

AlphaNow Help Centre

Template for weekly email to Alpha hosts



Dear Hosts,

Welcome to week **X** of Alpha Online.

Thank you for registering to become an Alpha host. By running a small group, you are making a difference in people's lives and will continue to do so in the coming weeks and months.

In this email you will find some important information to help you host your small group this week.

This weeks' talk and questions

Here are this week's talk and questions:

Title of the talk: **X**

Link to the talk: **X**

Question 1: **X**

Question 2: **X**

Question 3: **X**

Question 4: **X**

Question 5: **X**

Alpha Online - STEP BY STEP

Join Alpha: <add your Alpha url>

Be ready to start at <time>

Login to Alpha and be ready to welcome your group as they join.

You'll then have a chance to introduce yourself to the group and for them to introduce themselves to each other.

If you have any issues with/ or questions about the Alpha platform please contact <name and contact details>

Watch Film Series

At <time>, <name> will broadcast their welcome into all the small groups. They will introduce Alpha and play the film series episode.

Top Tip: Tell your group to keep their videos on during the film so that you can see each other, but ask them to mute themselves.

Alternatively, you can mute your group to avoid background noise and distractions.

Small Groups

Once the Film Series finishes, start your small group discussion using your host notes and questions provided.

Remember to finish on time at <time> and to wait for all the guest to leave the platform before you log off.