



RESCUED: SAFE IN JESUS VIRTUAL VBS

TECH SPECS GUIDE

This guide will help you know what technology you'll need in order to run a virtual VBS. We highly recommend finding and appointing one or more tech leaders for your program—they will be your local guides in setting up the hardware and software, managing the virtual content, and troubleshooting any issues you may encounter in the process. You can also find many tutorials and support articles online with a simple search.

Important note about online safety: *We all want this VBS program to be a fun and safe environment for children of all ages. In addition to keeping parents informed about the content and schedule of your virtual VBS, keep them informed about online safety practices as well. Families should start or continue conversations with their children about online safety using a variety of scenarios and talking them through simple, age-appropriate safety plans. If a child is using Zoom or other video chat services, a parent should check in with them regularly so the parent is aware of what's happening. Parental controls on electronic devices can keep a child from interfering with parents' work and block distracting or inappropriate content. Just like in physical settings, in virtual settings kids should also be consistently reminded of the need to act appropriately. As a VBS host, it is your responsibility to ensure that your virtual meetings/live-streams are safe, private online spaces protected from bad actors through the use of passwords, portals, or waiting room features.*

HARDWARE:

1. A computer with high-speed internet access
2. A webcam/device with video input
3. A microphone unless included in the webcam device

SOFTWARE:

1. An internet browser:

- a. [Google Chrome](#) / [Mozilla Firefox](#)

2. A streaming interface:

a. [Zoom](#)

- i. Cost is \$14.99 per month for the [Pro plan](#), which should be able to conduct everything you're looking for—meetings over 40 minutes in length (over the free version's cap), with up to 100 participants, admin meeting controls, screen sharing, and recording features, etc.
- ii. You will need to download the Zoom client software at zoom.us/download.

b. [Google Meet](#)

- i. Cost is currently free—in light of COVID-19 shutdowns, [Google Meet has been made available free to anyone with a Google account](#) (which is free to create). [Advanced features such as recording meetings, larger meetings of up to 250 participants, and live-streaming will be free as well until September 30, 2020.](#) The regular 60-minute meeting time limit might be enforced.
- ii. Browser-based at meet.google.com.

3. Sharing and recording software:

- a. Whichever software you choose, you'll want to be sure it has the option to **share a screen** as well as **record** all the content you'll be live-streaming to VBS participants.
- b. Saved recordings will be important for the "anytime, anywhere" element of your VBS, where you'll be able to share your recordings through links on your church website for parents to access any week during the program. That way, families that missed the live-stream window can still experience your VBS.

HELPFUL TIPS:

1. All the provided digital resources for your *Rescued: Safe in Jesus* virtual VBS will be immediately available to you after you purchase the VBS kit with the virtual option at discoverycenters.com/events/rescued-vbs. You'll be able to access these resources all winter long and a little beyond, until access ends on April 15, 2021.
2. On your Discovery Center account, you'll find the resources grouped by subject matter:
 - a. Camp story videos for opening and closing programs
 - b. Professor Fascilrachs science videos
 - c. VBS music
 - d. Order form for event resources
 - e. Downloadable PDFs of leader guidebooks, "6 Steps to Host a Virtual VBS," tech specs guide, etc.

AN EXAMPLE OF HOW TO RUN A VIRTUAL VBS:

1. Use Google Forms (forms.google.com) to set up an attendee registration form. Direct participants there to register for your virtual VBS and retain their information for later verification, engagement, and follow-up purposes.
2. Create a landing page or a page on your church's website that you can direct participants to for all the information, resources, and links to content they'll need for your virtual VBS program.
3. Use Zoom to conduct your virtual VBS program. The host coordinator of the VBS program will be able to facilitate a virtual VBS in much the same way as an in-person program, except for switching back and forth between the host and provided VBS videos. This will utilize the screen sharing feature on Zoom.
 - a. Host—welcome
 - b. *Discovery Mountain* VBS opening video
 - c. Host—transition
 - d. *Discovery Mountain* music videos
 - e. Host—station content (Bible story, craft, snack, etc.)
 - f. Professor Fascilrachs video (science station)
 - g. Host—station content (Bible story, craft, snack, etc.)
 - h. *Discovery Mountain* music videos
 - i. Host—transition
 - j. *Discovery Mountain* VBS closing video
 - k. Host—farewell
4. Be sure to use the recording feature on Zoom to record your VBS meetings. You can upload the video files to Google Drive or Dropbox and share them

with attendees by posting links to your VBS landing page on your church's website. This makes the complete program available for anytime viewing.

5. Repeat the process for each day of your virtual VBS program.

ZOOM—SPECIFIC TUTORIALS:

1. Main tutorials page:

support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

2. Join a meeting:

support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-

3. Scheduling a meeting with Zoom website:

support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-

4. Meeting controls:

support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls-

5. Scheduling a Zoom webinar:

support.zoom.us/hc/en-us/articles/204619915-Scheduling-a-Webinar-with-Registration

6. Recording a Zoom meeting:

support.zoom.us/hc/en-us/sections/200208179-Recording

7. Joining and configuring audio:

support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio-

8. Joining and configuring video:

support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video-

9. Sharing your screen:

support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-

10. Sharing multiple screens simultaneously:

support.zoom.us/hc/en-us/articles/115000424286-Sharing-Multiple-Screens-Simultaneously