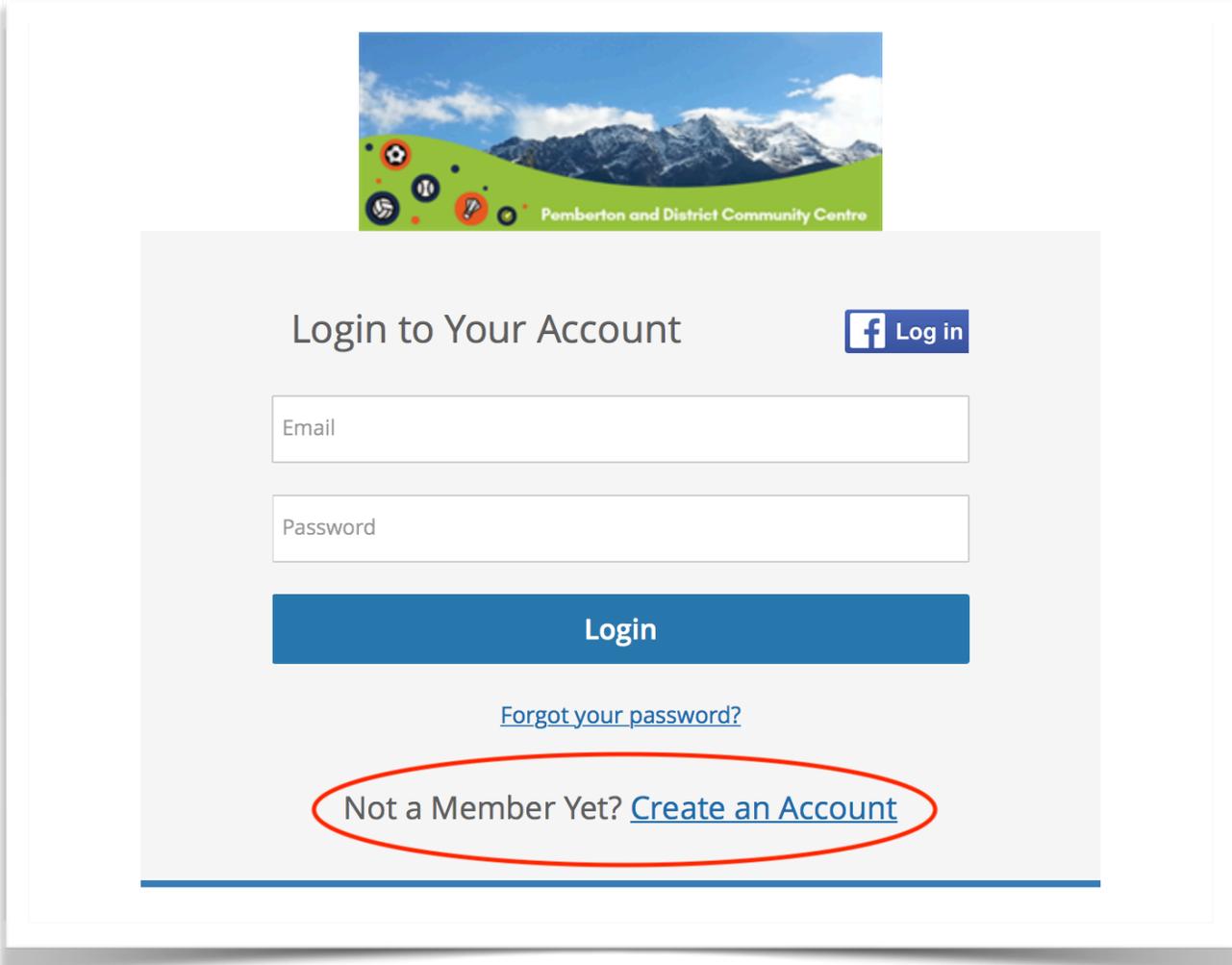
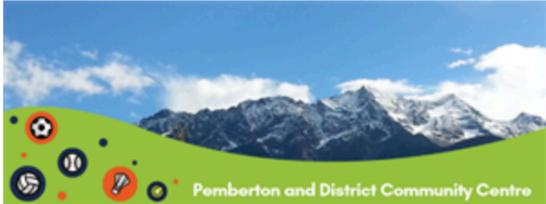


## **Zoom Instructions**

To register for the Pemberton and District Community Centres online classes, please follow the instructions below.

**Step 1:** Login or register for a PerfectMind account at [pemberton.perfectmind.com](http://pemberton.perfectmind.com)



 Pemberton and District Community Centre

Login to Your Account

 Log in

Email

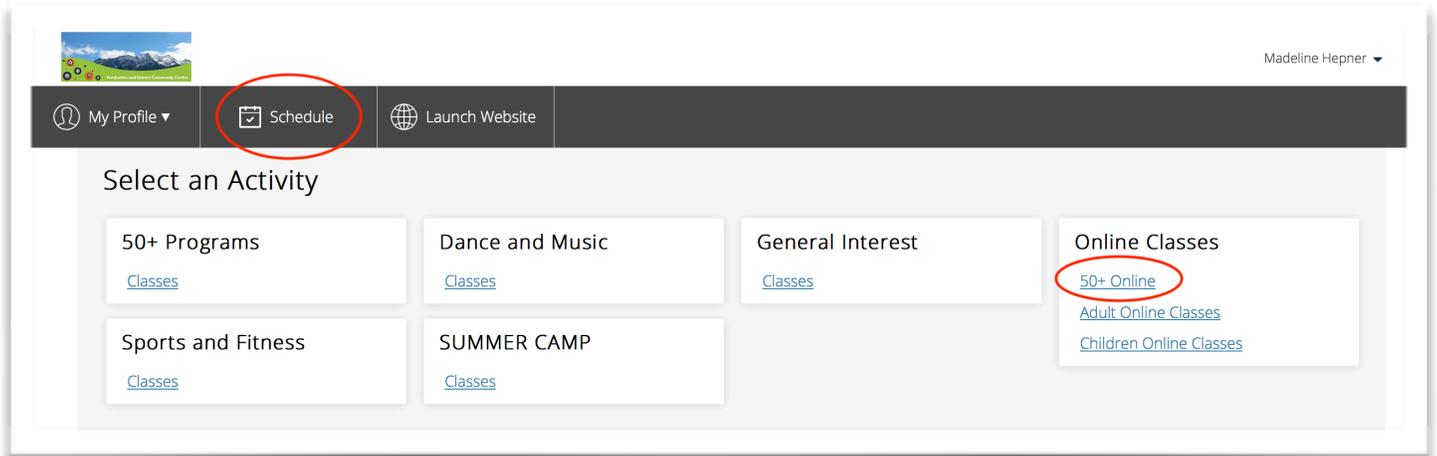
Password

Login

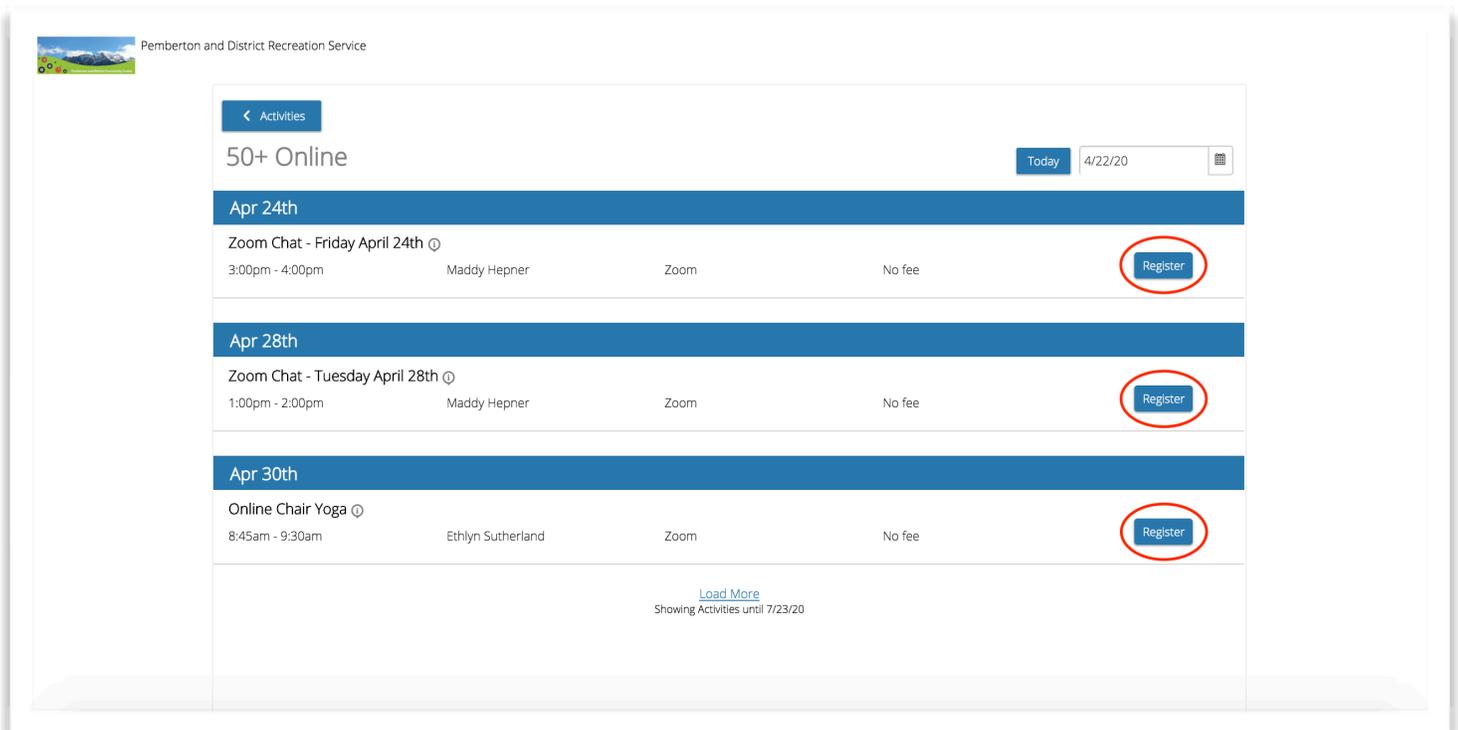
[Forgot your password?](#)

Not a Member Yet? [Create an Account](#)

**Step 2:** Select 'Schedule' and then '50+' under the Online Classes and register for each program you would like to attend.



The screenshot shows a user interface with a dark navigation bar at the top. On the right side of the bar, the name "Madeline Hepner" is displayed with a dropdown arrow. On the left side, there are three menu items: "My Profile" with a person icon, "Schedule" with a calendar icon and a red circle around it, and "Launch Website" with a globe icon. Below the navigation bar, the heading "Select an Activity" is centered. Underneath, there are four white boxes representing activity categories: "50+ Programs" (with a "Classes" link), "Dance and Music" (with a "Classes" link), "General Interest" (with a "Classes" link), and "Online Classes" (with "50+ Online" circled in red, and links for "Adult Online Classes" and "Children Online Classes").



The screenshot shows a detailed view of the "50+ Online" activity page. At the top left, there is a "Pemberton and District Recreation Service" logo and name. A "Activities" breadcrumb is visible. The main heading is "50+ Online" with a "Today" button and a date selector set to "4/22/20". The page lists three activities, each with a "Register" button circled in red:

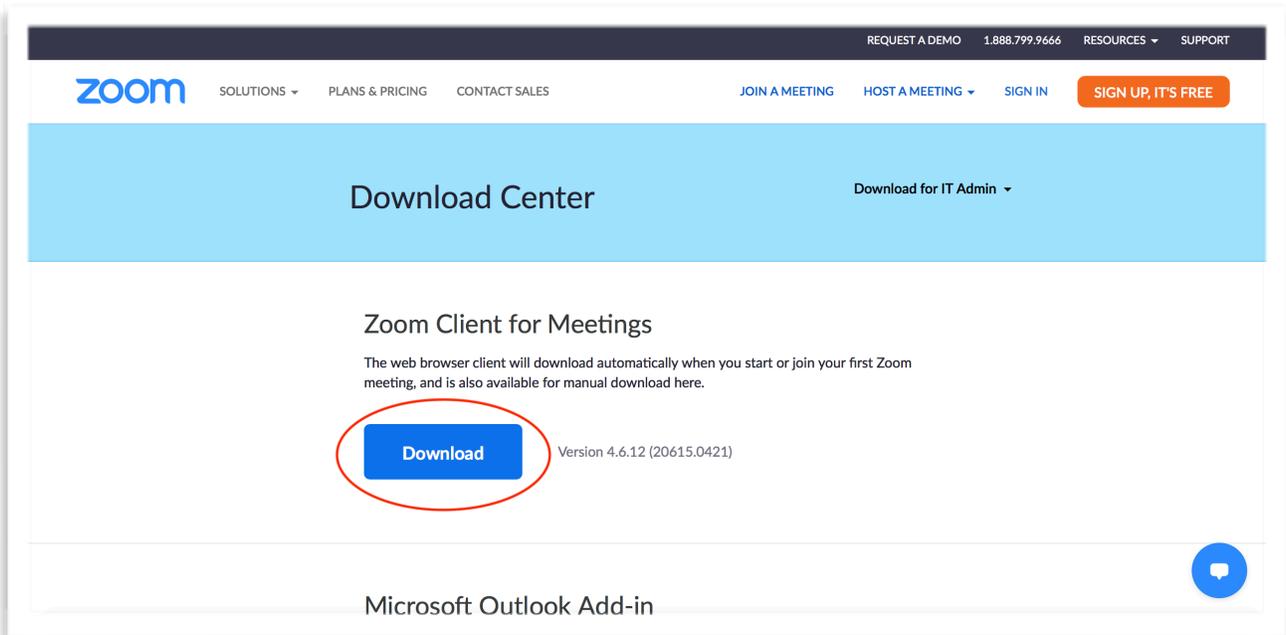
Date	Activity Name	Time	Instructor	Platform	Fee	Action
Apr 24th	Zoom Chat - Friday April 24th	3:00pm - 4:00pm	Maddy Hepner	Zoom	No fee	Register
Apr 28th	Zoom Chat - Tuesday April 28th	1:00pm - 2:00pm	Maddy Hepner	Zoom	No fee	Register
Apr 30th	Online Chair Yoga	8:45am - 9:30am	Ethlyn Sutherland	Zoom	No fee	Register

At the bottom of the list, there is a "Load More" link and a note: "Showing Activities until 7/23/20".

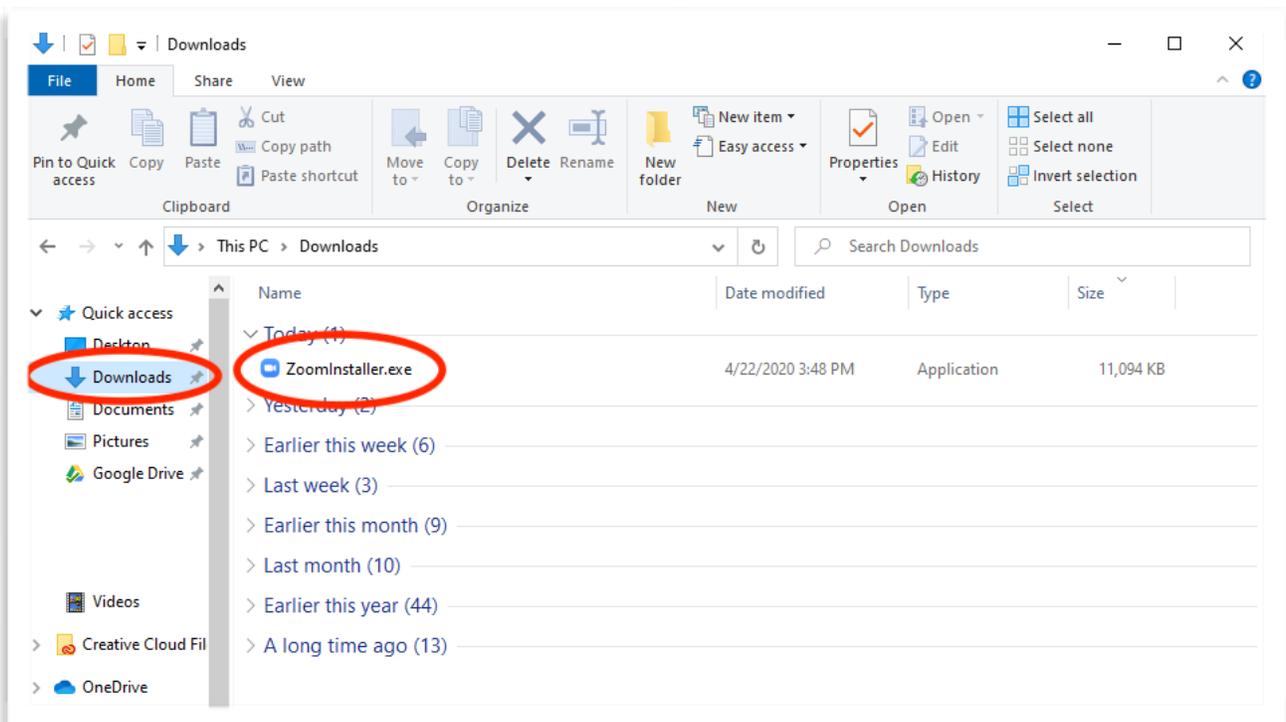
**Step 4:** Download the zoom app to your phone, tablet and/or computer.

Note - the device you download the app to will be the device you view the classes on. It may be worthwhile downloading to multiple devices in case of technical difficulties.

<https://zoom.us/download>

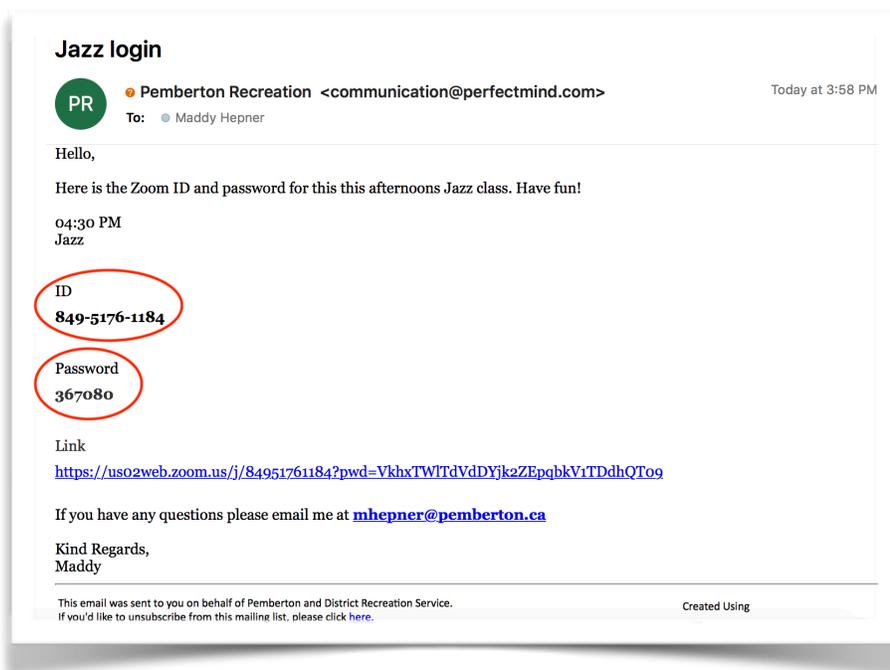


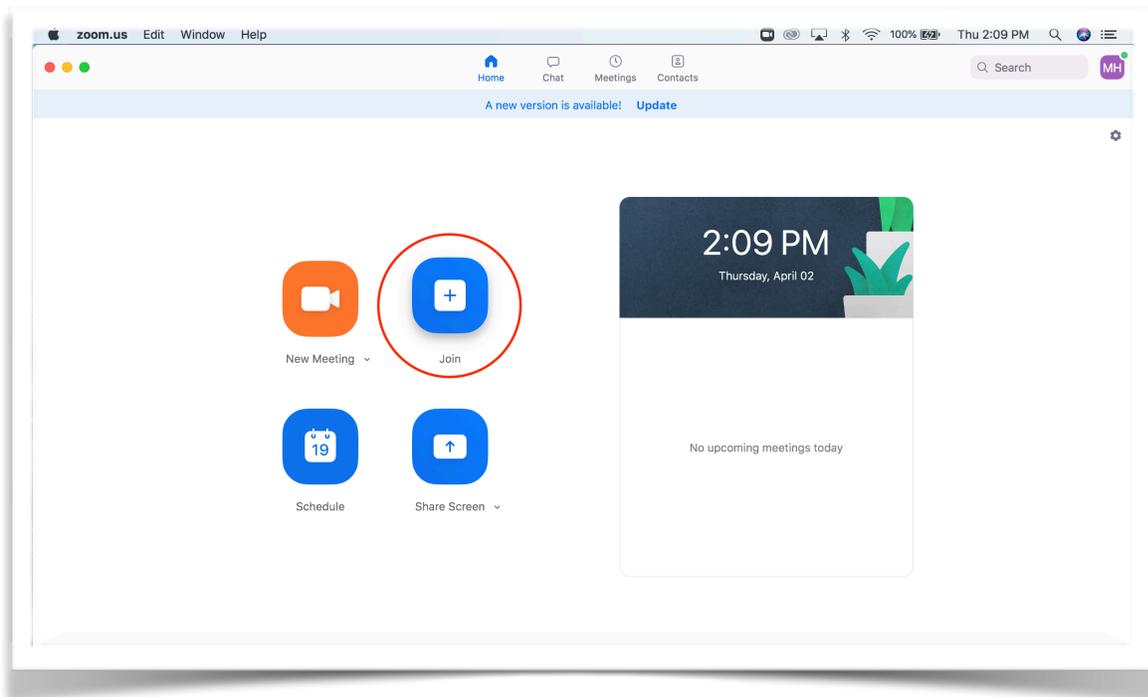
To continue the download go to your downloads folder, double click on zoom and then select run.





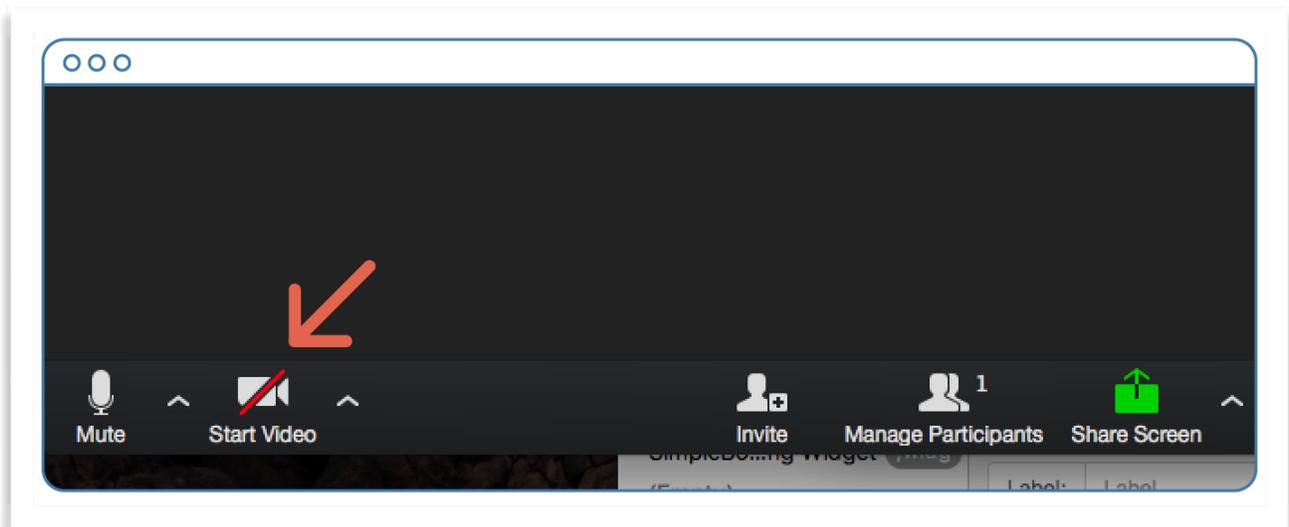
**Step 5:** 30 minutes prior to the class start time you will receive an email with the Meeting ID. 10-15 minutes before the class, open Zoom. Either click the link or press 'join' and enter the meeting ID that was provided in the email.





**Step 6:** Turn on your camera. To do so, select the button on the bottom left 'Start Video'. This is suggested so that instruction can be provided if necessary.

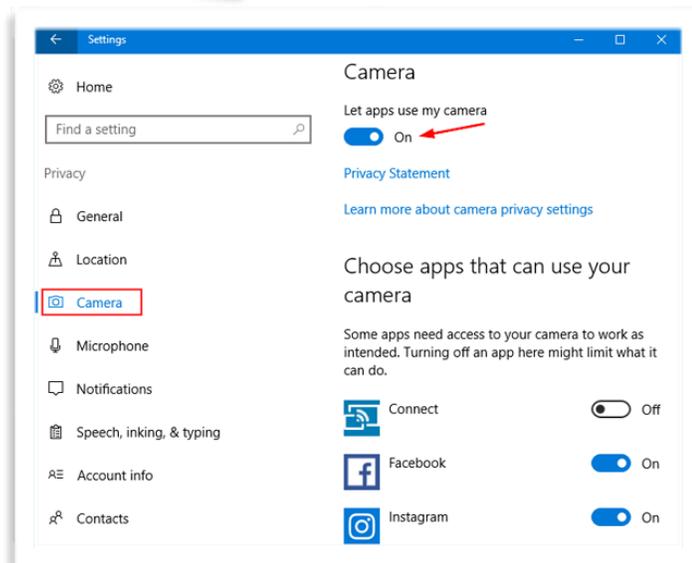
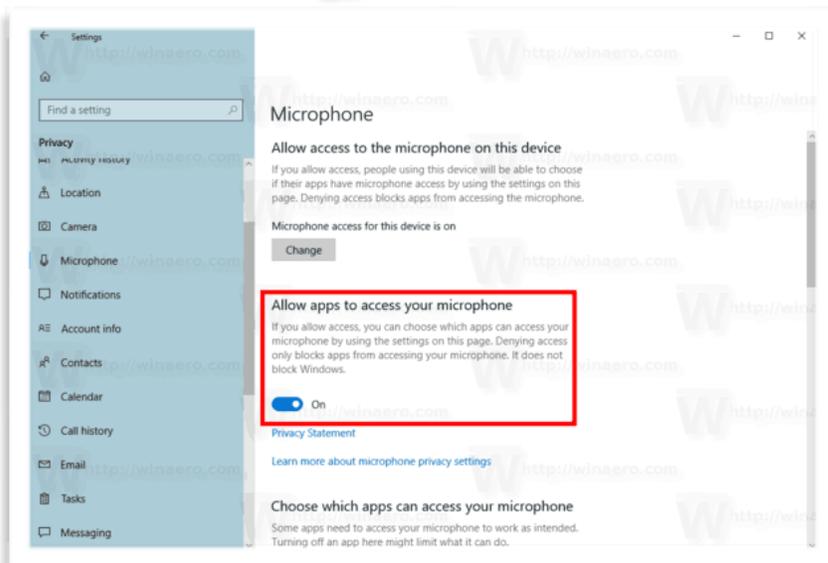
The instructor may mute participants - especially for classes that benefit from silence such as meditation. If you have a question, please unmute yourself by clicking the 'mute' button in the bottom left corner. Please inform the instructor if you are leaving the class.



If your camera and/or microphone are not working, you may need to change your computer settings.

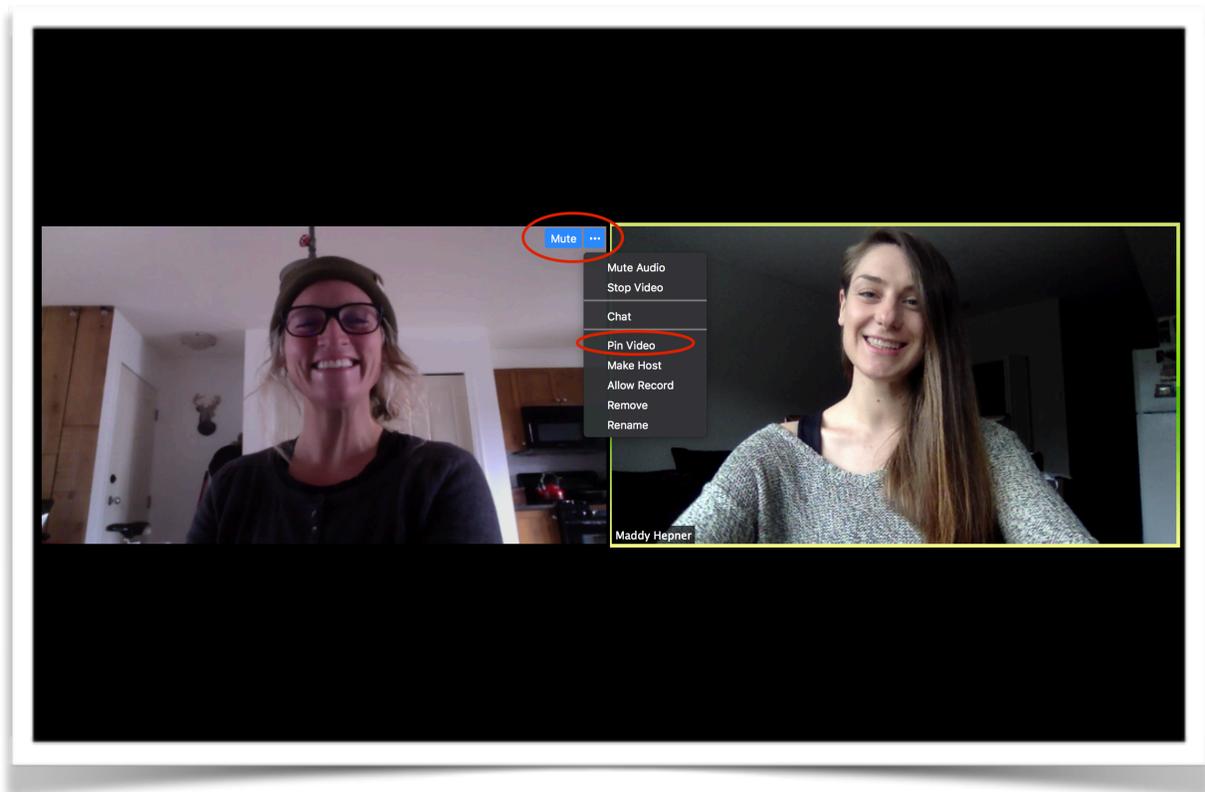
### For Windows 10

- Open your start menu by clicking the Windows icon
- Type 'privacy'
- Click 'microphone'
- Toggle 'Let apps use my microphone' to On.
- You may need to do the same for your Camera if that is not working. If you are using a desktop computer you may not have a webcam.



**Step 7:** Zoom allows for different layouts. As a participant, we encourage you to 'pin' the instructor so that they are the primary video shown.

To pin the instructor, hover over the top right side of their image, click the three blue dots, and select Pin Video.



**Step 8:** To leave the session click 'end meeting' in the bottom right corner.



We hope you enjoy your classes!

If you would like to provide any feedback, please contact us via email at [mhepner@pemberton.ca](mailto:mhepner@pemberton.ca)