

@2:50 Substitute Host Guide

Each day *@2:50-ten minutes of mindfulness* is hosted by a volunteer as part of their personal practice or as service to others. If you have found benefits attending @2:50 and would like to contribute, please consider becoming a substitute host. Here's what's involved.

Setup

- Join the host email list to learn about new sub requests
- Accept an invitation to become a delegate for the @2:50 gmail
 - Delegate can receive the two-factor login code from zoom
 - This is only one time and does not impact your own email inbox
- Download and save the audio/video background track
- Accept a substitute hosting date

< one hour

Delivery

- Log into the @2:50 zoom account from your computer a few minutes early
- Click on the webinar for the day and time, and click 'Start practice session'
- Open the audio/video track in the media player on your computer
- Share the video track app window, ticking "Share computer audio"
- Press 'Start webinar' in zoom and confirm in the pop-up
- Starting at 2:49, welcome everyone with an @2:50 prompt or your own
- Set an alarm or timer for the top of the hour
- Mute yourself and participants at 2:50 pm and,
- Unmute at the top of the hour to welcome everyone back to the room
- Record the number of participants on the @2:50 dashboard

between
12 and 17
minutes

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