

## Appalachian Mountain Club Virtual Events Best Practices Guide for Online Trip Leaders

- If your virtual event has a speaker or guest, talk with them to pick a night for your event that your speaker is available on. For example, let's say you are interviewing an experienced winter hiker and they are free to talk to your AMC Chapter via Zoom on the evening of February 3rd.
- If you have your own paid Zoom account with no time restrictions, you can use your own Zoom account and skip this part. If you need to use AMC's Zoom accounts, read on... All AMC volunteers share the same two Zoom accounts, so events must be scheduled within the Zoom system. Log into Zoom.us using one of the club Zoom accounts and login credentials, then look at the "Upcoming Meetings" page. [This link will take you directly to the Upcoming Meetings page.](#)
- Confirm that there is NOT a Zoom meeting already scheduled on your desired date on [the Upcoming Meetings page](#). If AMC's volunteer Zoom is available on your target night, schedule your event within the Zoom interface so the Zoom will be "claimed" for you on that evening. [You can schedule a new meeting in Zoom with this link.](#) Don't forget to copy the Zoom invitation / meeting link after you post it. You'll email that to your participants later.
- You can [use this template to easily create a signup sheet for your virtual event](#). You can also do it yourself by going to "doc.new" in your browser and create a Google Docs sign up sheet for your event as usual. Make sure the document is editable by anyone that has the link by clicking the blue "Share" button on the upper right side. Alternatively, you can use a Google Form to collect participant names and email addresses [by clicking this link](#), then clicking "Blank".
- Now that your event time is chosen, and your signup sheet created, list your virtual event on Outdoors.org. First, go to <https://activities.outdoors.org/dashboard> and create your event to be listed at Outdoors.org. You can [list a new trip directly at this link](#), then clicking "Add Event" on the left sidebar.
- For the date and time of the event, enter the time of the event you previously agreed on with your guest. Remember to add #BeOnlineWithAMC to your event title. For example, the title could be "Learn about Winter Hiking on Zoom! #BeOnlineWithAMC"
- Email registrants and your guest speaker the Zoom link (created in Zoom in Step 3) a day or two before the event. We do not publicly list the Zoom information before events to prevent "Zoom bombing." Don't forget to delete your signup sheet afterwards. Enjoy your event!