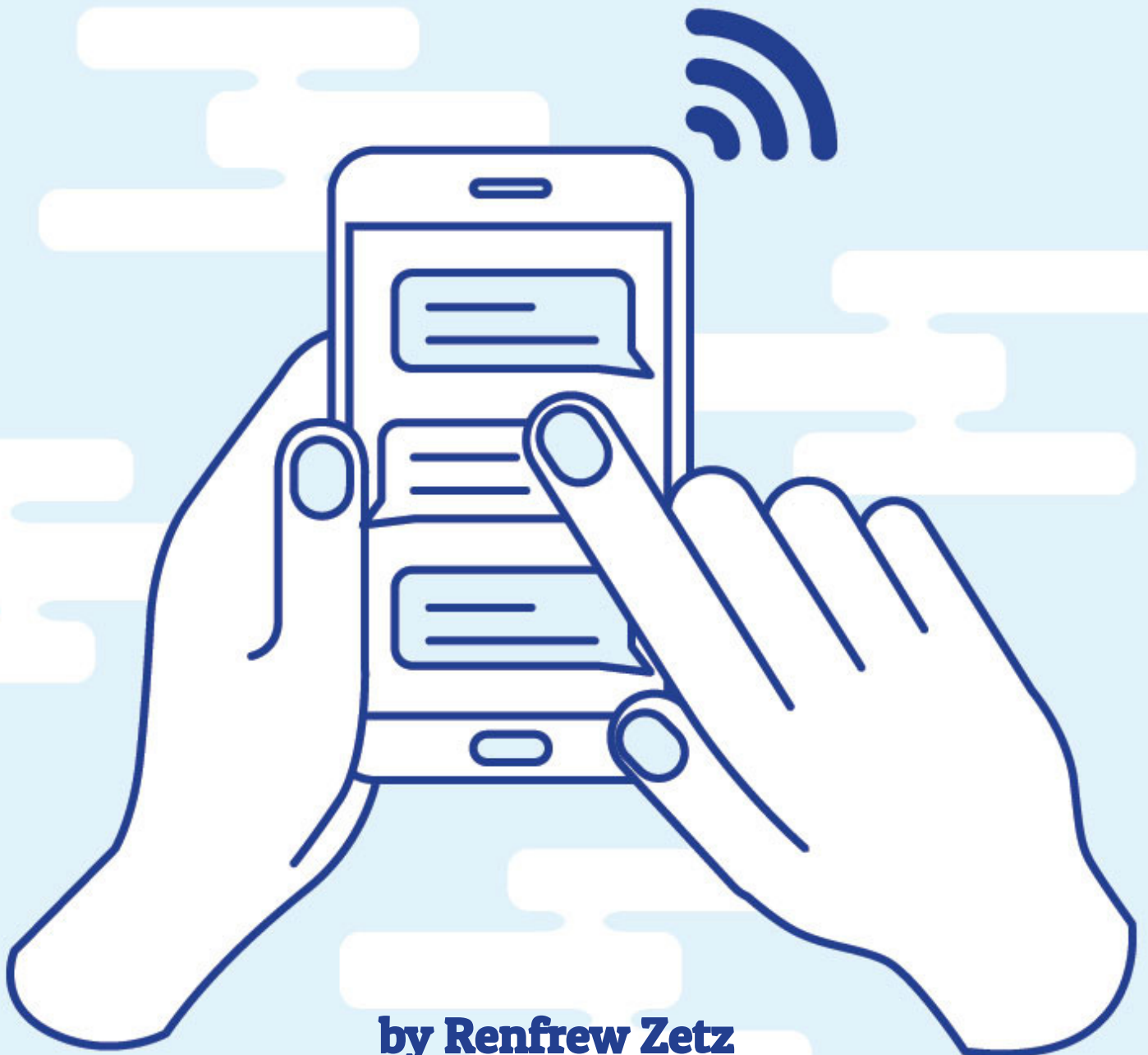
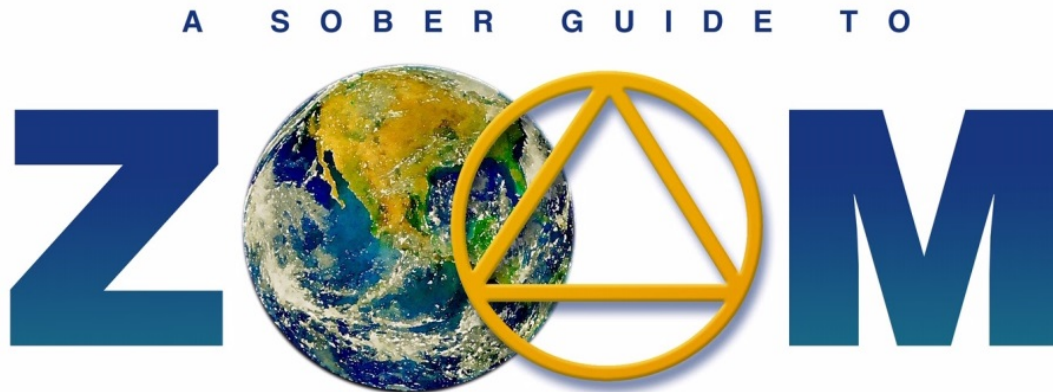


BROADCAST

A Sober Guide to ZOOM



by Renfrew Zetz



Welcome to Virtual AA!

This is a working document based on AA approved literature. Please email monijunk@gmail.com if you need help.. This document will be updated frequently until intergroups have similar guidelines. If you are leading a meeting, we strongly suggest you review it thoroughly and share it https://bit.ly/Virtual_AA SEE NEW ADDITIONS BELOW ON ZOOMBOMBING.

Unfortunately we had to close the document to suggestions due to some individuals who needed help but didn't know how to ask for it in the most productive ways. Below you will find:

1. FORMAT SUGGESTIONS AND IMPORTANT TIPS FOR VIRTUAL MEETINGS.
2. MOVING YOUR MEETING VIRTUAL---IMPORTANT TOPICS FOR DISCUSSION
3. Steps, Traditions, How it Works, Promises and a suggested meeting format that you can chat into Zoom boxes as needed.

FORMAT SUGGESTIONS AND TIPS FOR VIRTUAL MEETINGS:

For Zoom hosts, click [here](#) to create anonymous settings and protect our anonymity in meetings.

1. ZOOM VIDEO—

For EVERYTHING related to setting up virtual meetings with beautiful screenshots on how to use Zoom, click [here](#). Even better, for a beautiful video, click [here](#) for meeting setup and [here](#) for meeting moderation. Please also see #3 below on ANONYMITY.

Unfortunately, some are sicker than others. There has been inappropriate language and bullying on chats. Some people do not appear on video. Not everyone has that capability and many people are sensitive, scared and uncomfortable with the new modality. That is OK, all are welcome. EXCEPT for trolls and

“Zoombombers,” who are individuals and bots who post and chat inappropriately. Please be sure to follow the screenshots below in your meeting “settings”:

THESE ARE THE STEPS WE SUGGEST:


1. ALWAYS DISABLE SCREEN SHARING and no one will be able to display inappropriate content on the screen. Sometimes they can hack this, don't panic-- see #C below.

Screen sharing

Allow host and participants to share their screen or content during meetings



Disable desktop/screen share for users

Disable desktop or screen share in a meeting and only allow sharing of selected applications. 



B) ALWAYS ADD a level of security by requiring everyone who attends the meeting have a registered (free) Zoom account. This enables you to KNOW who Zoombombed you after the meeting. See (E) below:

Only authenticated users can join meetings

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.



Meeting Authentication Options:

Sign in to Zoom (Default) [Edit](#) Hide in the Selection

C) “PASSWORD PROTECT” the meeting in “Meeting Settings”. You will want to SHARE THIS VERBALLY and not on chat after you have REMOVED anyone who is not on video/that you do not know. Some groups use the original zip code of the meeting address. Be sure to REMOVE and LOCK the meeting..

A Sober Guide to ZOOM


Time Zone (GMT-7:00) Pacific Time (US and Canada) ▾

Recurring meeting Every week on Sun, until May 8, 2020, 6 occurrence(s)

Recurrence Weekly ▾

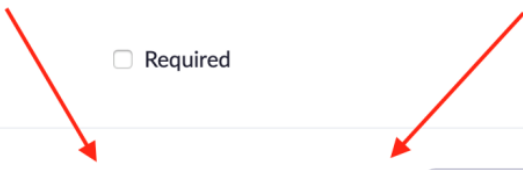
Repeat every 1 ▾ week

Occurs on Sun Mon Tue Wed Thu Fri Sat

End date By 05/08/2020  After 7 ▾ occurrences


Registration Required

Meeting Password Require meeting password 10012




D) YOU CAN ADD THE “WAITING ROOM” FEATURE TO PREVENT PEOPLE FROM ENTERING THE ROOM UNTIL YOU APPROVE THEM. QUITE USER-INTENSIVE AND NOT RECOMMENDED BUT ALWAYS AN OPTION.

Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 



Choose which participants to place in the waiting room:

- All participants
- Guest participants only 

Customize the title, logo, and description 

SECURITY DURING THE MEETING:

Please be aware that you can “REMOVE” someone from the meeting if they are disruptive and they will be BLOCKED from returning. (except if they are an adept Troll and come in w a different name and ISP)

Once you do that, “LOCK” the meeting to prevent anyone else from joining. This is under “more” on your device when you are Host or Co-Host. You can also do this if the group conscience has determined a size limit for the meeting. Also you can disable the checked box “ALLOW PARTICIPANTS TO UNMUTE THEMSELVES”



Participants (2)



Room Coordinator (Host, me)



ZOOMBOMBER

More ▾

Chat

Ask to Start Video

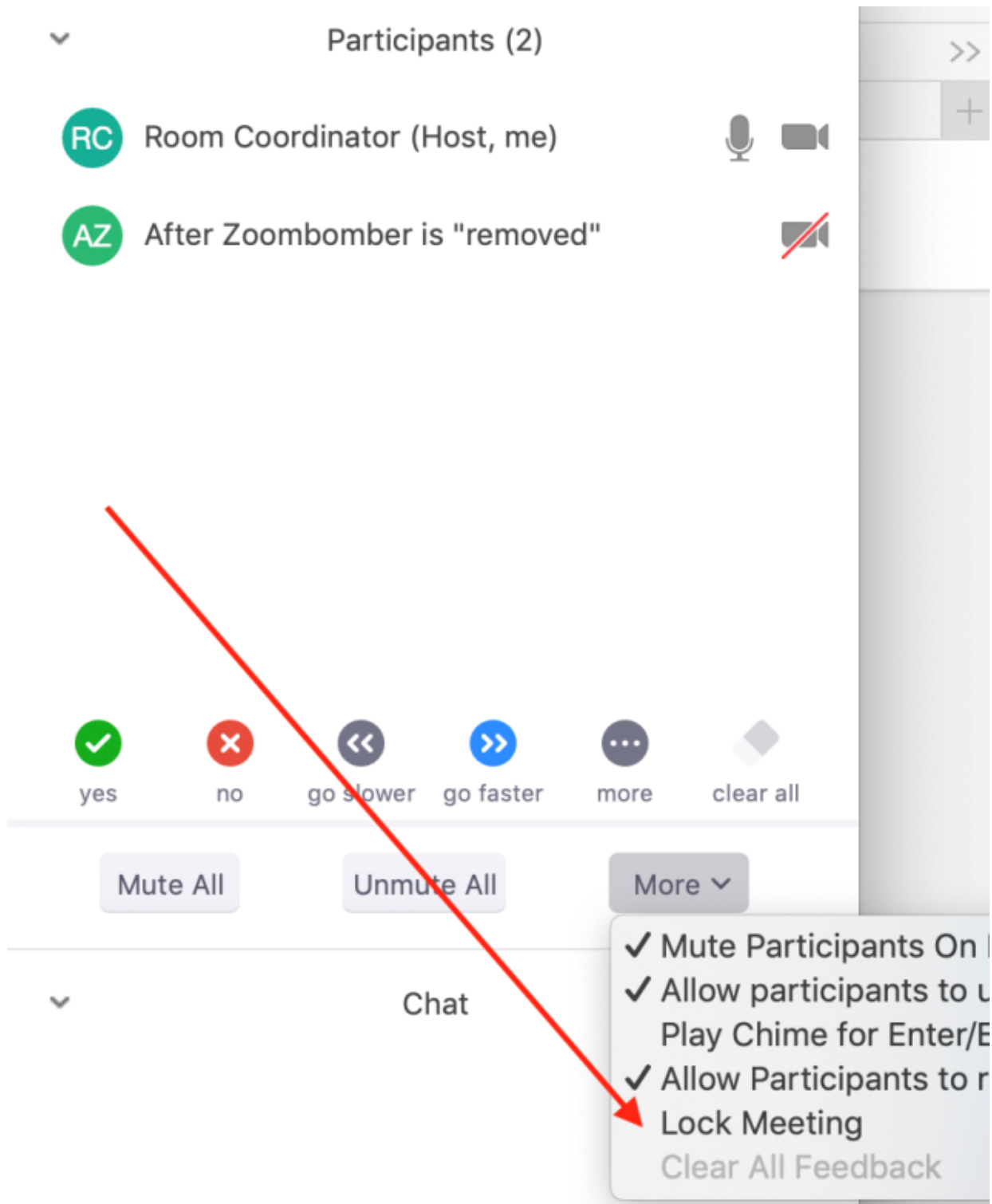
Make Host

Make Co-Host

Rename

Remove



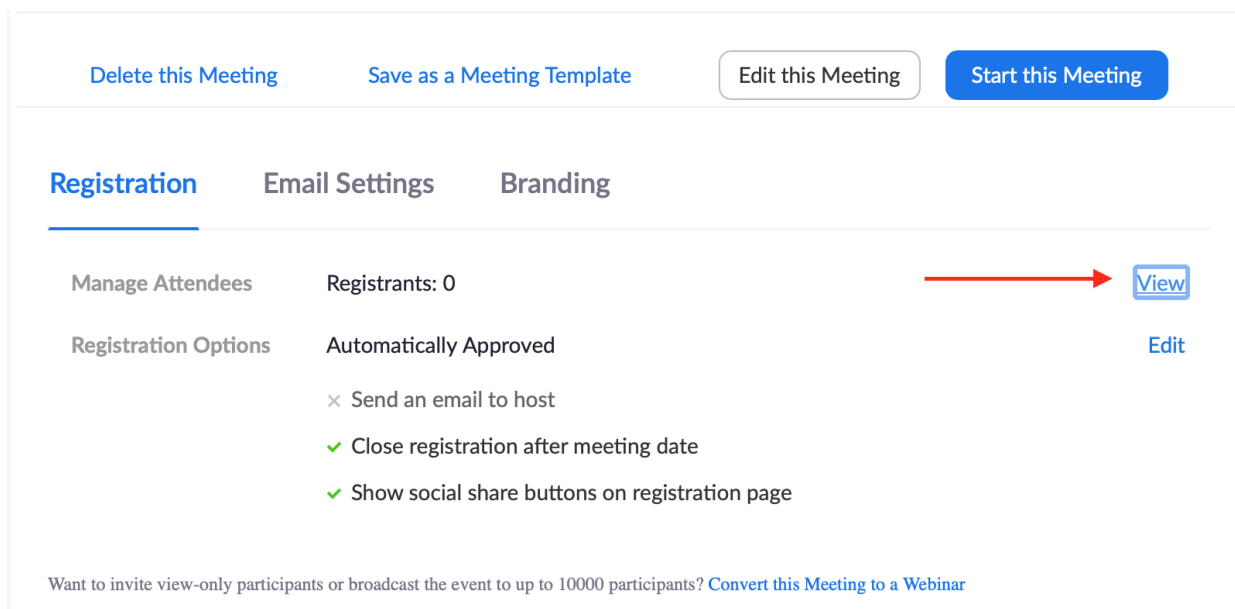


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A Sober Guide to ZOOM

E) You can also use the setting “Chat only to host” to silence and block off chats.

F) AFTER THE MEETING, Go into your “Registered users” and scroll through to find the name of the person who Zoombombed you. You can email [ZOOM SECURITY](#) with the user name and email of the ZoomBomber. You can also forward any abusive emails you receive from trolls.

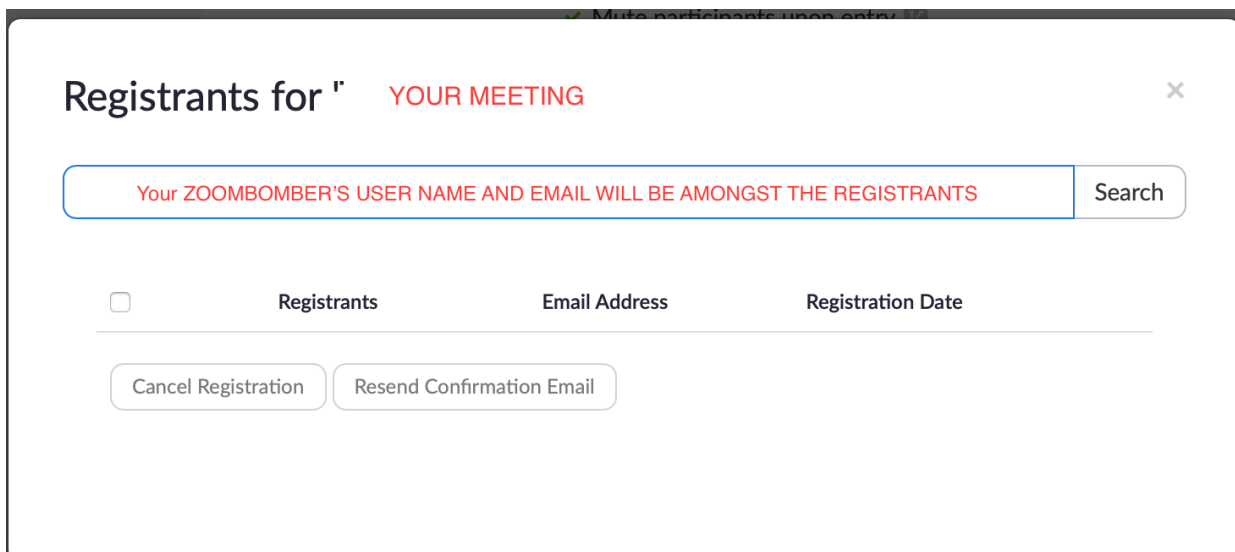


The screenshot shows the Zoom meeting settings interface. At the top, there are four buttons: "Delete this Meeting", "Save as a Meeting Template", "Edit this Meeting", and "Start this Meeting". Below these are three tabs: "Registration" (selected), "Email Settings", and "Branding". Under the "Registration" tab, there are two main sections: "Manage Attendees" and "Registration Options".

Manage Attendees	Registrants: 0	View
Registration Options	Automatically Approved	Edit

- × Send an email to host
- ✓ Close registration after meeting date
- ✓ Show social share buttons on registration page

At the bottom, there is a link: "Want to invite view-only participants or broadcast the event to up to 10000 participants? [Convert this Meeting to a Webinar](#)"



The screenshot shows the "Registrants for ' YOUR MEETING'" window. It has a search bar with the text "Your ZOOMBOMBER'S USER NAME AND EMAIL WILL BE AMONGST THE REGISTRANTS" and a "Search" button. Below the search bar is a table with columns: "Registrants", "Email Address", and "Registration Date". At the bottom, there are two buttons: "Cancel Registration" and "Resend Confirmation Email".

Registrants	Email Address	Registration Date
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Suggestion to add to format: Welcome to the virtual meeting. As this is a new platform for us, some are less comfortable or are simply unable to join by video, that is OK, everyone is welcome. That said, if you are moving excessively, please be aware that it's distracting and we may disable your video. Additionally, by group conscience, the Meeting Coordinator is permitted to remove and block anyone who is dressed or behaving inappropriately.

Closed meetings: This is a closed meeting of Alcoholics Anonymous for anyone who has a desire to stop drinking. If you are here for other reasons, we encourage you to find a different meeting.

2. CHATTING DURING MEETING

There is a feature where people can send "chat" messages on zoom. Some find the chats distracting (like texting during meetings) but some people love hearing chats and check-ins from people. Again, the Room Coordinator can remove people and lock the meeting.

Here's language possibly to restrict:

Suggestion to add to format: Tradition One states that our common welfare should come first. For that reason, we discourage group chats while others are sharing. If you must chat, please do so privately. The room will remain open for fellowship after the meeting and all are welcome to chat and fellowship during that time.

3. VIRTUAL ANONYMITY AT MEETINGS:

Please be aware that anonymity in a ZOOM room is not the same as anonymity in a physical space, and that internet privacy rights vary in different states and countries. If you use ZOOM, they may use your personal data and share with 3rd parties for various reasons. Please review their [privacy policy](#) and consider setting up a new, free [GMAIL](#) account for yourself. only.:

There are ways to increase your personal anonymity if you want to.

Some language for the beginning and again at the end of the meeting (for latecomers):

Suggestion to add to format: As a reminder, Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities

Who you see here, what you hear here, let it stay here.

This is a public forum. Please do not take screenshots, photos or any recordings of virtual meetings to preserve the anonymity of those present and the integrity of the AA way of life.

5. NEWCOMERS/BIRTHDAYS AND OUT OF TOWNERS AT MEETINGS:

Our primary purpose is to say sober and help other alcoholics stay sober. For that reason, we want to be sure to reach newcomers in our virtual meetings as well.

Suggestion: Are there any newcomers with less than 90 days who would like to introduce themselves and how many days they have? If so, please raise your virtual hand and we will go down the list. You do that by clicking on "Participants" and then clicking on your name in the list and choosing "raise hand." Also, feel free to reach out through the chat and ask for support from other group members. Do we have any birthdays this month? If so, please raise your virtual hand and we will call on you. Since this is a virtual meeting, we have many people from around the world, we encourage you to say where you are from when you share and also to post that in the chat at the end of the meeting during our fellowship time.

If there are too many people do this then we suggest:

Suggestion: Are there any newcomers with less than 90 days who would like to introduce themselves and how many days they have? If so, please chat to everybody and people will contact you privately to exchange information. We encourage you to stay at the end of the meeting during our fellowship time.

6. SPONSORSHIP:

For meetings that want to continue to offer Sponsorship announcements during the meeting.

Suggestion: A sponsor is someone who can take you through the steps of Alcoholics Anonymous. Will all people who are willing and able to serve as sponsors please chat to everybody their length of sobriety and location. Feel free to reach out privately to any of these people and exchange information.

MOVING YOUR MEETING VIRTUAL---IMPORTANT TOPICS FOR DISCUSSION

4. CREATE A NEW SERVICE POSITION OF ROOM COORDINATOR:

A top order of business for the virtual meeting is to set up a Room Coordinator position. This person will mute and unmute people and help the secretary to run the meeting smoothly. They might also explain how to use Zoom at the top of the meeting and be available to answer chats about the technology during the meeting. They might stay after the meeting during the fellowship period to help members with any technical questions they have such as how to set up a virtual background. Unfortunately, in many meetings listed publicly, they also “REMOVE” unwanted or inappropriate guests and bots.

Suggestion:

Even before you launch your meeting, find a Room Coordinator who is familiar with Zoom.

Once you have your first meeting, have a business meeting to vote on creating the position of Room Coordinator or to repurpose the setup/coffee or other person to do this.

6.TREASURY:

The Traditions state “Every A.A. group ought to be fully self-supporting, declining outside contributions” and “Each group should be autonomous”. When the virtual meeting is new, some of our members share their host accounts to facilitate the seamless and efficient transfer from physical room to Zoom rooms.This is OK and serves “our common purpose.”

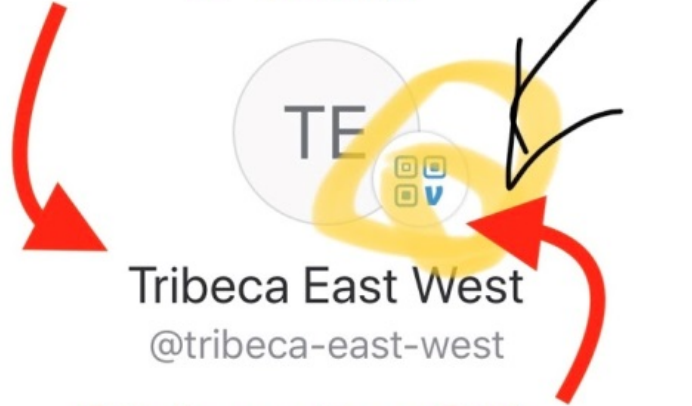
Once the meeting has gained some stable footing in the virtual room, it will want to realign with the traditions. The group may want to set up VenMo or a digital way to collect funds. For best practices and Treasurers with virtual meetings see [here](#).

Suggestion:

During the first business meeting, create a plan of action: 1 The treasurer will set up a link or QR code that will be shared by Chat and by voice during the 7th tradition. 2. The treasurer will create a Zoom account and the \$15 rent will be paid by the meeting. To consider: How will the group collect funds? What will the distribution be? Some members may not have VenMo or PayPal, they may want to fill an envelope at home and bring it in when the group is back in person. If cash is tight, perhaps their higher power will have that envelope at the ready for them at a later date. If they do not have cash, as it says in our preamble: THERE ARE NO DUES OR FEES FOR AA MEMBERSHIP.

If you want to be very cool, create a QR code with VenMo take a screenshot of it and paste the image into your chat. That way anyone with VenMo can hold up their phone and pay.









You can rename your profile
in VenMo



Click on the QR

\$0.00 in Venmo

[Transfer balance](#)

-  Home
-  Search people
-  Venmo card
-  Purchases
-  Notifications
-  Incomplete
-  Settings
-  Get help



Tribeca East West

@tribeca-east-west



7. SETTING UP THE ZOOM ACCOUNT

Many groups are hosted by other members as we scramble to get meetings up and running. That is OK. Some of the more tech savvy members may host and train the meeting secretary transitioning to [Zoom](#) at the Pro plan level for \$15.

If you are unable to be self supporting at this time, New York Intergroup is generously hosting Zoom meetings for us. Please schedule it [here](#).

Suggestion:

When the virtual meeting is new, some of our members share their host accounts to facilitate the seamless and efficient transfer from physical room to Zoom rooms. This is OK and serves “our common purpose.”

But once the meeting has gained some stable footing in the virtual room, it will want to realign with all of the traditions and subscribe to Zoom to rent a virtual meeting space.

For EVERYTHING related to setting up virtual meetings with beautiful screenshots on how to use Zoom, click [here](#). Even better, for video, click [here](#) for meeting setup and [here](#) for meeting moderation.

8. MEETING PRESENCE:

Are there any suggestions on meeting presence for virtual meetings? Do we suggest people stay inside and sit in their room? Do we expect that people wear appropriate clothing? Do we allow members to chat throughout the meeting? These are all questions that the group will want to discuss in their business meeting.

As the big book says, “we are not a glum lot.” For that reason, some meetings may want to make suggestions or introduce restrictions on Zoom or in the format on Meeting Presence. Some members love to chat “everybody” during a meeting and find it gives them a sense of fellowship and belonging; others find this cacophony of texts distracting and akin to texting/talking during a meeting. Some members enjoy when people video in from a walk outside; other members find it triggering when they have been unable to go outside for a while. Some members like to come dressed to the meeting with scant clothing; others may find this inappropriate. Some groups are smaller in size and the members want to maintain the intimacy and security of seeing regular members; in this case, they may choose not to publish their meeting on an AA website. Other meetings are so small that they would embrace having some fresh perspectives; these groups may want to list themselves on virtual meeting directories in larger cities and watch as their size blossoms from a handful to the 100s. As the AA saying goes, “all it takes is a coffee pot and a resentment to start a meeting” or in this case “a Zoom Room.” Our traditions state “each group is autonomous” and “our common welfare should come first.” Surely other issues will arise as well. We have found that business meetings and reasoned discussions among members will facilitate best practices for each group.

Suggestion: We adhere to Tradition one that “our common welfare should come first.” During the business meeting, discuss Meeting Presence among members. Chats during meetings? Does the Room Coordinator block the video and message them privately? Or remove them from the meeting? Does the meeting lock the meeting after a certain number of people have joined? Do people unmute themselves during sharing so that others can hear their laughter and their audible presence?

9. FELLOWSHIP

“Our primary purpose is to stay sober and help others achieve sobriety.” Newcomers and others in need may want to ask for help or phone numbers after the meeting. Some members open the room for a period of time before and after. Some meetings generate a phone list that they share in the chat. Some meetings have a sponsorship person who puts their name in the chat and announces their name and number during the meeting.

Suggestion: Meetings may want to announce: The room will be open after the meeting for fellowship and for anyone who needs help. If there are any newcomers who want help, please stay after and we will give you our phone numbers and talk to you. Also, if anyone needs any help with supplies or groceries or anything else, please stay on after...

10. COURT CARDS:

How are court cards signed? Some meetings use the chat function and the court card person gives their name and the name of the meeting and zoom number for the individual to write it down. Others have an image of a signature they chat to that individual as a file to download. Amazingly, newcomers are seizing these meetings like the drowning seize life rafts.

Suggestion: If you have a court card or a house slip, please stay until the end of the meeting and our court card person will sign it for you.

NY Intergroup has links to a lot of great things as well
<https://www.nyintergroup.org>.

SUGGESTED MEETING FORMAT

Suggested A. A. Meeting Format

1. Good evening ladies and gentlemen. This is the regular meeting of the _____ group of Alcoholics Anonymous. My name is _____; I am an alcoholic and your Secretary.

2. Let us open the meeting with a moment of silence to do with as you wish followed by the Serenity Prayer.

“God grant me the serenity to accept the things I cannot change, Courage to change the things I can, and wisdom to know the difference.”

3. Alcoholics Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

4. _____ will now read “How it Works” from Chapter 5 of the A. A. Big Book. (Note: Some groups ask other members to read the Steps and/or Traditions, which are included below.)

How It Works

Rarely have we seen a person fail who has thoroughly followed our path. Those who do not recover are people who cannot or will not completely give themselves to this simple program, usually men and women who are constitutionally incapable of being honest with themselves. There are such unfortunates. They are not at fault; they seem to have been born that way. They are naturally incapable of grasping and developing a manner of living which demands rigorous honesty. Their chances are less than average. There are those, too, who suffer from grave emotional and mental disorders, but many of them do recover if they have the capacity to be honest.

Our stories disclose in a general way what we used to be like, what happened, and what we are like now. If you have decided you want what we have and are willing to go to any length to get it — then you are ready to take certain steps.

At some of these we balked. We thought we could find an easier, softer way. But we could not. With all the earnestness at our command, we beg of you to be fearless and thorough from the very start. Some of us have tried to hold on to our old ideas and the result was nil until we let go absolutely.

Remember that we deal with alcohol – cunning, baffling, powerful! Without help it is too much for us. But there is One who has all power – that One is God. May you find Him now!

Half measures availed us nothing. We stood at the turning point. We asked His protection and care with complete abandon.

Here are the steps we took, which are suggested as a program of recovery:

The Twelve Steps

1. We admitted we were powerless over alcohol – that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.

12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

Many of us exclaimed, “What an order! I can’t go through with it.” Do not be discouraged. No one among us has been able to maintain anything like perfect adherence to these principles. We are not saints. The point is, that we are willing to grow along spiritual lines. The principles we have set down are guides to progress. We claim spiritual progress rather than spiritual perfection.

Our description of the alcoholic, the chapter to the agnostic and our personal adventures before and after make clear three pertinent ideas:

(a) That we were alcoholic and could not manage our own lives.

(b) That probably no human power could have relieved our alcoholism.

(c) That God could and would if He were sought.

5. If it is the custom of the group: Ask any new members to introduce themselves by their first name only – a new member is anyone who has a desire to stop drinking and is within their first thirty days in A.A. Ask any visitors to introduce themselves and say where they are from.

6. Introduce the Chairperson or Speaker for the meeting. If yours is a discussion type meeting, the Secretary conducts the discussion.

7. Thank the Speaker or Chairperson as well as any others who read.

8. Make regular announcements about group business, events and announcements from The Point newsletter, and information about the availability of literature. Ask for announcements from the floor.

9. Pass the basket(s). The Secretary can say something like: The Seventh Tradition states we have no dues or fees in A.A. We are entirely self-supporting, declining outside contributions. This self-support includes our rent for this room, the coffee and refreshments, and contributions to our Central Office, the New York Office, and to General Service. The pink can is for loose change and supports the Hospitals & Institutions Committee. H&I takes meetings into many facilities where members are not able to attend outside meetings

10. Close the meeting with any prayer determined by the group conscience.

NOTE: Make every effort to open and close the meeting on time. This format is suggested only.

The Promises

If we are painstaking about this phase of our development, we will be amazed before we are half way through. We are going to know a new freedom and a new happiness. We will not regret the past nor wish to shut the door on it.

We will comprehend the word serenity and we will know peace. No matter how far down the scale we have gone, we will see how our experience can benefit others. That feeling of uselessness and self-pity will disappear.

We will lose interest in selfish things and gain interest in our fellows. Self-seeking will slip away. Our whole attitude and outlook upon life will change.

Fear of people and of economic insecurity will leave us. We will intuitively know how to handle situations which used to baffle us. We will suddenly realize that God is doing for us what we could not do for ourselves.

Are these extravagant promises? We think not.

They are being fulfilled among us – sometimes quickly, sometimes slowly. They will always materialize if we work for them.

The Twelve Traditions

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose – to carry its message to the alcoholic who still suffers.

6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.

7. Every A.A. group ought to be fully self-supporting, declining outside contributions.

8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.

10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.

11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.

12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

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