



HIGH SCHOOL WOMEN COACHES LEADERSHIP ACADEMY

July 27-28, 2021

ATTENDEE TIPS AND PREP LIST

We are looking forward to spending two days with you for the High School Women Coaches Leadership Academy! This resource is designed to help you prepare for the virtual Academy and to share a few tips and best practices to ensure success.

Tools You'll Need:

- Computer with built-in or external webcam and microphone
 - Microphone suggestion: Consider using AirPods or earbuds with a built-in microphone (like the one that came in the box with your cell phone) – this offers an easy way to project your voice while limiting background noise
- Reliable internet connection
- Zoom (free download and downloading of latest version - <https://zoom.us/download>)
 - **IMPORTANT:** Please make sure you download the latest version (5.7.1) for best performance.

Week Before the Event:

- Practice using Zoom
 - Adjust lighting and background to ensure you are easy to see on screen
 - Limit background light, like windows. Best to have light in front of you.
 - Check your microphone and webcam settings
 - Make sure your displayed username is your full name as a courtesy to other coaches and faculty.
 - You will want to be familiar with how to access the Chat Box and the ability to select a private chat between two people and a public chat to all participants.

Accessing the Virtual Academy:

- Zoom Link:
 - <https://zoom.us/j/91987082517?pwd=d0dkcG0yTktqcVdWUEcvYkEyYTlrQT09> Passcode: WeCOACH
- You will be placed automatically on “Mute,” please “unmute” yourself only when you are about to speak.
- It is encouraged that you put the presenter in “speaker view” to avoid any distractions from other participants in gallery view.
- If technology fails during any Academy session...
 - First, take a deep breath and please do not worry – we will help get you back into the Zoom session as soon as possible.
 - Try restarting the Zoom application and re-joining the session
 - If this does not work, please try restarting your computer and then restarting the Zoom application
 - If this restart does not work, call Laura Myers at (408) 406-2777 and she will help troubleshoot
 - If for whatever reason we are unable to get you back into the live Academy session we will have you dial into the Zoom meeting via phone. (Refer to the Zoom Invite on the following page)

Live Academy Session Zoom Info

Join Zoom Meeting

<https://zoom.us/j/91987082517?pwd=d0dkcG0yTktqcVdWUEcvYkEyYTYrQT09>

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 919 8708 2517

Passcode: 5760391