



PFLAG Virtual Support Group Meetings: Using a Sign-Up Sheet

PFLAG National **strongly recommends** that chapters hosting virtual support group meetings use a sign-up sheet or some other vetting process, rather than posting log in information publicly (e.g. posting the Zoom link on social media).

The purpose of using a sign-up sheet or some other vetting process is to give your chapter additional tools to ensure the privacy and safety of support group participants.

When thinking about your vetting process:

1. Use a sign-up sheet (samples are available at pflag.org/pflag-connects-educational-materials) or ask those who are interested in participating to email your chapter with their name, other pertinent details, and their response to a prompt like “What brings you to PFLAG?”
2. Ensure that the facilitator has a copy of the final participant sheet prior to the start of the meeting so that they have an idea of who should be in the room and what brought them there.
3. Set up your Zoom meeting so that it includes a waiting room, as outlined in this [Zoom tutorial](#).

Remember, when you ask potential attendees to send an email or complete a sign-up form, you will need to send them log-in details and the “Participating in a Discussion Virtually” document available at pflag.org/pflag-connects-educational-materials **prior to your meeting start time**. A general best practice is to send a reminder email that includes the log-in details, to all participants (using bcc to ensure privacy) *the day before your meeting*.

Ready to get your sign-up sheet going? We’ve got templates to help!

- Download a Word document with a sample sign-up sheet to adapt and use at pflag.org/pflag-connects-educational-materials.
- View a [sample Google Form sign-up sheet](#) to see how a form can look. (Looking for more details on how to create your own Google Form? Check out this [Google tutorial](#).)