



HIGH SCHOOL WOMEN COACHES LEADERSHIP ACADEMY

July 26-27, 2022

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 – 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 (5.11.3) for best performance.

Accessing the Virtual Academy:

- Zoom Link: <https://us02web.zoom.us/j/81596729426?pwd=SIJwL3ZDbVZrUjRlQnJnVG43YVdnZz09>
 - Passcode: 033099
- 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 Jan Whitbeck at 720-373-8201 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://us02web.zoom.us/j/81596729426?pwd=SlJwL3ZDbVZrUjRlQnJnVG43YVdnZz09>

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 815 9672 9426

Passcode: 033099