

THE ZGWA ONLINE KNOWLEDGE BASE

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1. TECH ISSUES

1.1 Audio Quality

Zoom audio setting should be “Original Sound for Musicians: On” – if not enabled then click the arrow next to the Microphone button, then Audio settings, and choose Original Sound for Musicians. Once enabled, or if previously enabled, then check the message at the top of the screen, which should say “Original Sound for Musicians: On”. If it says “Off” then click on the message to toggle it to on. Also ensure that “Echo Cancellation” is “On”.

1.2 Communications with others: Zoom Chat or Phones

The default method for communication between Leaders (and participants if necessary) is the Zoom Chat feature. This means you will need a keyboard near you that you can reach. When typing it is helpful to turn off your video (and be muted) so that participants don’t see someone busily typing away.

Likewise if you need to use the phone, mute yourself and turn off your video too so as not to disturb others.

1.3 Limitations on Managing Breakout rooms

Not all devices are capable of managing breakout rooms, which is especially important for the Jisha. **The online Jisha must have a PC or Mac: an iPad does not support managing breakout rooms.** (For a reference please see these zoom community questions [Question 1](#), and [Question 2](#).)

2. LEADERS INSTRUCTIONS

Meeting

A leader's meeting a few days before or latest, the morning of the Zazenkai is useful to check in and resolve any leadership issues.

2.1 Jisha

In the days prior to the event

- Schedule the Zoom meeting i.e. generate the zoom link.
- Finalise the timetable with the teacher, if necessary.
- If necessary amend the dokusan cautions and/or procedures (see attachment 1 for example).
- Resolve the dokusan line order after the close of registrations and provide it to the teacher on Thursday night after registration closes, before the zazenkai.
- On the Friday morning, before the zazenkai, send an email to all participants with relevant information including the dokusan line order (see attachment 2).
- Circulate a comprehensive set of documents to the leaders and teacher on Friday morning.

On the day of the event

- Leaders meeting
 - Start the Zoom meeting 40 minutes before the actual start of the zazenkai/sesshin.
 - Admit the teacher and leaders.
 - When joining zoom, leaders should check their names and rename themselves if needed (especially any coming in on the ZGWA account)
 - Because all four leaders need to ring bells at some point, it is helpful for all leaders (Jiki, Ino, Jisha, and Tanto) to set "Original Sound for Musicians: On" on their devices.
 - **Sound check** - each leader should ring their bells to verify that they can be heard clearly while the zazenkai is underway.
 - Make the Tanto co-host, you can do this by clicking the participants icon.
 - Finish the leaders meeting at least 5 minutes before the start to allow for a break before starting the event.
- Setup the breakout (dokusan room).
 - Step-by-step instructions with screenshots:
 - for a Mac: [Creating Breakout Rooms: Mac](#)
 - For Windows: [Create Breakout Rooms: Windows](#)
 - Please note: **an iPad does not support managing breakout rooms**
 - Brief written steps below:
 - Click on the **Breakout room** icon (4 squares)
 - In the Create Breakout Rooms window (that opens) select "**Let participants choose room**". It is important to select this option: *this lets participants put themselves into the room so that the Jisha doesn't have to.*

- Click **Create** (Bottom RH corner)
 - Hover your mouse pointer over **Room 1**, select rename and change the name **of Room 1** to **Dokusan Room**.
 - Click **Open all Rooms**.
 - Close the window by clicking **X** (top RH corner).
 - When going to dokusan click the **Breakout Room** icon and click **Join** (top RH corner).
- Admit all participants 5 mins before the start by hovering over the participants icon and selecting “admit all”. Note, a co-host can also admit participants.
 - You can allocate another leader to be host during the day if the need arises.

Cautions

Ensure that all participants are muted prior to reading cautions. At the appropriate time during cautions ‘unmute’ and present the dokusan cautions and then mute.

Dokusan

- Dokusan Line Order
 - The general rule is that the order of the dokusan line is the same as the order people register. However, there are a few exceptions to that rule e.g.
 - The Jisha is always the first and last person to go to dokusan. That is twice a day for a zazenkai.
 - Part timers’ places in the line will be dependent on when they are in attendance.
 - Don’t include those participants that don’t want to go to dokusan.
 - Schedule people living interstate and overseas at a suitable time. For example, there is a 6 hour time difference (6 hrs behind) for someone living in Germany. In those circumstances, schedule the participant(s) at the end of the line.
- Let participants know they can check who is in the dokusan room by clicking on the breakout rooms icon and see who has a **green** dot beside their name.
- If people can’t remember how to go to dokusan they can be assigned - if they haven’t been to dokusan. If a person **has already been** to dokusan they can’t be assigned by the host. It will then require a chat message/call to the participant to guide them through the process.
- Not everyone sounds their bells for dokusan, so the Jisha needs to be attentive as people go to and return from dokusan so they can send a reminder to someone who may not be aware it is their turn.

- Start dokusan at the agreed time (with the teacher) by unmuting your mic and announcing “**dokusan commences**” then do an accelerando on your bell (glass), after a pause finish with ding ding and join the dokusan room.
- Check with the teacher (at the leaders meeting) the time after which no one goes to dokusan before lunch. After that time the Jisha can send a chat message to the next person in the line informing them to not go to dokusan, but they will be the first in after lunch. Hopefully, they read the message. You can follow up with a text to the teacher if necessary. When the last person before lunch returns to the main room unmute and ring off - ding, ding, ding, dead ding, ding but don't join the dokusan room.

Send the teacher a text message to let her know “it's lunch-time, dokusan paused”.

- Decide with the teacher when to commence dokusan in the afternoon: worked well with the teacher sending a text to the Jisha during the lunch break i.e. start dokusan 5 mins after the kinhin round following the dharma talk.
- After lunch at the agreed time, start dokusan by unmuting your mic and announcing “**dokusan resumes**” then do an accelerando on your bell (glass), after a pause finish with ding ding. Keep a watch on the person that is due to go to dokusan - prompt if necessary.
- At the end of the day when everyone has been to dokusan and before you join the teacher unmute and ring off - ding, ding, ding, dead ding, ding then join the dokusan room.
- Throughout the day keep a watch on the person that is due to go to dokusan so you can prompt them to join if necessary.

Spotlighting the teacher and recording

Confirm with the Tanto who is going to **record** the talk (*Jisha*), and **spotlight** the teacher when they are giving their talk. It is possible that these tasks could be delegated to the Jiki if they are familiar with using Zoom.

The talk should be recorded to the cloud, i.e. not to your local drive, and the link is to be sent to the Audio Coordinator (currently Paul Doughty) **soon** after the Zazenkai is finished.

2.2 Tanto

- General matters
 - It is good to ensure to have a kinhin after the teacher's opening words, before chanting (because with Cautions we will have been sitting too long otherwise).
 - Double check with Ino if any dedications, and which sutra service (there has been some recent confusion).

- Taking over from Jiki during dokusan: before the start of day make sure to have an alternative for clappers and a jiki bell. (Nick has previously used two pieces of wood offcuts for clappers, and a metal cocktail shaker as bell with chopstick as clapper.) Hold the bell up close to the microphone when striking.
- Giving words in the Dojo
 - When ready, gassho in place, unmute your microphone, give words, gassho again, and finally mute your microphone.
- Recording Teacher's talk (Tanto to do this, or delegate to Jisha)
 - When the teacher is ready to speak, Hit "Spotlight" for everyone, and hit Record - Record to Cloud. At the end of the talk hit "Cancel Spotlight", and hit the Stop button to stop recording. The "pin" feature only affects your screen so is not useful here. (further information is provided at attachment 3 below)
- Screen sharing the sutra book during chanting (Tanto to do this, or delegate to Jisha)
 - have the sutra book open and ready to screen-share before the day starts.
 - aim to scroll smoothly and as little as possible for people reading along.
 - Coordinate with the Ino:
 - Open the chant book as soon as its time, so Ino knows they can begin
 - Ask the Ino to announce each page number of each sutra to confirm you scroll to the right page.

2.3 Ino

- Audio setting should be "Original Sound for Musicians: On".
- The direction faced by the Ino might affect the audibility of the chanting. For clarity and good volume, it's best to speak straight into the mic. However, Ino needs to read from the chant book for the instrument cues, they do not read the sutra book on the screen. The book, therefore, needs to be positioned directly in front of the Ino. It has proved a difficult thing to get working well. The book can be placed on the music stand just above and behind the screen. However, this can mean that the book is too far away. If the book is placed below the screen then the direction of the voice is downwards. If the book is placed to the side on some stand that the at-home Ino can concoct, the Ino is then not chanting directly into the mic.
- Good sound may also depend on the equipment of the Sangha members receiving it. Some participants have had trouble hearing the Ino, some not.
- I would suggest to participants that in virtual space no one can hear you chant, an opportunity they might take to enjoy their own chanting without inhibition! 🙏
- Coordinate with Tanto (or Jisha) on screen sharing the Chant book
 - Wait for chant book to be shown before beginning chanting
 - Announce page numbers before each chant as normal so Tanto (or Jisha) can find the right page

2.4 Jiki

- Audio setting should be "Original Sound for Musicians: On"
- Start: if cautions + teacher's opening words >20 min, then have kinhin before chanting; if < 20min, then Ino goes straight into chanting.
- Clappers (just as for weekly dojo rounds):
 - To begin 5 min kinhin
 - Then at end of kinhin
 - Then once seated

- Before meal, hit triangle (or similar) then “prepare for mealtime gatha”
- If assigned to record talk, hit “record” when talk begins.
- 15-20 min long kinhin in arvo (not necessarily outside)
- At conclusion, shijo x 1 then “prepare for chanting” before Ino leads Great Vows

3. DOKUSAN PROCEDURES

Introduction

The dokusan procedure for this Zazenkai has the following features:

1. A list circulated to participants, pre - Zazenkai, that has the dokusan line order.
2. Participants assign themselves to the dokusan room rather than the Jisha prompting them to join.
3. Participants signalling when they are going to and returning from dokusan, by striking a glass with a teaspoon, two times before they go and four times after they return.

Instructions

- Select "Gallery View" on Zoom to observe people as they go to and return from dokusan.
- You will either see "Breakout Rooms" or a "Join Breakout Rooms" button on your screen depending on what type of device you are using.
- When it is your turn to go to dokusan, that is you have confirmed that the person preceding you in the dokusan line has returned from dokusan and is visible in the main room:
 - "Unmute" your microphone.
 - Strike your glass two times, **two dings** close together, like we do in person to signal "I am going to dokusan".
 - If you are using a:
 - **PC** click the Breakout Rooms  button, hover your pointer over the right of the breakout room, click **Join**, then confirm by clicking **Join**.
 - **MAC** click the Breakout Rooms  button, hover your pointer over the number in the top right hand corner of your screen, click join, then confirm by clicking join.
 - **Ipad or mobile phone** tap the "Join Breakout Rooms" button displayed on your screen.
- Shortly afterwards you will appear in the dokusan room with the teacher. If your microphone is "Muted", select "Unmute". Gassho to the teacher and state your practice.
- At the end of the interview the teacher will ring their bell. Gassho, then click or tap the button that says "Leave" or "Leave break out room". This button is normally in the bottom right-hand corner of the screen. Note: if you are using an iPad, choose "Leave" -> "Dokusan Room", not "Meeting".
- On your return to the main room from dokusan:
 - Strike your glass four times, **four dings** close together, in echo of the teacher's bell, signalling "the teacher is waiting for the next person".
 - "Mute" your microphone
 - you may then go to the toilet or get a drink.
- Only tap the "Join Breakout Room" button to go to the dokusan room. If you press it accidentally, just press "Leave breakout room" as soon as possible.

- If you have a query about dokusan while sitting zazen, please use the Zoom Chat feature to send a private message to the Jisha.

Using the Chat feature

Chat messages in Zoom will be used when necessary to communicate during the day. For these reasons it is important to have your device near you and be ready to read and respond as appropriate.

4. EMAIL EXAMPLE TO PARTICIPANTS

Dear Zazenkai participants,

Thank you for registering for our Zazenkai this Saturday. Here is some of the information relevant to your participation.

1. Zoom link

The Zoom link for the day is: <https://us06web.zoom.us/j/88099470429>

Meeting ID: 880 9947 0429

2. Schedule (Timetable)

The schedule is attached to this email see attachment 1.

3. Dokusan

The dokusan line (attachment 2) and procedures (attachment 3) are also attached to this email. Dokusan will be done via breakout rooms using Zoom as per the procedures.

As per the instructions, please have a glass and spoon beside you to use to signal when you are going to and returning from dokusan.

4. Readings

Also attached are some readings (attachment 4) from Mari for us to look at. We'll be talking about them on Saturday.

5. Dedications

Participants are able to offer dedications at the Zazenkai which are made during chanting. Dedications can be made for people who are unwell or who have died, as well as for celebrations such as the birth of a baby. If you wish to make a dedication please clearly indicate if it is for a deceased person and send it (by email) to the Ino, XXX before 8 am Saturday. XXX's email is: XXX@gmail.com

6. Contacts for the Tanto and Jisha

During the Zoom meeting please use the online Zoom Chat feature if you want to communicate with the leaders. However, if a situation arises where you are unable to communicate that way then you may send a text to the Tanto and Jisha. Their mobile numbers are:

Name (Tanto): XXX

Name (Jisha): XXX

Looking forward to sitting with you,

Gassho

Name

(Jisha)

Attachment List

1. Schedule
2. Dokusan Line
3. Dokusan procedures
4. Readings, if any

5. Recording and Spotlighting

Zoom Knowledge: Recording and Spotlighting

Recording

- Press the Record button
- Choose “Record on Cloud”
-

If you’re wanting to highlight a speaker for everyone, the feature in Zoom is called “Spotlighting”. This is different to the “Pin” feature which only affects your screen. In other words, pinning someone only makes them fill *your* screen, while Spotlighting someone makes them fill *everyone’s* screen.

Specifically, it is good to Spotlight the teacher when she is giving words, talk, or Teisho. Hover over the “...” menu next to the teacher, then click on “Spotlight” or “Spotlight for Everyone”.

Steps for recording a Dharma Talk or Teisho

- o Spotlight the teacher
- o Hit record, onto Cloud
- o Make sure all other participants are muted
- o At end of talk,
 - hit the Stop button to stop the recording,
 - hit “Remove spotlight” in the upper-left corner to cancel the Spotlighting

Note: Jishas who are hosting the Zoom session: when closing the meeting at the end of Zazenkai, the recording might take a few minutes to store on the Cloud. After which Zoom will automatically send you an email with username and password to download the recording, either as a video or audio recording. Please don’t forward this email to anyone, except Paul Doughty who may subsequently upload the audio recording onto the ZGWA website, after checking the teacher.

6. Taking Screenshots

Taking photos of participants using "Screen Shots" at the end of the event:

- Put Zoom into full screen mode,
- Hide any chat / participants windows,
- If you want to focus on one or more individuals, they can either be Spotlighted for everyone, or the photographer could simply "Pin" them temporarily while taking photos,
- Take some screen shots. On Windows, "**logo key + Shift + S**", on a Mac, "**Command-shift-3**".
- Photos can be edited afterwards to crop out borders etc, for example with "Paint 3D" or "Paint" on windows