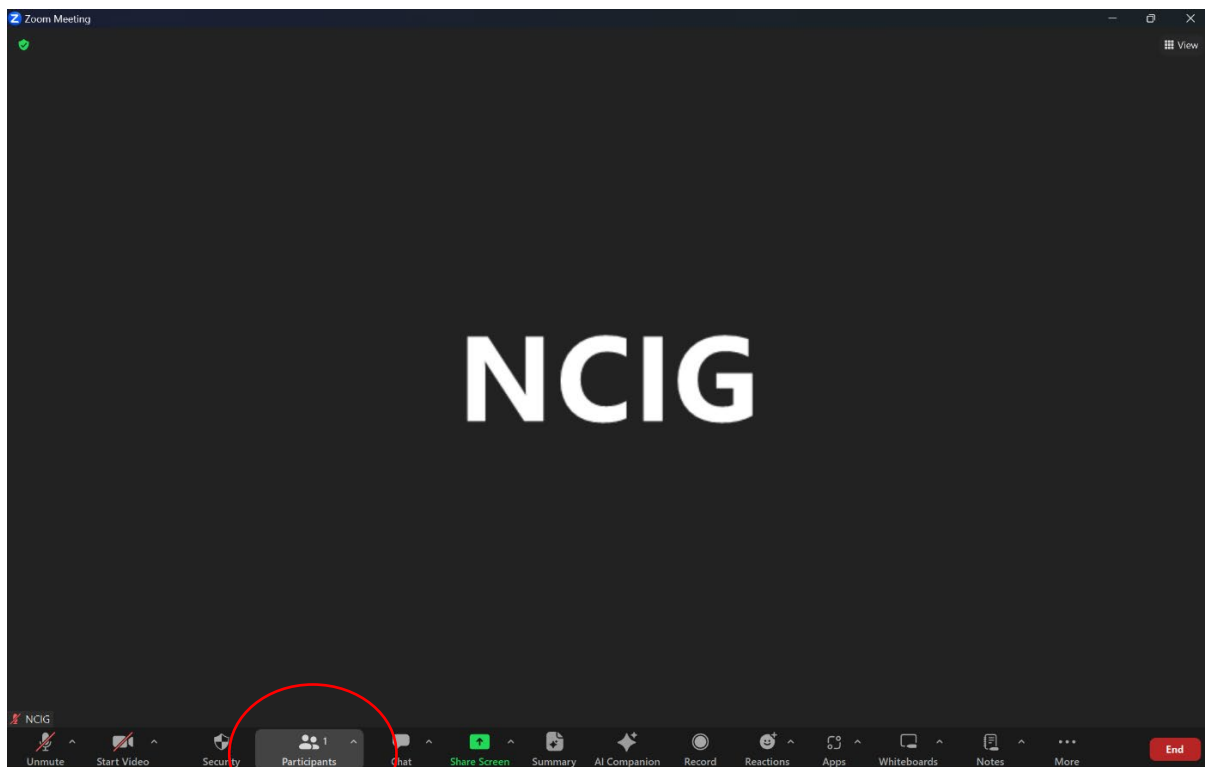# SECURITY TRAINING:

There are 2 security roles in our meetings.
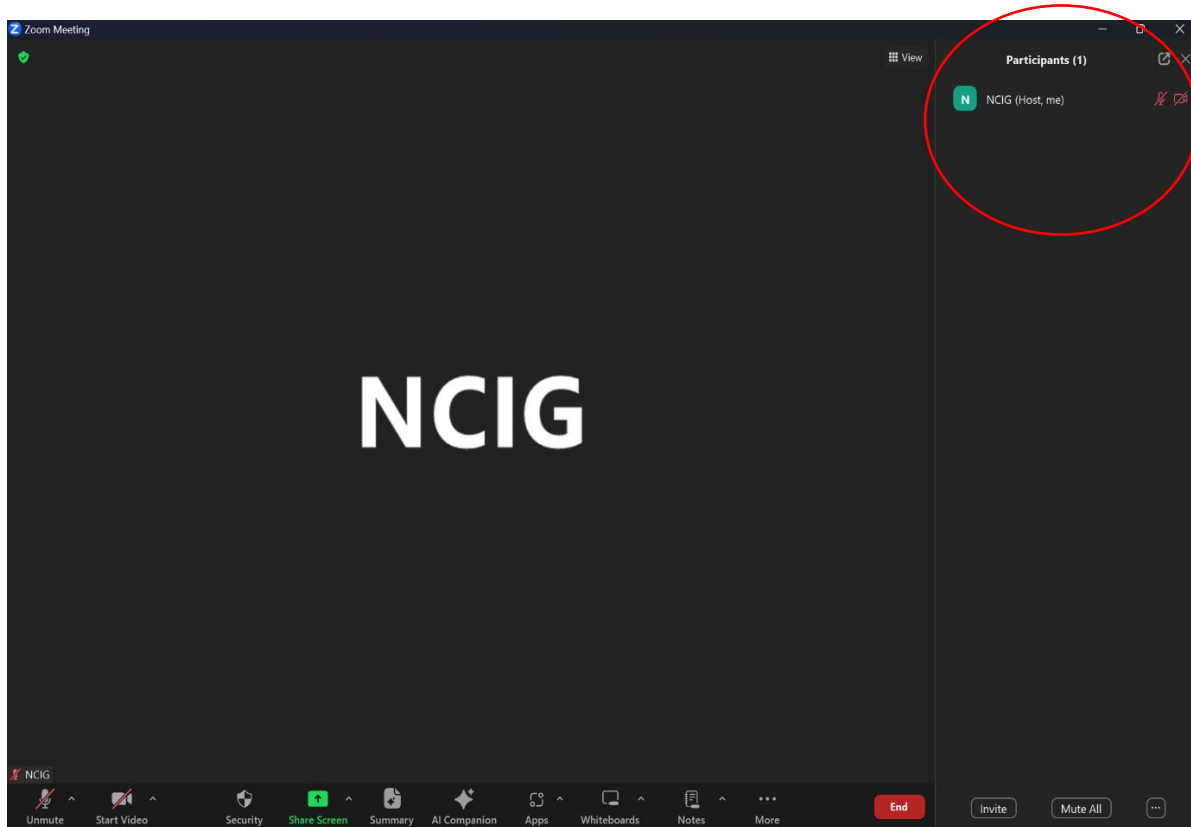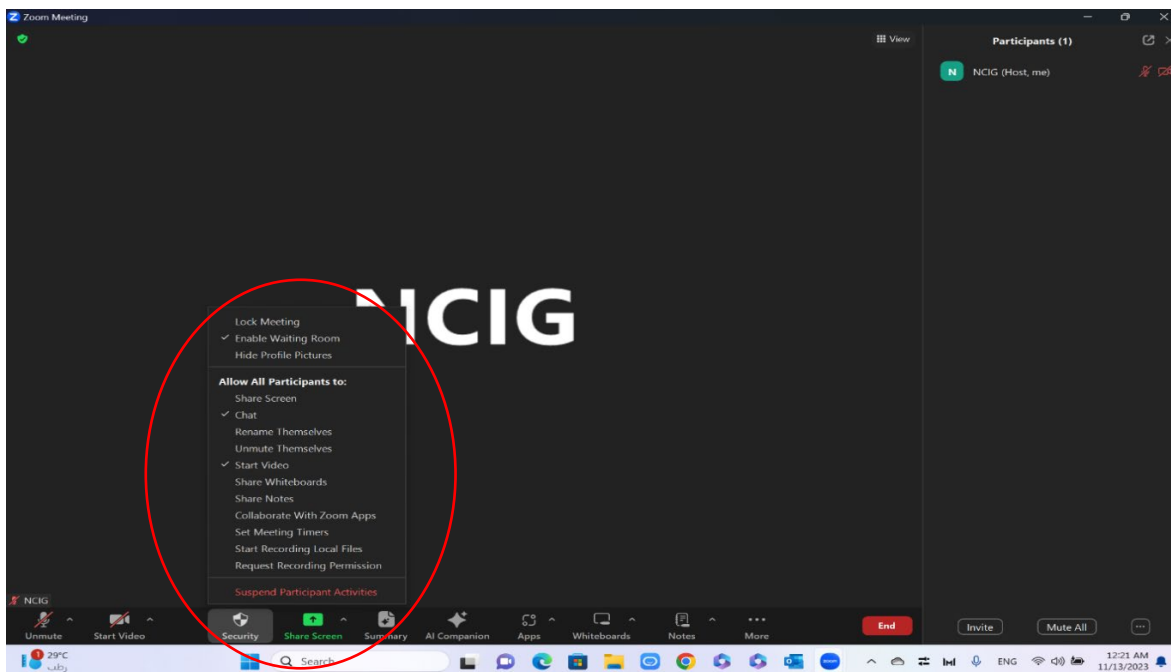
1. Security Host
2. Security

Security Host:

Your main responsibilities are:

1. Open the meeting room **20 minutes early (8:40pm UK)**
2. Adjust the **meeting settings** before you let anyone in:
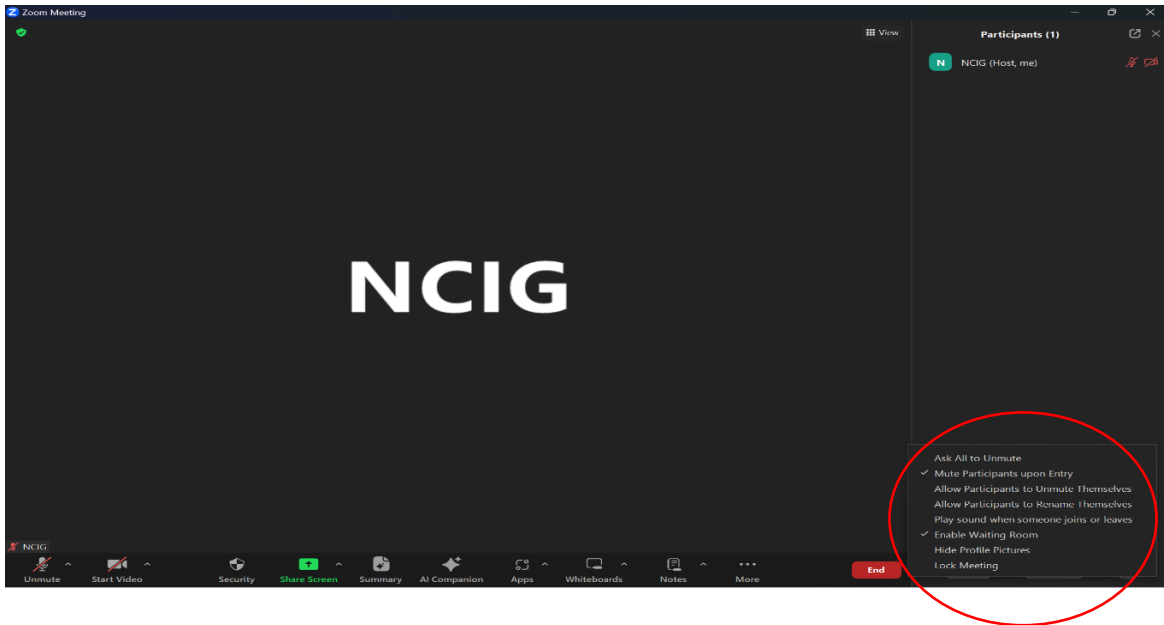   a. Adjust the **main screen display** to show the **participants list** & know who is waiting to join the meeting
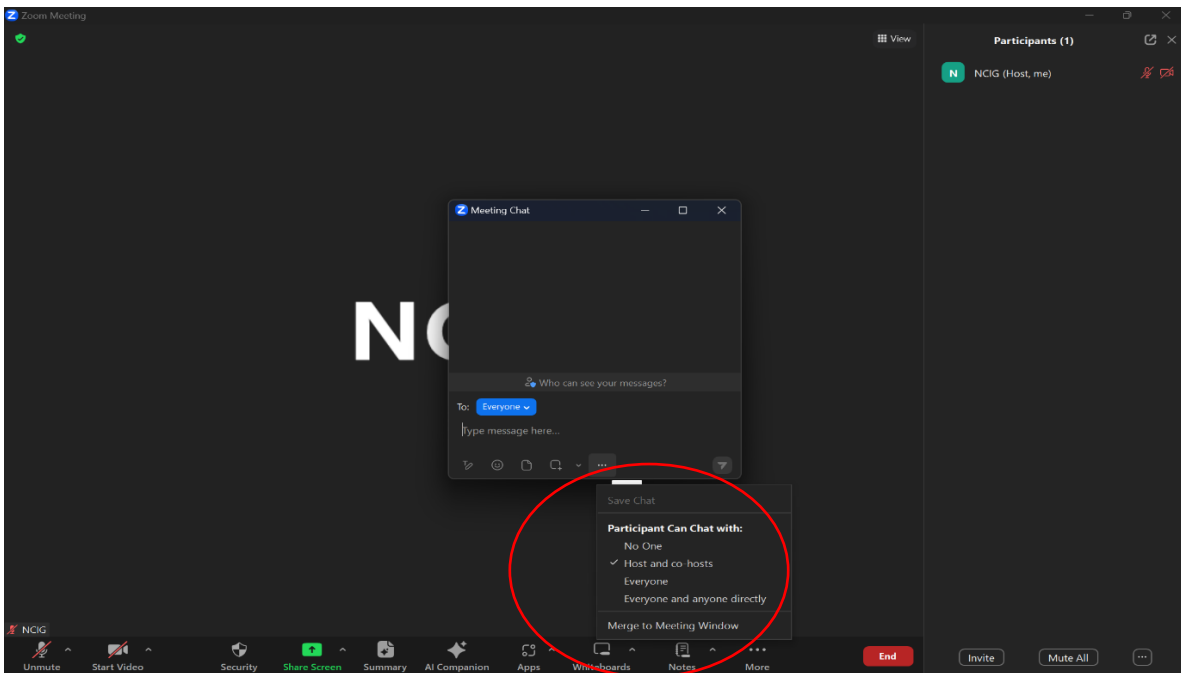
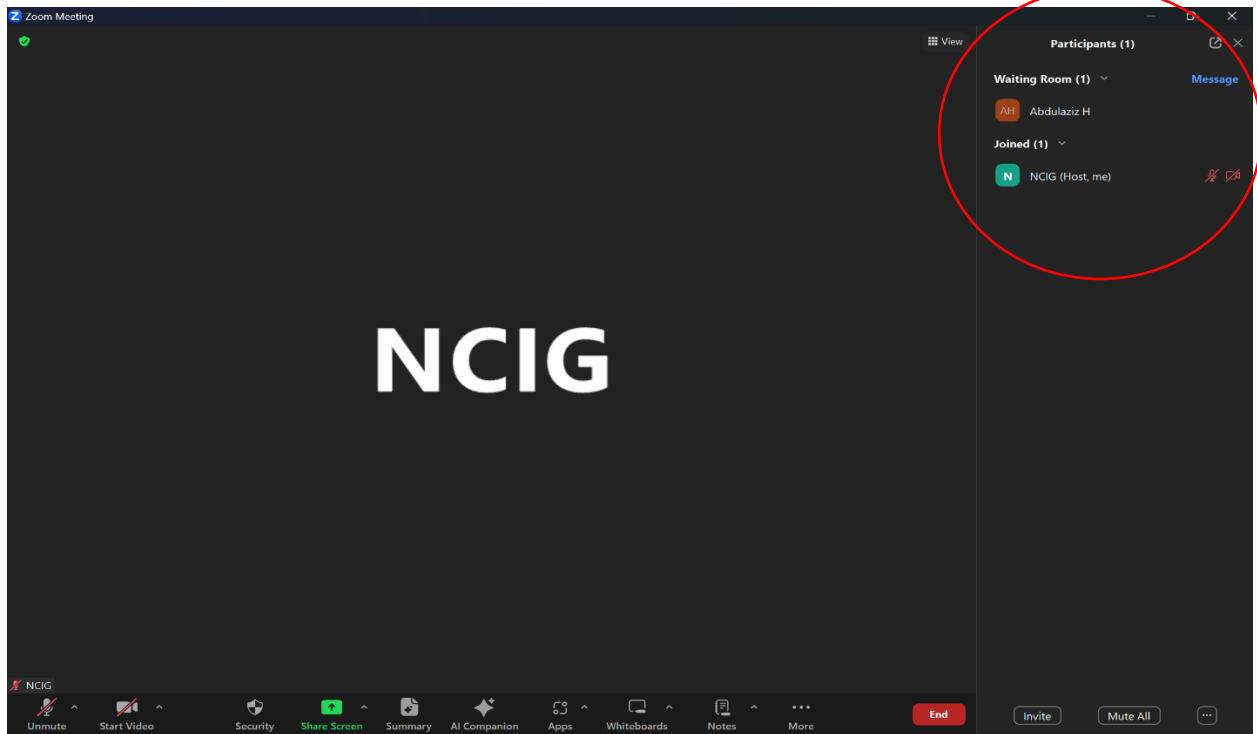b. The following **3 options** must **ONLY** be clicked in "**Security**" icon menu.

c. Make sure **participants are muted upon entry** to avoid bombers disruption.

d. Make sure **Chat** is allowed to **Host & co-host only**

e. **Admit participants from your waiting room gradually** to make sure you are not admitting meeting bombers all at once!

When you are **Security Host** you will be in charge for <mark>**co-hosting all service members**</mark> who need co-hosting to perform their duties in the meeting (**Chair, Security, Chat, and Timekeeper**). You <mark>**must not leave the meeting**</mark> before <mark>**PASSING HOST**</mark> to another home group member to avoid closing the meeting for all.

Security Host & Security will choose who will be **Admitting** or **Chair Support**:

Admitting:

1. Watching waiting room & admitting participants
2. Watching screens 2,3,4 to make sure people on video's are not Meeting Bombers (Porn, racist pictures, alcohol, or children under 16 years old)

Chair Support:

1. Watching screen 1 and remove bombers.
2. Supporting chair through unmuting readers, speaker, and shares
3. Re-muting people who finished their shares or service
4. Lowering hands for people who finished sharing.
5. Open breakout rooms at the end of the meeting through the following steps:
    a. Go to the (…) at your bottom menu and choose "Breakout Rooms"
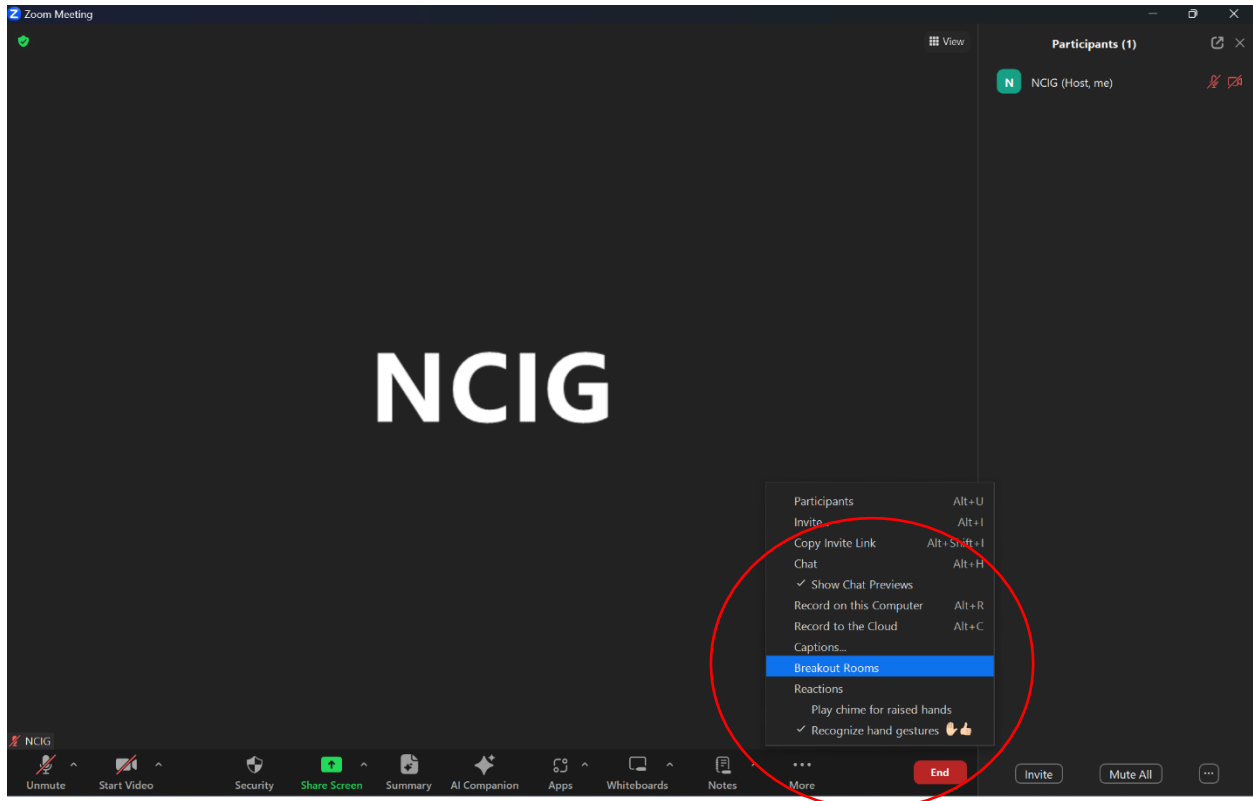
b. Edit room numbers to (5) & click assign manually.
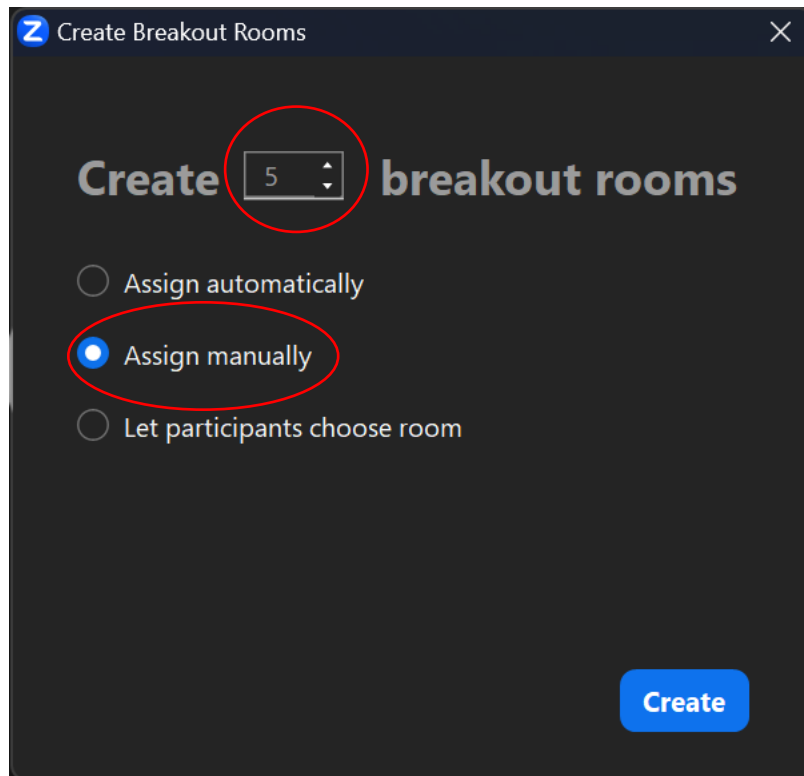
c. Open all rooms:
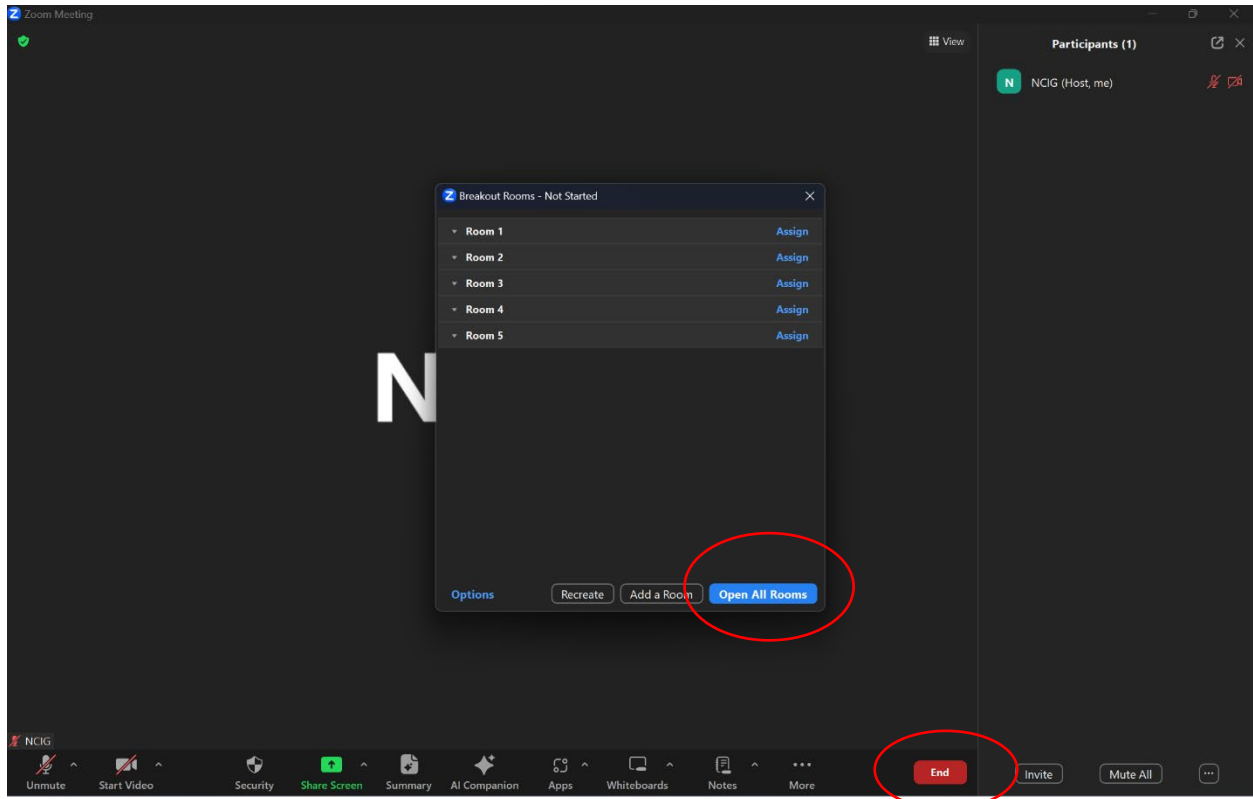
    d. Assign people to breakout rooms upon request by clicking on the participant's name and choose "Move to" and then choose the room number.
        i. Room 1: Women
       ii. Room 2: Men
      iii. Other rooms are available upon request.
    e. Once the meeting is over, choose "End Meeting for All" from the red **End button**

Thank you…