**Carols from Derbyshire – important information**

(Some of this information is based on use of a PC/laptop; for tablets or mobiles, the details may be different)

1. All participants will be muted at the start. Please do not unmute yourself (unless invited to do so). Any extraneous noise (even your beautiful singing, which will not be in time with the singer) is very distracting, for the singer and for other participants.

2. There is no charge for this event. Please send donations to Blythe House Hospice

<https://blythehousehospice.org.uk/single-donation/#donate>

Please put the name of the event on the form so that we can see the total donated at the end

3. The running order, and the words of the sing-along carols, can be found on the Glossop Labour Club website <http://www.glossoplabourclub.org.uk> Please feel free to sing along at home, making sure you are muted (you will see a picture of a microphone with a line through it).

4. For those not familiar with Zoom, you have a choice of views. If you want to see everyone, choose Gallery View (top right on your screen). On a PC you will typically see 25 at a time; you can scroll along to see others. If you prefer to see just the ‘Speaker’ (or singer). choose Speaker View.

5. For pre-recorded items, we will be using screen-sharing (i.e., you will see what is on the presenter’s computer screen). If you choose Speaker side-by-side, the shared screen will be on the left and the speaker (presenter) on the right. If you choose Gallery side-by-side, you will see a few of the other participants on the right. If you then want to see more participants, you can drag the boundary across to make the shared screen smaller. For sound-only items, we will add pictures to the shared screen to make it a bit more interesting, but you may prefer to see others singing along.

6. We are planning to record the event and post an edited version on YouTube. It is unlikely that anyone other than the main contributors will be visible, but just in case, your attendance will be taken as consent.

7. The most important instruction: Enjoy it!