

RUNNING AN ONLINE FREEDOM COURSE

So, you'd like to run a Freedom In Christ course online? Here's everything you need to know to get you up and running. This how-to guide covers the following topics:

1. Getting a FreedomStream subscription from FICM.org.uk so that you can stream the teaching videos.
2. Setting up a Zoom Account, for your online meeting and hosting a meeting.
3. How to share your screen and use breakout rooms in Zoom so that you can experience the course together.
4. Making sure you're prepared for Participant's to get the most out of your time together, a list of all the FreedomKit links.

TOP TIPS

Our top tips for running a smooth course...

- **GUIDES** - Ensure all Participants have the relevant guides needed for the course, this means they can follow the pause for thoughts and prayers throughout. It would be useful for them to have it prior to the course starting. All the links to the FreedomKits are in section 4.
- **PRAY!** Don't be tempted to skip prayer, or think it's not important, because the soil for the seed due to be sown through your course needs preparing. If this is the first time you are running a course, let those on your church prayer team, or leadership team, and/ or those have a heart to pray for the work of Freedom In Christ in your church know all about it. To begin with, gather together your team regularly in the weeks running up to the course start date, then meet the night before, then half an hour before you start. We recommend the Prayer Manual (www.ficm.org.uk/prayer-manual) for this as it has guided prayers for each course.
- **PREPARE** - All the videos and timings can be accessed prior to the course so you don't have to find them whilst the Participants are waiting.
- **BREATH!** Don't worry if things go wrong – give yourself grace through the course. Remember you are a facilitator and it's God doing the work in everyone's lives.



GETTING A FREEDOMSTREAM SUBSCRIPTION

In order to run an online course you will need to sign up to use our FreedomStream - <https://ficm.org.uk/freedomstreamtrial> this link gives you access and a free trial for two weeks!

You can add either a monthly or annual subscription...

HOME FREEDOMSTREAM COURSES TRAINING PARTNER SHOP BLOG WHO WE ARE LOGIN REGISTER MY BASKET DONATE

All of our resources streamed online for one low subscription

Freedom in Christ now comes to you as a streaming service.
With a low monthly or annual subscription payment you can get access to all our resources.

FREE TRIAL! Try for 2 weeks for free (your recurring fee will start at the end of the trial). Just select whether you want monthly or annual subscription below and your trial will be included. You can easily cancel your subscription during the 2 week trial if you decide FreedomStream is not for you with no charge.

Subscribe Annually and get 2 months free

PLEASE SELECT FROM THE OPTIONS BELOW:

MONTHLY + FREE TRIAL	ANNUALLY + FREE TRIAL
Average weekly church attendance:	Average weekly church attendance:
NEW! Personal: £5 per month	NEW! Personal: £50 per annum
Up to 100: £15 per month	Up to 100: £150 per annum
101 - 350: £25 per month	101 - 350: £250 per annum
351 - 750: £35 per month	351 - 750: £350 per annum
751 - 1,500: £50 per month	751 - 1,500: £500 per annum
1501 - 2,500: £75 per month	1501 - 2,500: £750 per annum
2,500+: £100 per month	2,500+: £1000 per annum
Select Monthly...	Select Annually...

If you click the drop down you can select the subscription you would like, this then takes you to the next screen where you can review your selection and click

+ Add to cart

You can review your cart on this page and ensure you have the correct option – once you're happy, click

Checkout

UPDATE MY DETAILS

- You must login before you can proceed to checkout.
- If you do not have an account yet, you should **register now**.

Create new account

Log in

Request new password


Username or e-mail address *

Password *

Log in

You can either create a new account or if you have one with us already you can complete your username and password. You can then checkout your order!

Once you have your FreedomStream subscription you will next need a video conferencing tool – there are lots out there but for this how-to we are going to use Zoom as that's the service we use.

 **TIPS:** You will need to sign up with zoom here - <https://zoom.us/signup#/signup>

SETTING UP A MEETING

To set up a scheduled meeting you will need to go into Zoom –

Sign in to your Zoom web portal or onto your desktop Zoom.

Click **Meetings** for the web portal.

Click **Schedule a Meeting**.

Choose the date and time for your meeting.

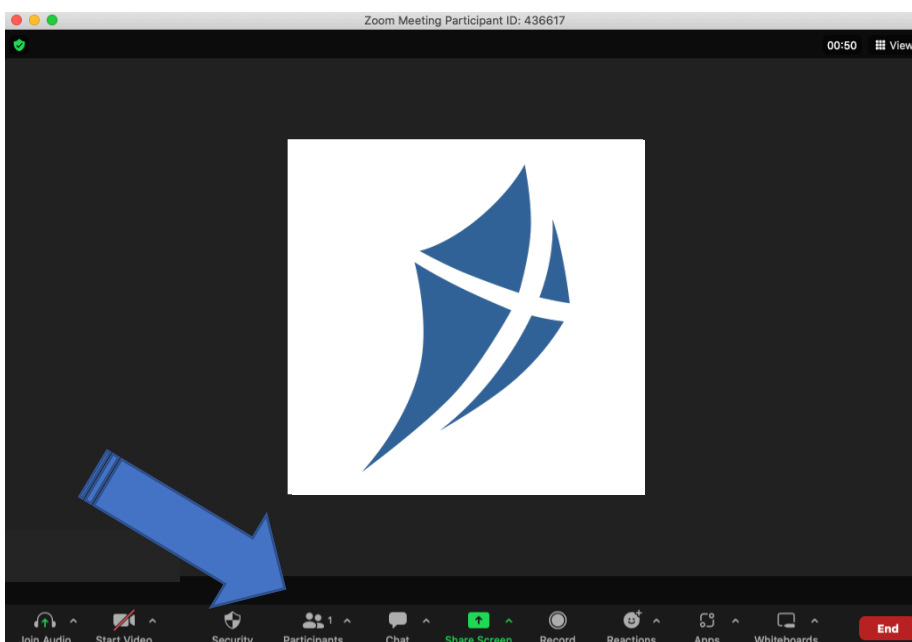
Click **Save**.

You will now have your Zoom meeting details to pass on to those attending your course.

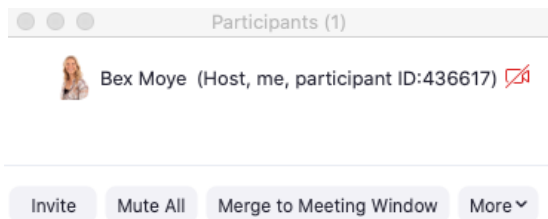
 **TIPS:** Detailed Zoom video on setting up a meeting - <https://www.youtube.com/watch?v=Cbw1UhvSQRU>

HOSTING THE MEETING

When you are hosting your meeting – we would recommend that you enable the waiting room – when you are in the meeting, click on Participants



A new screen will open up...

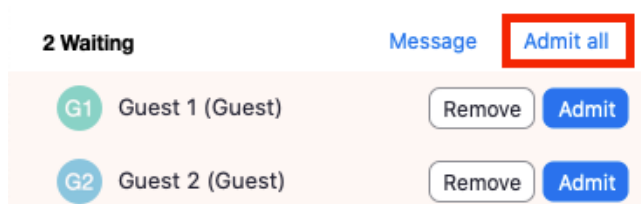


Click **More** and select **Enable Waiting Room**

You will then be able to let people in as and when you decide. You can do this by...

Clicking **Participants**

Click **Admit all**, or individually selecting who to **Admit**.

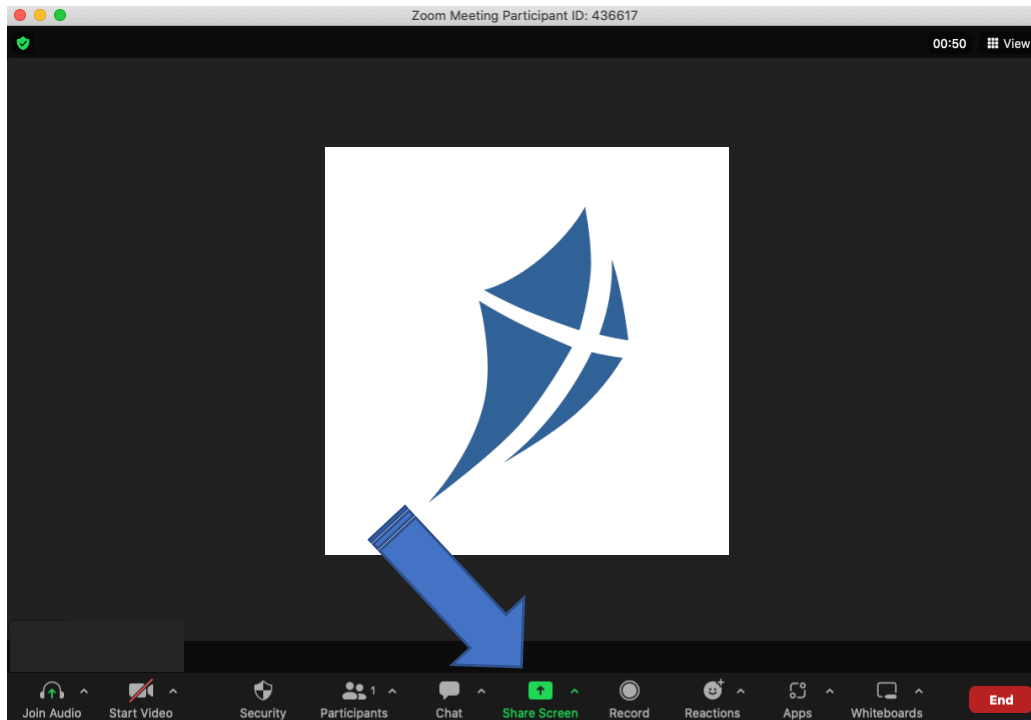


TIPS: Zoom video on how to use waiting rooms - <https://youtu.be/ySas2Rgi6yA>

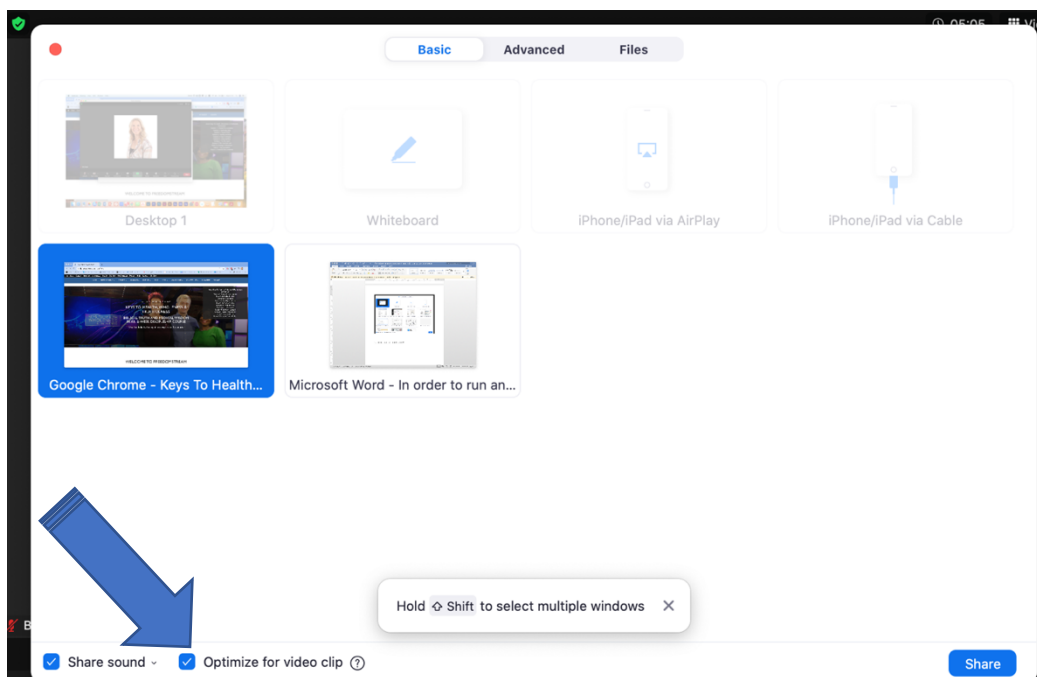
SHARING YOUR SCREEN TO SHARE THE VIDEOS

You will need to log into FreedomStream so you have the video ready – go to <https://fcm.org.uk/freedomstreamresources> choose the course you will be showing at your meeting and click on the relevant week you are on – you are then ready to share your screen..

In Zoom click on **Share Screen...**



The following screen will appear you will need to ensure you have ticked Optimize for video clip...



Select the screen that shows the video of the course (in our case you can see Google Chrome with Keys selected in blue)

Then click **Share**

When you have finished watching the video click **Stop Share** (if you don't see any options click Esc on your keyboard to get them back).

You will then be back to the main meeting and can utilise the Breakout Rooms feature.



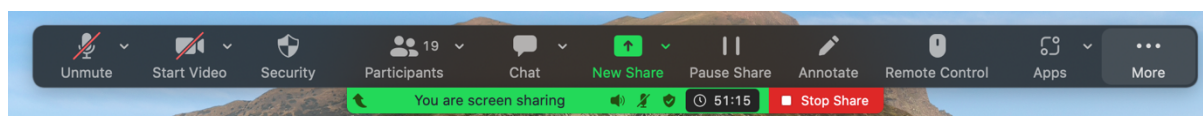
TIPS:

Zoom video on Sharing your screen -

<https://www.youtube.com/watch?v=C4sptqFb0Bk>

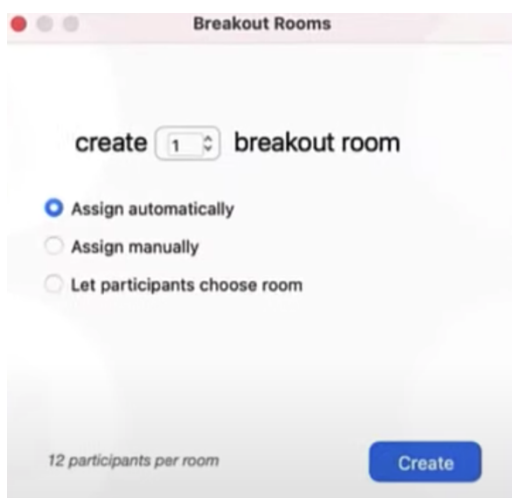
BREAKOUT ROOMS

When you have a pause for thought in the video we have found that if there are enough people you can put smaller groups into breakout rooms. To do this click more ...

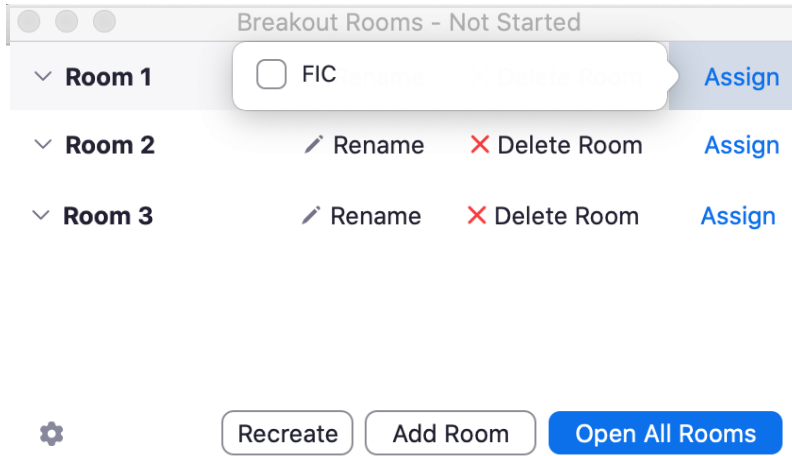


And select **Breakout Rooms**


You can then assign your participants to a specific room or you can ask Zoom to allocate them automatically...

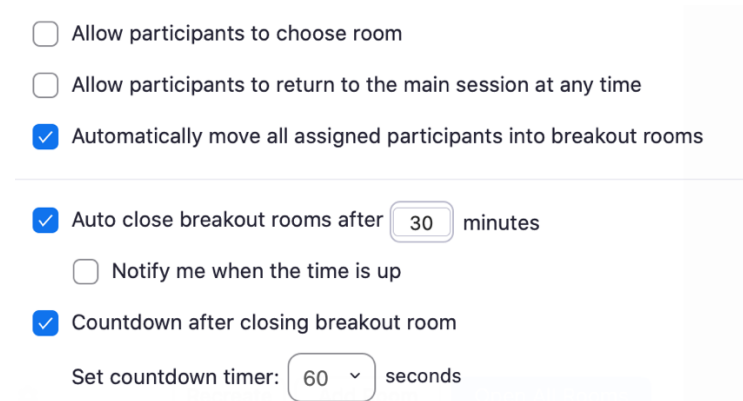


To assign specific people to each room, click assign manually, change the numbers of rooms to how many you need and then click **Create**.



Here you can click **Assign** and select each name using the drop-down list and ticking who you would like in each room

You can click the  to get further options (as below) and then click **Open All Rooms**



We would recommend that you select the options as we have – you will be able to change the amount of time the breakout room is open for. Once you are happy with the settings click off the page – there is no save button!!!



TIPS:

Zoom video on Breakout Rooms -

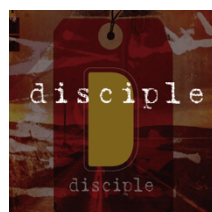
<https://www.youtube.com/watch?v=GDKJM6JhyUY>

FREEDOMKITS



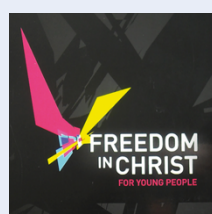
Group Kit - <https://ficm.org.uk/shop/freedom-christ-course-2017-starter-pack-freedomstream-subscribers>

Personal Kit - <https://ficm.org.uk/shop/freedom-christ-course-personal-freedom-kit>



Group Kit - <https://ficm.org.uk/shop/disciple-starter-pack-freedomstream-subscribers>

Personal Kit - <https://ficm.org.uk/shop/disciple-personal-freedom-kit>

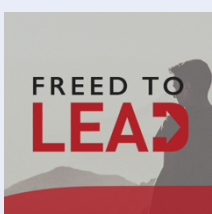


Group Kit - <https://ficm.org.uk/shop/fic-young-people-starter-pack-ten-11-14s>

Personal Kit - <https://ficm.org.uk/shop/FIC For Young People Youth Guide 11-14>



Group Kit - <https://ficm.org.uk/shop/lightbringers-church-edition-downloadable-resources-leaders-guide>



Group Kit - <https://ficm.org.uk/shop/freed-lead-starter-pack-freedomstream-subscribers>

Personal Kit - <https://ficm.org.uk/shop/freed-lead-participants-guide>



Group Kit - <https://ficm.org.uk/shop/keys-health-wholeness-fruitfulness-starter-pack-10-participants>

Personal Kit - <https://ficm.org.uk/shop/keys-health-wholeness-fruitfulness-participants-guide>



Group Kit - <https://ficm.org.uk/shop/grace-course-starter-pack-freedomstream-subscribers>

Personal Kit - <https://ficm.org.uk/shop/grace-course-personal-freedom-kit>