



### Facebook Watch Parties

Whether you choose to host a fundraiser, virtual film screening of one of our films, or an online volunteer meet up, we have provided some helpful guidance to assist you in organising your online event.

If you decide to host a virtual screening of one of our films on Facebook, you will need to set up a Facebook Watch Party:

1. Share a post on your Facebook page to let your friends and family know the time and date of your Watch Party.
2. When you are ready to start your Watch Party, create a new post on Facebook.
3. Click the ... button and then 'Watch Party'.
4. Search for the video name (e.g. our new film Love Reaches Everywhere)
  - Please note: You can only stream films that have already been uploaded to Facebook.
5. Click on the tick box beside the film, then click 'Next'.
6. Check you are happy with the post, then click 'Post' and invite friends to join you.

This will broadcast the film to your invited Facebook friends, and you can all share your thoughts and reactions in your post comments as you watch it together.

### Zoom meetings

If you would like to organise a general online volunteer meet up, fundraiser, then video conferencing software such as Zoom is your best option.

If you plan to organise a Q&A session to go alongside your Facebook Watch Party film screening, then we suggest that you set up a Zoom meeting for this part.

If you would like to organise a screening of our film, but you or those you are inviting do not have a Facebook account, we recommend that you set up two Zoom meetings, and ask your guests to watch the selected film on YouTube during an allotted timeframe during your event.

This is because using video conferencing software such as Zoom to stream films can be really glitchy, and we want you and your guests to have the best possible experience!

We suggest that you set up two Zoom meetings to speak to your guests at the start and the end of the film.

The free version of Zoom times out after 40 minutes, so one meeting would unlikely cover your introduction, time for watching the film on YouTube, and a Q&A at the end.

To schedule a live Zoom meeting:

1. Visit the Zoom website at [zoom.us](https://zoom.us)
2. If you don't already have a Zoom account, sign up.
3. To schedule a meeting, click 'Host a meeting' in the top right-hand corner of the screen.
4. Add a name and description for the meeting, and add the date, time and duration.
  - Think about how long you would like to speak during your pre-film talk and post-film talk.
  - Remember to leave enough time between the talks for guests to watch the film on YouTube.
5. Tick the following when creating your meeting:
  - Meeting ID: Generate automatically
  - Require meeting password: Choose a password relevant to your event.
  - Video host: Off
  - Video participant: Off
  - Audio: Telephone and computer audio
  - In meeting options select:
    - 'Mute participants upon entry' - Automatically muting participants upon entry avoids lots of noise when the meeting starts, but you can choose not to tick this box if preferred.
    - 'Enable waiting room' - Enabling a waiting room allows you to manually accept people into the Zoom meeting when you are ready to start.
    - 'Only authenticated users can join'
    - 'Record the meeting automatically' and 'on local computer'.
6. Select save. Once the meeting is created, share the meeting invitation – you could invite friends, family, neighbours, colleagues, and members of any groups you are involved in.

If you have any further questions, please contact [info@marysmeals.org](mailto:info@marysmeals.org).

A heartfelt thank you for your support. Thanks to you, we can reach even more hungry children with nutritious school meals, giving them hope for better tomorrow.

Good luck with your event!