

## KEEPING EVENTS SAFE AND SECURE

Using a virtual platform can introduce some worry about nefarious outsiders disrupting the event. While these instances are exceedingly rare, some parents may have questions about what precautions you are taking. Just as you would protect the safety and security of your in-person events, you can protect the safety and security of your online events.

While you may promote the date and time of your event publicly, be sure to share the joining instructions (links and passwords) privately through email, direct messages, or printed materials.

When you set up your meeting, use a password and enable the waiting room. Your password can be something as simple as "Club Member" and will deter anyone from joining who shouldn't. The waiting room will give you a chance to review the participants before bringing them together.

Just as at in-person events, members sometimes take the opportunity given by anonymity to say or do things they shouldn't. In-person this can appear written on a table or said over the chatter of the group. Online, it might be an inappropriate message written in the chat box or on screen. The host can disable private chat messages, and the person sharing their screen can display the name of the person drawing on the screen. This takes away some of the anonymity that can entice bad behavior. If disruptive, or inappropriate behavior does arise, an individual participant can be removed by a host or co-host and will not be able to rejoin.

Virtual events have an incredible safety asset over in-person events, and that is that if an event is compromised, it can be ended immediately, and all of the club members are safe and sound in their own homes. If there are multiple participants causing disruptions or if you are not sure who is responsible, you may end the meeting for all participants and restart once you have resolved the issue.

## ENSURING PARTICIPANTS HAVE REGISTERED

Ensuring participants have registered is trickier in a virtual landscape. Joining instructions, including links and passwords for the event, should be shared only after an individual's registration is complete and should not be done on social media where the information is very easy for others to access. However, it is impossible to ensure the link does not get forwarded to others, or that multiple participants don't join them from the same computer. Sharing this sentiment on event flyers or event confirmations may be helpful.

## MAKE THE CAMERA WORK FOR YOU

Naturally, many of us are screen shy and want to make sure we present our best self when on the video screen. Here are some helpful tips to ensure you present your best self:

- If using your phone's camera:
  - Change your settings to record the highest quality video allowed, if possible (phone settings will vary, but typically this will be found in a Settings > Video or Camera Quality area - consider searching online for "Adjust Camera/Video Quality [PHONE TYPE]" for assistance if needed)
  - Position camera in landscape (horizontal) position
  - Use tripod or other stabilizing method, such as balancing against a stack of books, to eliminate camera shake or other potentially distracting movement
- Position your camera as close to eye-level as you can, rather than at an angle, so you are not looking up or down into the lens
- Center yourself within the frame
- Use a clean, non-distracting background; consider positioning yourself in front of a wall and limiting moving objects behind you.
- Use a quiet space; no fans, TV, music, background conversations or other noise that could be distracting
- Use a virtual background if you are concerned about what is seen on the video screen