

How to use participant naming to your advantage

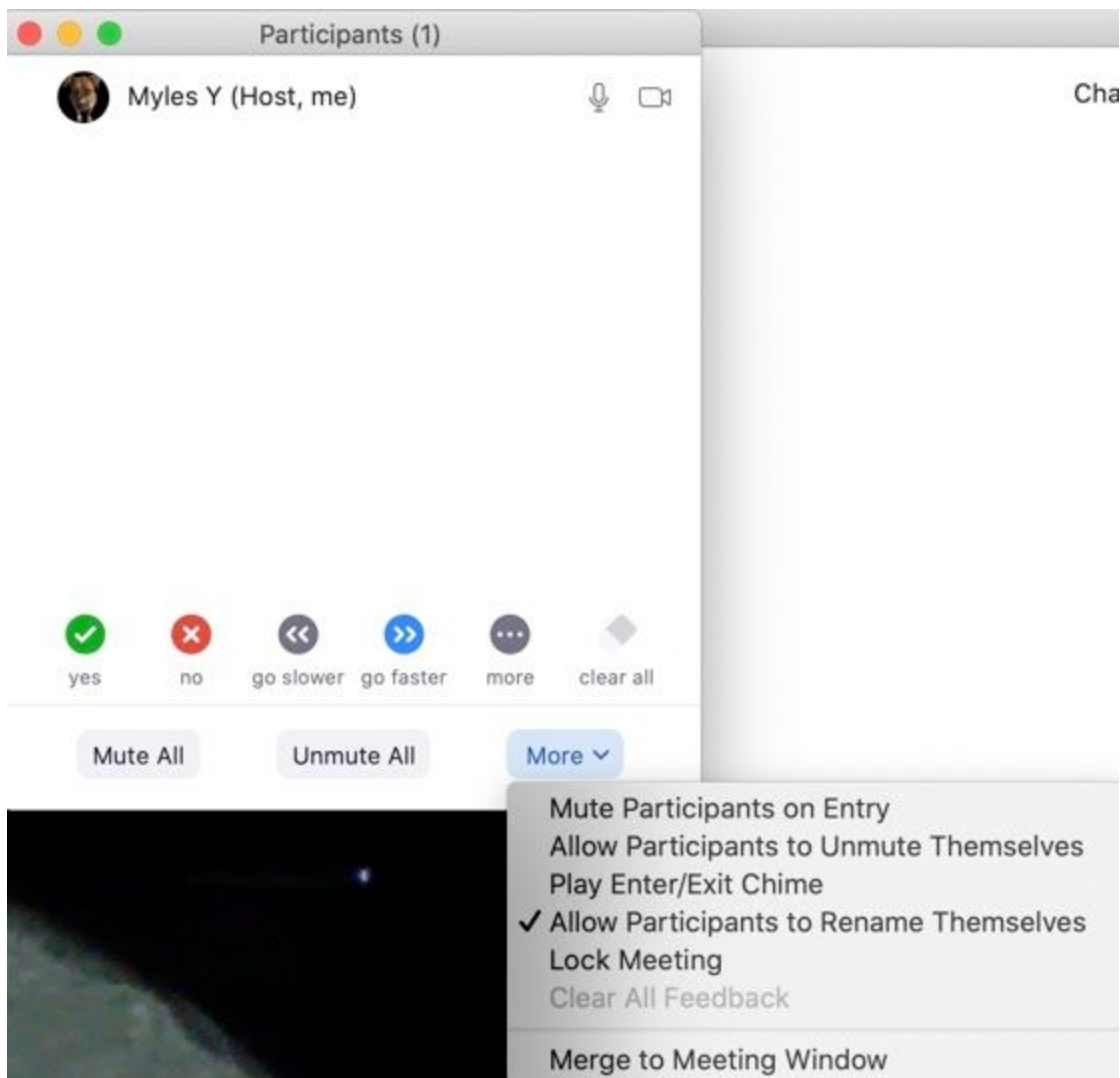
I use the chat feature to tell me who should be talking in the meeting and why. We use the search participants box to filter the participants into the appropriate lists.

This requires some setup before the meeting. It also requires that the trusted servant is detail oriented when using naming convention.

Ask the trusted servants to log in before the meeting starts so you can rename them or better yet ask them to change their name to a specific name before they log in to the meeting.

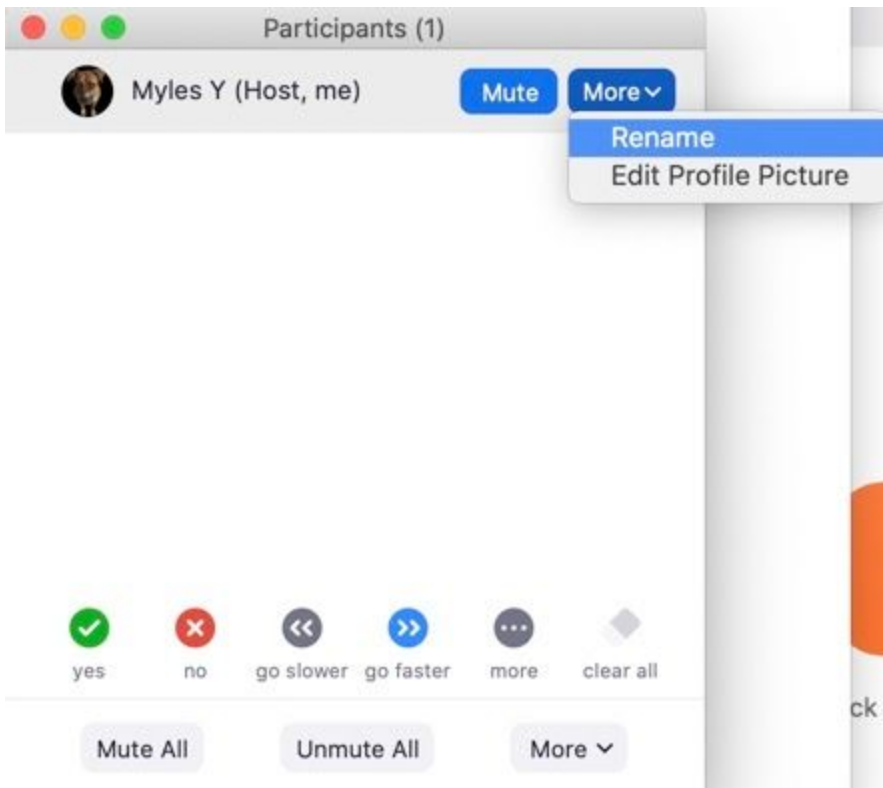
Setup - Required Meeting Changes

1. Have a list of the trusted servants available
2. In the Host “Manage Participants” screen:

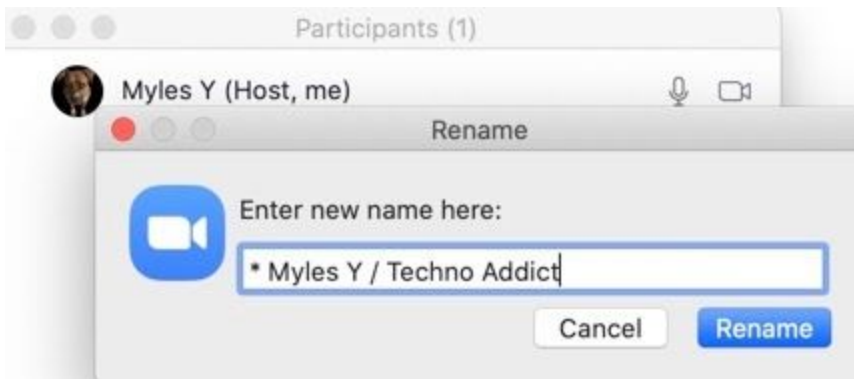


Uncheck “Allow Participants to Rename Themselves”

The other function that will be used extensively is the “Rename” function. You can find that by clicking on the participant and then click the “More” drop down menu.



As people come into the meeting, start changing their names to reflect their duties. Choose the appropriate name for the user.



Naming Convention

Use a naming convention in the name field that helps the meeting admins using filters in the chat window.

Here are the naming conventions that I use. Feel free to develop your own if you like searching for different items.

The naming convention can be broken into four segments

Asterisk *	Name	Delimiter	Function
Is this person going to talk during the meeting?	Kyle Y	This tells me what group or list the participant is a member of.	Reading Trusted Servant Title Birthday Designation Speaker or some code if you don't want to give up who the speaker(s) is/are.

Asterisk: The asterisk tells me that at some point, the participant is going to talk. When the participant has spoken or read the reading, remove the asterisk from their name. Be careful when doing this. I put a user on hold who was the speaker accidentally by choosing the wrong function in the “More” menu.

Name: This segment Name needs no explanation.

Delimiter: [Delimiter](#) is a fancy name for something that separates something. The type of delimiter here can help the lists from becoming too long. If you have 20 people taking cakes you don't want to see them mixed in with your trusted servants. This will make it too hard on the admin during the meeting. Use a delimiter per function type. Make sure all unmute and muting co-hosts understand the delimiter principle.

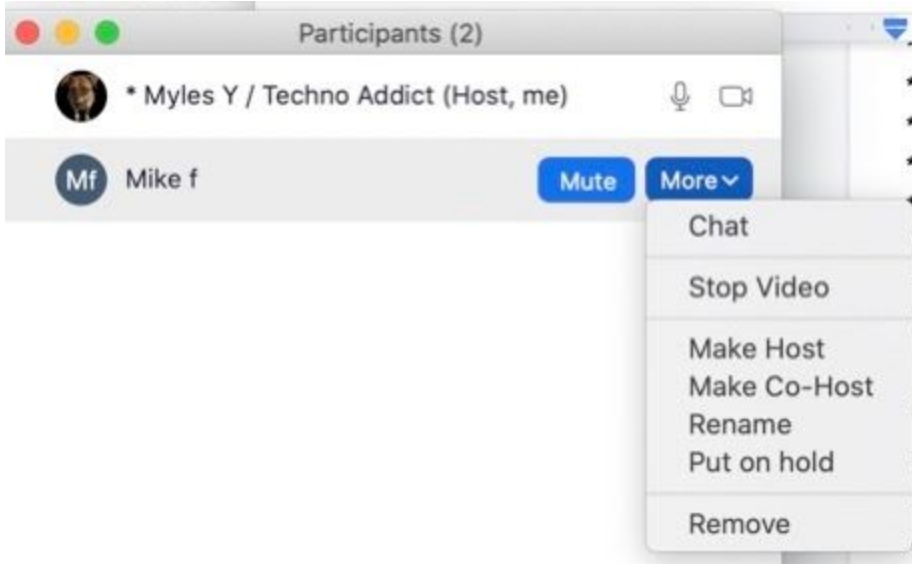
Suggested delimiters

-	This is a reader of the readings
/	This is a Trusted Servant
+	This is a Clean Time Celebrant
=	This can be a speaker or something else

Function: This is what we would be looking for at a particular time during the meeting.

If for some reason people are in the list when they're not supposed to be, rename them. This is why we prevent users from renaming themselves. "Johnny 4*4 Kitchen-Door" will violate your naming convention. Rename this guy to "Johnny".

Pick your user



Change the title



This example shows Mike F is now the treasurer and he's taking a cake for 10 years.

Formatting the Readers names

- * Jane C - Just For Today
- * John Y - Twelve Traditions
- * Kylie F - How It Works
- * Delores K - Who is An Addict
- * Marvin X - Why are we here
- * Randall S - What is the NA Program
- * Kimberly D - We do recover

Formatting the Trusted Servants names

For Recovery Meetings

- * Red J / Secretary
- * Blue J / GSR
- * Sky D / Treasurer
- * Duke E / Literature
- * Ed Z / Phonest
- * Sally P / Women's Newcomer Helper
- * Greg P / Men's Newcomer Helper
- * Davis B / Techno Addict
- * David B / co-Techno Addict
- * Dave R / co-Techno Addict Chat Responder

If this were an Area or Regional or World Services meeting use similar naming and the appropriate titles.

For Region

- * Sophia R / Exec Chair
- * Ruby X / Exec Vice Chair
- * Samuel V / Exec Secretary
- * Donna S / Exec Treasurer
- * Troy B / Exec Treasurer Vice
- * Don H / Regional Delegate
- * Debbie A / Regional Delegate Alternate
- * Royce W / Phone Lines
- * Denette W / Website Chair

For Area

- * Sophia R / Area Chair
- * Ruby X / Area Vice Chair
- * Samuel V / Area Secretary
- * Donna S / Area Treasurer
- * Troy B / Area Treasurer Vice
- * Don H / Regional Committee Member (RCM)
- * Debbie A / Regional Committee Member Alternate
- * Royce W / Phone Lines
- * Denette W / Website Chair

Formatting Birthdays

- * Bob B + 56 Years
- * Arcinella X + 33 Years
- * John Q + 25 Years
- * Rich M + 20 Years
- * Skafandra + 17 Years
- * Semolina + 10 Years

* Phillemon T + 1 Year

Filter

Use the Chat Filter to find these participants just type in one of the delimiters to filter to the list you want.

That's it. Easy Peasy.

Delegation

Hopefully you can find people to help do the following tasks. These users must be co-hosts that you assign during the meeting.

Mute every one after ever section of the meeting.

Someone who can just search on the trusted servants to unmute them appropriately.

Someone who can just search on the Birthday People and the Timer to unmute them appropriately.

Someone who can just search on the Speakers to unmute them appropriately.