<div align="center">

Highlands Ranch Hopefuls
Meeting Room Set-up at St. Andrew's

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- **Room Set-up-**
  - **Place signs** directing people to the meeting as you enter the building on the south side as follows:
    1. Inside, front glass door…usually the one furthest left (arrow to turn left)
    2. Below the TV/monitor near the restroom (to continue straight/left arrow)
    3. On the edge of the counter/desk before the stairs (arrow to turn right)
    4. On the column with monitor (arrow to turn left)
    5. On our door (room B251) (no arrow)

  All materials mentioned below are in the closet on the left as you walk in room B251.

  - **Set out Naranon free literature (pamphlets)** on the table near the door (separate piles by title/color)**.**
  - **Place 2 clipboards and donation basket by Host** (1 clipboard has the "Meeting Format" to be read by the host and the other is "contact info" to be passed around, along with the basket at the end for members to add their info).
  - **Put a couple of tissue boxes on tables**
  - **Scatter candy containers evenly around table**

**There are SESH books and workbooks in the closet available for newcomers use during the meeting or for purchase.

- **Laptop/TV set-up**
  - Turn on TV (using remote) and laptop**.** Follow instructions on laptop to login (hit cntrl/alt/delete, then enter password). If the laptop screen doesn't appear on the TV, using the remote, click "source" and scroll to "laptop". (**Troubleshooting**: if trouble with internet connection, be sure the ethernet cable is connected to the laptop and the outlet on the south wall). If sound isn't working try pulling the plug on the "speaker" that is attached to the laptop (and verify speaker is powered) on. That usually fixes it!)

  - Search for **naranonrmr.org** on browser. Scroll down to **RMR Clubhouse** (on left side of page).
    Click, to enter, and join zoom meeting. Then follow directions below to "claim host".

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Steps to Host/participate RMR Clubhouse Zoom Meetings:

To Host Zoom meeting:

- Once you have navigated to the RMR Naranon website (**naranonrmr.org)**, found the "clubhouse" (scroll down on left side) and joined the meeting you can now "claim host" (this is required in order to create and move everyone to a breakout room at 7:15 (so that the next group coming into the clubhouse, MESH, can begin their meeting).

- Click "Participants" (bottom of screen)

- Click "Claim Host" (right side of screen)- enter key 311043.

- Around 7:15, create breakout room. At the bottom right, of the screen there are three dots … (or there may be a "breakout room" icon on the lower protion of the screen, click that to create a breakout room (click **assign automatically** and join).

- (if someone comes in later, after you go to the room, another pop-up will show "unassigned participant") - assign them to the room (sometimes the latecomer is actually a newcomer to the next meeting, MESH. In that case, do not assign them to our room. Explain the situation…they will need to wait a few minutes for the MESH meeting to begin).

- <mark>To End:</mark> When leaving, ask participants to click "leave room and then choose "leave meeting". Host also "leaves meeting". Then assign a new host to the other group using the clubhouse (Melody: rmelodyl@comcast.net) or Cathy. Then leave meeting**.**

Participants:

- Participants receive message "join breakout room", click "join"
- When leaving, click "leave room"
- A pop-up with 2 choices "meeting or breakout room". **Choose "meeting"**.