
JUST IMAGINE LIVESTREAM
HOW TO JOIN YOUR PRIVATE WATCH PARTY VIA ZOOM CHAT
ON SEPT. 10, 5:30 PM MDT

Thanks for your interest in joining a private watch party for Mercy Housing's Just Imagine Virtual Gala. Whether you're a watch party host or a guest, instructions on how to join your watch party are below. To start, you will be sent one email with three pieces of information **ahead of the show**. Make sure you have this information handy.

- URL to your Zoom watch party
- URL to the Zoom after-party
- The host name of the Watch Party you wish to join
- The link to the Facebook or YouTube livestream, whichever you prefer

Once you have that information, follow the steps outlined below. Additionally, if a video tutorial might be more helpful, you can find one here: <https://youtu.be/Prq-BRqEGq4>

If you have any technical issues during the show, simply email our support team at Mercy@MercyHousing.org and someone will reach out to help.

How to Join Your Watch Party & Watch the Show via Zoom

- **Tablet or Mobile Device**
 - If you would like to use a mobile or tablet device, we would recommend using two devices for the best experience
 - Simply open the Zoom link you were provided for your watch party on one device and the Facebook or YouTube link you were provide for the livestream on the other
- **Computer or Laptop**
 - Click on the **link to the Zoom** that was provided in the email from Debra.Colias@MercyHousing.org
 - When you receive the first prompt, click "**Open zoom.us**"
 - When you receive the second prompt, click "**Join With Computer Audio**"
 - If you would like to start your video, just click the "**Start Video**" button in the lower **lefthand corner**. This will allow others in your party to see you.
 - Once Zoom is up and running, click the multiple boxes icon on the upper righthand side of the screen so that you display **Zoom in Gallery View** instead of Speaker View — this will allow you to see other viewers in your watch party
 - In order to **open both Zoom and the show** on your computer, click on the left edge of the Zoom window and drag it all the way to the right to minimize the window — as you should see, the screens showing other viewers in your watch party will automatically get smaller as you condense the size of your Zoom window
 - On the **left side of your screen, open a web browser**, and then plug in the URL to the Facebook or YouTube link that you were given ahead of the show. This will pull up the livestream, and enable you to participate in the show on the left side of your screen
- **Smart TV**
 - Open whatever Smart TV platform you may be using — or your Amazon FireStick, Roku, Apple TV, Xbox or Playstation streaming device.
 - Once there, download and open the **YouTube app**.
 - Once in YouTube, plug in the URL you were given before the show or enter the phrase "Mercy Housing Just Imagine Virtual Celebration & Fundraiser," and the video should pop

Communicating with Your Watch Party During the Show

- If you're using a computer, you can **click the up and down arrows on the top and bottom of the window to scroll through and see other members in your watch party**. On a mobile device or tablet, simply swipe left or right to see others.
- Once the show starts at 5:30 PM MST, **make sure to mute yourself** so that others can't hear the show on your computer or device. To do so, just hover over your own screen in Zoom, and click the blue "Mute" button. There's also a mute button at the bottom of the Zoom window. **If you want to talk, simply click the Unmute button in that same locations**
- If you'd rather **use the "Chat" option to communicate during the show**, which could help avoid talking over show content, click the "More" or "Chat" buttons on the bottom of your Zoom Window. If you click the "More" button, a menu will pop up, where you can select "Chat"
- This will open a separate chat window. To use it, simply type in your message and click the "Enter" button on your computer or device

Using the GiveSmart Donation Platform

- **Throughout the event you will receive texts and emails automatically from the donation platform GiveSmart. We recommend using the GiveSmart donation webpage on your phone** so you can receive important text updates throughout the evening, but you can open it in a separate browser window on your computer or tablet, as well
- **Fund A Need**
 - This option will allow you to fund specific needs, ranging from \$25 to \$500
- **Raise a Virtual Paddle**
 - This option will come into play early on during the show, and it will be live and interactive
 - Show host Reggie Rivers will detail what transformative gifts can do or for Mercy Housing, and he will call out donors who make these gifts in real-time while challenging others to best them
 - Simply click a button to raise a virtual paddle for the respective amount notated
- **Quick Donate**
 - Choose from one of the options listed or enter a custom option below
- If you do not receive texts or emails, you can simply visit the link justimagine.givesmart.com

How to Join the After-Party

- Once the show is over, **there will be an after-party celebration for retiring Mercy Housing CEO Jane Graf** — you will be provided a separate Zoom link to join this celebration. A member of our team will also place this link in the chat section of your Zoom room.
- Simply click this link, and you will automatically be taken from the Zoom room for your watch party to a new Zoom Room for the after-party
- If you would like to leave the after-party at any time, simply click "Leave" on the lower righthand corner of your screen