**WBN Zoom Chapter Meeting Schedule and Instructions**

All chapter meetings have been scheduled on the WBN Zoom line as close to their regular meeting time as possible. There was a lot of overlap so many chapters have a different Zoom meeting time, please check your time carefully. ***Yellow highlight means that the Zoom time is different to the usual in-person meeting time.*** If your chapter decides to use a service other than the WBN Zoom line or if you need another time slot on the WBN Zoom line, please email the MSC, Elizabeth, at [msc@wbninc.com](mailto:msc@wbninc.com).

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| **Chapter** | **Mtg Days** | **Zoom Mtg Time** | **Zoom Meeting ID Number** | **Notes** |
| Allegheny Valley | 1st & 3rd Tue | 8:00-9:30am | <https://zoom.us/j/489310579> |  |
| Beaver | 2nd & 4th Tue | 10:45-11:45am | <https://zoom.us/j/230606223> | Usual mtg time is 8:30-9:30 |
| Cranberry | 1st & 3rd Thur | 7:30-9:00am | [https://zoom.us/j/379665474](https://zoom.us/j/379665474?pwd=eWJ3UC9IYnMvUDRwS1NKem9ZVzhoZz09) |  |
| Criders Corner | 2nd & 4th Thur | 12:00-1:30pm | <https://zoom.us/j/173612605> |  |
| Downtown | 2nd & 4th Thur | 11:00-12:00pm | <https://zoom.us/j/647561310> | Usual mtg time is 12:00-1:00 |
| East | 1st & 3rd Tue | 9:30-11:00am | <https://zoom.us/j/303404086> | Usual mtg time is 8:00-9:30 |
| Greensburg | 2nd & 4th Wed | 11:30-1:00 | <https://zoom.us/j/323049677> |  |
| Laurel Highlands | 1st & 3rd Thur | 9:00-10:45am | <https://zoom.us/j/552033670> | Usual mtg time is 8:00-9:45 |
| Ligonier | 1st & 3rd Thur | 10:45-12:15pm | <https://zoom.us/j/908032065> | Usual mtg time is 9:00-10:30 |
| McMurray | 1st & 3rd Wed | 8:30-10:00am | <https://zoom.us/j/105499961> |  |
| Monroeville | 2nd & 4th Wed | 9:30-11:00am | <https://zoom.us/j/879792520> | Usual mtg time is 8:15-9:45 |
| Mt. Lebanon | 2nd & 4th Tue | 9:15-10:45am | <https://zoom.us/j/605940536> | Usual mtg time is 8:30-10:00 |
| Murrysville | 2nd & 4th Thur | 8:15-9:45am | <https://zoom.us/j/535132303> |  |
| Norwin | 2nd & 4th Wed | 8:00-9:30am | None needed | Will use Donna C’s line |
| Penn Twp/Jeann | 1st & 3rd Thur | 12:15-1:45pm | <https://zoom.us/j/878909461> | Usual mtg time is 12:00-1:30 |
| Pgh City East | 2nd & 4th Wed | 8:00-9:30am | <https://zoom.us/j/336437197> | Usual mtg time is 8:15-9:45 |
| Pgh North | 1st & 3rd Fri | 9:00-10:30am | <https://zoom.us/j/626299901> |  |
| South Hills | 1st & 3rd Thur | 1:45-3:15pm | <https://zoom.us/j/444392862> | Usual mtg time is 8:00-9:30 |
| Washington | 2nd & 4th Wed | 1:00-2:30pm | <https://zoom.us/j/212881120> | Usual mtg time is 8:30-10:00 |
| Wexford | 2nd & 4th Tue | 8:00-9:15am | <https://zoom.us/j/360614451> | Usual mtg time is 8:15-9:30 |

**Instructions for Using WBN Zoom Line for Virtual Chapter Meetings**

**Before the Chapter Meeting:**

1. Make sure everyone in your chapter has downloaded the Zoom app on their desktop, phone, or tablet. [Instructions are here](https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting). They can also join a test meeting at this link and we suggest that they do so.
2. Email your chapter Zoom link (from the table) and the meeting time (which may have changed) to all your chapter members.

**At the Meeting Start Time:**

1. Do not try to join the meeting more than 5 minutes prior to the start time. The Zoom line may be in use by another chapter. The meeting times for all 20 chapters have been strategically scheduled.
2. Chapter members click on the chapter meeting link that you emailed earlier

**Ending the Meeting:**

1. Be sure to **end the meeting at least 5 minutes before your allotted end time** so that the next chapter on the schedule can begin their meeting. Remember, only 1 Zoom call can take place at 1 time.

**Need help?**   
1. Phone the WBN Office 412-343-2235. As of March 17, the office is open; however, that could change without notice.  
2. Email Elizabeth, the MSC [msc@wbninc.com](mailto:msc@wbninc.com) and/or her assistant, Amelia [amelia@kassalen.org](mailto:amelia@kassalen.org)