



# Any- Lengths Online Group

## Serving as Timekeeper & Screen Sharer

- 1 On your device, (Zoom already on and connected)...
- 2 1. Open a browser
- 3 2. Go to our meeting web page at <https://any-lengths.com> (bookmark it)
- 4 3. Scroll down to the **A.A. Literature and Service material** section and open each of
- 5 the readings for that day. These can be found in that day's meeting script.
- 6 a. If using a PC, right-click the link and choose "Open in New Tab".
- 7 b. If using an iPad, just touch the link.
- 8 4. Repeat for each reading and times-up Image, (that day's readings can be found in that
- 9 day's meeting script) and closing readings & petitions (the closing reading you'll get
- 10 from the chairperson).
- 11 5. Now you should have a browser preloaded with the day's readings
- 12 6. Go back to Zoom now...
- 13 7. Click or touch the "Share Screen" icon:

### 14 **For iPad users:**

- 15 a. Tap the **Start Broadcast** icon
- 16 b. Double-click the Home button so you can select/return to your browser (should
- 17 see a note on your browser that *you are sharing your screen*)
- 18 c. The meeting script provides the order in which documents are shared in the
- 19 meeting, it is important to scroll along with the reader.
- 20 d. Tap on the Stop Sharing red icon after readings are read.
- 21 e. In a live meeting, you'll also have the closing reading and petition pre-loaded
- 22 and would repeat the sharing steps for that at the end of the meeting also.

### 23 **For PC users:**

24 It is essentially the same process, only simpler. When you click the "Share Screen" icon, a  
25 window opens up and you simply select the browser from among the options that display in  
26 the window. Similarly, you end screen sharing by clicking the Stop Sharing icon.

### 27 **Misc Things to Remember:**

- 28 ● Remember to follow along and **scroll** long readings (like **How It Works**) for the reader
- 29 - what you see is what they see.
- 30 ● You will want to increase (+) the view larger on readings with smaller text, (again, like
- 31 **How It Works** – text is usually hard to read at 100%)
- 32 ● It can be handy to print out a meeting script to follow along with the chairperson until
- 33 you get used to the normal timing for when in the meeting to initiate the share feature
- 34 ● Download the Service Position PDF for additional info on roles and other reminders

35 The following Timekeeper and Screen Share tasks are copied from the Service Descriptions  
36 found in our [Constitution, By-Laws, and Job Descriptions of the Any-Lengths Group of](#)  
37 [Alcoholics Anonymous Approved Nov 2023](#) Document:

#### 38 **IV.4.13 Timekeeper and Screen Sharer**

- 39 1. 30 days of sobriety
- 40 2. Timekeeping and Screen Sharing duties be shared.
- 41 3. This position is non-elected. And can be filled by any member not covered by Article X.

#### 42 **Timekeeper**

- 43 4. Use Group Conscious approved images.
- 44 5. Load the Meetings 'Time's Up" image in a browser and be ready to Screen Share.
- 45 6. The standard time limit for shares is three (3) minutes. The Meeting Chair may adjust
- 46 this.
- 47 7. Once a meeting has opened to sharing, time how long each person is sharing. Once
- 48 they reach the time limit, begin Screen Sharing the 'Time's Up" image.
- 49 8. The meeting platforms free timer application can be added following the instructions
- 50 here
- 51 <https://support.zoom.us/hc/en-us/articles/4418692187021-Using-the-Zoom-Timer-App>

#### 52 **Screen Share**

- 53 9. Coordinate with the chairperson 10-15 minutes before the start and load that day's
- 54 literature, daily readings, and closing readings.
- 55 10. Share the daily readings onscreen at the appropriate times per the meeting script. Move
- 56 the page following the reading.
- 57 11. Screen sharing instructions for our current platform are here
- 58 [https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-or-desktop-o](https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-or-desktop-on-Zoom)
- 59 [n-Zoom](https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-or-desktop-on-Zoom)

60 *NOTE: Training on sharing and a practice run will be done with each volunteer beforehand.*  
61 *These notes are just a quick refresher/reminder.*