

Online Site Coordinator Quick Start Checklist:

Have your cell phone for texts/calls and a printed roster for each Session!

1. Email the zoom link ahead of time to your team of tutors and leaders.
 - Remind Tutors to send this link to their student in advance

2. Join the Zoom meeting 10 minutes before Session Start
 - Let tutors and students in from the Wait Room
 - Start session with the 5 minute opening
 - Send participants to pre-assigned Breakout Rooms

 - Manage Participants
 - Determine who is missing
 - If tutor, you text or call
 - If student, ask tutor to text or call
 - Make moves if needed

 - Be available for help during 40 minutes of tutoring time.

 - You or the Liaison (Host) will Monitor various Breakout Rooms (no video/audio on)

3. Check to see if Club Leader joined the session and is prepared to lead Club
 - Assign the Club Leader as a Cohost giving access to Mute All function

4. Set your phone timer (alarm) to close breakout rooms 44 minutes into the Tutoring hour, it will give a 1 minute warning. That way everyone will be ready for Club at 45 minutes into the Session.

5. End Session for all after Club Time has ended