

Santa Clara Science Olympiad “Join Me” Online Coaches Meeting Directions

Meeting Date: Saturday, Dec. 10th, 11:00am – 12:30pm PST

Join Me Meeting Invitation will be emailed to each tournament coach. Please note the following:

- The online meeting is limited to one coach per team
- Team coach can assign another person in his/her place
- Coach can have as many people he/she would like to attend at their location
- A recording of the meeting will be available
- Please join the meeting **ON TIME TO AVOID INTERRUPTIONS** during the meeting

Joining the meeting by video and audio:

Note: logging on through Internet Explorer will not allow audio.

- Log on using Google Chrome or Firefox using the following:
www.join.me/bayareascienceolympiad
- Or, download the JoinMe app available at www.joinme.com and click the “apps” tab
- If logging in using Internet Explorer you do have the option to call in to the meeting using your phone for audio. It is encouraged to use ear phones (not a good idea if you have guests at your location). You will need the ACCESS CODE from the email invitation.
- At the “Locked Meeting In Progress” prompt please **ENTER YOUR FIRST NAME AND TEAM NAME** in order to be approved to enter.

During the meeting:

- Questions can be submitted using the Chat panel when prompted by the presenter. The Chat panel is the conversation “bubble” located at the top of the conference page
- Questions will be available for all participants to view, so be sure to check if your question or comment has already been submitted.
- Documents and websites will be shared during the meeting, so it is beneficial to join the meeting in a browser as well as by audio
- If there is background noise at your location **PLEASE MUTE YOUR AUDIO**

Please see the meeting agenda and be prepared to respond to #2 on the agenda. Your ideas on how to make the tournament the best for participants are welcomed. When submitting an issue please also submit possible fixes.