

Longboat Key Garden Club Guide to Virtual Meetings: A Brave, New World

Due to the coronavirus, many of the Garden Club's events and meetings this year will be held virtually. While we realize this is a major change, virtual meetings will still let you hear – and perhaps more importantly let you question – our outstanding speakers.

To implement our virtual meetings, the Club has decided to use software called “Zoom” Many of you may already be using Zoom to stay in touch with family and friends. It's powerful but also easy to use and fairly intuitive.

Accessing our online events is easy: on our website – where you just found this document – there is a list of our meetings and events for the 2020-2021 season. The first piece of information for each event will be one of three choices:

1. If it looks like the line below, no Zoom meeting has been scheduled yet. Come back later until the three –'s are replaced by the words “View” or “Join”.

--- *March TBD* *Virtual Home Tour (via Zoom)*

2. If it looks like the line below, the event has already occurred but you can view a recording of the meeting by clicking where it says “View”.

View *Oct 27, 7pm* *Welcome back meeting (via Zoom)*

3. If it looks like the line below, a public Zoom meeting has been scheduled. Simply click on the word “Join” DURING THE TIME THE MEETING IS SCHEDULED, follow the prompts, and you will join the meeting virtually. Note that not all events will be publically available.

Join *Feb 16, 7pm* *Monthly program (via Zoom)*

(If you don't see the words “via Zoom”, the meeting may not have been scheduled yet or may not be a virtual event. Please check the website listing again until full attendance information is provided.)

Finally, if you haven't used Zoom before, you can download it free of charge from:

www.Zoom.com

There are several helpful videos there for those of you who may need helping installing and using it.