

Zoom Guidelines

Zoom is a video conferencing platform where you can have a meeting, share files, host webinars, or live chat with others. Zoom can be used on mobiles, tablets and computers. We have seen an increase in the number of clubs using Zoom, and Scottish Gymnastics wanted to share guidance on this platform with our clubs and members to enable people to use the platform safely and reduce the potential of 'Zoom Bombing'.

How to use Zoom Safely:

- Set up a meeting following the Zoom website's instructions
- Each meeting is assigned a randomly generated **9 digit meeting ID**, always use this
- Don't use your personal meeting ID for meetings as this is only allocated to you
- The host can assign a meeting **password** for another layer of security
- A '**waiting room**' function should be added to allow the host to screen new guests before they can join the meeting
- Share the meeting ID, password and/or link with your known participants only
- Never share the meeting ID, password or link publicly
- Join the meeting via the link shared
- Use the authentication profiles setting, which allows the host to restrict participants who can join the meeting
- Mute and disable video of participants on entry to meetings
- Lock the meeting when your known participants have joined
- Be aware of screen sharing and the recording feature
- Don't give control of your screen to others
- Enjoy your meeting

How to 'lock a meeting':

When a Zoom meeting has been locked, no new participants can join even if they have the meeting ID and password

Phone/Tablet

- In the meeting, tap on the 3 dots in the bottom right hand corner
- Tap on meeting settings
- Swipe the tab which is located beside the 'Lock Meeting', to the right

Computer

- Click on the security menu (located in the in-meeting menu on your screen)
- Select 'Lock Meeting'



Top Tips

- Only use Zoom with people you know in real life
- If you 'host' a meeting, add the additional layers of meeting security to reduce 'Zoom Bombing'
- Learn how to use your privacy settings safely i.e. mic, video and screen sharing. You can practice this with family members
- Zoom's official age rating is 16 years. The NSPCC have advised that there is parental supervision if young people use this platform
- Follow Scottish Gymnastics social media guidelines and respect others whilst online

Further information on how to use and stay safe on Zoom, click on the following links:

[Zoom Privacy & Security page](#)

[Zoom help page](#)

[Zoom authentication profiles](#)