Chat Host Rules and Moves

Hello chat hosts!

Thank you for signing up to help host satsang attendants. You and the tech host are the only ones who can receive zoom messages from participants and reply to everyone, so your position helps keep the tech host free to tend to the livestream.

Rules

1. If you are unable to attend the satsangs that you have signed up for, it is your responsibility to find coverage. This can be done by posting in the seva-calls channel. Please post calls for coverage at least 24 hours before the start of satsang.

Moves

1. Download this PDF to your computer by clicking the image of the cloud with the down-arrow. This will make the included links clickable and much easier to share over zoom.

2. Log-in to Satsang 10min before the start time.

3. When you sign onto Zoom, message the tech host (they will appear as Jaya Kula in the dropdown menu) and let them know you are the chat host for the day. They will make you a co-host of the meeting. This means you can interact with everyone on the chat. Since the chat function is limited for general attendants, they can only message and receive messages from the hosts.

4. Post this message in the group chat letting participants know you are the chat host, "Hi everyone! I'm the Chat Host for tonight. Send your kirtan lyrics to me, not Jaya Kula, or let me know about technical issues caused by us. Shambhavi does not answer questions posed via chat." Make sure to select "Everyone" in the chat drop down menu. In this post, also include the opening and closing chants (link copied below). When people join the meeting, they cannot see any chats posted before they came in. This is important to keep in mind with the opening chants, so try and share them just before we begin chanting.

5. Kirtan wallahs have been asked to let you know if their song is on the Jaya Kula kirtan sheet, or to send you the lyrics directly in the chat if the song is complicated and not on the sheet. If a song is on the sheet, share the link (copied below) with everyone. If the kirtan wallah sends you their lyrics, copy and paste to everyone in the zoom chat and to the MGO channel on slack.

6. This is the majority of the seva, but it is possible that people will message you with other questions. Do your best to answer them, but if it is a tech issue affecting everyone on the livestream, unmute and get the tech host's attention.

Links

1. Opening and closing chants

https://jayakula.org/wp-content/uploads/2017/07/Jaya-Kula-Opening-and-Closing-Current.pdf

2. Kirtan sheet

https://jayakula.org/wp-content/uploads/2020/06/Jaya-Kula-Kirtan-2021.pdf