

Virtual
**PROMISE LIFE
CHAPTER GUIDE**

Planning on hosting your

PROMISE LIFE CHAPTER ONLINE?

We're here to set you up for success! Below are two simple options for connecting with women virtually using the Promise Life Curriculum.

Before you get started, make sure you purchase the digital version in the **PROMISE LIFE**

OPTION ONE

Host Your Chapter Via Zoom

- 1 Zoom is a leader in modern communications with an easy, reliable platform for video conferencing.

Follow the easy steps below to lead your Promise Life Chapter meeting on Zoom. Your members can download the Zoom app to log-on on their phones but you will need to lead via your computer. Make sure you have a working webcam!

— SETTING UP YOUR ZOOM ACCOUNT

- 2 Go to **zoom.us** and click “Sign Up.” You’ll receive an email inviting you to activate your account.

Follow the prompts, fill in your information, and then click “Go to my Account”

- 3 You will need to choose between a free or paid Zoom Account.

The Basic (free) Zoom Account will cut off your meeting at 40 minutes. We suggest setting up a Pro or Business Account, depending on the size of your Chapter.

If you choose to upgrade later, you will scroll to “User Type” in your Profile and hit “Upgrade.” It will walk you through the steps of upgrading.

- 3 You can download the desktop app for your computer under “Zoom Client for Meetings.” Click on the downloaded file and follow the prompts to install it to your computer for easy and streamlined video conferencing.

— SCHEDULING A ZOOM MEETING

- Open Zoom and click on “Meetings”.
- Click on “Schedule a Meeting” at the top.

5 Set to “Both.”

Fill in all the details: date, time, length of meeting.

Make sure the Host and Participant videos are “On” and audio is “On” too.

6 Hit “Save” at the bottom. Your meeting is now scheduled!

— INVITING YOUR MEMBERS

The easiest way to invite your members is to copy the meeting invitation!

NOTE : If women are joining via phone, they will first need to download the free Zoom app.

7 Open your Zoom desktop app, click on “Meetings,” navigate to the meeting you scheduled and click “Copy Invitation”. You can paste that invitation into an email, a Google Calendar Event, or any other platform you prefer to communicate with your members. This invitation includes the login information for women who may be joining from their phones OR computers!

8 To share the direct link to the meeting you scheduled, click “Show Meeting Invitation” and copy the URL under “Join Zoom Meeting”.

9 HOSTING YOUR ZOOM MEETING

Open the Zoom application on your computer and click on “Meetings.” You will see your scheduled Promise Life Chapter Meeting

Click “Start Meeting.” Your members will begin to join using the “Join URL” you sent them.

— WALKING THROUGH THE DISCUSSION QUESTIONS

10 Remind your members to un-mute themselves before answering and don’t forget to ask the discussion questions from the workbook PDF while you’re on live during the meeting.

Discussing each question.

Tips And Tricks For Success

- Make sure every member has downloaded the digital curriculum workbook PDF before your first meeting.
- Make sure you have fully tested the platform before hosting your first group! Offer to run a test meeting with any members who feel hesitant about using the technology.
- Make sure you aren't set up too far from your wireless router OR choose to hardwire your computer or laptop into the internet. Doing this will ensure you have a reliable connection!
- Give women a little bit of time to log-on, as the process may be new for them!
- You can also set up a private Facebook group to keep the conversation going after the live Zoom meeting!
- Encourage your women to log-on via their computers instead of their phones for the prime viewing and connection experience. Remember, if they do log on from their phones, they will need to first download the Zoom app.

OPTION TWO

Host Your Chapter Via A Private Facebook Group

The following instructions are for hosting your Chapter via Facebook on your computer. We recommend that you lead on your computer, but you and your members can also access the group via the Facebook app on your phone.

— CREATING A PRIVATE FACEBOOK GROUP

- 1 Here are the steps for creating a private Facebook group so that you can host Chapter meetings virtually!

Log in to your Facebook profile by visiting www.facebook.com. Click “groups” located on the left side of your homepage under the “Explore” heading.

- Click “Create Group” in the top left corner.
- Name your group. For example—“*Huntington Beach Promise Life Women Chapter*”.
- Add the members of your Promise Life Chapter by typing in their first and last name then selecting their Facebook profile photo and name under the “Add Some Members” box. you can also invite women to join your private Facebook group by typing in their emails.
- Due to ***Promise Life’s copyright***, the group privacy setting must be “Private.” this means only invited members of the Facebook group can see who is in the group and what is posted.
- Under the “Hide Group” category, we recommend selecting the “Hidden” option for your group. This means that the public isn’t able to search and find your group
- We recommend checking the little box at the bottom left that says “Pin to My Shortcuts” so that the Facebook group is easy for you to find and access later.

Now that your private Facebook group is created, you can customize it by uploading a cover photo at the top, inviting more members to join, and engaging with the women on the discussion page!

HERE is a cover photo for you to use!

(click here!)

Once the women in your chapter accept your invitation to join the private Facebook group, they will be able to post in the group too!

— PLAYING A CURRICULUM VIDEO IN YOUR PRIVATE FACEBOOK GROUP

Here are the steps for uploading a Promise Life Women curriculum video to your private *Facebook* group so that women can watch the videos.

2 Directly download the session of the Promise Life Digital Curriculum you're going to be sharing from the Promise Life Website to your computer.

3 Navigate to the private Facebook Group you created for your Chapter.

If you do not see your group name, you can click “Groups” under the “Explore” section and find the name under the “Groups you Manage” section.

4 Once you are in your Chapter's private Facebook group, you can click the button that says “Photo/Video” above the “Write Something” box.

5 Next, click the “Upload Photos/Videos” link. This will automatically open a window showing all the files on your computer.



If you've just recently downloaded the video to your computer, you may find the video file in the Downloads folder.

6 From here, select the video you want to upload. Depending on your internet speed, the uploading process can take a while (up to 30 minutes), so leave your Facebook page open while the video is uploading to the private Facebook group.

It is important that you only upload the Promise Life Women videos to a private *Facebook* group.

- 7 After the video is done uploading, it will take a few minutes for Facebook to process the video. You will receive a notification when it is finished and the women in your private Facebook group will be able to see the video and watch it there!

— HOSTING A FACEBOOK WATCH PARTY IN YOUR PRIVATE FACEBOOK GROUP

Here are the steps for hosting a Facebook Watch Party in your private Facebook group so that women can log in and watch the Promise Life Women curriculum video together.

- First, follow the steps above to upload your Promise Life Women Curriculum session to your private Facebook group.
- Once your video has been uploaded, you will see the video in the discussion page of your private Facebook group.

Next, you will click the “Start Watch Party” button below the video’s image.

- 8 If you’d like, you can click in the box where it says “say something about this” and type out a message to your Chapter about the watch party.” Make sure the group you are sharing the watch party with is **ONLY** your **PRIVATE Facebook** group. Then click the blue start button.

- 9 Now that your watch party is live, you can start and pause the video, chat with the women watching the video in the right hand “comments” section and you can even explore the “Go Live” Option by following the Facebook prompts.

- 10 After your watch party is over, you can also go live by clicking the “Live Video” option on your private Facebook group’s discussion page. With a live video, you will be on screen and the participants will be able to hear and see you while chatting with each other in the comments section.

— WALKING THROUGH THE DISCUSSION QUESTIONS

Go live in your private Facebook group after the watch party and lead your group through the discussion questions in the workbook PDF.

Encourage your members to comment their answers while you’re on live. Read some of them out loud to build interaction and facilitate the discussion!

Tips And Tricks For Success

- Make sure every member has purchased the workbook PDF and has it with her before your first meeting.
- Post consistently in your private Facebook group and encourage your group members to use it as a place to share prayer requests, praise reports, and questions. You want this to become an encouraging and life- giving online space for your Chapter!
- When you are hosting a Facebook Live Stream or any kind of video where you are on camera, it is always best to keep more light in front of you (such as facing a window or having a lamp in front of you vs. behind you) so that you have the best lighting.
- During your Facebook Watch Party and/or Live Stream, encourage women to engage with what you are saying by typing responses to your questions in real-time. You can then acknowledge their responses out loud on the video and in the comments section.
- We have seen a few hosts of Facebook Live Streams play fun music for the first 1-2 minutes of their Live Stream or welcome the individuals they see jump on by name. This helps avoid the awkwardness of getting started while you wait for everyone to join.
- If you are filming or hosting a video through your phone, make sure that you have your phone set down and propped on something so that the camera is not moving around while you speak.
- If you need additional help feel free to reach out to other Leaders who have experience facilitating virtual groups in the private Promise Life Chapter Leaders Facebook Group!

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