

Instructions for Moderators When Using FCC Platform

- In preparation for the meeting...moderators will need to have the Meeting Script opened on their computer. You can download that from www.wakeuporelse.com in the "Cell Groups" section
- You will join as an attendee and then you have your status changed to "Co-host" by Host before the meeting starts
- As a Co-host you will have all of the same permissions as the host

Examples of inappropriate behavior

- Any cursing or foul language
- Off color jokes
- People going over their allotted time. 45 min divided by 10 people = 4.5 minutes each. People can go a little over but if you have someone at the 6 min mark you will need to step in say...(NAME) "one more minute of sharing OK?"
- Cross talk
- Yelling
- In regards to attendees: People that are stirring up controversy, strife, conflict. This is a place for being able to express your ideas unchallenged. This is not a place for debate or taking the opposite side. This is not a place to correct people or tell them they are wrong. The Moderator however will need to interrupt someone espousing satanism or sexual perversion or anti-Christ sentiment or anything that is wildly unbiblical and will need to be shut down. We are a Christian fellow ship PERIOD. If you are not going to respect that then these cell groups are not for you.

Here are some different scenarios and what you can do to address them

Mildly inappropriate

Someone is acting inappropriately and needs to be interrupted. Just say "excuse me" (NAME) we are glad you are with us but please refrain from (BEHAVIOR)

Thank you

- NOTE: You can tell who is talking by looking at the attendee list on the right and see who's speaking meter is registering

Severely inappropriate

- You can tell who is talking by looking at the attendee list on the right and see who's speaking meter is registering
- Immediately mute them. Remove them from the meeting by clicking on the 3 dots to the right of their name and chose remove. Tell them why before they go. (NOTE If you think it's appropriate....Tell them if they would like to come back to send an email to pleasewakeuporelse@gmail.com explaining what happened and provide your phone number. Someone will call you.)
- After you push them out....use the "Lock" button at the top to keep them out. NOTE This will block anyone from coming back into the meeting in any room so use only if the meeting has been going on for at least 10 minutes.
- You are not going to be able to spend time trouble shooting tech issues while you are hosting a group. Instruct people to call tech support at 844-844-1322 or go to wakeuporelse.com and choose "Cell Groups" tab on left for platform use instructions. Tell them "I apologize but we cannot take time to trouble shoot tech issues during the meeting"

Once you are in your room as the Co-host"

- Click on the word "room" to collapse the menu and see all the attendees in a room
- To navigate menus in the room when looking at the list of attendees make sure chat is closed or you won't be able to select the menu
- When using phone as and attendee touch the screen anywhere to bring up the menu on the bottom... To chat choose "more"

To share your screen as a moderator.... Choose the share icon in the tray at the bottom.

Choose desktop and shoes all three sharing options at the bottom then select start sharing button not sure what just happened

Sharing Your Screen

In order to function as a moderator, you will need to conduct a meeting from either a laptop or a desktop computer. A tablet may work as well but a phone will not work.

A computer is required so that you have sufficient access to the menus so that you can see the attendees and you can mute people if you have to. It will also be necessary if you are going to share your screen to allow others to read from the meeting script.

Here are the instructions in order to share your screen

- As the Co-host, choose the share button in the bottom tray
- When you do.... you'll see the “select items to share” dialog box
- The 3 options at the bottom should NOT be selected
- Underneath the name of the screen you will see a list of items with a checkbox. These are the programs or files that are open on that screen on your computer
- In order to share a document on the live stream....the file will need to be open on the screen.
- Select the document by choosing the checkbox and then choose “start sharing” at the bottom.

NOTE: In order to share the document with the attendees, it must be the only thing on your screen. To restore the screen so that you can see attendees....choose “view” and “active speaker”

Directions for attendees when accessing platform by phone

- Go to the app store and download “Free Conference Call.com App

To join a cell group meeting

- Once its downloaded on your phone you simply open up the app and choose the “Join” button
- You will be prompted to enter the meeting ID which is “**Wakeuporelse**”
- The next screen allows you to join with no sound and or no video.

- Choose the Microphone icon on the video picture to mute yourself or choose the camera icon to turn off your camera
- When logging in on a phone.... sometimes....you will have to join....and then swipe down from the top of your phone and select the meeting from the drop down to bring up the screen where you see everyone.
- Touch the screen anywhere to get the options to appear on the bottom or the “Leave” button at the top
- To chat....touch the screen and choose “more”