

## **Toolkit - UMRA Family History Interest Group**

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All of our ZOOM gathering have been “meetings” not “webinars.” We did not ask for advance registration.

For each ZOOM meeting we

- schedule the ZOOM meeting. The ZOOM time slot should include time before and after the scheduled time for the meeting.
- send an announcement of the meeting to all UMRA members three to four weeks before the meeting along with the ZOOM link and a short description of the program.

From John Anderson:

Send the message to: [umra-members@umn.edu](mailto:umra-members@umn.edu) You will get a message that it has been received by the moderator (I am the primary moderator). After I peruse the message to make sure that it is appropriate and legitimate (which I didn't do adequately for one of yesterday's messages!) I will authorize its distribution. It is my understanding that if the initiator of the message is part of the listserv the message will not be distributed to him/her. For that reason I make a practice of forwarding the message that comes to me from the listserv to the initiator.

- send a reminder to our UMRA FHIG email list about one week before the meeting.
- arrange for a short ZOOM rehearsal a few days before the meeting.
- record each ZOOM meeting so it could be posted on the UMRA FHIG webpage.

We record the ZOOM meetings to the cloud. When the meeting is over it takes ZOOM a while to get the recording ready. Whoever set up the meeting will get an email from ZOOM saying the recording is ready. Send a copy of this email to Cathy Gierke so she can access the video for posting on the FHIG website. Cathy will need two other items

A short description to use on the FHIG website as part of the video link

If the video needs to be trimmed at the beginning and end, give Cathy the time when the video for posting should start and when it should end.

Links to the FHIG videos have been included on the Alumni Association's "Gold Mind" website. Will Craig has been the liaison for these postings. Other than giving our OK and getting OKs from other presenters neither of us has had to do anything else to establish these links.

<https://www.umnalumni.org/s/1867/18/interior-wide.aspx?sid=1867&gid=2&pgid=1280>

- help Cathy Gierke post handouts and slides from each ZOOM presentation on the FHIG website. All of these posting have been pdf files. Making a pdf file of the handouts is straightforward. Slides originated as either Powerpoint or MacKeynote presentations. Open up the relevant file and then save or export as pdf for posting. If some of the slides have builds you may want to choose to print/export with each stage of the build. One can view the pdf version of the slides by either scrolling or choosing the full screen view option and clicking though each page one by one.

## **My Family History**

Our first year we started a feature which we called My Family History. These are individual stories about what a UMRA FHIG member has done with their family history.

Each story started with a short description and a small attachment that we mailed to the FHIG email list. In most cases the email attachment was an

excerpt from a somewhat larger document. The story and the larger document were then posted on the FHIG website.

Each mailing also included a statement asking members to get in touch with either Lynn or Craig if they had a story they were willing to share. The FHIG organizer(s) will also need to make their own approaches to members to generate My Family History stories.

### **Other comments**

**Cathy Gierke** is an invaluable resource person for getting various webpage postings done.

The **FHIG email list** started by capturing the names of participants to FHIG meetings and matching those names with emails from the UMRA Member Directory. Periodically we get an email from John Anderson with the names of new UMRA members interested in the Family History Interest Group. We add these names and emails to our FHIG email list and send each them a welcoming email.