



USA Hockey Coaching Education Program Zoom Virtual Clinic Instructions

CONNECTING TO YOUR VIRTUAL COACHING CLINIC

REQUIREMENTS

- Computer (Desktop/Laptop/Tablet) – participants may not connect via cell phone.
- Internet connection – must exceed 6 megabits-per-second. Search for “Internet Speed Test” to confirm your connection speed.
- Headset or earbuds – headphones and microphone (optional, but recommended).
- Webcam – your computer must have a web camera.
- You must provide a valid email address, used when registering for the clinic.
- The meeting ID# - will be sent by the clinic instructor via email.

INSTRUCTIONS

Watch a video tutorial [here](#).

- Click the link or URL to the Zoom meeting received by your instructor.
- You will be prompted to download the Zoom application, or you can download it [here](#), and install it.

WHEN YOU JOIN THE CLINIC

- You will not enter the clinic directly; you will be placed in a Waiting Room. The organizer will admit you when the clinic starts.
- A window will open that allows you to select Computer Audio and test your microphone and speakers.
- Click the Test Computer Mic & Speakers link if you need to check your audio feed before the meeting.

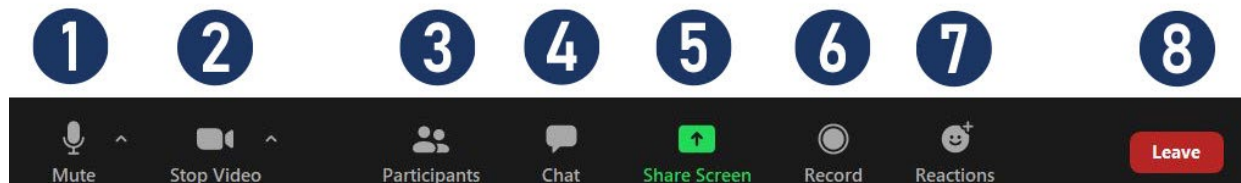
IF YOU HAVE AUDIO PROBLEMS

- Check your computer speaker volume. Is it set to mute or to a low volume?
- Are your speakers selected for the active output in Zoom?

IN YOUR CLINIC

- After the clinic starts, the Zoom window will open. The Zoom menu bar is located at the bottom of the Zoom window. The menu bar hides after a few seconds when you're in full-screen mode. Move your mouse slightly to make the menu bar visible again.
- The meeting may start with audio and video off. Check the menu bar to make sure your audio is not muted and your video feed is started.

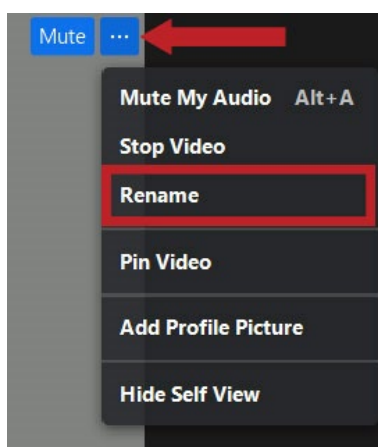
THE ZOOM MENU BAR



1. Mute/Unmute your audio. You can select your audio input here by clicking the up arrow next to the microphone icon.
2. Start/Stop your video. You can also select your video input here by clicking the up arrow next to the camera icon.
3. View the list of participants.
4. Send a message to one person (using private chat) or to all participants.
5. Share your desktop (everything on your desktop) or (select a specific application).
6. Record the meeting (if you have been granted permission).
7. Reactions (hand clap/thumbs up) during the presentation if you have a question, or giving a reaction to a question.
8. Leave or end the video meeting.

RENAME YOURSELF

1. To change your name after entering the Zoom meeting, click on the “3 dots” at the top of your picture.



2. Choose Rename, and in the dialogue box Type your FIRST and LAST name.

MUTE/UNMUTE YOUR AUDIO FEED

During the clinic, mute your audio feed unless you're speaking. This reduces audio feedback and background sounds that may be distracting to other participants.

Audio Issues

- Can't hear the instructor or other participants:
 - Check your computer speakers. Is the volume turned up? Are your speakers connected?
 - Are your speakers selected for the active output in Zoom?
- Other participants can't hear you:
 - Check your microphone setup in Zoom
- Do other participants hear echo when you talk?
 - You are the source of the echo.
 - Adjust your microphone sensitivity.
 - Use a headset so that voices coming in from other participants aren't picked up by the microphone in your environment. Laptop microphones are too close to laptop speakers and the sound can reverberate.

VIDEO

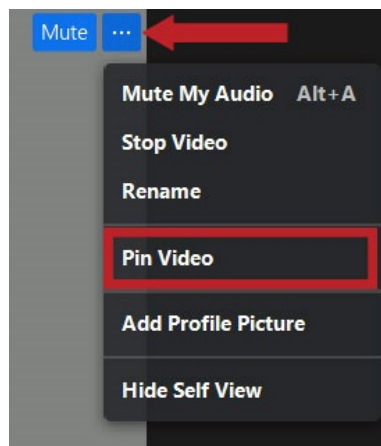
In order to participate actively in the clinic and breakouts, you must have a video capability. *Please make sure there are no distractions in your background.*

Video Issues

- Other participants can't see you:
 - Make sure your camera is turned on, plugged in, and selected in Zoom.
 - Make sure nothing is blocking the camera view.
 - If you're using an external web camera, try connecting it to a different USB port.

PIN THE PRESENTER'S VIDEO

1. To pin the video of the presenter so that it is the largest portion of your screen, click on the "3 dots" at the top of the presenter's picture, and choose Pin Video.



SHARE

If you're asked to share your computer screen:

1. Click on the Share icon in the Zoom menu bar.
2. A window showing your Desktop and open apps will appear. Select your Desktop if you want to share everything on your computer screen. Select a specific app if you only want to share that app.
3. All participants in the clinic can see your screen and mouse cursor.
4. To stop sharing your screen, click Stop Share.

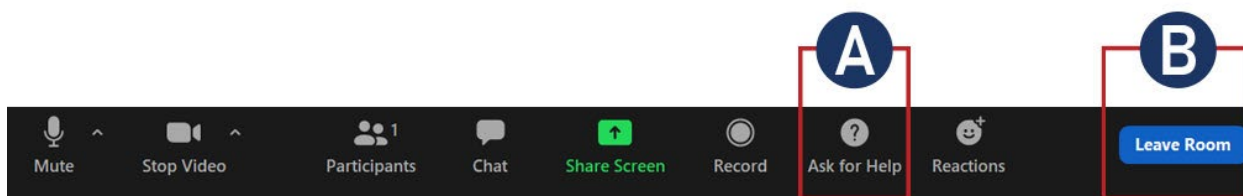
BREAKOUT ROOMS

USA Hockey will use breakout rooms when you need to work in teams during the clinic.

Instructions

You can use breakout rooms when you need to work in teams during the clinic.

1. The instructor will send an invitation to join the breakroom.
2. Click the Join button. (Note: You have the option to click the Later button, but do not use this option.)
3. The breakout room menu bar is very similar to the menu bar in the main meeting window. There is an Ask for Help icon (A) in the breakout room menu bar. Use this control to request help from the instructor.



4. To leave the breakout room, click the Leave Breakout Room control (B).
The Leave Breakout Room dialog window opens. There are three choices:
 - Leave Meeting: You'll exit from the entire session (DON'T DO THIS -You may not receive credit for attending the clinic. The instructor will close the session when the clinic ends).
 - Return to Main Session: You'll exit the breakout room and return to the main clinic session.
 - Cancel: You'll return to the breakout room.
5. When the instructor ends the breakout room session, you'll receive notification and the opportunity to return to the main clinic session immediately, or in 60 seconds.

ADDITIONAL INFORMATION SOURCES

[Zoom Support Topics](#)

[USA Hockey Coaches Information](#)