

SF MATCH VIDEO CONFERENCE

NOTE: View the list of supported internet browsers below. Please make sure your computer is updated with one of these browsers to participate in the SF Match video conference.

- Google Chrome (version 78 and later), for macOS, Windows, and Ubuntu LTS 16.04 and later.
- Chromium-based Edge (version 79 and later), for Windows.
- Chromium-based Electron (Electron 7 and later, with Chromium version 78 and later).
- Safari (version 12, audio and video only, no content sharing), for macOS.
- Safari (version 12.1.1 and later, audio and video only, no content sharing), for iOS.
- Safari (version 13 and later, content sharing with screen capture requires turning on the Develop, Experimental Features, Screen Capture feature in the browser), for macOS
- Firefox is not supported.

Step 1) Interview type must be set to “SF Match Video Conference”. To view interview type, go to the Interview Scheduler “Interviews” page. Select the date of the interview and click the “Edit” button.

Home / Interview Scheduler

CLICK FOR INSTRUCTIONS

CALENDAR APPLICANTS INTERVIEWS

Interview day	Slots	Interviewees	Interview type	Conference
10/15/2020	3	3	SFM Video Conference	Start video conference
11/24/2020	7	2	SFM Video Conference	Start video conference
12/05/2020	24	0	SFM Video Conference	Start video conference
12/06/2020	24	0	SFM Video Conference	Start video conference

Click "Edit" button to view/edit interview day settings.

December 05, 2020

SLOTS INTERVIEW TYPE DOCUMENTS

Interview Type: In-person SFMatch Video Conference 3rd Party Video Conference

Choose "SF Match Video Conference" as the interview type.

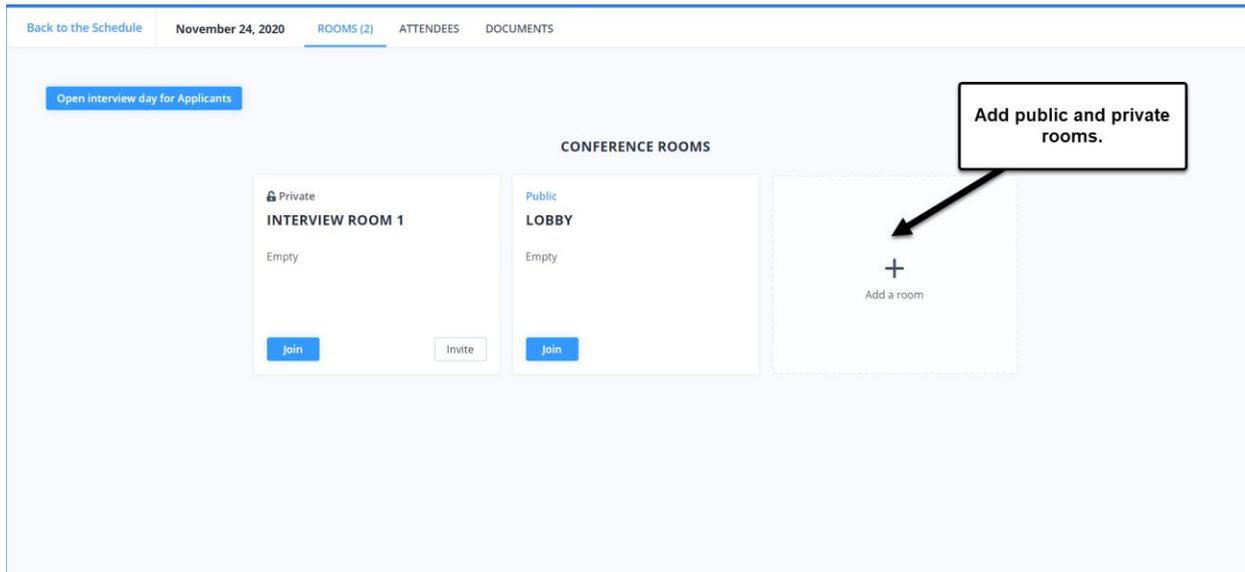
+ Add a room

Click the "Apply" button to save the settings.

Apply Delete Roster Cancel

Step 2) Add public and private rooms. Click the “+” button to add a room. Name the room and mark if the room will be public or private then press the “Save” button. Program users have access to join all rooms that have been added at will. Applicants can join public rooms, but can only come into a private room when they are invited by a program user.

NOTE: A program user cannot place a candidate in a room. The candidate must join the room after being invited.



Step 3) Add program users that will participate in the interview day. All program users that will participate in the SF Match Video Conference will need an account to log into the SF Match system. Check the “Manage Interviews” box in their user account permissions for them to have access to join the video conference.

Add Program User ×

PERMISSIONS

Role*

Permissions

<input type="checkbox"/> Edit Program Profile ?	<input type="checkbox"/> CAS Notifications
<input type="checkbox"/> Manage user accounts ?	<input type="checkbox"/> Interview notifications
<input checked="" type="checkbox"/> Manage Interviews ?	<input type="checkbox"/> Invoices
<input type="checkbox"/> Submit Rank List/View Match Results ?	<input type="checkbox"/> Match Results
<input type="checkbox"/> View Applications ?	
<input type="checkbox"/> View Archive ?	

PROFILE

Salutation | First name* | M.I | Last name*

Credentials | Email*

Check the permission box "Manage Interviews" for all program users that will be participating in the SF Match Video Conference interview.

Step 4) Practice joining rooms from the device you will be using during the interview session. Each user at your program should practice joining rooms from the device they will be using during the interview session. To practice joining rooms, go to the Interview Scheduler, “Interviews” page. Click “Start Video Conference” next to one of the interview dates created (this will not provide applicants access to join any rooms). Click the “Join” button to access specific rooms you have created.

NOTE: Your microphone and camera are defaulted to being off. Enable your microphone and camera each time you enter a room. You can also change the audio and video input/output settings by selecting the “Configure” button or by going to the browser settings.

The screenshot shows the 'Interview Scheduler' interface. On the left is a 'Program Menu' with options like Summary, My Program, Applications, Interview List, Interview Scheduler, Rank List, Program Directory, Transactions, Instructions, and Specialty. The main area is titled 'Home / Interview Scheduler' and has a 'CLICK FOR INSTRUCTIONS' button. Below this are tabs for 'CALENDAR', 'APPLICANTS', and 'INTERVIEWS'. A table lists interview dates with columns for 'Interview day', 'Slots', 'Interviewees', 'Interview type', and 'Conference'. The 'Interview type' column shows 'SFM Video Conference' for all entries. The 'Conference' column has a 'Start video conference' link for each row. A callout box with the text 'Click "Start video conference"' has an arrow pointing to the link for the date 12/05/2020. At the bottom, there is a footer with 'SF Match Residency and Fellowship Matching Services. All Rights Reserved.' and links for 'Privacy, Policy and Terms of Service' and 'Contact Us'.

Interview day	Slots	Interviewees	Interview type	Conference
10/15/2020	3	3	SFM Video Conference	Start video conference
11/24/2020	7	2	SFM Video Conference	Start video conference
12/05/2020	24	0	SFM Video Conference	Start video conference
12/06/2020	24			Start video conference

The screenshot shows the 'CONFERENCE ROOMS' section. At the top, there are navigation links: 'Back to the Schedule', 'November 24, 2020', 'ROOMS (2)', 'ATTENDEES', and 'DOCUMENTS'. Below this is a button that says 'Open interview day for Applicants'. The 'CONFERENCE ROOMS' section contains three items: a private room named 'INTERVIEW ROOM 1' which is empty and has 'Join' and 'Invite' buttons; a public room named 'LOBBY' which is empty and has a 'Join' button; and a dashed box with a plus sign and the text 'Add a room'. A callout box with the text 'Press "Join" button to enter room' has an arrow pointing to the 'Join' button for the 'LOBBY' room.

Back to the Schedule November 24, 2020 ROOMS (2) ATTENDEES (1) DOCUMENTS LOBBY

View all rooms you have access to enter.

Enable your microphone and camera.

Attendees (1) Invite

Crystal White (you)

CHAT FILES (0)

Welcome to Lobby!

Enter message...

Mic Camera Share Configure Exit

The image shows a Zoom lobby interface. At the top, there is a navigation bar with 'Back to the Schedule', the date 'November 24, 2020', and tabs for 'ROOMS (2)', 'ATTENDEES (1)', 'DOCUMENTS', and 'LOBBY'. The main area is dark blue. A callout box points to the 'ROOMS (2)' tab with the text 'View all rooms you have access to enter.' Another callout box points to the 'Mic' and 'Camera' icons in the bottom toolbar with the text 'Enable your microphone and camera.' On the right side, there is a sidebar with 'Attendees (1)' and 'Invite' buttons, showing a single attendee 'Crystal White (you)'. Below that is a 'CHAT' section with 'FILES (0)' and a 'Welcome to Lobby!' message. At the bottom, there is a 'Enter message...' input field and a blue arrow button. The bottom toolbar contains icons for 'Mic', 'Camera', 'Share', 'Configure', and 'Exit'.

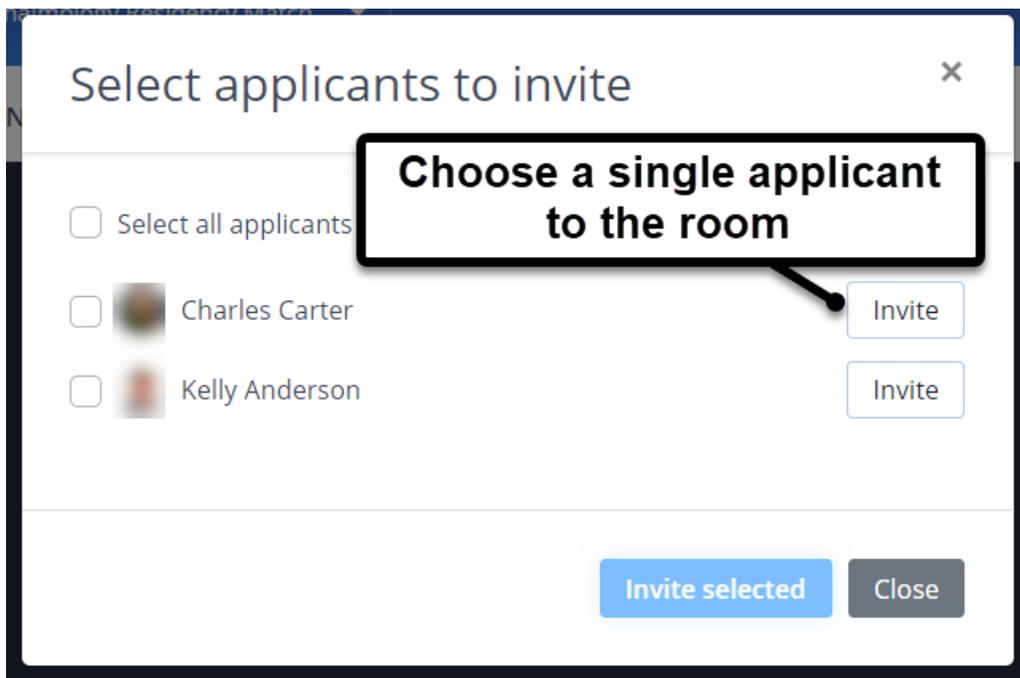
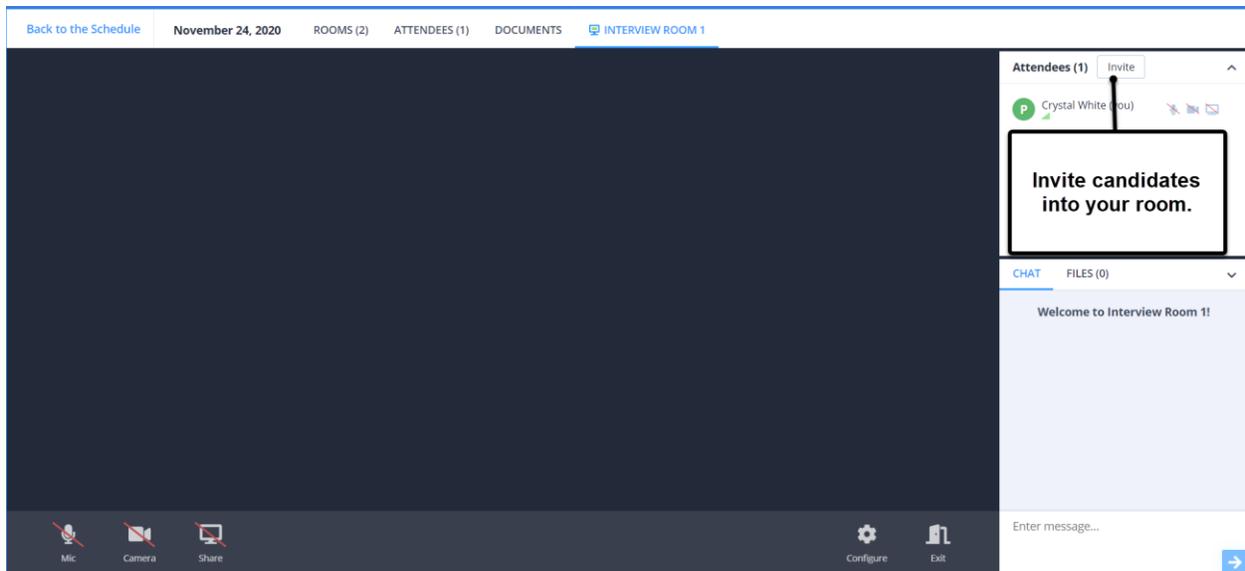
Step 5) Open interview day for applicants. Click “Open interview day for Applicants” button to give candidates the ability to join public rooms.

NOTE: It could be helpful to open the interview day for applicants before your interview session will begin. This will give applicants time to test out their devices to make sure they are working appropriately.

The screenshot shows a web interface with a top navigation bar containing "Back to the Schedule", "November 24, 2020", and "ROOMS (2)". Below the navigation bar is a blue button labeled "Open interview day for Applicants". A callout box with a black border and white background points to this button, containing the text: "Click 'Open interview day for Applicants' button to allow candidates to access any public rooms that have been created." Below the button is a section titled "CONFERENCE ROOMS". This section contains three items: a private room named "INTERVIEW ROOM 1" with a "Join" button and an "Invite" button; a public room named "LOBBY" with a "Join" button; and a dashed box with a plus sign and the text "Add a room".

Step 6) Invite candidates into a private room. There are multiple ways to invite a candidate into a room.

A) As a program user in a room, click the invite button on the right side of the screen.



B) As a program user not in the room, you can invite a candidate to join a room. View the "Rooms" tab and select the room you want the candidate to join. Click "Invite" and select the candidate's name. The candidate will receive a message that he/she has been invited into a private interview room.

Close interview day for Applicants

CONFERENCE ROOMS

<p>Private</p> <p>INTERVIEW ROOM 1</p> <p>Empty</p> <p>Join Invite</p>	<p>Private</p> <p>INTERVIEW ROOM 2</p> <p>Empty</p> <p>Join Invite</p>	<p>Private</p> <p>INTERVIEW ROOM 3</p> <p>Empty</p> <p>Join Invite</p>	<p>Public</p> <p>LOBBY</p> <p>Empty</p> <p>Join</p>
-------------------------------------------------------------------------------	-------------------------------------------------------------------------------	-------------------------------------------------------------------------------	------------------------------------------------------------

Click the "Invite" button to view list of candidates.

+
Add a room

Select applicants to invite

Select all applicants

Kelly Anderson **Invite**

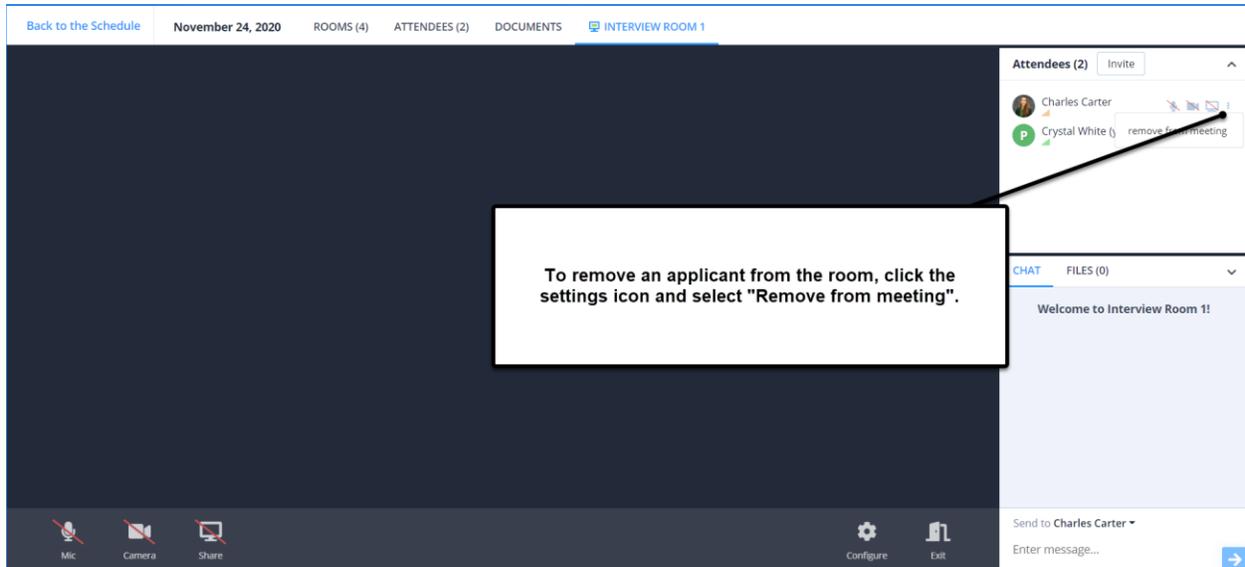
Charles Carter **Invite**

Invite selected **Close**

Invite candidate to join private interview room

Step 7) Remove candidates from room.

- A) If you are in the room with the candidate, select the settings icon to remove the applicant from having access to the private room.



- B) Another way to remove a candidate from a room is to go to the "Rooms" tab, find the room and click the "X" button next to the candidate's name. This will remove the candidate from having access to the room.

