



Special Olympics Maryland

Tennis Virtual Training Guide

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Special Olympics





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Introduction

Now more than ever, with technologies in video communication becoming more easily accessible for everyone than ever before, SOMD wishes to support coaches with a variety of training resources to provide opportunities to athletes/partners regardless of in-person availability. With opportunities in sport-specific training, health and wellness, and more, we hope this guide will create a foundation for your program to take training online for a new pathway of athlete/partner engagement.

This sport-specific *Training Guide* will provide resources for getting your virtual training program up and running, while also providing resources for you to modify this plan for your program and even create additional virtual trainings. Use this guide literally as a “guide” – let it stimulate your own creativity and inspiration for additional ideas for training at a distance.

If you are building your virtual training program and find you are lacking something you need, please contact coaches@somd.org.

You can also always find additional resources and coaching information on the Special Olympics Maryland – [Coach Resource](#) page.

As always, thank you to all of area leadership, coaches, volunteers, family members/caregivers/parents and of course our athletes/partners for continuing to your commitment to training excellence as part of Special Olympics Maryland

Special Olympics Maryland would like to acknowledge and thank the state Tennis Sports Management Team for their contributions to the creation of this guide and their continued commitment to providing opportunities to our athletes and programs. Special thanks to Natasha Moulton-Levy, Greta Harrison, Louise Thomas, Jeff Abel, Angela Nadeau and Melissa Anger for their contributions in creating this guide.

Know Before You Go!

Zoom:

- You can sign-up for a free account to facilitate virtual trainings for your participants.
- As of, August 2020, free Zoom accounts do have a 40-minute time limit for sessions you host.
 - You can plan for back-to-back 40-minute sessions with a small break between the sessions if you wish to extend a session.
- Other virtual option(s) for hosting a virtual practice session:
 - Google Hangouts – Session hosts **DO** need a Gmail account to setup and initiate as virtual training session, but invitees **DO NOT** need a Gmail account to attend.

How to Use this Guide:

- This is a guide, not a mandate of how to run virtual training opportunities for your program. Please feel free to use this as a baseline to generate ideas and customize to what your program will benefit from the most.
- Special Olympics Maryland highly recommends carving out time with your athletes/partners (or asking families/guardians to do so) to complete the Special Olympics Athlete Development Plan, which comes from the Coaching Special Olympics Athletes training.
 - This is a great tool for learning more about your athletes/partners while working to set goals. This is also a good opportunity to teach your athletes/partners goal setting as an all-around skill to have.
 - Many SO programs find it valuable to learn more about their athletes/partners.
- Make sure to take a look at the additional resources at the back of this guide for additional training ideas for your program. Resources like the SOI Sports Science and sport-specific coaching guides are very detailed and can provide additional content that may be beneficial for the growth of the participants.

Be Prepared to Demonstrate & Elaborate:

- Coaches should always be prepared to demonstrate techniques they are teaching their athletes/partners or that they have shared through video from online resources. Not everyone will comprehend a technique or concept on the first explanation and may need a different perspective.
- Also be prepared to generate conversation after showing a video or other resources.
- Remember to ask questions and check for understanding!
- Always remember to have fun!
 - Virtual trainings are a new method of coaching our athletes/partners and interacting with parents/caregivers, and at times can drift into more of a lecture than an activity. Be sure to make extra effort to keep them interactive – asking open-ended questions is a great way to keep athletes/partners engaged.
 - While we are providing content in this guide to help you facilitate your sessions, feel free to infuse fun, age-appropriate activities as you see fit.

Training Session Plan Template

Sport _____ Date _____ # of Athletes/Partners ____ # of Coaches ____

Goal for Session _____

Facility Safety Check: Equipment Surface/Field of Play Layout Supervision

Time	Session	Specific Objectives	Drills/Activities	Layout
	Warm-up Exercises Stretching Exercises			
	Skills Instruction			
	Competition Experience			
	Cool-down Team Talk			

Special Olympics Athlete/Partner Development Plan

Athlete/Partner -

First name:	Last :	Date:
Program:	Phone:	Coach:
Email Address:		

Athlete's/Partner's Interests -

Favorite Sports:	
Favorite Sports Teams:	
Favorite Athletes:	
Favorite Musical Groups:	
Favorite Movies/Actors:	
Favorite TV Shows/Actors:	
Favorite Books:	
Favorite Food/Beverages:	
Other Interests:	

Why athlete/partner is participating in Special Olympics; check all that apply.

Fun:	To be with friends:	
Develop Skills:	Win Awards:	
Compete:	Recreation:	
	Because someone told me I had to do it:	
Other:		

Name sports athlete/partner likes to participate in:

Current:	
Future:	
Why?	

Athlete Considerations (tips when working with athletes); check all that apply -

Doesn't like loud noises:	Needs to hydrate:	
Doesn't like whistles:	Is prone to seizures:	
Doesn't respond well to yelling:	Is easily distracted:	
Has limited verbal skills:	Has short attention span:	
Has visual impairment:	Is resistant to change:	
Has hearing impairment:	Is hyperactive:	
Exhibits self-stimulatory behaviors:	Is obsessive-compulsive:	
Other:		
Trigger(s) to inappropriate behavior:		

Athlete/Partner Assessment -

Interest in the sport:			
Athletic ability:	Speed:	Shuttle run -	

Endurance:	3-minute step test -		
Strength:	Push-ups -		Chair-ups - <input type="text"/>
Flexibility:	Sitting reach -		
Coordination:	Shuttle run w/bean bags -		
Sport-specific athletic ability:	Skill #1		
	Skill #2		
	Skill #3		
Cognitive ability (event understanding):			
Coping skills with environment:			
Ability to work with others:			

Coach Observations and Conclusions -

Goals -

Individual goals	Long-term:	
	Short-term:	
Team goals	Long-term:	
	Short-term:	

Support Plans -

Individualized "At Home Training Plan":

Assistant Coach Support Plan:

Family, Guardian, and/or Caregiver Support Plan:

Competition Day Plan:

Weekly Tennis Training: Week 1

Training Session Plan

Sport Tennis Date Week 1 # of Athletes/Partners ____ # of Coaches ____

Goal for session: Introducing athletes/partners to our virtual training program, beginning basic home workouts and setting the schedule for the upcoming sessions.

Virtual facility check: Equipment Technology/Production Supervision

Warm-up & Stretching Exercises: 10 Minutes

- **Fit 5 Fitness Level 1:** *See Fit 5 Fitness Cards for Visuals (Located at the end of this page.)
 - Jumping Jacks, Straight Leg Raises, Curl-ups
 - For more exercises, please see the Fit 5 guide in the resource section of this week.

Weekly Core Lessons: 20 Minutes

- **Health & Wellness:**
 - Intro to Fit 5 & Fit 5 Progress Tracker (Located at the end of this page.)
- **Sport Skills Instruction:**
 - Introduction to Virtual Training Program plan & setting expectations
 - Schedule for Upcoming Sessions
 - **Other ideas at coaches' discretion**

Competition Experience: 10 Minutes

*Note: In a virtual setting a competition experience may not make sense for each training session.

Cooldown & Team Talk: 5 Minutes

- **Fit 5 Fitness Level 1: Flexibility Only**
 - Calf Stretch, Childs Pose, Knee to Chest.
- **Team Talk:**
 - Review of virtual training expectations
 - Passing Review
 - Home workout for the week (Fit 5 Fitness Level 1)
 - Celebrate the activity / Recognize accomplishment of each athlete

Resources for this Week:

- [Fit 5 Fitness Cards](#)
- [Risks of Heading A Soccer Ball](#) (video)
- [Soccer Heading](#) (article)
- [Soccer Injury Prevention](#) (article)

Weekly Tennis Training: Week 2

Training Session Plan

Sport Tennis Date Week 2 # of Athletes/Partners ____ # of Coaches ____

Goal for session: Introducing athletes/partners to Fundamental Skills.

Virtual facility check: Equipment Technology/Production Supervision

Warm-up & Stretching Exercises: 10 Minutes

- **Fit 5 Fitness Level 4:** *See Fit 5 Fitness Cards for Visuals (Located at the end of this page.)
 - Jumping Jack Squat, High Knees Jog in Place, Reverse Fly
 - For more exercises, please see the Fit 5 guide in the resource section of this week.

Weekly Core Lessons: 20 Minutes

- **Health & Wellness:**
 - Check-in on Fit 5 Tracker and how team is doing. (Located at the end of this page.)
 - Who needs help?
 - How can we support each other as a team?
- **Sport Skills Instruction:**
 - Fundamentals
 - Why are fundamentals important?
 - What are the fundamentals in tennis?
 - **Racquet Balance**
 - **Ball Control**
 - **Stance**
 - **Follow-Through**

Competition Experience: 20 Minutes

- [Racquet Dribble](#)
- [Lobster Trap](#)
- [Edgies](#)

Cooldown & Team Talk: 5 Minutes

- **Fit 5 Fitness Level 4: Flexibility Only**
 - Kneeling Hamstring Stretch, Side Stretch, Wrist and Extension Stretch.
- **Team Talk:**
 - Coach discussion about session.

Resources for this Week:

- [Fit 5 Fitness Cards](#)

Weekly Tennis Training: Week 3

Training Session Plan

Sport Tennis Date Week 3 # of Athletes/Partners ____ # of Coaches ____

Goal for session: Introduce athletes/partners to Fit 5 Hydration and forehand stroke.

Virtual facility check: Equipment Technology/Production Supervision

Warm-up & Stretching Exercises: 10 Minutes

- **Fit 5 Fitness Level 1:** *See Fit 5 Fitness Cards for Visuals (Located at the end of this page.)
 - Jumping Jacks, Straight Leg Raises, Curl-ups
 - For more exercises, please see the Fit 5 guide in the resource section of this week.

Weekly Core Lessons: 20 Minutes

- **Health & Wellness:**
 - Intro to Fit 5 Hydration (Located at the end of this page.)
 - 5 Bottles of Water a Day!
 - Signs of Dehydration
- **Sport Skills Instruction:**
 - Stroke of Forehand
 - Proper Grip
 - Techniques
 - Stroke

Competition Experience: 20 Minutes

- **Wall Rally- Forehand**
 - Practice your forehand by hitting against a wall (or other hard surface) allowing 1 bounce on the return before hitting against wall again. Try to get 10 in a row. Keep trying until you can get 10 in a row.
- **Alphabet Game**
 - Put pieces of paper on the wall of the alphabet. Have each letter on its own piece of paper. Use the forehand stroke to spell out different words by hitting the ball at each letter.

Cooldown & Team Talk: 5 Minutes

- **Fit 5 Fitness Level 1: Flexibility Only**
 - Calf Stretch, Childs Pose, Knee to Chest.
- **Team Talk:**
 - Coach discussion about session.

Resources for this Week:

- [Fit 5 Fitness Cards](#)
- Fit 5 Hydration
 - [Pages 27-28](#)
- [Best Tennis Forehand Grip](#) (video)
- [Forehand Grip](#) (article)
- [5 Steps to Hitting Like a Pro](#) (video)

Weekly Tennis Training: Week 4

Training Session Plan

Sport Tennis Date Week 4 # of Athletes/Partners ____ # of Coaches ____

Goal for session: introducing athletes/partners to stroke of backhand.

Virtual facility check: Equipment Technology/Production Supervision

Warm-up & Stretching Exercises: 10 Minutes

- **Fit 5 Fitness Level 2:** *See Fit 5 Fitness Cards for Visuals (Located at the end of this page.)
 - Side to Side Hops, Chair Squats, Plank from Knees
 - For more exercises, please see the Fit 5 guide in the resource section of this week.

Weekly Core Lessons: 20 Minutes

- **Health & Wellness:**
 - Check-in on Fit 5 Tracker and how team is doing. (Located at the end of this page.)
 - Who needs help?
 - How can we support each other as a team?
- **Sport Skills Instruction:**
 - Stroke of Backhand
 - Technique
 - 1 Handed
 - 2 Handed
 - Tips
 - Proper Grip

Competition Experience: 20 Minutes

- **Wall Rally - Backhand**
 - Practice your backhand by hitting against a wall (or other hard surface) allowing 1 bounce on the return before hitting against wall again. Try to get 10 in a row. Keep trying until you can get 10 in a row. Use grip that feels most comfortable to you.
- **Alphabet Game**
 - Put pieces of paper on the wall of the alphabet. Have each letter on its own piece of paper. Use the backhand to spell out different words by hitting the ball at each letter.

Cooldown & Team Talk: 5 Minutes

- **Fit 5 Fitness Level 2: Flexibility Only**
 - Quad Stretch, Modified Hurdler Stretch, Chest Stretch.
- **Team Talk:**
 - Coach to have discussion about session

Resources for this Week:

- [Fit 5 Fitness Cards](#)
- Fit 5 Tracker
 - [Pages 31-32](#)
- [How to Hit A Tennis Backhand](#) (video)
- [How to do a two-handed Backhand](#) (video)
- [How to Execute A Tennis Backhand](#) (article)

Weekly Tennis Training: Week 5

Training Session Plan

Sport Tennis Date Week 5 # of Athletes/Partners ____ # of Coaches ____

Goal for session: Introducing athletes/partners to skill of serving.

Virtual facility check: Equipment Technology/Production Supervision

Warm-up & Stretching Exercises: 10 Minutes

- **Fit 5 Fitness Level 2:** *See Fit 5 Fitness Cards for Visuals (Located at the end of this page.)
 - Side to Side Hops, Chair Squats, Plank from Knees
 - For more exercises, please see the Fit 5 guide in the resource section of this week.

Weekly Core Lessons: 20 Minutes

- **Health & Wellness:**
 - Introduction to Fit 5 Nutrition (Located at the end of this page.)
 - Healthy Food Circle
 - Healthy Meals & Snacks
- **Sport Skills Instruction:**
 - Serving
 - Singles
 - Doubles
 - Techniques
 - Tips

Competition Experience: 10 Minutes

***If no tennis net is available, participants can use a wall. Measure out the size of a net and mark it off on the wall**

- **Serving with a Sock**
 - Practice this movement for 1 minute to get the feeling/form of serving the ball. Repeat this 3 times.
- **Serving against wall**
 - Practice your serve by putting an "X" on different parts of the wall. Take turns to try and hit each "X" on the wall. Repeat this 3 times.

Cooldown & Team Talk: 5 Minutes

- **Fit 5 Fitness Level 2: Flexibility Only**
 - Quad Stretch, Modified Hurdler Stretch, Chest Stretch.
- **Team Talk:**
 - Coach to have discussion about session

Resources for this Week:

- [Fit 5 Fitness Cards](#)
- Fit 5 Nutrition
 - [Pages 21, 24, 25](#)
- [Serving with a Sock \(video\)](#)
- [How to Serve in 7 Steps \(video\)](#)
- [4 Tips for Perfect Serving Technique \(video\)](#)

Weekly Tennis Training: Week 6

Training Session Plan

Sport Tennis Date Week 6 # of Athletes/Partners ____ # of Coaches ____

Goal for session: Introducing athletes/partners to working on their improving strokes.

Virtual facility check: Equipment Technology/Production Supervision

Warm-up & Stretching Exercises: 10 Minutes

- **Fit 5 Fitness Level 3:** *See Fit 5 Fitness Cards for Visuals (Located at the end of this page.)
 - Forward Jacks, Frog Jumps, Push-ups from Knees
 - For more exercises, please see the Fit 5 guide in the resource section of this week.

Weekly Core Lessons: 20 Minutes

- **Health & Wellness:**
 - Introduction to Strong Minds (Located at the end of this page.)
 - How to handle stress on & off the field
 - Introducing methods of stress relief using Strategies for Stress 2
 - Yoga Stretches
- **Sport Skills Instruction:**
 - Improving Strokes
 - How to lengthen strokes
 - Add power
 - More control

Competition Experience: 15 Minutes

Repeat each drill below 3 times

- [Shadow Strokes](#)
- [Length of Strokes](#)
- [Juggle Rally](#)

Cooldown & Team Talk: 5 Minutes

- **Fit 5 Fitness Level 3: Flexibility Only**
 - Kneeling Hip Stretch, Butterfly Stretch, Triceps Stretch.
- **Team Talk:**
 - Coach to have discussion about session.

Resources for this Week:

- [Fit 5 Fitness Cards](#)
- [Yoga Stretches](#)
- [Strategies for Stress 2](#)
- [How to add power to your forehand](#) (article)
- [Focus on Skills](#) (article)

Weekly Tennis Training: Week 7

Training Session Plan

Sport Tennis Date Week 7 # of Athletes/Partners ____ # of Coaches ____

Goal for session: Introducing athletes/partners to footwork and agility.

Virtual facility check: Equipment Technology/Production Supervision

Warm-up & Stretching Exercises: 10 Minutes

- **Fit 5 Fitness Level 3:** *See Fit 5 Fitness Cards for Visuals (Located at the end of this page.)
 - Forward Jacks, Frog Jumps, Push-ups from Knees
 - For more exercises, please see the Fit 5 guide in the resource section of this week.

Weekly Core Lessons: 20 Minutes

- **Health & Wellness:**
 - Fit 5 Hydration Level 2 (Located at the end of this page.)
 - Healthy Beverage Choices
 - How to Reach 5 Bottles a Day
- **Sport Skills Instruction:**
 - How to improve your footwork
 - Why is agility important in tennis?

Competition Experience: 15 Minutes

- [Fitness Activities](#) (USTA)
- [6 Point Challenge](#)
- Agility Ladder
 - 1 foot in each box
 - 2 feet in each box
 - 2 Feet in; 2 Feet out
 - Hopscotch
 - Grapevine

Cooldown & Team Talk: 5 Minutes

- **Fit 5 Fitness Level 3: Flexibility Only**
 - Kneeling Hip Stretch, Butterfly Stretch, Triceps Stretch.
- **Team Talk:**
 - Coach to have discussion about session.

Resources for this Week:

- [Fit 5 Fitness Cards](#)
- Fit 5 Hydration
 - [Pages 29-30](#)
- [Agility Ladder Drills](#)

Weekly Tennis Training: Week 8

Training Session Plan

Sport Tennis Date Week 8 # of Athletes/Partners ____ # of Coaches ____

Goal for session: Introduce participants to the mental side of tennis.

Virtual facility check: Equipment Technology/Production Supervision

Warm-up & Stretching Exercises: 10 Minutes

- **Fit 5 Fitness Level 4:** *See Fit 5 Fitness Cards for Visuals (Located at the end of this page.)
 - Jumping Jack Squat, High Knees Jog in Place, Reverse Fly
 - For more exercises, please see the Fit 5 guide in the resource section of this week.

Weekly Core Lessons: 20 Minutes

- **Health & Wellness:**
 - Fit 5 Nutrition Level 2 (Located at the end of this page.)
 - Building a Healthy Plate
 - Perfect Portions
- **Sport Skills Instruction:**
 - Mental Toughness
 - What is Mental Toughness?
 - What are some strategies to help with mental toughness?
 - Tips

Competition Experience: 30 Minutes

- School of Strength
 - [30 Minute Workout \(Part 1\)](#)

Cooldown & Team Talk: 5 Minutes

- **Fit 5 Fitness Level 4: Flexibility Only**
 - Kneeling Hamstring Stretch, Side Stretch, Wrist and Extension Stretch.
- **Team Talk:**
 - Coach discussion about the session.

Resources for this Week:

- [Fit 5 Fitness Cards](#)
- Fit 5 Nutrition
 - [Pages 22-23](#)
- [Mental Toughness on the court](#) (article)
- [How to Win the Mental Game](#) (video)
- [6 Ways to Gain the Mental Advantage](#) (article)
- [6 Tips to Improve your Mental Game](#) (article)
- School of Strength
 - [Intro](#)
 - [Welcome to the School of Strength](#)
 - [Get Schooled on Strength](#)

Weekly Tennis Training: Week 9

Training Session Plan

Sport Tennis Date Week 9 # of Athletes/Partners ____ # of Coaches ____

Goal for session: Summary of Skills/Review of Past Sessions.

Virtual facility check: Equipment Technology/Production Supervision

Warm-up & Stretching Exercises: 10 Minutes

- **Fit 5 Fitness Level 5:** *See Fit 5 Fitness Cards for Visuals (Located at the end of this page.)
 - Burpees, Wall Sit, Side Plank
 - For more exercises, please see the Fit 5 guide in the resource section of this week.

Weekly Core Lessons: 20 Minutes

- **Health & Wellness:**
 - Strong Minds Review (Located at the end of this page.)
 - How to handle stress on & off the field
 - Introducing methods of stress relief using Strategies for Stress 2
 - Yoga Stretches
- **Sport Skills Instruction:**
 - Fundamental Skills
 - Forehand
 - Backhand
 - Serving
 - Volley

Competition Experience: 15 Minutes

*Repeat each of the below drills 2-3 times

- [Body Volley](#)
- [Criss Cross Drill](#)
- [Double Volley](#)
- [Edgies](#)

Cooldown & Team Talk: 5 Minutes

- **Fit 5 Fitness Level 5: Flexibility Only**
 - Seated Rotation Stretch, Crossed Leg Hip Stretch, Shoulder Rotation Stretch.
- **Team Talk:**
 - Coach discussion about session.

Resources for this Week:

- [Fit 5 Fitness Cards](#)
- [Yoga Stretches](#)
- [Strategies for Stress 2](#)

Weekly Tennis Training: Week 10

Training Session Plan

Sport Tennis Date Week 10 # of Athletes/Partners ____ # of Coaches ____

Goal for session: Revisit previous session that was challenging or needs to be re-emphasized.

Virtual facility check: Equipment Technology/Production Supervision

Warm-up & Stretching Exercises: 10 Minutes

- **Fit 5 Fitness Level 5:** *See Fit 5 Fitness Cards for Visuals (Located at the end of this page.)
 - Burpees, Wall Sit, Side Plank
 - For more exercises, please see the Fit 5 guide in the resource section of this week.

Weekly Core Lessons: 20 Minutes

- **Health & Wellness:**
 - Health & Wellness Review (Located at the end of this page.)
 - Fitness/Hydration/Minds/Nutrition
 - Final review of Fit 5 Trackers
- **Sport Skills Instruction:**
 - Pending decision of coach on a previous session or new ideas that arose during weeks 1-8

Competition Experience: 20 Minutes

*Note: In a virtual setting a competition experience may not make sense for each training session.

- Pending decision of coach on a previous session or new ideas that arose during weeks 1-8

Cooldown & Team Talk: 5 Minutes

- **Fit 5 Fitness Level 5: Flexibility Only**
 - Seated Rotation Stretch, Crossed Leg Hip Stretch, Shoulder Rotation Stretch.
- **Team Talk:**
 - Coach discussion about session.

Resources for this Week:

- [Fit 5 Fitness Cards](#)

Additional Resources for Training

Below you will find additional resources that you can access to add to your virtual training program however you see fit. These links will provide more opportunities in sport specific training, fitness, nutrition and much more.

SOMD Resources:

[Coach Resource Page](#)

[Virtual Movement Page](#)

Soccer Sport Specific:

[SOMD Soccer Coaches Resource Page](#)

[Special Olympics Soccer Rules \(2020\)](#)

[SOI Soccer Coaching Guide](#)

Sports Science Guides (SOI):

[Sports Science Injury Prevention](#)

[Sports Science Nutrition](#)

[Sports Science Psychology](#)

Fitness:

[Fit 5](#)

[Fitness for Sports Coaches](#)

Strong Minds:

[Yoga Stretches](#)

[Strategies for Stress](#)

[Strategies for Stress 2](#)

How to Guide

Scheduling & Managing Zoom Meetings

Scheduling a Meeting:

- Select the blue “Schedule a New Meeting” button.
- Fill in the following fields:
 - o Meeting Name
 - o When
 - o Duration
 - o Select registration required
 - You now want to have registration enabled for all meetings for two reasons:
 - First is to track who is planning to attend.
 - It helps reduce unwanted “Zoom Bombing” where people can join and ruin your session with various inappropriate content.
 - NOTE: Be prepared to stop meeting immediately in the situation that “Zoom Bombing” occurs.
 - o Select meeting password
 - As mentioned above, this is protecting your meeting.
 - o Video:
 - Host – Off
 - Participant – Off
 - o Deselect “Enable join before host”
 - o Select:
 - Mute participants upon entry
 - o Optional additions
 - Description
 - Enable waiting room.

Add to Outlook (or Google/Yahoo):

After completing the set-up meeting steps, you will be taken to a “receipt” of the meeting you just scheduled. This allows you to check for mistakes, add the meeting to your calendar, and copy the registration if so desired.

To add this meeting to one of your calendars, simply click on the calendar type and a download will begin. After the download completes click the file once and the invite will be displayed in your preferred calendar application to save and edit.

Note: It is highly recommended that when you download the calendar portion of your Zoom meeting for a reminder for yourself that you use that to invite the participants you want to join. This is for a few reasons:

1. You can then also get updates on who has “accepted” and “declined” that meeting to predict attendance along with Zoom’s registration.
2. Your participants will get all of the Zoom meeting info within the calendar invite.
 - a. Registration Link
 - b. Meeting ID
 - c. Password
 - d. Call-in Number(s)
 - e. Call-in Meeting ID & Password (for calling in with no video).

Resources for Scheduling a Meeting:

Scheduling a Meeting Video:

https://www.youtube.com/embed/ZAYv8sVPTxU?rel=0&autoplay=1&cc_load_policy=1

Meeting Mechanics:

Pre-Meeting Prep:

- Ideal Camera Angles for Activities
 - o Most have become accustomed to camera angles while sitting at our computers now, but finding the right angle for demonstrating sports activities and techniques can be a little more difficult.
 - o Make a test meeting to plan out your angles.
 - Test meetings are a great way to play with Zoom's features and give yourself a trial run before your meeting.
 - o Check out this link for helpful tips right from Zoom on best practices for workouts on Zoom:
<https://blog.zoom.us/best-practices-for-hosting-zoom-workouts/>
- Have Polls and Videos Ready to Roll:
 - o Polls are best prepared before your meeting begins.
 - Polls are great interactive opportunities to engage your audience and check for knowledge after teaching any concept.
 - o If you're looking for information on how to setup and deploy polls, use the link below:
<https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>
- Prepare Your Videos:
 - o From a professionalism standpoint, having all of your meeting attendees on hold while you search for the YouTube video isn't ideal. Having your prepared videos for trainings is even more important if you're using a free account and are working against the clock.
 - o Have you or your producer get all of your videos loaded up onto one browser in multiple tabs so you can hop from tab to tab in the same screen share if needed.
 - o **Remember to go to the "More" option during your screen shared video and select "Share Computer Sound".**
- Suggestion: If you have the capability to do so, it can be helpful to have a second computer or tablet logged onto Zoom as a "meeting attendee" so you can see exactly what your participants are seeing.
 - o Be sure to mute the sound on this second device or you may have echo/feedback during your session.

Launching a Meeting:

- Select "Meetings" from options on left of screen.
- Select your desired meeting you want to begin.
- In the upper right hand corner select the blue "Start this Meeting" box.
- Select "Open Zoom Meetings" from the prompt.
- Choose your audio type.
 - o Highly recommended to use the phone dial in info. Much clearer than using Computer audio.
- Note: Meeting Duration
 - o Free Zoom meetings have a 40-minute time limit as of August of 2020.
 - o All Zoom meetings now will show a meeting duration timer in the upper right hand corner of the screen to track how much time you have left.

Toolbar Management:

- **Your toolbar will be at the bottom of your main Zoom box. It will hide itself automatically, but can be recovered by simply hovering over where it should be.**
- **If you are in need of recording this webinar/meeting and are using the free version of Zoom, you must manually select “Record on this Computer” after clicking the Record button on the toolbar.**
- Selecting the “Manage Participants” option will create a pop-out that lets you see, mute/unmute, transfer control and more to your participants.
 - o Additionally, under the “More” button within Manage Participants, you will find a “raise hand” option like in GoToWebinar.
 - o Knowing how to get to this and being able to demonstrate finding it for your viewers is a key to meeting success.
- The “Chat” function is also the most efficient way to handle questions that may come up.
 - o Knowing how to get to this and being able to demonstrate finding it for your viewers is a key to meeting success as well.

Screen Sharing:

- Sharing in Zoom is much more functional than GoToWebinar. In Zoom you can share applications directly so there is no exiting awkwardness.
- Select “Share” in the middle of your Zoom box to be prompted with your options.
- Simply pick the option you would like to share and Zoom will switch to it.
 - o You may choose to share either a specific software or document or you may share your screen (show whatever appears on that screen). If you are not adept at screen sharing and comfortable that you will have the proper item showing, the option to share the entire screen is probably your best choice.
 - o Note: If you’re planning to show video you need to enable the “Share computer sound” option in the bottom left corner.
- Sharing Video w/ Audio:
 - o Click “Share Screen” and choose the web browser (Chrome, Microsoft Edge, Firefox, etc.) that your video is located on.
 - o Once that screen is shared, navigate back to your toolbar and click the icon with three dots that says “More”.
 - o Select “Share Computer Sound” (if you hadn’t done so previously) and you will now be ready to show your video.
- Once sharing your screen, the toolbox will move towards the top of your screen.
- You can stop sharing at any time by selecting “Stop Share” in a red box attached to your toolbar.
- Transferring sharing to a meeting attendee:
 - o Under Manage Participants hover over another participant and select “More”.
 - o You can then switch control to that user.
 - o They can then follow the same steps you used to share.

Ending a Meeting:

- When your meeting is finished simply select the red text at the far right of your toolbar that says “End Meeting”.
 - o Then select “End Meeting for All”.

Accessing a Recording for Upload to YouTube:

- Once you're back at the main Zoom page you can select "Recordings" from the left hand bar.
- All of your recordings from the past will show, so find the one you're looking for and select "more".
 - o Then select Download.
 - Three files will download:
 - Text file (ignore)
 - MP4 (Video file you want)
 - MP3 Sound (Ignore)

Resources for Managing a Meeting:

Meeting Controls:

https://www.youtube.com/embed/4w_pRMBEALE?rel=0&autoplay=1&cc_load_policy=1

Recording a Zoom Meeting:

https://www.youtube.com/embed/AYzPS28rg7E?rel=0&autoplay=1&cc_load_policy=1

Sharing Your Screen:

https://www.youtube.com/embed/9wsWpngE6Hw?rel=0&autoplay=1&cc_load_policy=1

Sharing Multiple Screens:

https://www.youtube.com/embed/pt-tcvaQ9l4?rel=0&autoplay=1&cc_load_policy=1

Best Practices: Hosting Zoom Workouts:

<https://blog.zoom.us/best-practices-for-hosting-zoom-workouts/>

How to Setup Polls:

<https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>