

Virtual Events Guidance

This document takes you through extensive step-by-step guides on how to host various online events for the members of your society. If you decide to host one of these events, or any others, then please let us know at R.Davison@mdx.ac.uk, or dm the MDXSU Societies Instagram or Twitter, so we can promote it for you to as many students as possible.

Hosting events whilst we're off campus, and using our support to promote them, will help grow your membership, but more importantly it will allow us to support as many students as we can from Middlesex who are feeling lonely and stressed during the current circumstances with Covid-19.

The events I have included in this document with step-by-step guidance are:

- Relaxation sessions
- Exercise classes
- Quiz Nights
- Movie Nights
- Games Nights
- Card Against Humanity
- New skills/ Workshops
- Karaoke Party
- Gaming Leagues
- Regular Meet-Ups
- Group Chats

As always, if you need any help or support setting up events then please get in touch at R.Davison@mdx.ac.uk, and I can talk you through things, show you over Zoom, or anything else that you need.

Each different event is separated onto a different page with its name at the top, so it's easier for you to find the one you want to learn more about.

Keep scrolling to the relevant pages for you, to find out how to host the events listed above...

Online relaxation session (yoga, Pilates, meditation) - Instagram Live, Facebook Live, Zoom

OR Exercise class – Instagram Live, Facebook Live, Zoom

Do you have some top tips on how your members can relax during this difficult time? Maybe you've attended a yoga class before and want to share your moves, or have some good meditation techniques?

And if meditation isn't for you, and instead you like to feel the burn with an exercise class to release tension, then why not get your members to join you in a live workout?

The platforms we recommend for this are Instagram Live, Facebook Live, and Zoom...but you can use something else too if you like.

Step 1 - Let everyone know you're hosting a group meditation/yoga/exercise class with a post about a week before the session, with the date, time and platform. This will give them plenty of notice to organise their work load/schedules around it

Step 2 - Tag the MDXSU Societies social media accounts or email societies@mdx.ac.uk the details, so MDXSU know to advertise it for you too!

Step 3 - Add it as an event on the website to get even more engagement. If you're using Zoom ask people to book a free ticket to the event so you can send them the meeting link before the session begins

Step 4 - Share your amazing techniques and top tips in the session, and boost your members moods with lots of smiles and supportive words!

Online Quiz

There are lots of quizzes you can engage with online already, but why not create and host your own for your society members! This will help them continue to feel a part of the societies and communities we've worked so hard this year to build, making them feel better about not being able to attend your usual regular meet ups on campus.

Zoom – To host a quiz on Zoom, we recommend following these steps:

Step 1 – Advertise the Quiz Event via your socials and on the MDXSU website, and ask people to book a free ticket to the event you've created so you can send them the meeting link before it begins.

Step 2 - Tag the MDXSU Societies social media accounts or email societies@mdx.ac.uk the details, so MDXSU know to advertise it for you too!

Step 3 – Write your quiz, organising the questions into 'rounds'. Some round suggestions include music, film and tv, general knowledge, picture round, famous quotes (who said that?), etc., but you can base the rounds on anything you want!

Step 4 – Create a presentation with all of the questions of your quiz in it. If it's a long one, try to incorporate a mini break half way through.

Step 5 – Send everyone the meeting link half an hour before the quiz begins, and get set up on Zoom using the 'share your screen' feature, so everyone can see the quiz questions.

Step 6 – Optional, but you may want to mute people's mics whilst you read the questions to avoid too many delays and ensure it runs smoothly. You can do this by clicking 'manage participants' and clicking 'mute all'.

Step 7 – Go through the answers and ask people to tally up their scores, and send them to you privately on the Zoom chat box (which has the option to choose whether you send a message to everyone or just to an individual)

Step 8 – Optional, but if you know you have funding left in your society account, you may want to send the winner a little prize and claim back the money!

Online Quiz

Kahoot – Guidance on using Kahoot to host a quiz:

A video guide > <https://kahoot.com/blog/2018/06/14/how-to-create-quizzes-in-kahoot-app/>

A text guide (below)

Top Tip 1: You can use Kahoot for FREE for up to 10 players, but you may want to bid for society funding to pay for a larger capacity!

Top Tip 2: Video call at the same time for even more fun!

Step 1 – Advertise the quiz event via your socials and on the MDXSU website, and ask people to book a free ticket to the event you've created so you can send them the quiz link before it begins.

Step 2 – Tag the MDXSU Societies social media accounts or email societies@mdx.ac.uk the details, so MDXSU know to advertise it for you too!

Then create your quiz!

Step 3 – Download mobile app or go to www.kahoot.com and create an account.

Step 4 – Click 'Create' to get started making your quiz

Step 5 – Add a title, cover photo and description by clicking 'enter kahoot title'

Step 6 – Next, type in your first question, select a time limit for the question, add an image (optional) and add the answers. Tick the correct answer(s)

Step 7 – Click 'Add Question' to continue making the quiz.

Step 8 – Repeat this until you're happy with your completed quiz, then click 'Done'.

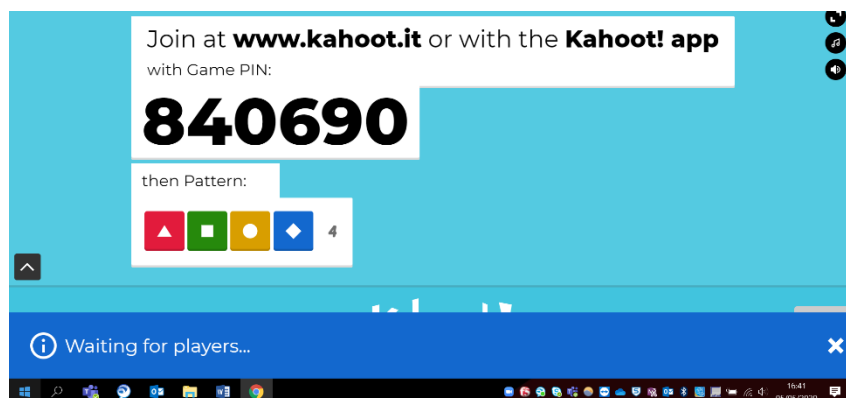
Step 9 – Go to 'Kahoots', which will take you to a page which has all of your quizzes in it.

Step 10 – Make sure your quiz is 'visible to everyone'. If it is not, it will say 'only visible to you' on it.

Step 11 – Share your quiz via link by clicking the three dots, share, then copying and pasting the link into a message to your members.

Step 12 – Click 'Play', 'Host', then '1:1', when you are ready to begin the quiz with your members.

Step 13 – They will need to go to their app or on their webpage and click 'Play', then enter a game pin to join (see below for example).



Movie Nights

Netflix Party – Here are the steps to set up a group watching party with Netflix for FREE*! This allows you to watch movies together and provides a chat box at the side for you all to talk about it too! You and the participants will need an existing Netflix account to host/join this event.

**ONLY available on Chrome browsers on desktop or laptop computers.*

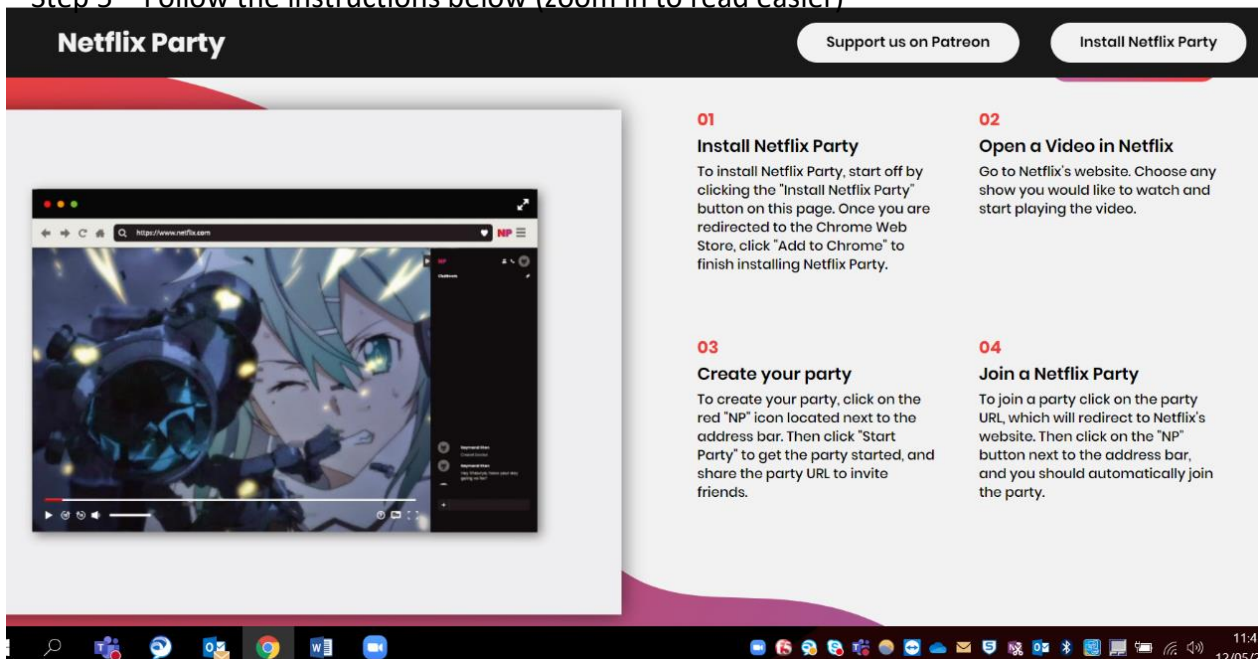
Step 1 – Advertise the movie night event via your socials and on the MDXSU website, and ask people to book a free ticket to the event you've created so you can send them the link before it begins.

Step 2 – Tag the MDXSU Societies social media accounts or email societies@mdx.ac.uk the details, so MDXSU know to advertise it for you too!

Step 3 – Go to <https://www.netflixparty.com/> and click 'Get Netflix Party for free!'

Step 4 – Click 'Add to Chrome'

Step 5 – Follow the instructions below (zoom in to read easier)



The screenshot shows the Netflix Party website interface. At the top, there's a navigation bar with 'Netflix Party' on the left, 'Support us on Patreon' in the middle, and 'Install Netflix Party' on the right. Below the navigation bar, there's a large video player on the left showing an anime-style character. To the right of the video player, there are four numbered instructions:

- 01 Install Netflix Party**
To install Netflix Party, start off by clicking the "Install Netflix Party" button on this page. Once you are redirected to the Chrome Web Store, click "Add to Chrome" to finish installing Netflix Party.
- 02 Open a Video in Netflix**
Go to Netflix's website. Choose any show you would like to watch and start playing the video.
- 03 Create your party**
To create your party, click on the red "NP" icon located next to the address bar. Then click "Start Party" to get the party started, and share the party URL to invite friends.
- 04 Join a Netflix Party**
To join a party click on the party URL, which will redirect to Netflix's website. Then click on the "NP" button next to the address bar, and you should automatically join the party.

The bottom of the screenshot shows a Windows taskbar with various application icons and a system tray on the right with the time 11:4 and date 12/05/20.

Kanopy – a free option to group watch, for those without Netflix accounts

To access movies for free, log into MyUnihub, then go to, My Study / My Library / Databases / K / Kanopy, select the film you want to watch and press play.

To watch together, a host could set up a Zoom call and share their screen, so everyone can watch the same movie together and talk in the chat box.

Games Nights

*Games Nights are a great way to entertain people and bring them together. Below is a variety on websites, and apps to use. For **JackBox**, you may want to think about **bidding** for the 'Party Packs' to get access to some fun games for your members! You may also want to think about **bidding** for the cost of the upgraded **AirConsole** package.*

Below are some links to websites on which you can play games online through your browser.

Cards Against Humanity - <https://pyx-1.pretendyoure.xyz/zy/game.jsp>

JackBox Trivia Games - <https://www.jackboxgames.com/>

Monopoly and lots of other games - <https://www.pogo.com/free-online-games>

Guess what your friends are drawing - <https://skribbl.io/>

Play cards with your friends - <http://playingcards.io/>

Below are some apps downloadable on Apple and Android, to play group games on:

Psych!

Plato

House Party

Bunch

Scrabble Go

Mario Kart Tour

AirConsole – *You can use Air Console through laptop/computer using your phone as the controller, to play lots of different games with your friends. It costs £4.99 to upgrade to the full package (which also includes a karaoke game!), so maybe think about bidding for this upgrade by Sunday 17th May, to use for your members. Here is some guidance on how to use Air Console:*

Step 1 – go to <https://www.airconsole.com/> on your laptop/computer browser and click 'start'

Step 2 – you and your members will need to download the Air Console app onto your phone
OR go to the same website on your browser.

Step 3 – Everyone should enter the same code on their phones to play together.

Step 4 – Use your laptop/computer screen as the game screen and your phone as the controller!

Karaoke Party

AirConsole – *On AirConsole, once the premium version has been purchased for £4.99e, there is an app called karaoke, which is a great platform to use for a remote karaoke party for your members! For instruction on how to use AirConsole, see the Games Night section above.*

Zoom – *an alternative way to host a karaoke night, is to use Zoom as the platform to do so. Here's how:*

Step 1 – Advertise the Karaoke Event via your socials and on the MDXSU website, and ask people to book a free ticket to the event you've created so you can send them the meeting link before it begins.

Step 2 - Tag the MDXSU Societies social media accounts or email societies@mdx.ac.uk the details, so MDXSU know to advertise it for you too!

Step 3 – Ask your members to send you their song requests to perform during the karaoke, before the event.

Step 4 – Make a playlist on YouTube with karaoke style lyric videos of the backing tracks of the songs requested.

Step 5 – Once your members have joined the Zoom call at the time of the event, share your screen to play the music and show the lyrics. (Top tip: change your audio settings like this for clearer sound...click the little arrow by the microphone at the bottom of the screen, then click audio settings, advanced, then disabled the top 2 options.)

Step 6 – You as the host may want to mute everyone else's mic for solo performances, as Zoom picks up sound from all participants. If they'd prefer everyone to join in then you can leave it as it is.

New skills & Workshops

Why not take the opportunity to teach your members something new! Invite everyone to a workshop and show them how to create something, draw something, cook something etc. over Zoom! Or put together a factual presentation to and present to them by sharing your screen on Zoom!

Gaming Leagues

As most of you know already, I am technically challenged at the best of times, so I particularly have no idea about gaming leagues! However I have heard that Discord is a fantastic platform to set up gaming leagues on. Here is a link to an online tutorial on how to use it basically: <https://www.youtube.com/watch?v=E7xznRGq9WM>, and here is a link to a more in depth tutorial: <https://www.youtube.com/watch?v=tNUq5Aqv60s&t=7s>

Regular Meet Ups

Create recurring events on the website, let everyone know about them through your emails and social media platforms, and invite your members to a Zoom call once a week, biweekly or monthly.

Group Chats

It's a good idea to keep your group chats going during this time so your members have someone to talk to, to combat loneliness. Facebook and WhatsApp are the most popular for this, just remember to invite people to join them via a link shared on your website page and social media platforms, and not add them straight in via their number or profile. They have to have chosen themselves to join.