**SCHEDULING ZOOM AND POSTING TO WEBSITE**

**Summary:** VP of Technology and Director of Technology will be responsible for scheduling events in Zoom and posting events on the Website.

**Specific Tasks**:

1. VP of Programs and SIG Manager will coordinate all program information and logistics related to presenters, virtual platform (e.g., Zoom), and location, if applicable. At present, and based on the current workflow being applied, both the VP of Programs and the SIG Manager will add the details of their respective programs to the Google Drive Month/Event folder. (6-20 example below)



 

 

1. VP of Programs/SIG Manager will let VP of Technology/Director of Technology and Marketing know when the all materials have been gathered and the event details are complete so that a Zoom meeting can be scheduled and the event can be posted to the tdboston.org website.
2. The Director of Technology/VP of Technology will create the Zoom link if using ATDs virtual platform.
3. If using a vendor’s/speaker’s virtual platform, VP of Programs and/or SIG Manager will include speaker/vendor link in Event Folder on Google Drive.
4. Director of Technology/VP of Technology will access the event details on the Google Drive Month/Event folder and schedule the Zoom meeting.
5. Director of Technology/VP of Technology will use the event details, including the Zoom link to post to Website.
6. Director of Operations will make any necessary adjustments to registration settings – fees/questions
7. Director of Social Media/VP of Marketing and Communications can begin socializing the event through email and social media channels.

**Note:**

VP of Programs and SIG Manager will retain Zoom Account credentials to facilitate dry-runs/practice sessions of respective programs to ensure success.

Both will coordinate their practice session scheduling to eliminate any conflicts. ATD Google calendar is one option.

An updated workflow will shortly be initiated and developed by stakeholders and that may change the process of posting Event details (described above) on the Google Drive (as above).