

# Berkeley Fellowship of Alcoholics Anonymous

## On-Line HOST Instructions

### 2.1.25

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#### Host Log in Instructions:

Sign in with host credentials (do not share)

log in: bfaazoom1@gmail.com

Password: Video4bfaa\*

Uncheck the box that says “keep me signed in”

Turn on your video and sound

#### Zoom Host Responsibilities

1. Arrive 15 minutes early
2. Admit people when they enter the waiting room
3. Greet people as they enter the zoom room
4. Watch for zoom bombers, remove (under “more”) them from the meeting
5. After Announcements are read, the HOST/SECRETARY should PASTE the following into the chat:
  - **BIRTHDAY CHIPS: For birthday chips, text Catherine at 415-216-3979**
  - **NEWCOMERS -Please contact our literature person, Bob W 510-333-7521 for Newcomer information**
  - **BFAA MEETING VERIFICATION FORMS:**  
<https://www.berkeleyfellowship.com/blank-page>
  - **SEVENTH TRADITION: <https://www.berkeleyfellowship.com/7th-tradition>.**  
**Contributions to the Berkeley Fellowship of AA may be made via:**
    - **VENMO : @BerkeleyAA**
    - **Check: Payable to Berkeley Fellowship of AA. Send an email to [bfaa\\_treasurer@outlook.com](mailto:bfaa_treasurer@outlook.com) for the mailing address.**
    - **In person in the basket! (we also accept VENMO at the in-person meetings)**
6. Share your Screen with readings from the berkeleyfellowship.com literature tab:
  - a. How it works
  - b. 12 traditions
  - c. 9th step promises
  - d. literature if book study
  - e. prayers if meditation meeting
7. Show BFAA website during announcements: put the link to the website in the chat
8. Display 7th tradition page before sharing: put link to this page in the chat
9. Stay for up to 15 min. Or reassign host to another member, for fellowshipping after the meeting
10. Close the meeting: make sure you are logged out of the BFAA zoom account!

THANK YOU FOR YOUR SERVICE

#### NOTES :

- 1) **It is your responsibility to find a substitute Host if you cannot attend the meeting**
- 2) **It is your responsibility to find a replacement when your 6 month term has ended.**