

Berkeley Fellowship of Alcoholics Anonymous On-Line HOST Instructions

11.4.23

Host Log in Instructions:

Sign in with host credentials (do not share)

GET LOG IN AND PASSWORD FROM PREDECESSOR OR
ON LINE SECRETARY COORDINATOR

Uncheck the box that says “keep me signed in”

Turn on your video and sound

Zoom Host Responsibilities

Arrive 15 minutes early

Admit people when they enter the waiting room

Greet people as they enter the zoom room

Watch for zoom bombers, remove (under “more”) them from the meeting

Share your Screen with readings from the berkeleyfellowship.com literature tab:

How it works

12 traditions

9th step promises

literature if book study

prayers if meditation meeting

Show BFAA website during announcements: put the link to the website in the chat

Display 7th tradition page before sharing: put link to this page in the chat

Stay for up to 15 min. Or reassign host to another member, for fellowshipping after the meeting

Close the meeting: make sure you are logged out of the BFAA zoom account

NOTES :

- 1) It is your responsibility to find a substitute Host if you cannot attend the meeting**
- 2) It is your responsibility to find a replacement when your 6 month term has ended.**