

# Good News Across the Web

## Online Manual

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Since 1937

**CEF**  
CHILD EVANGELISM  
FELLOWSHIP®

*Reaching children worldwide™*



# INTRODUCTION



Dear CEF Missionary,

There are times when it is not possible to hold a Good News Club face to face with the children, perhaps because of health reasons or because of security reasons.

Because the children greatly need to be taught God's Word, we would like to introduce to you the idea of Good News Across the Web—a Good News Club online. The children and the teachers can be in their homes, but still see and listen to each other live online.

Our team hopes that this manual will serve as guide as you begin your online Good News Club.

The Good News Across the Web project is a new platform for doing Good News Clubs online through web video services.

Whether you are new to using online web services or a pro, there will be new opportunities and challenges in adapting the standard Good News Club into this new platform.

We pray that, despite great difficulties, God will provide phenomenal fruit through your ministry.

Every blessing,

A handwritten signature in purple ink that reads 'Moises Esteves'.

Moises Esteves  
Vice President of  
International Ministries

# WEB PLATFORMS



## TOOLS FOR YOU:

ZOOM

EZ TALKS

The next few pages describe online video sharing platforms teachers can use to host a Good News Club online. With Zoom and EZ Talks, teachers will have an easy and quick way to set up a club by sending the parents a link.

Teachers will be able to interact with their students by muting and unmuting at their leisure. It would be best to have one teacher managing the classroom, while another teaches.

# ZOOM



Zoom can either be free or a paid service.

The free version provides 40 minutes to conduct the club and it will start as soon as three people join the meeting.

Zoom offers a pro version for a monthly fee. This paid version removes the 40 minute limitation and would allow for a longer club.

It is highly recommended you use your computer for the setup of the meeting. The step by step below does not work well on a phone. However, once it is set up through the computer, you can use your phone for the meeting. Go to your phone's app store to download the app.

Google Play: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

Apple App Store: <https://itunes.apple.com/us/app/id546505307>

# ZOOM



Step by step for the computer:

1. Create a Zoom account <https://zoom.us/signup>
  - a. You can sign up using your Google or Facebook account
  - b. Enter your preferred email address. Zoom will send an email to that address with further instructions for creating your account
  - c. Follow the instructions in the email
2. Login to your new Zoom account <https://zoom.us/signin>
3. Configure your account profile <https://zoom.us/profile>
  - a. Upload the online GNC logo
  - b. Update Language if needed
  - c. Update Date and Time if needed



# ZOOM



4. Set up your first scheduled online GNC <https://zoom.us/meeting/schedule>
    - a. Topic: [Chapter Name] online GNC
    - b. Description: Join us for our first ever online GNC
    - c. When: Select the appropriate date and time for the online GNC
    - d. Recurring Meeting:
      - i. Recurrence: Weekly
      - ii. Repeat Every: 1 week
      - iii. Occurs on: Select the day for club
      - iv. End Date: Select a date far into the future to ensure future clubs are automatically created
    - e. Meeting password: Uncheck this option
    - f. Video:
      - i. Host: Set to “On”
      - ii. Participant: Set to “On”
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# ZOOM



## 4. Set up your first scheduled online GNC (continued)

### g. Meeting Options:

- i. Enable join before host: Check this option
- ii. Mute participants upon entry: Check this option

### h. Click "Save" to complete meeting setup

## 5. Send the invitation

### a. Copy Zoom meeting Join URL

- i. This URL is the same URL for all future online GNC meetings. You won't have to send a different URL each week.

### b. Send invitation to parents/guardians of GNC children

- i. See "Invitation to Parent" in this manual

## 6. Download Zoom application [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)

- a. Follow the instructions on the Zoom website to download and install the Zoom Meeting application to your computer



# ZOOM



## 7. Start the online GNC <https://zoom.us/meeting>

- a. Click "Start" to initiate the meeting
- b. When prompted, allow the Zoom Meeting application to open
- c. You will then be added to the Zoom Meeting
- d. Click "Join with Computer Audio" to allow participants to hear you
- e. Remember by default all participants will be muted

## 8. Conducting the online GNC

- a. Waiting for students to arrive
    - i. Allow for a couple minutes as students are joining the meeting. Some students may be faster than others at joining.
  - b. Managing Participants: You can manage all participants by clicking "Manage Participants" in the menu bar
    - i. When this is selected, a side bar will open where you can see all of the current participants in the meeting
    - ii. By clicking "Mute All" you can mute all the current participants in the meeting
    - iii. By clicking "Unmute All" you can unmute all the current participants in the meeting
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## 8. Conducting the online GNC (continued)

- iv. You can also mute and unmute participants by finding their name in the side bar and clicking the microphone icon
- v. If you want them to stay muted, click "More" and turn off the "Allow Participants to Unmute themselves"

### c. Ending the Meeting

- i. As the host, when you click "End Meeting" in the menu bar, you will have two options to choose from: "End Meeting for All" or "Leave Meeting"
  - 1. End Meeting for All: This option will end the meeting and close the meeting for all participants
  - 2. Leave Meeting: This option will allow the meeting to continue if a new host is assigned before you leave the meeting. This can be done from the "Manage Participants" side bar.
    - a. Assigning a new host:
      - i. Open the "Manage Participants" side bar
      - ii. Find the participant that should be the new host
      - iii. Hover over the participant's name and click "More"
      - iv. Select "Make host"

# ZOOM



## 8. Conducting the online GNC (continued)

- v. Note: It is important to assign a new host before you leave the meeting to ensure the proper participant becomes the new host. Otherwise Zoom will automatically select a participant to be the new host.

Additional Training - <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Website - <https://zoom.com>

# EZ TALKS



EZ Talks can either be free or a paid service.

The free version provides 40 minutes to conduct the club and it will start as soon as the host teacher joins the meeting.

EZ Talks offers a pro version for a monthly fee. This paid version removes the 40 minute limitation and would allow for a longer club.

It is highly recommended you use your computer for the setup of the meeting. The step by step below does not work well on a phone.

However, once it is set up through the computer, you can use your phone for the meeting. Go to your phone's app store to download the app.

Google Play Store: <https://play.google.com/store/apps/details?id=com.eztalks.android>

Apple App Store: <https://itunes.apple.com/us/app/eztalks-cloud-video-conference/id1109287539?l=zh&ls=1&mt=8>

# EZ TALKS



Step by step for the computer:

1. Create an EZ Talks account <https://www.eztalks.com/uc/signup>
  - a. You can sign in using your Google or Facebook account
  - b. Enter your preferred email address. EZ Talks will send an email to that address with further instructions for creating your account
  - c. Follow the instructions in the email
2. Login to your new EZ Talks account <https://www.eztalks.com/uc/signin>
3. Download EZ Talks application <https://www.eztalks.com/download>
  - a. Follow the instructions on the EZ Talks website to download and install the EZ Talks Meeting application to your computer

# EZ TALK



4. Set up your first scheduled online GNC [https://www.eztalks.com/uc/meetings/upcoming/schedule\\_meeting](https://www.eztalks.com/uc/meetings/upcoming/schedule_meeting)
    - a. Topic: [Chapter Name] online GNC
    - b. Start Time: Select the appropriate date for your club
    - c. Description: Join us for our first ever online GNC
    - d. Recurring Meeting: (This can only be configured through the desktop app or mobile app)
      - i. Recurrence: Weekly
      - ii. Repeat Every: 1 week
      - iii. Occurs on: Select the day for club
    - e. Click "Schedule" to complete meeting setup
  5. Send the Invitation <https://www.eztalks.com/uc/meetings/upcoming>
    - a. Get EZ Talks meeting Join URL
      - i. Click "More..."
      - ii. Click "Invite"
      - iii. Click "Copy Link"
      - iv. Note: This URL is the same URL for all future online GNC meetings. You don't have to send a different URL each week.
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# EZ TALK



## 5. Send the Invitation (continued)

- b. Send invitation to parents/guardians of GNC student
  - i. See “Invitation to Parent” in this manual

## 6. Start the online GNC <https://www.eztalks.com/uc/meetings/upcoming>

- a. Click "Start" to initiate the meeting (Note: This will begin the 40 minute countdown. When this reaches zero the meeting will end)
- b. When prompted, allow the EZ Talks application to open
- c. You will then be added to the EZ Talks Meeting
- d. Click "Join with Computer Audio" to allow participants to hear you

## 7. Conducting the online GNC

- a. Waiting for Students to arrive
    - i. Allow for a couple minutes as students are joining the meeting. Some students may be faster than others at joining.
  - b. Managing Participants: You can manage all participants by clicking "Manage Participants" in the menu bar
    - i. When this is selected, a side bar will open where you can see all of the current participants in the meeting
    - ii. By clicking "Mute All" you can mute all the current participants in the meeting
-

# EZ TALK



## 7. Conducting the online GNC (continued)

iii. By clicking "Unmute All" you can unmute all the current participants in the meeting

iv. You can also mute and unmute participants by finding their name in the side bar and clicking the microphone icon

### c. Ending the Meeting

i. As the host, when you click "End Meeting" in the menu bar, you will have two options to choose from, "End Meeting for All" or "Leave Meeting"

1. End Meeting for All: This option will end the meeting and close the meeting for all participants.

2. Leave Meeting: This option will allow the meeting to continue if a new host is assigned before you leave the meeting. This can be done from the "Manage Participants" side bar.

#### a. Assigning a new host:

i. Open the "Manage Participants" side bar

ii. Find the participant that should be the new host

iii. Hover over the participant's name and click "More"

iv. Select "Make host"

Additional Training - <https://support.eztalks.com/video-tutorials-of-eztalks-meetings>

Website - <https://eztalks.com>

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# INVITATION



We cannot have the children bring a permission slip to their parents through an online Good News Club, but we can receive the parent's approval through an invitation link. If the chat room invitation is sent to the parent, that will give them the opportunity to make a decision on whether or not their child can attend. We have provided you an example of what an email or text invitation could look like:

## Invitation to Parent

*Subject Line: You're Invited to our Online GNC*

Hello [Parent/Guardian Name],

We want to continue to have Good News Club during this time, so we are moving to the web. We are inviting your children to be a part of Good News Club online. We value the safety of your children and want to help keep them healthy. This is why we are moving to an online version of the Good News Club.

In order for us to hold these Online GNCs we will be using a program called [Zoom/EZ Talks]. This program allows for many students to meet with our teachers online through video conferencing. To protect your children, we will be actively moderating these meetings. All students will be muted upon joining and will only be unmuted when answering questions. In addition, only people with the private meeting link will be able to join these meetings. Please be aware that these are video meetings; everyone in the meeting will by default be able to see each other. There are options through [Zoom/EZ Talks] to disable your video if you would like.

We will be meeting on [Monday] at [3pm] every week. You can use this link for all the future meetings. [ADD LINK]

You can join using a smartphone, tablet, or computer. Just click the link and follow the instructions provided. Please help your children in joining the club.

If you have any questions or concerns, please reach out. We want you to feel comfortable with this process. You can respond to this message or call me at: [XXX-XXX-XXXX].

# PROGRAM



With only 40 minutes available, a Good News Across the Web club schedule will look different than the normal GNC program. Here are some options on how to make a 40 minute Good News Club program:

## Required Components

- Bible Lesson (15-20 minutes)
- Memory Verse (8-10 minutes)

## Optional Components

- Song
- Review Game
- Missions
- Gospel Spotlight

## Example

- Song (4 minutes)
- Bible Lesson (18 minutes)
- Memory Verse (10 minutes)
- Review Game (8 minutes)

## Review Games

- [Kahoot.com](https://kahoot.com)
- [Quizizz.com](https://quizizz.com)

Here are a few creative ways to interact with your children:

### Verse Repetitions:

- A child chooses a number which corresponds to a way they repeat the verse.
- A child chooses a word and another child chooses an action to do on the words that start with the first letter of the chosen word.

### Review Games:

- When a child answers a question correctly, have him choose a color. That color is worth a certain amount of points for the team.
- When a child answers question correctly, he guesses a letter that might be in a secret message you have chosen. The teacher then fills in the letters.

# ADDITIONAL HELPS



## CAMERA

Make sure the visuals/flashcards are in full view of the camera when showing them. Stand as close as you can without cutting anything off the screen, so that children can clearly see the visual.

Be aware of what the children might see in your room from the camera and what noises might happen while you teach.

If using a phone camera for the video chat and you are the one teaching, use the back camera. You cannot use the front facing camera while showing visuals with words, because it shows the words backwards.

## ATTENDENCE

As children log in, check off their name in document or on paper.

If a child signs in under their parent's name, you can ask them to rename it with their own.



# ADDITIONAL HELPS



## BIBLE LESSON

Hold your Bible up when reading from it.

Invitation: Child can use the “raise hand” button to the right of their screen. You will not have this on your screen as the host, but you can see if someone has clicked the button. You will need to explain to the children how to click on it. Counseling can be done as a group or in a separate video meeting.

## FOLLOW UP

Send email to parents:

Want to be connected to chapter?

Want a wonder devo book or Bible?

If yes, ask for address and send



# ADDITIONAL HELPS



## BRING A FRIEND

Children can invite their friends with parent's permission to attend the online GNC by sharing the meeting link.

