

Collaborate with Your Campaign Team Virtually

Due to the coronavirus, Grades of Green's teams will need to collaborate remotely. For many of you, your school is probably moving toward online, distance learning and you may already be used to working together and collaborating with one another virtually. Below is a useful guide to help you meet with your team virtually.

Pick How to Connect!

There are a lot of options out there to use to meet with your team. Below are a few options and links to more information on how to set each up!

Belouga

This is the website where Grades of Green's Campaign materials can be found. Campaign teams can ask their Adult Lead or Grades of Green Advisor to set up a video chatroom for your team to use. The best part of using Belouga is that your student scribe can share their screen and your team can collaborate together online.

- [Click this link to go to Belouga](#)
- [How to collaborate online using Belouga](#)

Zoom Meetings

Grades of Green's staff has been using Zoom to collaborate remotely for years. To run a meeting, at least one of your teammates will need to set up a free account and Zoom works best if you download the app on your computer. You can also download and use the app on your phone. One great benefit of using Zoom is that you can record your meeting directly from it. This is an excellent option for recording your pitch video.

- [Set up and run your Zoom Meeting](#)
- [How to collaborate online using Zoom](#)

Skype

For many people, Skype is synonymous with video chatting. To run a meeting, at least one of your teammates will need to set up a free account and Skype works best if you download the app on your computer. For Microsoft users, your computer may already have Skype. You can also download and use the app on your phone. One great benefit of using Skype is that you can record your meeting directly from it. This is an excellent option for recording your pitch video.

- [Set up and run your Skype Video Chat](#)
- [Learn more about Skype](#)

Setting up a Meeting

Step 1 - Get in Contact with Your Teammates

If you have your teammates' contact information, then great! If not and you usually meet at school, get in touch with your Adult Lead or Grades of Green Advisor ([our advisors' contact info can be found here](#)) to see if they can connect you with your teammates.

Step 2 - Pick One of the Above Platforms to Use

Provide the meeting date, time, chosen platform, and URL link/username with your teammates, Adult Lead, and Grades of Green Advisor.

Step 3 - Be Prepared

- Join the meeting on time or a few minutes early.
- Make sure you are in a quiet area.
- If joining after the meeting has started, wait for the conference leader to ask who joined.
- Mute your phone when you are not speaking.
- When speaking, keep your points clear and concise.
- Use hand signals like thumbs up and thumbs down to communicate when appropriate.
- Dress appropriately as if you would for school or work.