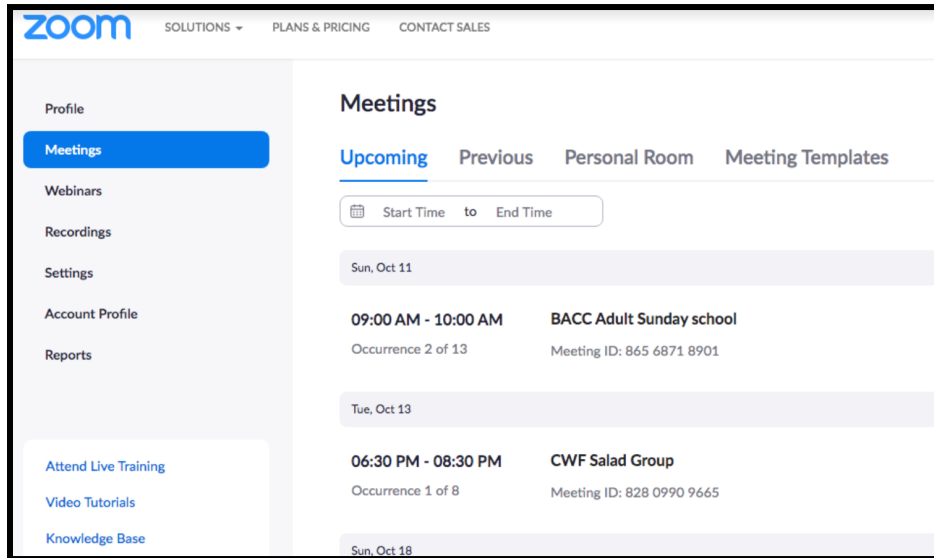


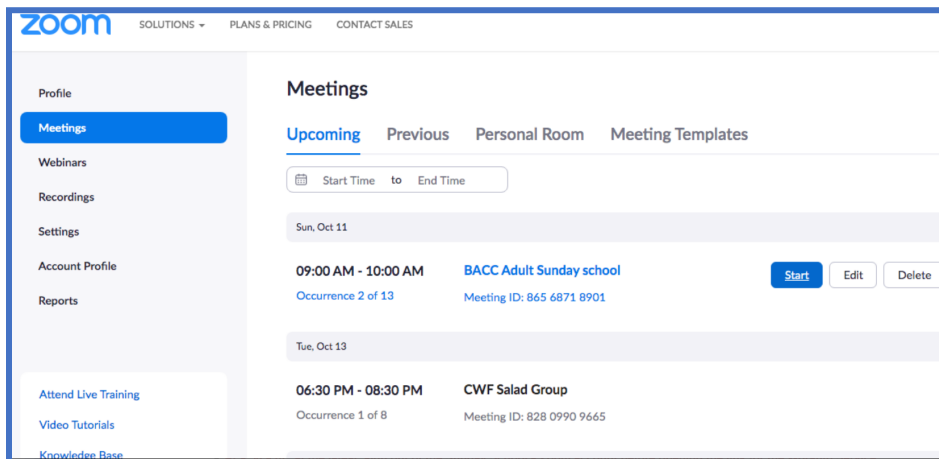
Procedures for STARTING and ENDING our Zoom Adult Sunday School Class Account

(Last updated: 10/27/20 - sgd)

- **Login to Zoom** - <https://zoom.us/signin>
 - email address: worship@baccdoc.org
 - Password: [Disciples2071](#)
- **Click on "Meetings" and select the class for the date and time of the Sunday School class**

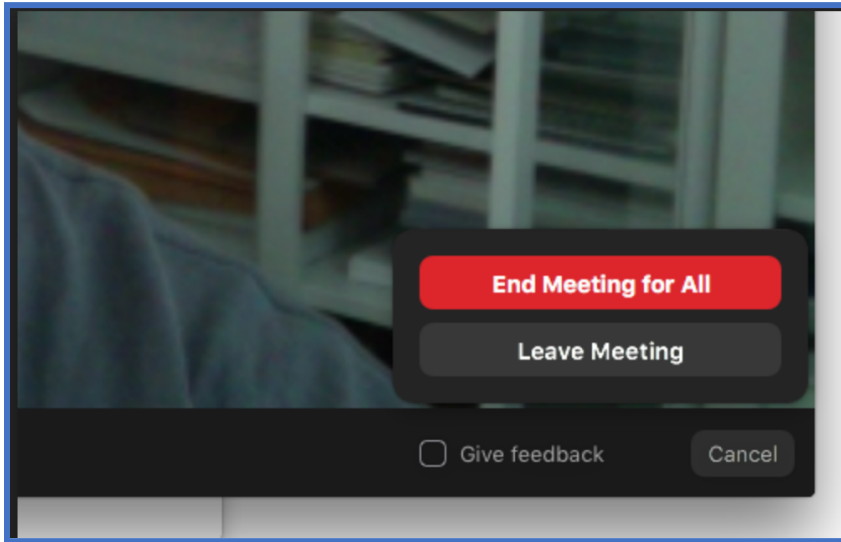


- **At approximately 8:50 a.m., click on the "Start" button for the Zoom meeting:**

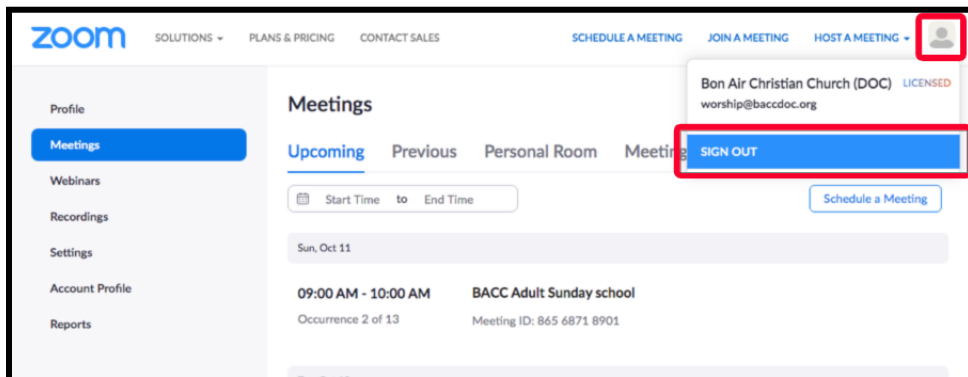


- **NOTE:** Kendra asked that we finish Sunday school in time for everyone to login to the **Zoom worship by 9:55 a.m.** If anyone jumps on after 9:58 a.m., then she may have already muted everyone and you would come in unmuted which may cause some disruptions on her end.
- **At 9:50 a.m., at the latest, sign out of the Sunday School's Zoom account before opening the link for the Worship Service.**
 - **FIRST** - Click the "END" button

- **THEN - Click the "End Meeting for All" button**



- **IMPORTANT: Return to the Zoom Browser window**
 - Click on the "person" account icon in the top, right side of the window,
 - Then click on the "Sign Out" link:



- **You can now safely click on the link to join the 10:00 a.m. Zoom BACC Worship Service!**

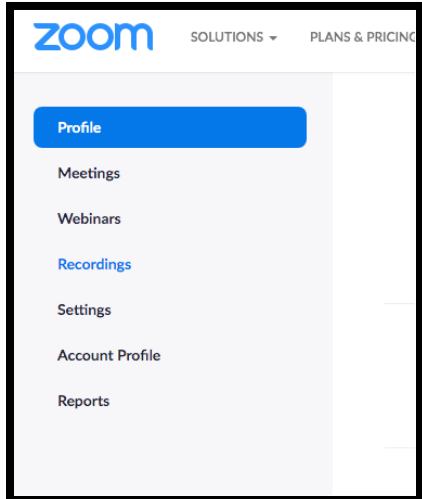
RECORD CLASSES

- Gina set-up our Sunday School classes to automatically record every week, so the teachers don't need to do anything differently on Sundays.

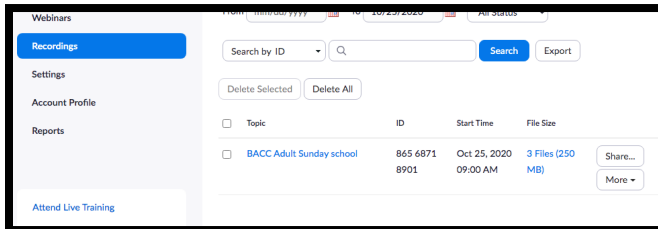
----- SUSAN WILL DO THE FOLLOWING STEPS TO EDIT AND SHARE THE RECORDINGS -----

DOWNLOAD THE RECORDING

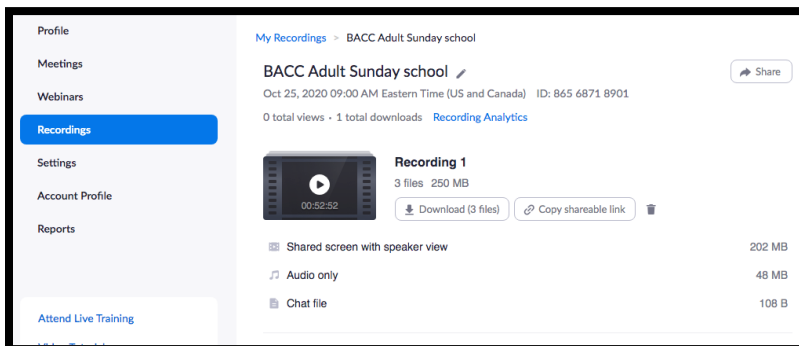
- Susan will edit the video and post the recordings to the BACC YouTube channel and to our Sunday School page at baccdoc.org/matthew.html.
- In the column to the left, click on “RECORDINGS”



- You will see all of the classes that are recorded. You can download the classes there.



- Three files are available for downloading. Download the one called “Shared Screen with Speaker View.”



- Once recordings are downloaded, erase them from Zoom (storage space is limited on the Zoom account).

EDIT THE RECORDING IN IMOVIE

- Remove pre and post discussion from the video
- Add a title frame to the video
- Convert from .mov to m4v format to share in YouTube

SHARE THE EDITED VIDEO ON THE BACC YOUTUBE CHANNEL

- BACC YouTube Account: worship@baccdoc.org (PW: Mission2071*) This is our Google account.
- When uploading, go to UPPER RIGHT HAND CORNER of page and click: The "camera icon with +" and then select "upload video"
- Select your video and make sure to title it properly, ie: "Bon Air Christian Church – July 5th, 2020"
- Add a description for the video.
- When asked if the audience is 'for kids' – check **NO**.
- Follow the rest of the prompts.