



**WOODRIDGE**  
COLLEGE AND PREPARATORY SCHOOL  
*more than a school...an experience*

# Part 2

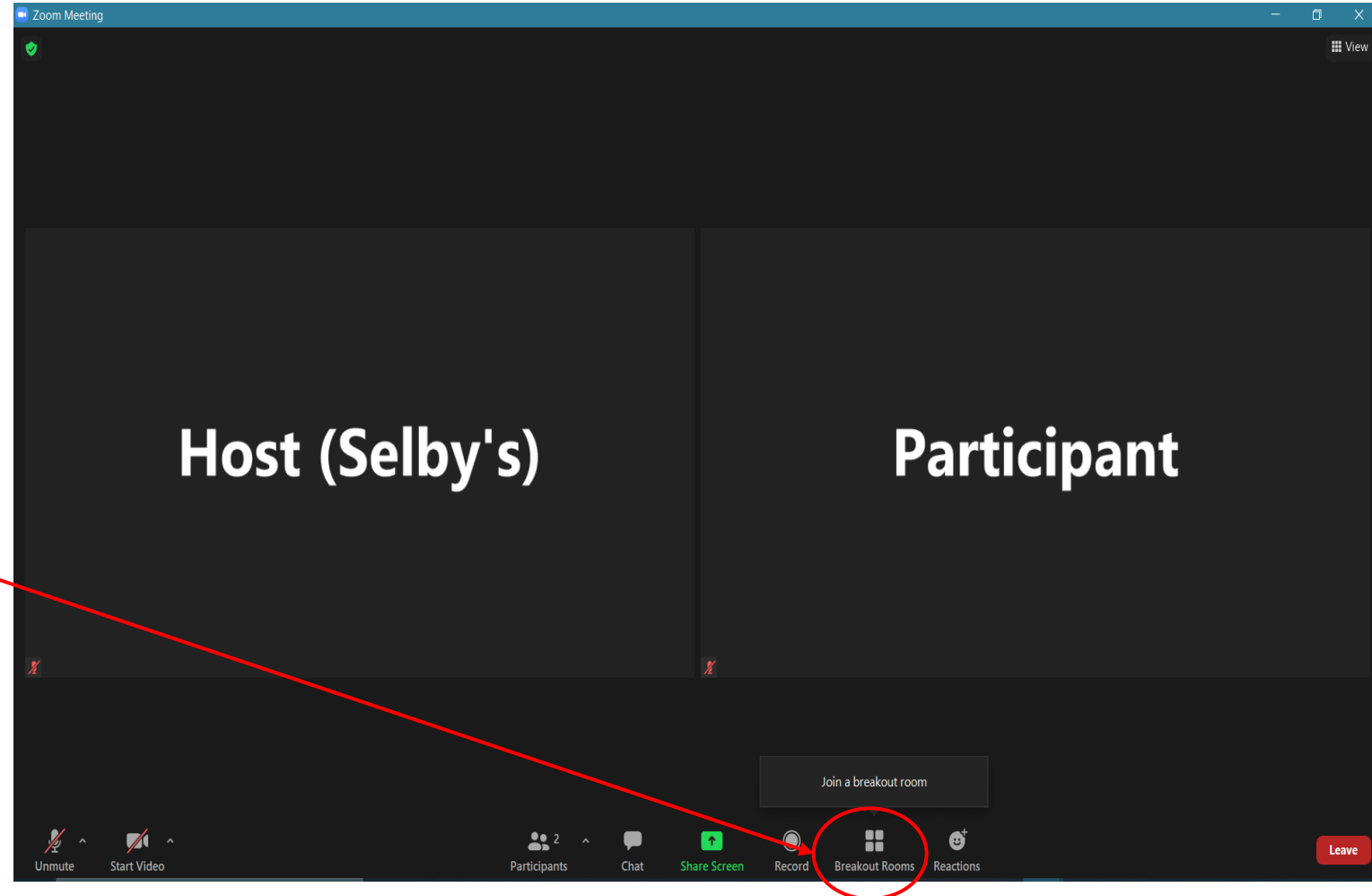
# **ATTENDEES**

# **GUIDELINES**

Making your virtual  
experience – personal!

# Joining Breakout Rooms

- Please ensure that you have the latest version of the Zoom app (**version 5.3.0**) installed. See slides from **Part 1** on how to update Zoom
- You will be allocated to the **main meeting room** when joining the Woodridge Open Evening
- To access **“Breakout Rooms”** simply click on **“Breakout Rooms”** & then click on the room you would like to join
- **“Breakout Rooms”** will only be visible once the breakout rooms have been opened by the host

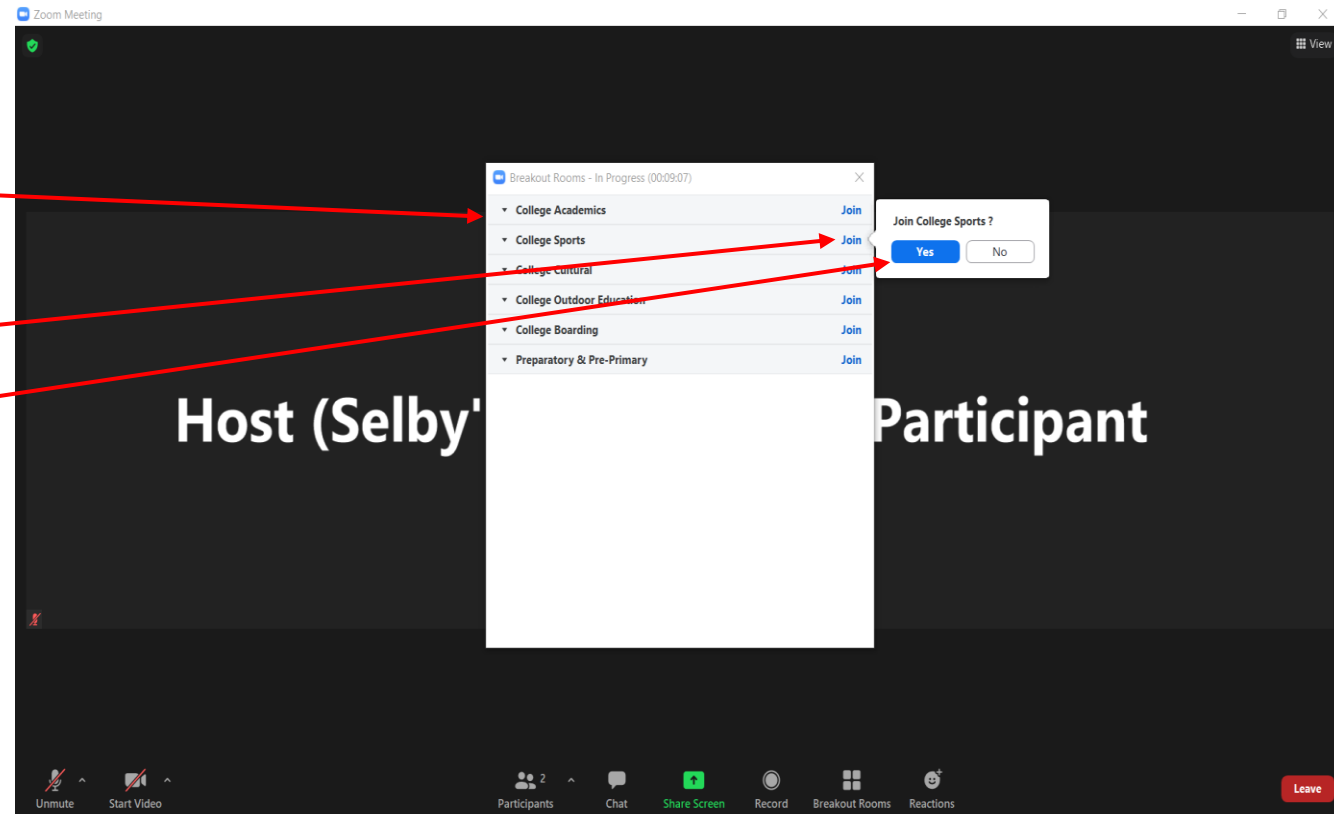


# Room Allocation

This will display the list of open breakout rooms created by the host. Please select **ONE** of these breakout rooms as a starting point for the session you want to attend.

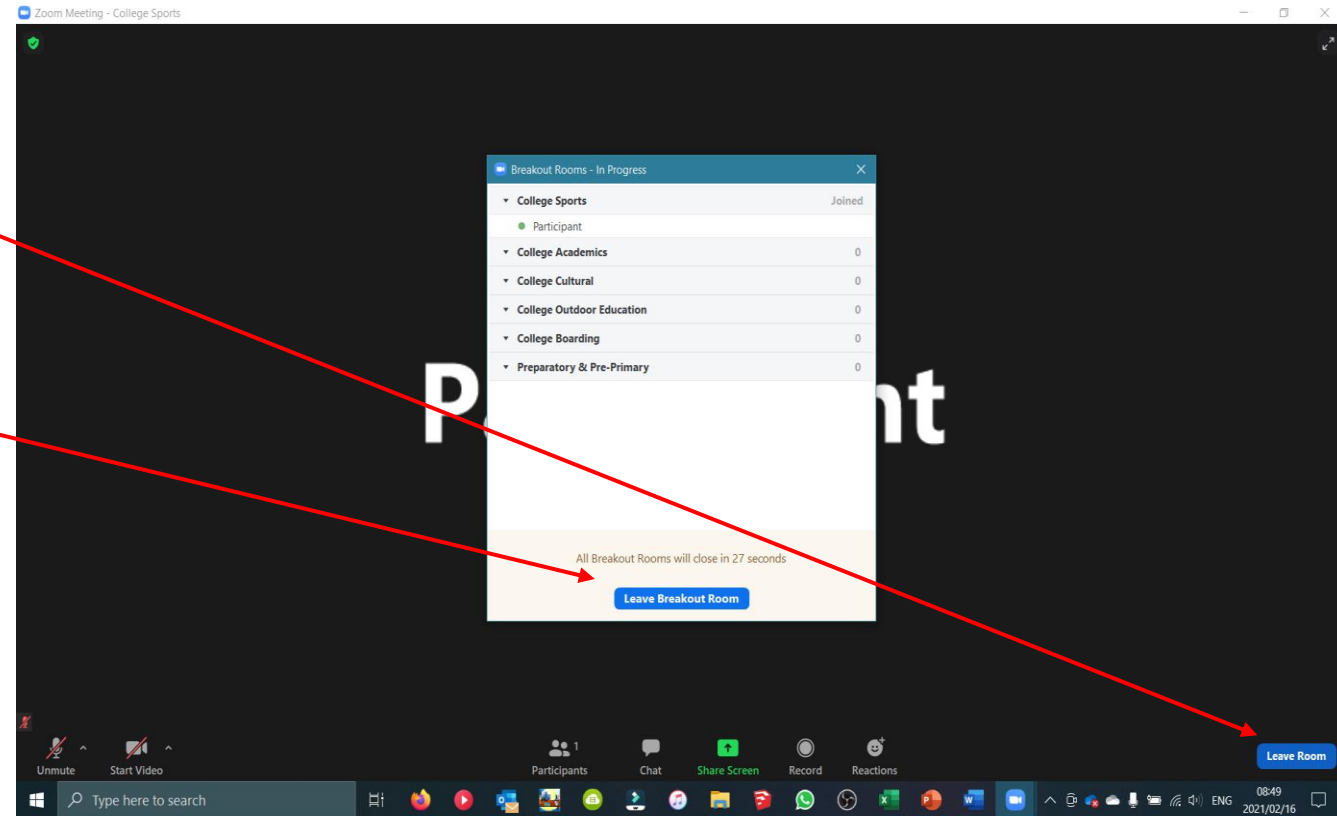
- 1) College Academics
- 2) College Sports
- 3) College Cultural
- 4) College Outdoor Education
- 5) College Boarding
- 6) Preparatory & Pre-Primary

- Click **Join** next to the Breakout Room you wish to participate in, then confirm by clicking "**Yes**". You will have an opportunity to interact with HOD from **each** of these departments.
- Repeat as necessary to join other breakout rooms, or click **Leave** & then **Leave Breakout Room** to return to the main session.



# Room Allocation (Continued)

- Repeat as necessary to join other breakout rooms, or click **Leave** & then **Leave Breakout Room** to return to the main session.
- Breakout rooms automatically close after **10 minutes**.
- When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately by clicking **“Leave Breakout Room”**, or in 30 seconds.



# Other

## Asking for help

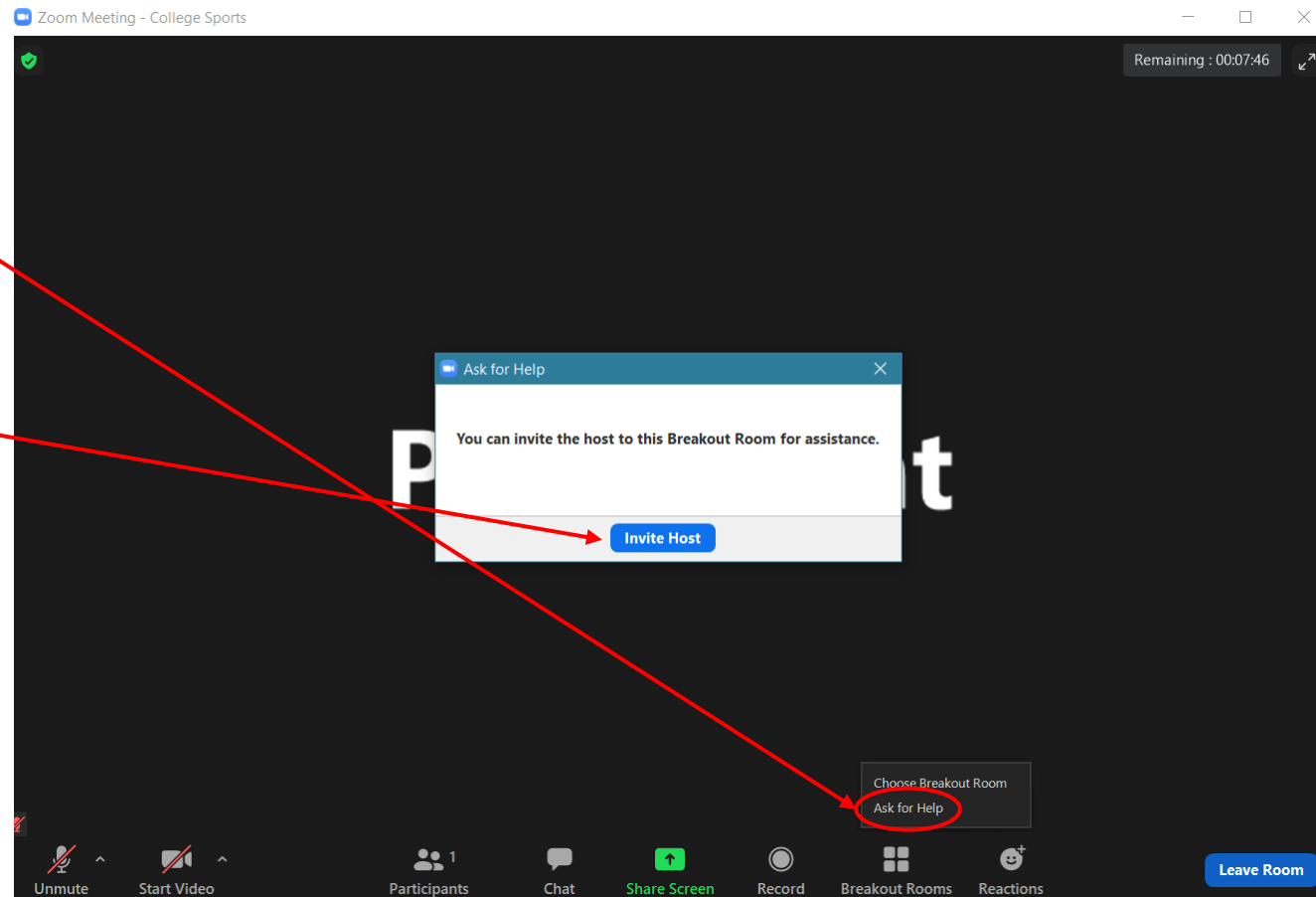
If you require help you can notify a virtual support technician that you need assistance

- Click on **“Breakout Rooms”** & then **“Ask for Help”**
- Confirm that you would like assistance by clicking **“Invite Host”**

## Main Session Room

There will be discussions taking place in the main session room, should you not want to participate in a breakout room. More to follow in **Part 3 - Detailed Programme**.

If you haven't **updated your Zoom App**, you will be held in the main session & need to request permission to move between the breakout rooms each time which could cause delays



# Technical Support

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