



SUMMER ONLINE INTENSIVE PRE-ZOOM SESSION CHECKLIST



SPACE

Clear of furniture and potential trip hazards, without carpet or rugs if possible. Good lighting helps the teachers see you. Look for the best place to set your computer or tablet, ideally at eye level, so you don't need to look down to see the teachers.

SNACKS & WATER

Have snacks & water to hand for breaks. Stay hydrated!

COMPUTER / TABLET

Check for Zoom updates – refer to the 'Zoom Made Easy for Tai Chi' guide for instructions. Close any applications you don't need. Ideally, restart your computer to ensure everything is fresh and operational. Turn off all notifications that might distract you, i.e. silence your phone.

ZOOM MADE EASY FOR TAI CHI GUIDE

Read the 'Zoom Made Easy for Tai Chi' guide. The guide includes useful information that will help you get more out of the class. Have it to hand in case you need to refer to it. Find it on the SOI web page:

<https://www.taichifoundation.org/summer-online-intensive-2020>

JOIN THE CLASS

Join up to 15 minutes before the start time. Use the link that was emailed to you, or click on the link on the Summer Online Intensive web page.

NAME

Check your name is correct for your screen display nametag. Refer to the guide on how to change this.

VIDEO

Turn your video on during class. Click on the video icon on your screen to start/stop your video.

SOUND

When you join the meeting your sound will be muted. Please stay muted unless you are asked to unmute.

TROUBLESHOOTING

Refer to the Zoom Made Easy for Tai Chi guide. You can also type in chat and the technical team will help you.

If you have any questions about using Zoom for our weekend Summer Online Intensive classes ,please email [Kate](#) or [Anna](#).

Compiled by Kate Mansfield and Anna Teeples, June, 2020.