KidCity Small Groups Zoom Zoom Zoom!
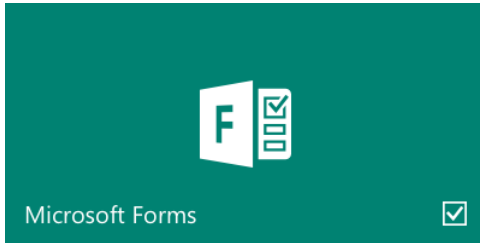
1. We send KidCity Small Group Leader (KC SGL) the link to request form via bit.ly link:

   https://bit.ly/3dXHtjc

F ☑ Microsoft Forms ☑	Fill | Zoom Set-Up Request Please give at least 24 hours notice. / bit.ly

2. KC SGL completes form that will go to IT, with a minimum 24 hours in advance.
3. Then, a Zoom meeting registration link will be sent to the SGL along with a unique password for the Zoom meeting.
4. All KC small groups will be setup with 3 unique things to ensure to the best of our ability safety for our families and volunteers:
   A. Registration is required. Small Group Leaders should only send the registration link to whomever we want to invite. Note: IT doesn't invite parents. The registration link is sent to the SGL from IT after the request has been submitted. Zoom will automatically send the Zoom invitation with the room link **and password** after the parent registers.
   B. All KC SG meetings will have a password assigned to the meeting.
   C. The meetings will all be recorded to the cloud and kept for at least 72 hours in case any review by KC staff is required. We do not need to press record. It will automatically happen from Zoom.