



Western DuPage

Special Recreation Association

**VIRTUAL
RECREATION
PROGRAMMING**

USER GUIDE

WELCOME TO WDSRA'S VIRTUAL RECREATION PROGRAMMING

We are excited to have you with us! Use this guide to assist you while you navigate through all the different virtual programming options. WDSRA programs are available via internet, phone and subscription boxes. Read through the information below to find the best option(s) for you!

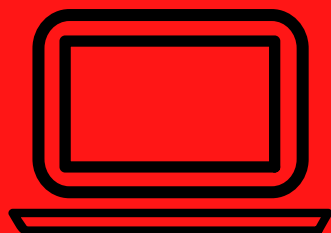
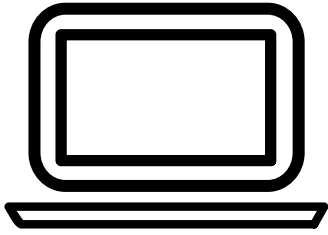


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WDSRA VIRTUAL PROGRAMMING



INTERNET PLATFORM = ZOOM

WHAT DO YOU NEED?

Participants interested in joining our Virtual Programming will need to be able to access internet and a device that has a video camera, microphone and speaker. Headphones assist in hearing the meeting more clearly.

Virtual Programming Via Zoom

WHAT TO DO

- 1- Register for our programs online.
- 2- Download the Zoom App.
- 3- Recieve welcome email regarding information needed for the program.
- 4- You will receive a Zoom link each session that will be utilized for all the weeks of the program.

ZOOM SAFETY GUIDELINES

- 1- Please do not share the login and password information with anyone. Individuals are required to register for the program and we do not want outside visitors.
- 2- Upon starting the Zoom meeting, you will be placed in a waiting room and there will be a message that the host will be with you shortly.
- 3- Attendance is taken at this time. Ensure the name of your device is adjusted to the participant first name and last initial. This is so that everyone can be identified by staff and fellow participants.
- 4- When joining, all participants will be muted until we are ready to start the program.

ZOOM USER TUTORIALS

Videos below have some repeat information but each has a different tip or trick. Please note: most tutorials are directed towards students/parents but they are very informative.

[Tutorial 1](#) [Tutorial 2](#) [Tutorial 3](#) [Tutorial 4](#)

HAVE ADDITIONAL QUESTIONS? EMAIL US!
VIRTUALRECREATION@WDSRA.COM

WDSRA VIRTUAL PROGRAMMING

PHONE-IN



WHAT ARE PHONE-IN PROGRAMS & CAN I ACCESS ALL PROGRAMS VIA PHONE?

Phone-in programs allow you to participate in a program via a phone call. Only programs with a phone icon next to them are eligible for call in.

WHAT DO YOU NEED?

You will need a land line or smartphone.

Virtual Programming Via Phone

WHAT TO DO

- 1- Register for our programs online or via a paper registration form.
- 2- If you will be using a smart phone with a valid email address or will be calling in with a land-line phone, please indicate which one the registration form (call-in via smartphone/email or land-line)
- 3- Staff will get you the program information via phone or email dependent on which option you chose.
- 4- Follow the directions below based on how you will access the program.

PHONE-IN VIA SMARTPHONE WITH EMAIL

- 1-You will receive an email with the program information and the one tap mobile phone number to access the program.
- 2- At program time, log-in to your email and click on the one-tap phone number to call-in.
- 3- You will remain in a waiting area until the start of the program. A staff member will let you in when they are ready to start the program.

PHONE-IN VIA LANDLINE/CELLPHONE WITHOUT EMAIL

- 1-A WDSRA staff member will call you before the start of the program with program information and the program phone number, meeting ID, and password.
- 2- At program time, call the phone number. You will be prompted to add in the meeting ID and password.
- 3- You will remain in a waiting area until the start of the program. A staff member will let you in when they are ready to start the program.
- 4- You be muted upon entry. You will be prompted to press *6 to unmute yourself.

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WDSRA VIRTUAL PROGRAMMING

CAMP/SUBSCRIPTION BOXES



WHAT ARE SUBSCRIPTION BOXES?

Weekly themed boxes with activities, crafts, and optional Zoom times to call-in to socialize, exercise, or do a craft together with WDSRA staff and participants.

Virtual Programming Subscription Boxes

WHAT TO DO

- 1- Register for boxes online or via a paper registration form.
- 2- You can register for one, two, three, or four boxes each month, dependant on what is offered.
- 3- Upon registration deadline, staff will compile boxes with your participant in mind.
- 4- You will need to pick-up your box(es) on a designated day at one of the pick-up locations.
- 5- See below for more information regarding the boxes.

CAMP SUBSCRIPTION BOX- AGES 3-21

Weekly themed box

Welcome Letter

Zoom/Call-in links for 3 live programming sessions
(Zoom sessions will be split into ages 5-12 and 13-21)

Crafts

Activities

Sensory items

SUBSCRIPTION BOX- AGES 21 & OLDER

Weekly themed box

Welcome Letter

Zoom/Call-in links for 2 live programming sessions

Crafts

Activities

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