



## Zoom Quick Guide

A separate Zoom call will be used for the competitor and judge rooms at ASDA tournaments.

Follow these instructions so you can prepare for and attend the Zoom calls seamlessly. The Zoom call login information will be shared with you separately; do not share this information with anyone who does not have a role in the tournament.

### Before the meeting

- If you do not already have a Zoom account, get one and learn how it works – details [here](#).
- Open Zoom ahead of time in case it has an automatic update queued. (Automatic updates may sometimes take a couple of minutes to install, and can delay your ability to join the meeting.)
- Make sure that your Zoom display name is set to the name you are registered for the tournament under – instructions are [here](#).
- Arrange the space where you will be joining the Zoom call so that you will be lit well and free of interruptions – tips for lighting are [here](#).
- Make sure your computer is plugged in, and close out any apps that are not needed for the tournament, so your computer is able to run as fast as possible.
- Have a backup plan in case of an Internet or power outage. Consider using a fully charged laptop computer for the Zoom call, and having a fully charged mobile phone set up to use as a personal Internet hotspot in case you need it.
- If you have any remaining questions, ask the tournament administrators prior to the tournament, if possible.

### During the meeting

- Keep your video off and audio muted unless you are actively competing in a speech or debate round, judging a round, or asking a question in the main competitor room or judge room.
- If you or another person in a competition room experiences connection difficulties, notify tournament staff as soon as possible. ASDA staff may be reached at 214-799-0998 or [info@americanspeech.org](mailto:info@americanspeech.org).