



# Growing a JGS: THE IAJGS ZOOM BENEFIT

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One of the benefits of being an IAJGS member is that you have access to a Zoom business account. IAJGS is set up as the business and JGSes under this arrangement are members. This provides several advantages to your JGS.

## **Favorable Pricing**

The cost of the Zoom account is discounted from the cost of a business account if you were to get it independently of IAJGS.

## **Expanded Attendee Access**

With a Zoom Pro account, it is necessary to expand your access if you anticipate attendees exceeding 100 and wish to accommodate them via Zoom. With the use of Zoom, some JGSes are attracting additional attendees from outside of their region and the number of attendee RSVPs is rising. While many of those may drop off on the day of the presentation, you have no certainty, so may want to assure sufficient room. This adds an uncertainty and pressure to worry about and plan for. For the same cost, a business account through IAJGS, allows for up to 300 attendees, eliminating that concern.

## **Transcription**

Also included in a business account is transcription. You may find this useful in drafting board meeting minutes and for presentations where you might want to write a synopsis of a talk for your newsletter. There are a few things you will need to do to take full advantage of this functionality. First, you will need to record the meeting in the Cloud as opposed to local recording to your computer. You will also need to adjust the settings to assure transcription.

So, what do you need to do to get a transcription?

First sign into your Zoom web portal. Click on settings. Enter “recordings” into the search box at the top of the page. Scroll down to “Advanced cloud recording settings” where you will see a box to check which says, “Create audio transcript.”

When you record in the Cloud you will have the ability to record in multiple ways and will have to indicate your preference in the settings.

- Record active speaker with shared screen.
- Record gallery view with shared screen.
- Record active speaker, gallery view, and shared screen separately. The three versions may be useful if you edit your videos and want to show different views.

The transcription is in a VTT file which you can open and edit using any text editor, such as Microsoft Notepad (Windows), Apple TextEdit (Mac), or GitHub Atom (multiplatform). You can also view a VTT file's contents by dragging the file into any web browser.

Here are some specific links that you will find helpful:

[Changing the settings for recording in the cloud](#)

[Enabling audio transcription](#)

[Closed captioning in Zoom](#)

[Deleting recordings.](#) When you record in the Cloud for Zoom, you will want to download them and then save them in Google Drive, OneDrive or another repository and then delete them from your Zoom Cloud storage lest you run out of room.