Instruction Sheet for Online Wellness 101 Event

1. Watch YouTube video of **Online Wellness 101 Event Demonstration**: We have recorded a complete event to simply watch and duplicate.
https://youtu.be/yVvV9Ak88H8
2. Team up: 2-3 UFO's per event
3. Invite guests: Each UFO invites 2-3 guests for maximum of 6-8 guests per event
   - Ask guests to confirm attendance since limited spots.
   - Let guests know to expect email with link and materials
4. Decide on roles for UFO's: Host and Co-Hosts, assign slides for each
5. Decide who will share Activated B and OPC-3 testimonials (1 minute each)
6. Practice all aspects of event with other UFO's included in event. Aim for 45 minutes for complete presentation.
7. Create Zoom event with 'waiting room' so guests wait until let in by Host. This permits UFO's to get organized prior to guests joining the meeting.
8. Download Wellness 101 slides, video from www.Wellness101video.com, Invitation, Health Survey and Top 10 Products sheet from www.goNowResource.com or www.UnlimitedLifestyles.net
   - Print Wellness 101 slides with Notes and place in a book/folder with event materials.
   - Update invitation to Wellness 101 with date and time
9. Send out email to invite guests – include zoom link, Wellness 101 Invitation, Wellness Survey, Top 10 Products. Ask guests to download and print Survey, if they are able.
10. After event: Call each guest same day as event to go over their survey, identify products they would like to start with and others to see Wellness 101. Place product orders/ set dates for next events. Email sheet on Drugs that Gobble Vitamins and link to Wellness101video.com

Tips for online Wellness 101 Event:
   - Business Owners should join meeting 10-15 min. before start time so meeting starts on time. Give guest names to Host.
   - Turn off your Microphone when not speaking so there is no background noise and to minimize audio interference.
   - Business owners may turn off video when not speaking. When video is off, be sure your photo is displayed.
   - Type questions in 'Chat' box and answer at the end of presentation.
   - When hosting a meeting, shut down all other programs to free up your computer's resources.
   - When hosting a meeting, and if possible, make sure your computer is connected via a wired ethernet connection. The signal required to make video meetings work can get choppy and lost over WIFI connections.
   - When hosting a meeting, having the latest version of operating system, security and feature updates, as well as the latest zoom software, is also key to making the technology work well.

Key to success – PRACTICE with your team!

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Guidelines on how to use zoom meetings effectively:

1. Dress well and setup your lighting to capture your best video feed: [How to Look Your Best on a Webcam](#)
2. Learn how to configure your audio and video: [Configuring your Zoom Audio and Video](#)
3. Add your picture to your zoom profile so it shows up when your video feed is stopped: [Adding Profile Picture to Your Zoom Account Video](#)
4. Schedule a meeting: [How to Schedule a Zoom Meeting Video](#)
5. Use Zoom waiting rooms to allow for private discussion amongst meeting hosts before guests arrive: [Zoom Waiting Room Video](#)
6. Learn how to control a meeting: [Zoom Meeting Controls Video](#)
7. Learn how to manage meeting participants: [Managing Zoom Meeting Participants Video](#)
8. Learn how to share your screen: [How to Share Your Screen in Zoom Meetings Video](#)
9. Understanding Zoom chat: [Zoom Chat Video](#)

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