For our ClubKing iPad users

ClubKing's interactive bridge sessions work great on iPads. We hope this information will help make sure you know how to use a couple of features on your iPad which are needed during the sessions.

Our classes all begin in a Zoom session. To join our class, go to

(https://clubkinginc.com). Click on log in and enter your username and password.

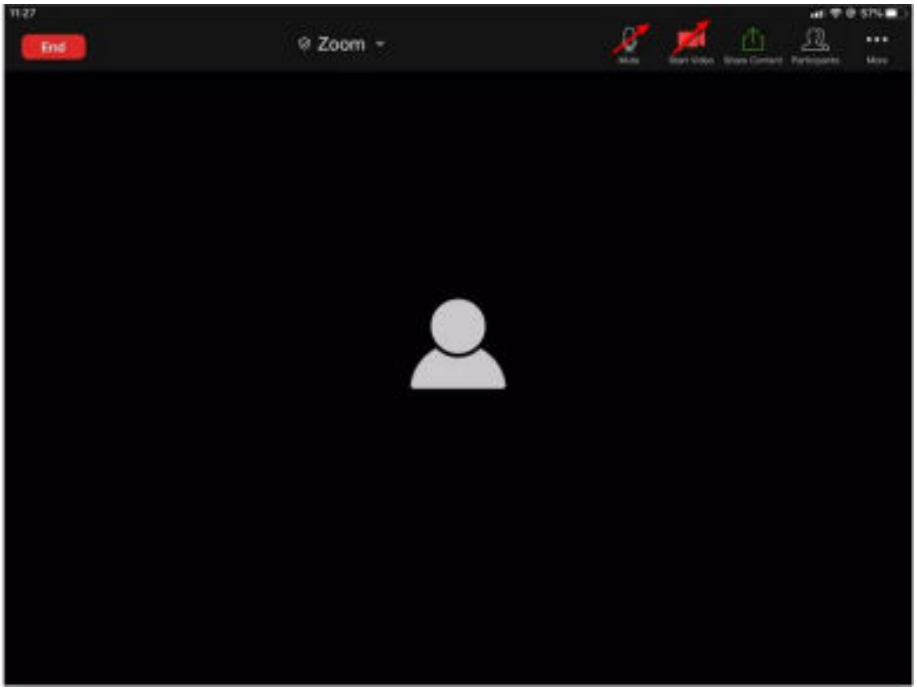
Click on your member page either *ClubKing Membe*r or one of our *Beginner* series.

Click on the Zoom button to join your class. Be sure you are clicking on the correct session at the correct time and date.

Below is basic information about using some of the Zoom controls as well as how to open Chat during a Zoom session. To get onto our virtual bridge table, you will need to open your Chat window (instructions below)

At the top of your iPad screen, you will see the tabs in the image below (if you do not see them, touch the iPad screen and the controls will appear).

Mute, Video, Share Content, Participants, More



Starting with the tab on the left:

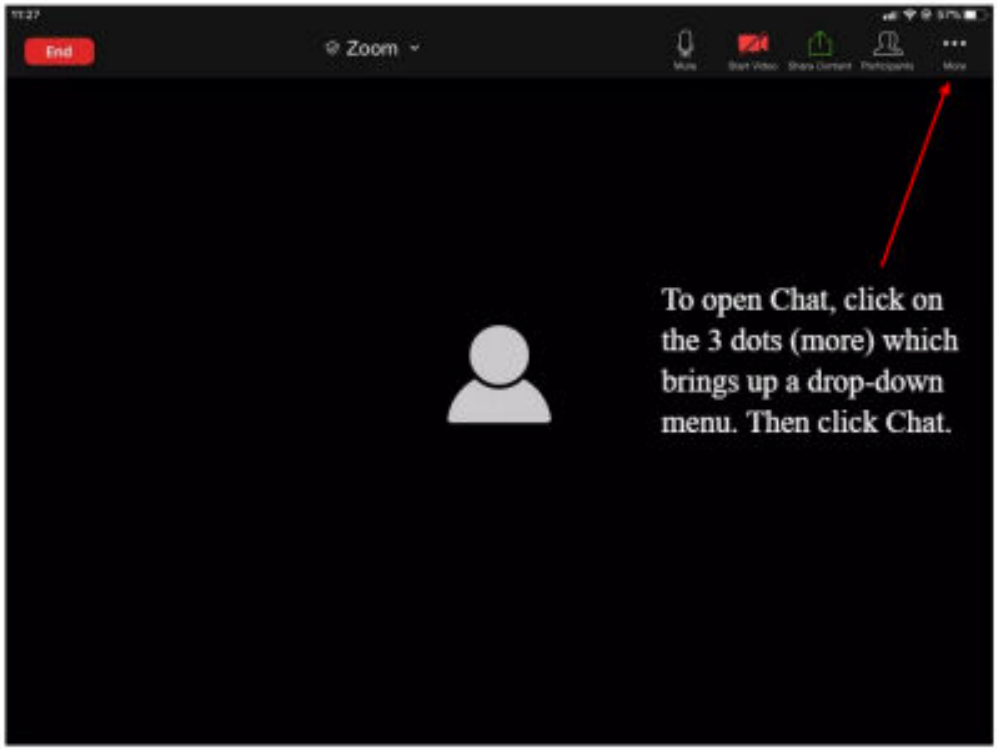
Mute: Zoom classes work best when participants don't all talk over one another. To ensure a quality student experience, students are muted during our sessions, and you should not unmute yourself. There is an extensive Q&A session at the end where you can get all your questions answered. In the image above, the red line through the microphone over Mute indicates you are muted. The microphone can be turned on or off simply by clicking the image. To unmute during Q&A, click on the microphone. The red line through the microphone will disappear, and you will be able to ask your questions. Please mute yourself once your question has been answered.

Video: This is your camera. Clicking on the camera image turns on and off your video. In the image above, the red line through the camera indicates the video is off. To have your live image shown during the class, click Start Video. The red line will disappear, and your image will be visible to your class. If you do not want your image shown, make sure the red line is through the camera (click on the camera). When your video is off, your name will be displayed without your image. Whether you leave the camera on or off is your choice, but as in any class, your instructor is looking at the students and getting feedback through their head movements, eyes, etc. as to whether they understand the lesson, so we encourage you to leave it on.

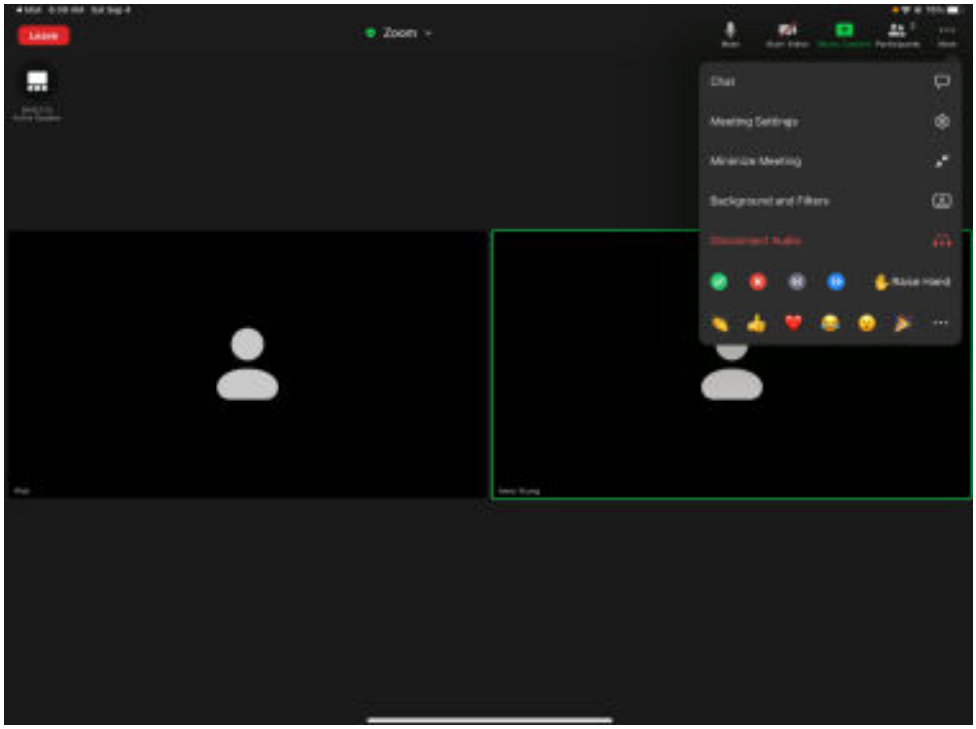
Share Content: Our instructors use this setting to share their screen. Share content will be disabled for participants during our sessions.

Participants: Clicking on participants will bring up a box to the side of your screen with the names of all the participants.

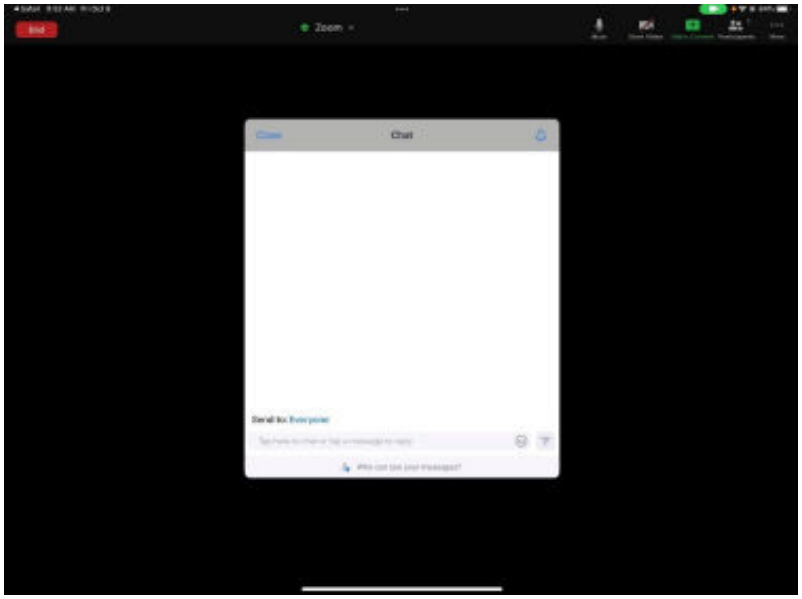
Where is the Chat button: 3 dots / More: This is where you will find the Chat button. Click on the 3 dots or More.



You will now see the drop-down menu in the image below.



The first choice in the drop down menu is CHAT. Click on Chat. This will open the Chat window you see in the image below



To type in Chat, tap in this area and either use your keyboard or the screen keyboard to enter in your message. Click the arrow to the right to send your message.

For interactive classes: During our lessons and our Bid & Play classes, your instructor may

ask how you would bid a hand. That is an invitation to type in your answer in the Chat box, not to offer a verbal answer.

How to send a message in Chat: Type in your answer in the grey line at the bottom of the Chat window. To type, touch the grey area below. Make sure it is set to Send to Everyone and To send your answer so your instructor can see it, please hit the arrow to the bottom right. Notice that above where you type your answer are the words *Send to Everyone*. This is the setting to use during the class. Please don't send any private messages to the instructor during class.

The Chat box is in the way: If the Chat box is covering the class work underneath it, simply move it by clicking on the box's grey top and dragging it to the side or towards the bottom where it will disappear. You can also click close on the top left of the chat box to close it.

For classes with play sessions: Your instructor will put a link in the Chat window. During the session you will click on this link. This will open another webpage on your iPad with the virtual bridge table. This new webpage will cover your Zoom screen. The Zoom app will continue to run and you will continue to hear your instructor, but the Zoom window will no longer be visible.

Please do not attempt to switch back to Zoom while the class is on the virtual table. The most important thing to remember is to stay on the screen on your virtual bridge table. You should not be switching back and forth between seeing the virtual bridge table and seeing the Zoom screen. Just stay on the virtual bridge table for the entire class.

What happens if I sign on late and the class is already on the virtual table? If you sign on late, the Chat window will not show the URL address/link to the virtual bridge table (the Zoom program does not show Chat messages that have been posted prior to you joining the session). Please do not interrupt class. You can ask for the link by simply sending a message in Chat, '*please post the link"*. Send this message to everyone, not privately to your instructor. Please be patient as your instructor is teaching a class and has to find a comfortable moment to divert their attention. You will be able to watch their screen until they can help you join the others.

After all hands for that lesson have been played, your instructor will "stop sharing" their screen and for those on desktop or laptop computers you will once again see the Zoom window. Your playing board will be replaced by the Zoom window where you will see your instructor. You do not need to switch windows. Just wait for the virtual board to be replaced by the Zoom window. When the instructor asks if there are any questions, you may unmute yourself to ask the question and then please re- mute yourself after the question is answered.

The iPad is different. To unmute to ask a question you will need to be able to return to Zoom by locating where the Zoom app is on your iPad. We refer you to this brief video and encourage you to practice doing this before your class.

How do I leave a Zoom session? When class is over, you may click on the red leave button to exit Zoom. You will need to use the App Switcher to return to the Zoom screen to do this (see video link above).