



Nascentia Health's Charitable Foundation's Raise A Glass Virtual Event: Toolkit

Thank you for participating in the Raise A Glass Virtual Event and supporting Nascentia Health's Charitable Foundations with a gift!

As a gesture of gratitude for your gift, you are registered to host your own private watch party with a group of your choice. We have put together this Virtual Event toolkit to help us host this event your friends and family. In this toolkit, you will find links and instructions on how to host the watch party on Zoom.

Event Links

Nascentia Health Raise A Glass show program:

https://issuu.com/wcnyconnected/docs/raise_20a_20glass_program

You can access the Nascentia Health Raise A Glass show with this link and password:

Vimeo Link: <https://vimeo.com/477760976>

Password: **RAISEAGLASS2020**

Process:

You are receiving this document, because you made a gift to Nascentia Health and registered to host a private watch party on Zoom. In the event email, you received a link to a private Zoom meeting. Please share this link with the friends and family you would like to join you for the event. There is no password required to enter the meeting.

How to Host the Zoom Event

1. We recommend downloading the Zoom Desktop Client on your computer, in order to host the Zoom webinar.
 - a. If you do not have the software downloaded, please visit <https://zoom.us/download>
 - b. Find **Zoom Client for Meetings** at the top of the page and click on the **Download** button underneath.
2. Log into your Zoom account with your personal email and password. If you do not have an account, it is not required to create one.
 - a. If you have the Zoom Desktop Client, launch this application and log in.
3. The meeting start time is listed as 5 p.m., but you can join the meeting at any time.
4. Click the Zoom link provided in your invitation email.

5. You will be brought to a new page with a pop-up screen that says **Open Zoom Meetings**
 - a. Click the button **Open Zoom Meetings**
 - b. This will automatically open the Zoom Desktop Client and launch the meeting.
6. Wait for your guests to join you. If they are having difficulty, please reference the Tech Support section of this document.
7. While waiting, we recommend opening the Raise A Glass show program in a separate window.
 - a. When you are ready to begin the program, select **Screenshare** and choose the window with the show program open.
 - b. Open the video into full screen and click play.
8. You are able to stop and play the program at your own pace. You are not required to follow the program timeline.
 - a. You should have received a gift basket with all of the necessary ingredients to make the signature event drink for the toast with Kate.
9. When the film is over, you can click **Stop Screenshare**. You are not required to immediately exit the Zoom. You can remain on the call as long as you like.
10. When you are ready to end the meeting, please click **End** in the right-hand corner of the control bar.
11. Select **End Meeting For All** and sign out of Zoom.

Thank you for participating in the Nascentia Health Charitable Foundation's Raise A Glass Virtual Event! We hope you and your guests enjoyed the show!

Tech Support

If you need help with Zoom, please reference the following documents:

Easy Zoom Instructions: <http://www.wcny.org/wp-content/uploads/Nascentia-easy-instructions.pdf>

Enhanced viewing instructions: <http://www.wcny.org/wp-content/uploads/Nascentia-Enhanced-Viewing-on-Zoom.pdf>

If you require technical assistance during the event, please call 315-925-1443.