*
- *Host video on*
- *Participants video on*
- *Email Notifications off*
- *Turn on Breakout rooms*

*\*Please review all Zoom settings and personalize to your group as needed.*

### **Step 3.) Schedule Your Large Group and Small Group Meetings**

*The meeting host will set up the large group meeting (for opening comments and the video presentation) and small group leaders will set up their individual small group meetings (which should be scheduled right after the large group ends). Small group leaders will need to provide their meeting link to whoever is sending out the weekly email so they can add it to the weekly TMIY class email. Meetings should be set up as recurring weekly which means you can use the same invitation link each week and only have to schedule the meeting once. Meeting passwords*

are provided by default though they are not needed when participants join by clicking the meeting link they are provided.

[Click Here to Learn How and Schedule Your First Meeting](#) (Article)

[Click Here to Learn How and Schedule Your First Meeting](#) (Video)

#### **Step 4.) Invite People to Your Meeting**

Share the **meeting link** along with the **meeting schedule** with all invitees at least one day prior to the meeting.

[Click Here to Learn How to Share Your Meeting Link](#)

Zoom will generate meeting invitation links that can be copied and pasted into the TMIY class email system. *Paradisus Dei* has made a new email template for online classes which can be distinguished from the normal class templates via the inclusion of "Virtual Class" in its title.. These "Virtual Class" templates provide a space to add your own personalized message. This is where you will include the large group meeting link and the individual meeting links for each small group. Here is an example of what you should add to the personalized message section of the email template.

6:30 - 7:10 Large Group Meeting

<https://zoom.us/fakesample link>

7:15 - 7:55 Small Groups

Bob's Group - <https://zoom.us/fakesample link2>

John's Group - <https://zoom.us/fakesample link3>

Diego's Group - <https://zoom.us/fakesample link4>

Rick's Group - <https://zoom.us/fakesample link5>

Mark's Group - <https://zoom.us/fakesample link6>

We also encourage small group leaders to email the men of their small groups directly in addition to the group email.

## **Phase II - Running a Meeting**

The following instructions will walk you through the steps of running a TMIY Virtual Meeting using the free version of Zoom.

### **Step 1.) Starting the Meeting**

*On the day of the meeting, the core team leader should start the meeting on time or a minute before. Note, as soon as the meeting starts, the 40-minute countdown begins.*

[Click Here to Learn How to Start Your First Meeting](#)

*Once the meeting starts, the host will need to admit participants from the waiting room.*

[Click Here to Learn How to Admit Participants from the Waiting Room All at Once](#)

### **Step 2.) Open with MC Comments and Prayer**

*After a few minutes of general hellos, the MC or Core Team Leader will begin with opening comments. This includes welcoming the group, opening remarks about the new year, addressing other housekeeping items, and explaining the flow of the meeting so the men know what to expect. It's important to remind the group to go back into their email to click their small group link after the completion of the video shortly following the comments.*

*The MC should know exactly how much time they have to speak to allow for the full session to be played. Each session varies slightly in length, so make sure to review the time you have for comments before each weekly meeting.*

*Once the meeting has begun, the host will have the ability to mute participants, chat, and share their screen. Please view the video below to understand the feature available to the host once the meeting has started.*



**Meeting Controls**

[Learn More](#)

Click Above to Learn General Meeting Controls

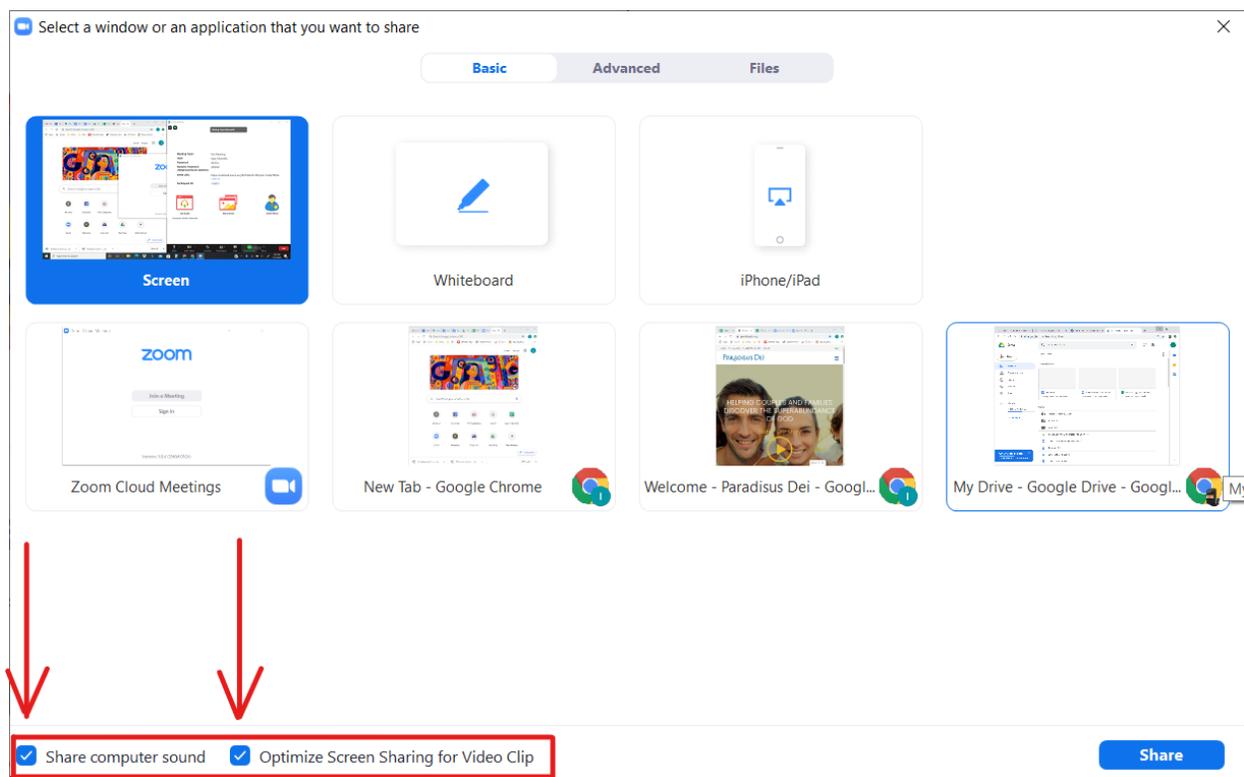
### **Step 3.) Present the Weekly Video via Share Screen Feature**

*Once the opening comments have been completed the hosts will share their screen to present the weekly video. If for some reason the participants have trouble viewing the presentation, the link to the video is also available in the weekly Virtual TMIY email. Please make sure to ask everyone to mute themselves while the MC is speaking and during the video.*



Click Above to Learn How to Share Your Screen

When sharing your screen, make sure to click the “Share Computer Sound” and “Optimize Screen Sharing for Video Clip” selections as seen on the screenshot below. Learn more [here](#).



#### Step 4.) Join Small Group by Clicking on Second Link in the Weekly Email

The end of the weekly presentation video marks the end of the first part of the meeting. The participants should now exit out of the first meeting (if it hasn't already reached it's time limit).

*Once they have closed the first meeting, they simply need to click on the link provided in the weekly email that will take them to their specific pre-assigned small group.*

#### **Step 5.) Conclude Small Groups with Closing Remarks and Prayer**

*Make sure to close all small group meetings in prayer and with any announcements for next week.*

#### **Step 6.) Review Process and Alternative Free Formats**

*It will take several weeks to fully smooth out the process of running TMIY online. We encourage your team to be patient and to ask the same from your participants. That said, after several weeks of running the virtual process laid out above, your team may want to consider an alternative format. Two other free formats the group can consider are as follows.*

- **Small Group Only**
  - *As with last spring's recommendations, groups could also try to run the program by having the men watch the sessions alone and on their own time.*
  - *They would then click on a meeting link at a specified time for their own small group. The email with small group links would still need to be sent out via TMIY Class Email System.*
- **Large Group Meeting**
  - *This option begins with the whole group meeting for opening comments and the video presentation for the first free 40-minute meeting.*
  - *However, instead of providing a list of links for small groups for the second 40-minute meeting, a second large group meeting link will be provided.*
  - *The large group could use the breakout room feature to assign men randomly but evenly into your designated number of small groups. This would be a good option if the small group attendance is inconsistent and pre-assigning men to small groups leads to some groups being too small.*
  - *Also, if the group is 10 or less, the entire group can simply hold their "small group" together upon starting the second meeting.*

