Free Conference Call - Spirit Life Circle Meetings

### **A “How To” for Hosts**

### **Begin by Downloading Free Conference Call (“FCC”) software**

1. If you are hosting a Spirit Life Circle meeting online, you should already have the software downloaded and functioning on your device and have already been an active participant in an online group. But if you have not, or if you are having issues with getting online, here is how you get started again:
2. Go to [www.freeconferencecall.com](http://www.freeconferencecall.com). You will need a computer or other device with a working camera and microphone so you can be seen and heard on the video conference calls. It will walk you through the downloading and running of the software program by asking you for your email address and creating a password.

### **Now you are set up and the program is working (above) so you can easily Host a Spirit Life Circle meeting.**

1. **Begin Hosting by setting up the meeting and sending out invitations ahead of time**:
* Open the app by clicking on the FCC icon which should now be found on your computer desktop.
* Open up the FCC app on your computer and let it load. You will see a choice to click on either “Host” or “Join” an online meeting. As a Spirit Life Circle Host, you will choose the “Host” button at this prompt then fill in your name and email address.
* The program will load and give you the floating toolbar at or near the top of your screen when loaded. The toolbar you receive when hosting is a little different than the one you see when you are a participant only. You will find a couple of new tools and options on this hosting toolbar.
* To create an email invitation, you have three choices:
	1. Choose the “Invite Others” icon on the upper-right of your host toolbar. A window will pop up with a “Copy to Clipboard” button at the bottom. This copies all of this information, including the link they will need to click on to launch them into your meeting, for you to paste into your invitation email. Then send an email to all of your participants, with this information pasted into the email. Make certain you include the date and time of your meeting manually in your email invitation. (*You may also want to include a link to a worship song in your email, if you will be including that in your meeting format as suggested by each participant, since this won’t always be heard on your desktop through this software*.)

* 1. OR Choose the same “Invite Others” icon as above but in the pop up window choose instead the “Invite by Email” button and if your computer is set up for it, it will open your email carrier and walk you through the invitations from there.
	2. OR You can find a more automated way of sending an email (*if you know your (participants’ email addresses because you will have to enter them manually*) by going to your “Wall”, which is what FreeConferenceCall.com calls its “dashboard”. See instructions below.

### Take a moment here to discover your “Wall” (or “dashboard”) and fill out your profile, and add a picture if you can.

1. On your floating toolbar at the top of your screen (*or wherever you have repositioned it by dragging it to move it around*) select the “Settings” icon at the top-left that looks like a little gear. In the drop-down menu select “View Wall”. This will load a new page with more information that will be helpful to you if you want to explore the program further.

1. On the right section of this page you will see the “Host Information” where you can click the “Edit” button and make changes to your profile. This is your option, but it will be a good resource for the participants in your group going forward if you will complete this section.
2. On the left you will find a section called “Audio Information”. **You can use this to send invitations**. Choose the small “Invite” button (just above the big green button) and it will open a new window where you can then select “See More Options” at the very bottom. This new window will walk you through sending out invitations with date and time you will set up. You will need to enter the email addresses manually if you use this function.
3. **Please remember** a) that it is a good idea to send out reminder emails about 24 hours before the call begins, to make certain everyone remembers the time; and, b) also, come prepared with a “share” - a journaling entry to share with the group that the Lord has spoken to them this week.

### Running/Hosting a Sprit Life Circle through FreeConferenceCall.com

Now you have downloaded and tested the software and it is working on your computer. You have sent out the invitations to those who will join you and it is time to join and host the meeting.

1. You will want to get to the meeting a couple of minutes ahead of time so that you are the first face they see when they log on. (*NOTE: This software will allow participants to log on early so they may get there before you*.) Be prepared with your own “share” which is your journaling with God and any stories you will be sharing in the meeting about what the Lord is doing in your life currently and any notes you have on your participants from last week to remember and ask them about…things you have been praying with them for, etc.
2. Open the program with the icon on your desktop and log on as Host. Remember always to click the little CAMERA icon on your toolbar so that a green dot appears. This way everyone can see you and you can see them. If anyone is having trouble getting on, where you can hear but not see them, ask them if they clicked on the little camera.

1. You will probably not need the telephone icon to the right of the camera unless someone cannot access the conference call by video and they need to call in from their telephone and join by an audio only call. If they need to join by audio, then they can call in using the phone numbers found in the drop down list under the flag in the upper-left corner of the floating toolbar.
2. Wait for all participants to join and welcome them as they do. Please try to wait for everyone to join, even if someone is little late. (*And correct any consistent tardiness in personal email, not in front of the group. Give grace, you will probably need it at some point*.)
3. Once everyone is on line and you can hear and see them, begin the meeting. Check the Coaching Notes from Patty Sadallah’s PowerPoint presentation for meeting format and time limit suggestions as you facilitate your group.
4. Here are some items that will help you as you coach your team on FreeConferenceCall.com:
	1. **Chat** - While everyone is meeting and discussing, if you want to communicate with any singular individual or with all of them, you send them a text message through the Chat function. Simply click on the icon that looks like a talking bubble on your floating toolbar. You can send to All Participants or send a private message to a single participant of your choice.
	2. **Screen Sharing** - If you would like to share your computer screen or a PowerPoint presentation with your class, you can select the Play button on your floating toolbar and choose what you want to share with them (the entire desktop or just your presentation). It takes a couple of seconds but they will all be able to see it together and you can walk them through, using your mouse pointer and other screen-share functions as you go. Stop screen sharing by clicking the same button off again.

* 1. **Minimizing and Maximizing** - You can change the size of your video conference call viewing window to Full-Screen or Normal Window by double-clicking the center of the window. You can also minimize your window (making it appear only as a little button at the very bottom of your computer screen. See picture placed here.) from the Normal Window size mode if you need to get back to your desktop during the conversation, but you can only minimize from Normal Window…not from Full-Screen.
	2. **Minimizing and losing your viewing window** - If you cannot get your window back to see everyone on the conference call, but you can still hear them, your window may just be minimized. If so, your video conference call window will appear as a little button on the bottom of your monitor (See above) and you can click it to bring the window back up so you can see everyone.
	3. **Mute** - As Host, you can mute anyone or everyone as you wish. The options to mute are found on the “Participants” icon on your floating toolbar. It looks like a little silhouette of three people standing together and has the number of current participants who are logged on to this conference call. Click this icon and it will give you a drop-down list of all those in this group and the option to mute them, or yourself. You will probably only need this function when you are each playing the worship song at the beginning of the session so that everyone can hear only their own computer. Unmute the same way to bring everyone back in after the song is finished.
	4. **Record** - You should not use the Record button at all unless you get permission from everyone in your group to record them. These are closed meetings and personal sharing is encouraged among these few members. They may not want to be recorded, and there may even be legal issues with recording in various areas, so this is discouraged.
	5. **Floating Toolbar Can be Hidden** - The little floating toolbar the appears at the top of the computer screen once the FreeConferenceCall program is running can be dragged and moved anywhere on your screen by clicking-and-holding the very top part of it (called the Title Bar) and dragging it around so it isn’t in your way. It can also be “hidden” which means it can be minimized by clicking the arrow on the far-right of the toolbar. This shrinks the toolbar to the left so that it is only a small arrow and telephone icon. That same arrow is what you will use to restore it to its original size. This way it will not cover anything on the screen that you may need to see or click on while the program is running.
	6. **Any Other Questions** - can be brought to Mark Virkler or Patty Saddalah or your Spirit Life Circle coach or other member who may be able to help you. There are many short tutorials online that you can watch. Some are included below.

### Closing the FreeConferenceCall.com Program When Finished.

To close the program after your Spirit Life Circle conference calls or after practicing with the program, you can simply select the X in the upper right corner of the window the way you usually close a program. This will remove you from the meeting and close out the program. N**OTE**: Make certain you haven’t accidentally minimized this toolbar at the bottom of your screen…if you see it there, the program is still running. Or you can go up to Settings (the gear icon upper left) and choose Quit Free Conference Call.

**Use this software to connect with family and friends**. For practice, click on host and send an invitation to your friends or family to join you for an online meeting and practice using this software with them and log on as Host when you meet. Perhaps your group coach can practice with you or provide a person whom you can practice with. This is a wonderful tool to assist you in cultivating friendships with those you love. Practice a couple of sessions and you will be ready to go.

### Here are some cool, short one minute videos which give you an overview of how you can use this FCC app.

1. [Getting started video](https://www.youtube.com/watch?v=l4CAlZaqQZA&list=PL9pRGPkhUYj9fajUBXlqF1iWgKBq0QFQH) (90 seconds)
2. [How to Use Video Conferencing](https://www.youtube.com/watch?v=vJT7mSuV8IY&list=PL9pRGPkhUYj9fajUBXlqF1iWgKBq0QFQH&index=4) (1 minute video)
3. [How to Start a Q&A Session](https://www.youtube.com/watch?v=cwu0wrCXnds) (1 minute video)