



Online Church Meeting System

Welcome

With the spread of Coronavirus, a lot of churches and small groups have decided not to gather together. But that doesn't mean they can't *meet* together.

Let us help your group meet together *online*.

Reach Beyond New Zealand would like to make available our two-way online meeting system, as a free service to your church or group.

Using a basic computer, or even a phone, a pastor or group leader will be able to hold live audio/video meetings for bible study, prayer and sermons for many users at the same time. Anyone who is logged in will also be able to contribute to the meeting.

For this tutorial, we will refer to the group leader as the pastor. All other users will be referred to as church members.

Let's learn how it works.

Setting Up

First, the Pastor. Obviously, your device will need to have a camera, microphone and speakers.

Open a browser.

Type in this link: <https://bbb.onlineradiotraining.com>

In the top right corner, click **Sign Up**.

For **full name**, type the name of your church or group.

Type in an email address and choose a password.

And click on **sign up**.

Create a place for people to meet

Now, we will create a meeting place.

Click on **+Create a Room**. Remember, you can set up as many rooms as you need – for example one for church, one for youth and one for bible study.

You will see a box appear labelled **Create New Room**.

Where it says **Enter a Room Name**, type the name of the meeting place – for example: *Sunday Service*.

You can choose to have password entry. Contact us if you need this option.

We suggest you select the button labelled **Mute users when they join**. That way you are not swamped with noise from everyone's devices!

Then click on **Create Room**.

Setting Up the Room

Let's go into our room. Click once on your room to select it. Then click **Start**.

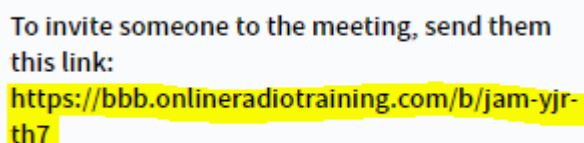
A box will appear, asking: **How would you like to join the audio?** Choose **Microphone**.

This will connect to an Echo Test. When you are prompted, say a few words.

If you could hear yourself, click **Yes**.

If you didn't hear yourself, click **No**. Your audio settings box will appear. Make sure you have the correct microphone and speaker selected, then click **Retry**, and attempt the echo test again.

Welcome to your meeting room. As the pastor, you are the moderator. Over on the left of the screen is a list of everyone currently logged in, including yourself.



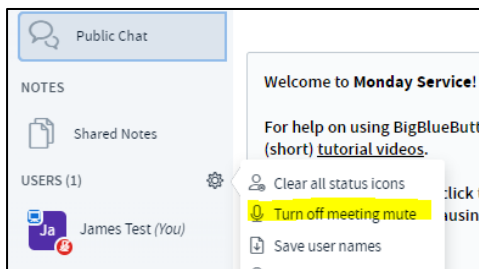
To invite someone to the meeting, send them this link:
<https://bbb.onlineradiotraining.com/b/jam-yjr-th7>

You will see this box on the left. Copy the URL in the box, and send to all of your church members in a text message or email.

Running the Meeting

At the appointed time, church members will click on the link in the email to join you in the room. They will be prompted to type in their name, so you can see who is attending.

To start with, they will all be muted. If you invite someone to participate, they simply click on the microphone symbol on the screen on their device. They can then address the whole meeting.



To mute or unmute everyone, click on this settings button, and choose mute or unmute all users.



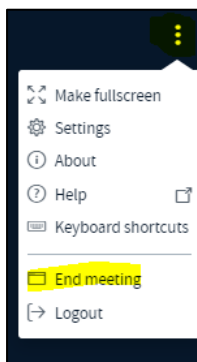
To turn on your web cam, click on the camera icon at the bottom of the screen.

The **Webcam Settings** box will appear asking two things:

Choose the correct **webcam** on your device

Choose **medium quality** (otherwise people with slower connections may not be able to watch you clearly).

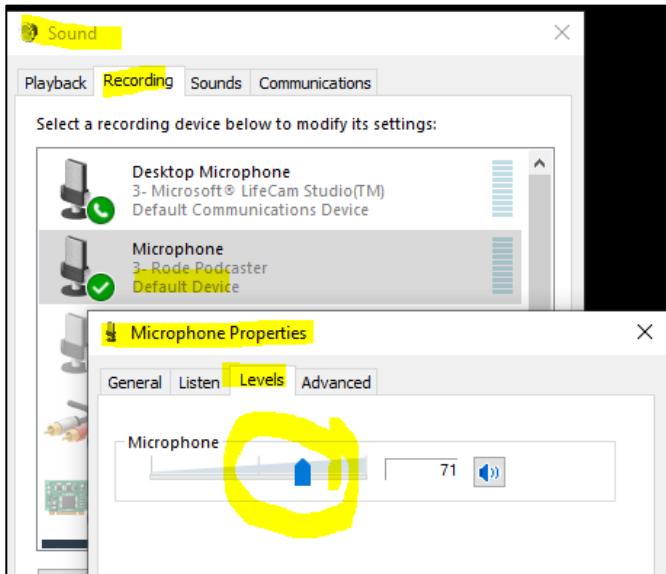
Individuals can also turn on their webcam and be seen by the whole group if they are contributing to the meeting. They simply click the webcam icon on their screen. *For bandwidth reasons, we suggest that only people currently contributing have their webcam turned on.*



And then, once you have given the final prayer, you can close the meeting. Click on the three dots in the top right of the screen. And...End Meeting.

Here are a few hints:

1: Microphone



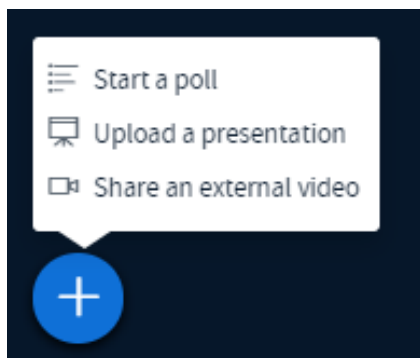
If your voice is too quiet, either sit closer to the microphone, use your computer's microphone volume control.

2: Public Chat



During the meeting, you can send text to everyone in the meeting, using the Public Chat.

3: Screen Presentations



You can display items like PDFs or power points on the screen. Click on the Actions (+) button at the bottom of the screen. Upload the files and click confirm.

You can even show a video. Simply copy and paste the you tube or external link into this box, and press **Share New Video**.

4: Recording a Meeting



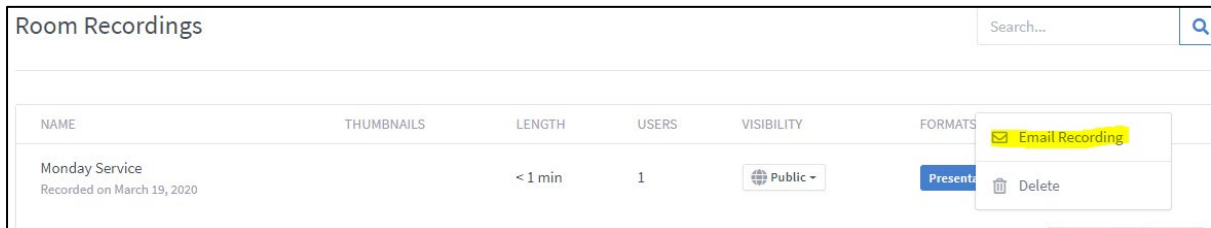
If you would like to record the meeting for people to watch later, simply click the button at the top of the screen. To finish recording,

hit the same button again. When the meeting has finished, go back to your home screen to access any recordings.

Please be aware that it may take up to an hour for the video to be processed.

All processed videos will be listed at the bottom of your home screen under the heading

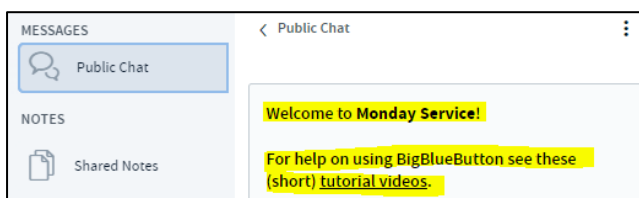
5: Accessing Recordings.



If you want the church members to be able to see the video, choose **public**. They will then be able to access it when they log into the room on their device. Alternatively, simply click on the three dots on the right of the listed video and select Email Recording. The link will automatically be added to a blank email in your email software.

If it is to be viewed by only a closed group, choose **Unlisted**, then click the three dots to email a video link.

6: To Learn More



And finally, to find out more about how to use this software, click on the tutorial videos link.

Thanks for using our online church meeting system. Be healthy, be blessed, and have a great time together!