



L'Chaim Shidduch Organization



How to Set up a “L'Chaim Zoom” Shidduch Meeting

Go to [Zoom.us](https://zoom.us) <https://zoom.us/> to SET UP AN ACCOUNT. There is no cost for meetings up to 40 minutes. Since a L'Chaim meeting usually takes longer, a monthly fee of \$15 is required for the PRO subscription <https://zoom.us/pricing>. This gives you unlimited meeting time and is in effect for an entire month. Note: There is automatic renewal, so if you don't want to be charged month to month, be sure to cancel your subscription before the month is over.

Schedule a Meeting:

- Go to MY ACCOUNT, and then SCHEDULE A NEW MEETING.
- Fill in the Date and Time of the meeting.
- Choose MEETING I.D. - GENERATED AUTOMATICALLY and REQUIRE MEETING PASSWORD.
- Video: Host -off and Participant - off
- Computer:- audio
- Mute participants upon Entry
- Enable Waiting Room
- No recording of Meetings per L'Chaim's Rabbinical advisor
- When you are done, press SAVE.

A new page will pop-up with your meeting information and INVITE LINK. You can then use the COPY INVITATION to invite people to the meeting via email.

Attach the “L'Chaim Snapshot - Information to be Supplied at a Shidduch Meeting.” Ask Participants to fill this out in advance for each Single to be presented. Use of this form will ensure accurate and efficient use of time. Advise participants to sign in 10 minutes before meeting start time, because it will take some time to verify names. While the participants wait for the meeting to start, they should take the opportunity to enter their Presenter Number and Contact Information into the CHAT box. They will hit ENTER **right before** it is their time to PRESENT. Attendees should be prepared to take notes, as this will be the ONLY record of what transpired at the Meeting. Making additional copies of the “Snapshot” could prove helpful in jotting down the information about Singles that are being presented by others.

MEETING:

To manage the ZOOM meeting you, as the Host, should go into your ACCOUNT. Click START MEETING 10 minutes before the actual start time in order to screen those who have entered the Waiting Room. Use the PARTICIPANTS icon. Initially, you will be the only one listed. As Participants sign in, they will be placed in the WAITING ROOM. After verification, you can proceed to admit them to the Meeting. If someone is left in the Waiting Room due to validation issues, send a phone number on the Waiting Room CHAT for her to call.



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It is best to mute everyone and turn off video until the meeting begins. Before the start of the meeting, the Moderator should remind each Presenter to turn on her video. Presenters should have their Contact Information prepared on CHAT and should only hit ENTER before it is their assigned time to present. Presenters may also hold up a sign with their contact information.

We suggest using one person, the Moderator, to run the actual meeting and another, the Host/Technician, to attend to the technical aspects of the meeting. However, the Moderator and Host/Technician may be one and the same.

To keep the ZOOM meeting running smoothly, everyone should be on MUTE except for the Moderator and the Presenter. You can MUTE and UNMUTE as indicated on the right side of the screen next to the PRESENTER's name. SPOTLIGHT VIDEO should always be on the presenter who is speaking.

Please make sure that Presenters follow the "L'Chaim Snapshot - Information to be Supplied at a Meeting," so that all key information is provided in a precise and logical manner. L'Chaim meetings do not mention the singles' names or initials, according to the Guidelines set by L'Chaim's Rabbinical Advisor.

For any added information regarding a Single, please contact the Presenter after the meeting.

Press **END** to end the Meeting.

Hatzlacha!

Visit us at:

www.lchaimshidduch.com

lchaimshidduch@gmail.com



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L'Chaim Snapshot - Information to be Supplied at a Meeting

PRESENTER'S INFORMATION:

Presenter's Name: _____
 Presenter's Phone: Call Text or WhatsApp : _____
 Email: _____

SINGLE'S INFORMATION:

Male Kohain Female
 Age: _____
 Height: _____ Appearance: _____
 City/State of residence: _____ Open to moving? _____

Marital Status:

Never Married
 Divorced (If so, number of times) _____ # of children _____ Who has custody? _____
 Widowed (If so, number of times) _____ # of children _____

Religious Background:

FFB (Frum from Birth) BT (Baal-Teshuvah) How long? ____ Ger Tzedek How long? ____
 Ashkenazi Sephardi

Current Religious Orientation:

Yeshivish – Learning only
 Yeshivish/Secular – Learning /Working /College /Kovea Itim
 Chassidish
 Modern Orthodox
 Other: (explain) _____

Schooling: _____

Profession: _____

Personality – include hobbies and pastimes: _____

Family background: _____

If female, will she cover her hair? _____

Would the single consider marrying a BT, Divorcee, Widow(er), or someone with children? _____

Miscellaneous information – Make the single come alive:



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L'Chaim's Zoom Meeting Contact Sheet

Presenter # _____

NAME: _____

CITY and STATE / COUNTRY: _____

EMAIL: _____

PHONE CONTACT #: _____

TEXT #: _____

WhatsApp: _____