Zoom Webinar Features to consider for Sacrament Meetings

Zoom webinar is a noninteractive meeting solution included in the Church-provided local unit Zoom license. Each license supports up to 500 connections per webinar. This document will provide general information about using Zoom webinar to broadcast sacrament meetings.

Scheduling

Things to consider when scheduling a Zoom Webinar:

- **Unregistered Webinar** To simplify the connection experience for remote attendees, it is recommended local units create webinars that do not require registration. Click here for information on scheduling a webinar without registration.
- **Recurring Webinar** – Scheduling a recurring webinar will provide a static viewing URL for remote attendees. Zoom allows a maximum of 50 recurrences of an event. A "No Fixed Time" recurring event can be selected to remove the limit on occurrences.
- **Webinar Passcode** – Generally a passcode is not needed for sacrament meetings using webinar since it is noninteractive for attendees and should be available to anyone who wants to join. However, if there is sensitive information that will be discussed a passcode is strongly recommended.
- **Audio** – Allowing "Both" telephone and computer audio will provide members the ability to dial-in and listen if necessary. If "Both" is selected, make sure the available dial-in information is provided with the viewing URL. Currently toll-free calling using an 800 number is not supported on the Church Zoom account.
- **Practice Session** – Enabling practice session provides the ability for local units to test audio and video prior to going live.
- **HD Screen Sharing/Attendee Video** – Enabling HD can improve the overall experience for attendees but also requires additional bandwidth. Only enable HD options if local bandwidth can support it. See note on bandwidth considerations under Additional Considerations in this document.
  Note: You will have to enable Group HD video in your main account settings in order to be given the individual meeting HD options.

Hardware

Click here for the basic elements of streaming a sacrament meeting. The elements outlined in this document apply to streaming a meeting using Zoom webinar as well as the other streaming services noted. Additional Zoom specific hardware information can be found here. Any device that supports the Zoom mobile or desktop app can be used for Zoom webinars.

Buildings with integrated hardware (camera and Teradek) can transition to Zoom webinar by taking the HDMI cable going into the Teradek into a USB video capture card that is then connected to a laptop/desktop. HDMI to USB video capture devices can be purchased for $50.00 or less.

Buildings without integrated hardware have several non-permanent hardware options including a cell phone or other mobile device (iPod Touch or tablet) mounted to a tripod or rostrum mount. Local units using cell phones should consider putting the device in Do Not Disturb mode to limit possible interruptions during the event from incoming calls and device notifications or alerts.

Unused clerk computers can be used if they are available and meet the minimum Zoom hardware requirements.

Under the direction of area leadership, members may volunteer the use of personal technology in order to avoid purchasing laptops, high-end cameras, and other expensive technology.

Event Start

The Zoom webinar broadcast can be started from the main sacrament streaming device (cell phone, laptop, etc.) or a secondary "management" device. The device used to stream the sacrament service can be logged in using the local unit's Zoom license or can join by entering the event ID in the Zoom app. If the streaming device is not logged in to the local unit's Zoom license, the event manager will need to invite as a panelist or promote it from an attendee to a panelist. Depending on the Zoom account settings, making the streaming device a co-host may also be required for it to share audio and video in the meeting. Click here for information on managing webinar panelists and attendees.

Additional Considerations

Audio

Getting audio to the streaming device may be one of the biggest challenges faced by event managers. Detailed information on bringing the chapel audio directly into the streaming device can be found here.

Additionally, Zoom webinars and meetings have an audio-enhancement feature that blocks background noise including pianos and organs. Enabling "Original Sound" may improve the remote viewing experience during sacrament musical numbers.

Zoom Webinar Chat

It is recommended local units disable chat functionality when using webinar for sacrament or other similar meetings. Chat can be disabled after the webinar has started or for all future webinars and meetings in the account user settings. Click here for more information.

Raise Hand & View Participant Count

It is recommended local units disable the ability for attendees to "Raise Hand" and "View Participant Count" when using webinar for sacrament or other similar meetings. To disable this feature, start the webinar and click "Participants" in the Zoom meeting app toolbar. In the participants window, click more (three dots) and uncheck "Raise Hand" and "View the Participant Count" under the "Allow Attendees To" section.

Live Transcript

Live transcript (closed captioning) is available in Zoom webinars. This option can be beneficial to those attendees who are hearing impaired. To turn on live transcript, click "Live Transcript" on the Zoom toolbar after the meeting has started and then select one of the options provided. If captioning is enabled by the host, the font size can be adjusted by clicking the up-arrow on the "Live Transcript"

button and selecting “Subtitle Settings” either by the host or participant if joining from the Zoom desktop app. Meeting attendees who do not want closed captioning can disable it in the Zoom desktop or mobile app if desired.

Multi Language Meetings

Local units needing multiple languages in their sacrament can us Zoom’s language interpretation capabilities. Interpreters must be logged into Zoom and have at least a basic (free) account. Click here for more information.

Rename Participant

Local units may want to rename a webinar participant who is contributing audio/video for the sacrament service since the name associated to them will be displayed to all attendees. To do this, start the webinar and click “Participants” in the Zoom meeting app toolbar. In the participants list hover over a participant, click “More”, and then “Rename”.

Attendance

Attendance information including Zoom username, account first and last name, email address, and total time connected to the meeting can be pulled after the meeting has ended. Click here for information on generating reports.

Bandwidth considerations

In meetinghouses where bandwidth is low, you can turn off Liahona SSID so that members don’t use the bandwidth during the broadcast. If WIFI is required for the broadcast, then ask members to turn off their phones so that their phones will not auto update using meetinghouse bandwidth. In many meetinghouses, the rostrum has a hardwired network connection which will enable you to bipass the need for WiFi and you can disable Liahona SSID during the broadcast. Also, note that if other leaders in the building require the use of WIFI and yet you desire to turn off WIFI for the chapel, they can use the new Lehi SSID while you disable Liahona SSID.