 Welcome to Gilda’s Club Westchester!

We understand how overwhelming a cancer diagnosis or loss can be. Our clinical oncology support team members, made up of licensed mental health professionals, are here to provide emotional and social support to you and your family members. During this time of COVID, all of our new member meetings, 1:1 meetings and programs are being conducted via zoom or teleconference. We will re-gather in our clubhouse in White Plains when it is safe to do so.

We look forward to welcoming you at your upcoming meeting. We would like to take this opportunity to provide you with a few helpful details.

New Member Meeting

This meeting is an opportunity to learn about the free programs and services that we offer at GCW. You have the option of selecting a day or evening session. Prior to the meeting we ask that you complete our ***New Member Information*** ***form*** found on our website home page www.gildasclubwestchester.org

The new member meeting will be led by a GCW Social Worker via zoom and will be approximately 30 minutes in length. You will learn how to use our calendar to sign up for lectures, workshops and wellness programs and have an opportunity to virtually meet other new members. For those interested in counseling or support groups, an individual follow up meeting will be scheduled with a GCW Social Worker to get you started.

We look forward to seeing you on zoom and are confident that you will find a community of support here. Thank you for giving us the opportunity to support you during this time.

 GCW PROGRAMS AND SERVICES

Overview of Programs and Services for Adults

*Support:* Counseling and support groups

*Education:* Workshops/lectures around a specific topic (i.e. Managing Anxiety, Communicating with Your Medical Team, Nutrition through Cancer Treatments)

*Healthy Lifestyles:* Exercise and wellness classes (i.e. yoga, creative arts, journaling, meditation)

*Social:* Opportunities for camaraderie and connection, such as dinner or book club
*Resource/Referrals:* Cancer, caregiver and bereavement resources

Overview of Programs for Children, Teens and Families

*Support:* Individual/family counseling, support groups

*Education:* Workshops such as “Cancer 101” or “Talking to Kids About Cancer”

*Healthy Lifestyle*: Art, meditation, yoga

*Social:* Themed social events

*Resources/Referrals*: Brochures such as “How to Talk to Kids” about cancer



How to Sign up for a GCW Program

* Once you have attended a new member meeting, you are now eligible to sign up/attend any of our lectures, workshops and wellness programs\*\*
* Refer to our online calendar for the monthly offerings: <https://gcw.gnosishosting.net/Events/Calendar>
* Click on a program you are interested in attending
* Click on the box that says “register now”
* If you have not already created an account, do so now by entering your email address and creating a password
* You can then register for any lecture, workshop or wellness programs on the calendar
* A zoom link will automatically be sent to your email address once you register for any program
* Please log on to your zoom meeting a few minutes prior to the start of the program so you can make sure everything is working
* If you register for a program and cannot attend kindly advise us. We often have waiting lists

\*\*Please note that *ongoing support groups require placement*. Please discuss with a program staff member if you are interested in joining a group.

Basic Zoom Instructions for Participants

*Before joining a Zoom meeting on a computer or mobile device, you must download the Zoom app. You will be prompted to download and install Zoom when you click the ‘join’ link that GCW will send to you for your specific activity.*

*Please note that the Zoom program is completely free of charge to participants. Each meeting has a unique number called a meeting ID that will be required to join a Zoom meeting This meeting number is contained in the link that was sent to you by GCW.*

To Join a meeting (after you have installed Zoom)

1. Click on the link that was emailed to you by GCW. This will take

you directly into the zoom meeting at the scheduled time. You

might want to join a few minutes early to familiarize yourself

with the process and screen.

1. You will be asked to enable your computer microphone. The

video should then start immediately. If it does not, click ‘play

video’ at bottom left on your screen. If you don’t see this icon,

hover with your mouse over the bottom of the screen to see the

icons that allow you to mute, play video etc.

Please mute your microphone (bottom left on your screen) to minimize background noise and unmute if you need to ask a question.

1. Your screen will default to ‘speaker’ view which shows the host in the largest screen. If you would like to see everyone, click on galley view in the upper right corner of your screen. Make sure your volume is turned up on your computer so you can hear the facilitator.

Tips for Zoom Meetings

[Mute your microphone](https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting)

* + This can be done by moving your mouse to the bottom left corner of your screen. There you will see a microphone icon - if you click on it will mute your microphone. The microphone icon will now have a line thru it meaning you are on mute. It will say ‘unmute’ which means that if you click on it again it will unmute your microphone.
	+ Please mute your microphone at the beginning of all meetings - and only unmute when you want to talk- to help keep background noise to a minimum
	+ When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.

Start your video

* + If participants cannot see you - move your mouse to the bottom left of your screen.
	+ Click on the icon that says, ‘play video’. This will start your camera.
	+ If you have to step away from the meeting, click on the video icon again and it will stop the video, but you will still be part of the meeting.
	+ Remember to start video again when you return.

Position your camera properly

* + - If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.

Limit distractions

* + You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.
	+ Avoid multi-tasking
	+ You'll retain the discussion better if you refrain from reviewing and replying to emails or text messages during the meeting

Change your view

* + You can change from “speaker view” which shows the speaker in a large box to “gallery view” which shows everyone as the same size.
	+ Click on the dots on the top right of your screen.
	+ You can go back and forth between these views during the meeting