**Options On-line Domestic Violence**

1. Client must complete an **"In-Person"** intake.(Temporarily excused for Corvid-19)
2. Client must provide proof of Identity. Drivers License etc…. A copy of this client's photo **must be** attached to his/her file.
3. Client **must** have the ability to access the internet for "GoToMeeting" or have the ability to download the "GoToMeeting" App either by iOs or android. Client must have a sufficient internet access to participate in a streaming conference without continuous interruptions or downloading issues.
4. Depending on which class the client wishes to participate, the fee for that class can be paid the day before class Client can opt to have their respective card charged automatically to simplify the process. (Misses are handled the same as in-person classes)
5. Client must contact the office if having an issue connecting to the online site or through the App.
6. Men's classes can be accessed on Wednesdays on 4, 5:30 or 6. Saturdays at 9:30, 11.
7. Women's classes can be accessed on Tuesdays on 5:30 or 7:00.
8. Client must be able to see the facilitator and the facilitator must be able to see the client for the duration of class. **Camera** on the client's device must be activated as well as the **Microphone.**

The app is the best way to access the service. The icon for the app is what is shown on the left. Once downloaded and the registration is complete the client should see a screen like the one to the left. The "meeting room or ID" will be provided by us when client has contacted the office for class. Once client completes signing into "GoToMeeting" we will complete a trial run to ensure that client can access the
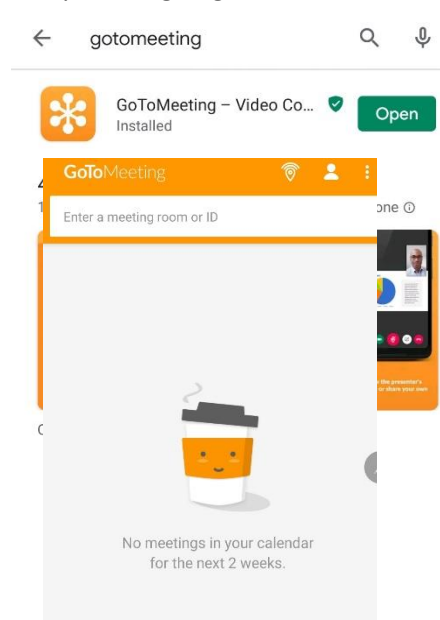

classes efficiently. If client wishes to access the program via a computer the process is as simple as the App. Again client just needs to sign into a meeting room or ID.

9.Upon the client contacting the office for class, the facilitators will have the meeting room open so client just needs to enter the room upon time for the class.

10.   Meeting ID's are distributed by Options and they are class dependent. Please contact Options to have an ID assigned (702)646-4736.

11.   Once they have connected to their corresponding meeting they must push the following buttons to ensure they can
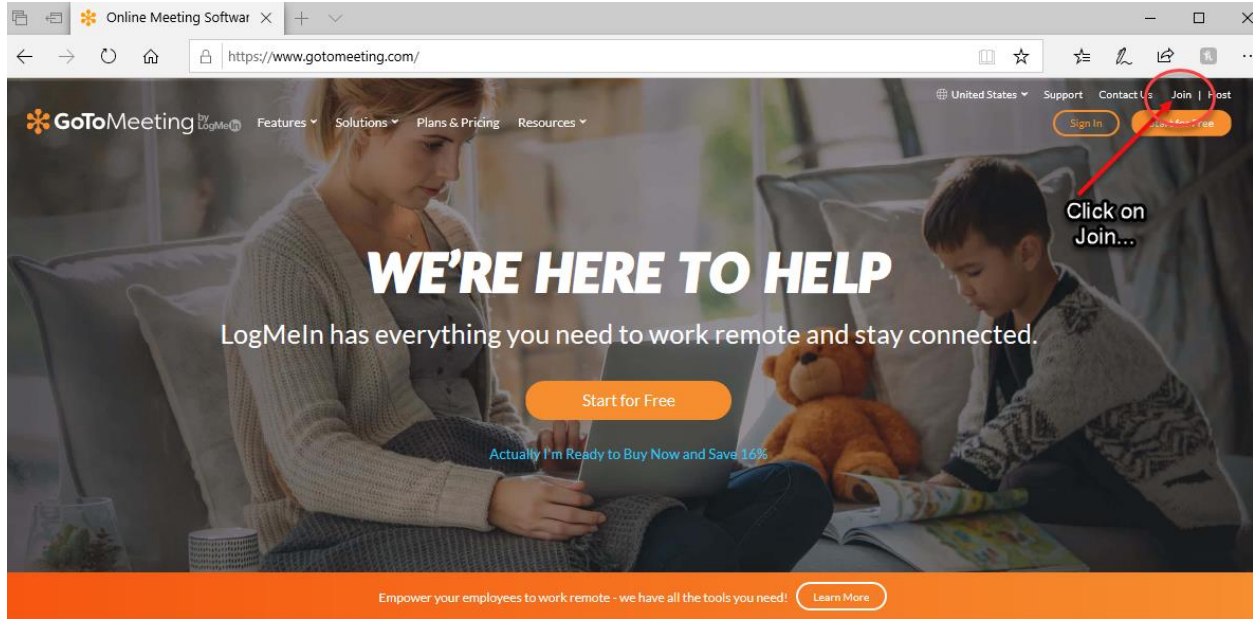
see and be seen and heard. 14
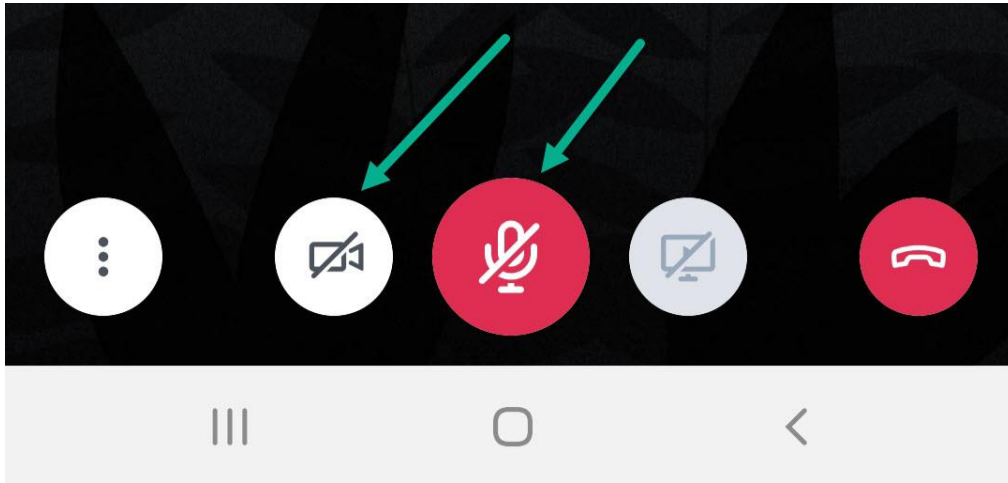
12. If you have any technical difficulties contact Options and we will establish a remote session with you to eliminate any confusion. (702)646-4736

Windows/Apple Login Example:

1. Go to: www.gotomeeting.com the main screen will appear.

2. Complete the Join process by doing the following:
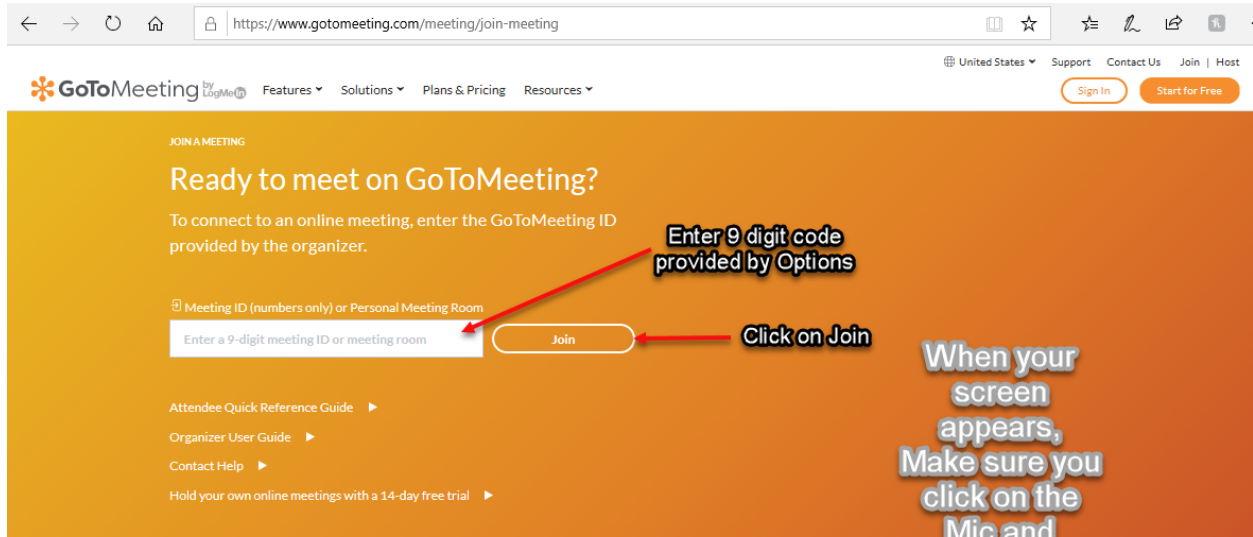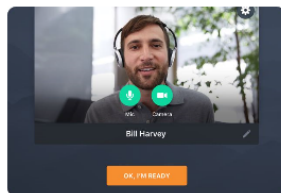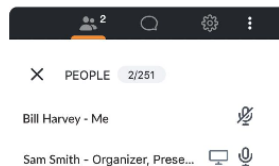
With this completed you should be online with the group. Please ensure you have the current code weekly by calling Options. Payment for classes needs to be made prior to your online class.

NOTE: **You must be online the entire time to receive credit for class. Attendance will be taken at the beginning and end of each session. If you are not accounted for you will NOT receive credit for the session. You are required to pay attention during programming as always. Ensure you have no distractions and that you do not leave from in front of your device.**