Archery GB Online Modules: Technical Support Guide

This guide helps learners understand the technical requirements needed to join the online module.

Quality Assurance

As part of Archery GB Quality Assurance process, all online modules are recorded for training and monitoring purposes. These recordings are not published or shared with the group and are solely to support the ongoing training and development of the Coach Developers who deliver our education and learning.

Internet

What internet connectivity do I need?

All of our online events rely on video streaming, and therefore you need to have a good quality internet connection.

Tips for connection;

- ✓ Use a fast internet connection – see [this guide](#) from Wired to find out how to make your internet faster.

Platform

What platform does Archery GB use?

The platform we currently use to deliver webinars and online learning is:

- Zoom

For most of the online modules Zoom is the platform of choice as it's easy to use and has the interactions built in which make the sessions more engaging and valuable to learners. Zoom can operate through your browser so you do not need to install an app to access it however you may be prompted and encouraged to do so.

Browser

What web browser should I use?

Each platform is compatible with the major web browsers including Google Chrome, Microsoft Edge, Mozilla Firefox and Apple's Safari.

Device

What device should I use?

We recommend using a laptop or desktop computer where possible, rather than a tablet or mobile phone. This is because the screen is bigger, making it easier to navigate, view the presenter's shared screen and see other attendees. The camera and microphone on a laptop or desktop computer are also better positioned if you are using video and audio. You can access the platform using a tablet or mobile phone, but you might experience limited functionality which can be a source of frustration.

Tips for which device to use:

- ✓ If you have the option, use a laptop or desktop computer

Joining

How do I join an event?

Once you have registered to attend an event you will be e-mailed a hyperlink; click on this and it will take you to the online platform. The link will be on your receipt along with any other digital resources that you may need.
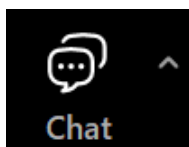
Tips for joining:

- ✓ Join 15 minutes early to give you time to sort out any technical issues. Give yourself longer if you've not used the platform before. Once sorted, you'll have a few minutes spare to make yourself a drink before the session gets underway!

Once you have joined, you can access your microphone and video settings. For small events, we encourage attendees to turn their video on, which makes the experience more personal and enjoyable. We encourage all attendees to put on their video throughout the module(s) to encourage participation and community learning.

To prevent audio interference and background noises, it's a good idea to mute your microphone unless you are speaking.
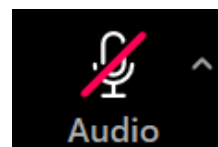
| *Use the Chat Box* | *Turn on your video (Optional)* | *Mute your microphone (when not talking)* | *Get comfortable* |

Interaction

How can I interact during an online event?

It's our aim for all online sessions to be interactive where possible. This makes it much more enjoyable for the presenter and attendees and creates a more personal environment for learning.

Tips for interaction:

- ✓ Use the chat box, whether this is for informal chit chat, to share your thoughts throughout the event, or to answer a specific question
- ✓ Unmute your microphone to speak
- ✓ Be prepared to use other tools introduced by the presenter, such as the breakout room or Whiteboard.

Breakout Rooms

What is a 'breakout room'?

Breakout rooms replicate situations in a classroom where attendees are asked to get into a small group to discuss a particular topic. When these are delivered virtually, your presenter will organise this for you, allowing you to talk to a smaller number of people. The presenter takes care of this for you and will give you simple onscreen instructions to follow.

Whiteboard

What is Whiteboard?

Zoom Whiteboard is a digital collaboration tool integrated into the Zoom platform. It allows participants in a Zoom meeting to interact in real-time by drawing, writing, adding sticky notes, images, and more. This tool is designed to facilitate brainstorming, teaching, and collaborative work, making it easy for people who are at home to input, capture and share ideas visually.