



HONPA HONGWANJI MISSION OF HAWAII

Peace Day 2020: "Ring Your Bell for Peace Day"

Instructions for Participating as a Bell Ringing Site via Zoom

Thank you for registering to "Ring Your Bell for Peace Day" over Zoom on September 21 from 11:30 to 12:15 p.m. (<https://hongwanjihawaii.com/peaceday2020/>). This is an unusual use of Zoom, so we are providing these instructions to help you participate successfully.

Overview

As a bell ringing site, you will use a computer or smartphone that is logged into the "Ring Your Bell for Peace Day" Zoom meeting to broadcast yourself ringing a bell — for example, at a temple, church, or school, or in your own home or yard. You will log into the meeting 15 minutes early to get ready. You will mute your microphone for the opening program and participate in the one minute of silence at 12:00 noon. Then you will unmute your microphone and silence your speakers/sound (to limit feedback) and ring your bell for five minutes (you may be "spotlighted" occasionally for viewers during this time). After the bell ringing, you will mute your mic and turn your speakers/sound back on to enjoy the closing program.

What You Need

- A bell and a place to ring it (consider visuals for Peace Day be mindful of privacy)
- A computer, smartphone, or tablet
- A good Internet connection / strong wifi
- The Zoom application (computer) or app (phone)
- The Zoom meeting link or login details
- You may want an assistant to help you with mic and speaker settings during the event.

Instructions

Getting Ready Before September 21

- **Get Zoom:** If you do not already have Zoom, download it to your computer or smartphone (it's free). The Zoom website is <https://zoom.us/> -- see the first item on the Resources menu for download. A free account is fine.
- **Practice with Zoom:** If you are new to Zoom, try it out with a friend who has it if you can. Be sure to at least learn how to mute and unmute your microphone. We also suggest learning how to turn your camera on and off and how to use the chat feature. You can also visit [Zoom's training webinars](#) (live or recorded).
- **Speakers on/off:** Be sure to also know how to turn off/on the sound for your device (that is, to silence/activate your speakers -- different from muting your mic). **Note: A 9/7/20 rehearsal indicates that it is probably not necessary to silence your speakers.**

- **9/14 Rehearsal:** Join the "dress rehearsal" on September 14 at 11:45 a.m., one week exactly before the event. The Zoom link will be provided to registrants.

The Day of the Event

1. **Set up your bell-ringing site.**
Position your laptop or webcam so that you, the bell, and any peace-related posters or decorations are in the shot as you wish. Note that if you are using a smartphone, you will need to use the "selfie" camera. If inside your house, you may wish to remove any personal photos or valuable items from the shot.
2. **Log into the Zoom meeting early -- it will be open by 11:15 a.m.**
Use the link or Zoom connection details provided to registrants. You may use the time before the program starts to finalize your setup and ask any questions of the event organizers and Zoom hosts.
3. **At 11:40 a.m. (or when the hosts say), mute your microphone and enjoy the opening program** (conch, pule, invocation, Bishop's remarks, song).
4. **At 12:00 noon, participate in the one minute of silence.**
5. **At 12:01 p.m.:**
 - a. **Unmute your microphone** (we want to hear your bell!).
 - b. **Silence your speakers/sound** (we don't want other bell sounds coming through your speakers and feeding back into your mic!). Exception: If you are using headphones or earbuds, you can skip this step. *Note: A 9/7/20 rehearsal indicates that it is probably not necessary to silence your speakers.*
 - c. **Ring your bell for five minutes.**
During those five minutes, the Zoom host may "spotlight" you for the live stream on Facebook and YouTube, so smile and keep ringing until 12:06 p.m.
6. **At 12:06 p.m., mute your mic and turn your speakers/sound back on (if you previously silenced them)** to watch and hear the closing program (song, benediction, oli).
7. At the conclusion of the program, listen for instructions from the Zoom host or organizers. It may be that everyone unmutes to say goodbye 😊

Important Note: Your experience of *watching* the event during the bell ringing will be different from viewers watching the live stream on YouTube or Facebook. ~~For one, your speakers will be off during the bell ringing to avoid feedback. So you will just be hearing your own bell.~~ Second, you will likely be farther away from your computer or device than you would be in a regular Zoom meeting, so it may be hard to see the other bell ringers as they are spotlighted. (You or someone assisting may be tempted to watch on another device -- use caution, though, because you don't want to weaken your wifi connection, plus that device will need to have the speakers turned off too if it's anywhere nearby.) Don't worry, you should be able to watch the event on demand later using recordings on Facebook or YouTube to see and hear what the live stream audience did during the event.

Thank you again for Ringing Your Bell for Peace Day!