



SMALL GROUP TIPS AND TRICKS

TIPS FOR ONLINE SMALL GROUPS

Online groups have challenges just like any other kind of group. The best way to have a successful online group is to know what to expect, and to prepare with the following steps:

1. Prepare the “Meeting Place”

Just because your group is not meeting in your home doesn't mean that you should neglect getting ready for the group. Consider using www.tokbox.com because more than two people can participate in one “room”. Make sure that everyone who is coming to your group has signed up ahead of time on TokBox. You can help them sign up by sending them a “friend request” or “invite” from TokBox. This is important because it's easier to invite people to your conversation if they are on your “friends” list.

2. Use Headphones or Earphones.

Without Headphones you and all your group members WILL experience an echo that can be rather annoying. If your computers already have microphones built-in then you and your group members can use any kind of headphones or earphones. However, anyone who does not already have a built-in mic will need headphones with a microphone.

3. Expect Technical Mishaps.

The internet is never 100% reliable. Someone in your group can have a bad connection or their power might go out. The video quality might be okay while the sound is bad. Anything can happen. The key is to expect occasional issues and not to panic or get overly disappointed. A good alternative is to use Tokbox for the video and use telephones for audio. This can also help if a group member is not able to attend on camera, if they are traveling on business or stuck in traffic. You can get a free conference call number from www.freeconference.com or www.freeconferencecall.com. Every online group leader should consider acquiring a free conference call number.