

Pathminder Online Meetings – Step-by-Step Guide for Facilitators (Local Online Meetings)

Applies to: Local online meetings currently using SMART-provided Zoom accounts (national meetings are *not* moving at this time).

What's changing: You'll start your meeting from your **SMARTfinder** meeting listing (using “manage your meeting”). The in-meeting Zoom experience remains the same.

Deadline to complete your switch: September 29, 2025

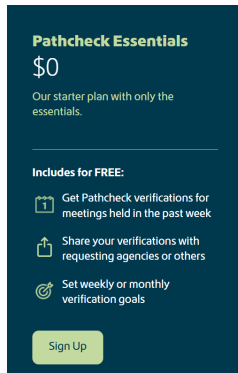
Before You Begin

- **Time needed:** ~5–10 minutes
- **What you'll need:**
 - The **private facilitator email** address SMART has on file. ([This email was delivered to the private email we have on file](#)).
 - Access to your meeting's **SMARTfinder** listing URL.
- **No Zoom account required.** Launch happens via your Pathcheck login.

Tip: If you co-facilitate, every facilitator who may start the meeting should complete Step 1.

Step 1 — Create (or confirm) your free Pathcheck account

1. Go to <https://www.pathcheck.com> and select **Sign Up**.
2. Choose “Pathcheck Essentials”



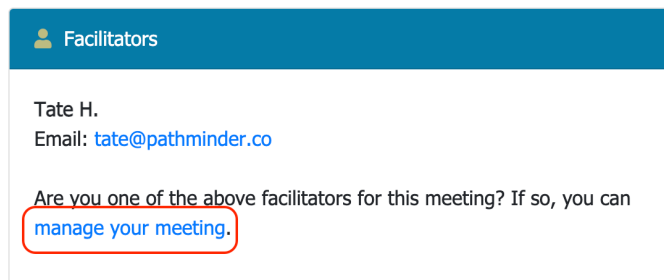
3. Use your private facilitator email address
4. Verify your email if prompted, then sign in.
5. (Recommended) Set your **Host Screen Name** here:
<https://app.pathcheck.com/host/profile/screen-name>
 - If this isn't set, your screen name may appear as “**Meeting Host.**”

Already use Pathcheck with a different email? Create a **new** free account using your private facilitator email we have on file and be sure to log into that account when starting your meeting.

Email volunteerhq@smartrecovery.org when step one is completed.

Step 2 — Open your meeting’s SMARTfinder listing


1. While logged in to Pathcheck, open your meeting on **SMARTfinder**.
2. In the **Facilitators** box, click **Manage your meeting**.



Step 3 — Locate the Start Now button


- At the top of the manage page, find the **Start Now** button.

← Meeting #1064 (Austin, Texas)

 Online Meeting

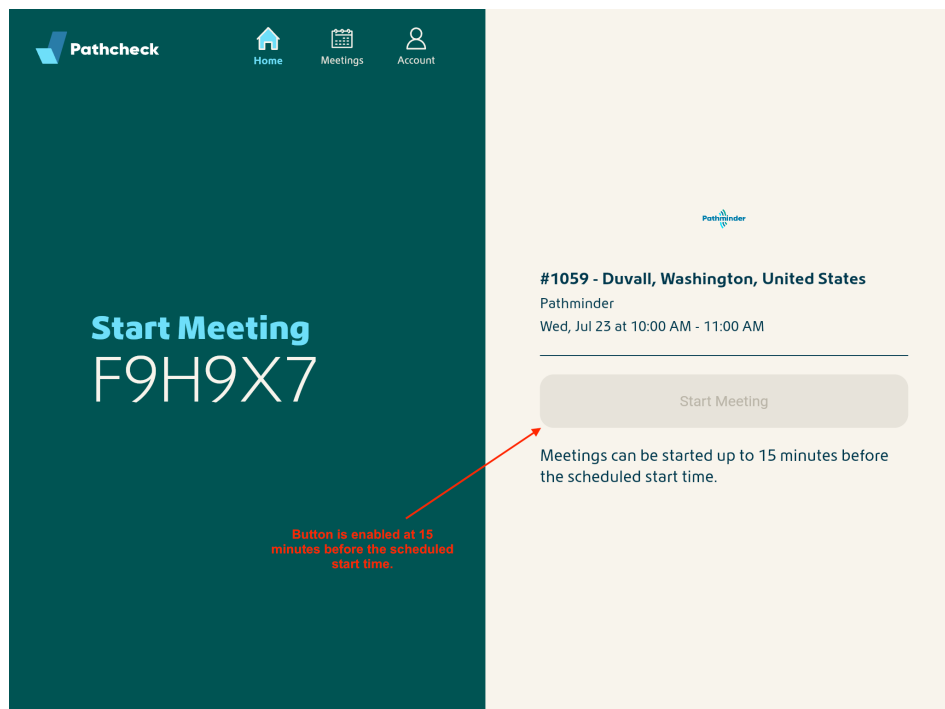
Meetings can be started up to 15 minutes before they're scheduled to begin.

Start Now

 Submit a Meeting Change

Only a facilitator assigned to this meeting may confirm a change request. If you need to change a meeting detail not provided on this

- This will route you to Pathcheck to open your meeting. Only assigned facilitators can open the meeting.



Step 4 — Co-facilitators & roles

- The **first facilitator** to open the room is assigned **Host**.
- The Host can grant **Co-host** to other facilitators after they join.
- Any facilitator who might start the meeting should have their own Pathcheck account (Step 1).

What Participants Experience (unchanged)

- Participants still use the **Join Now** button on **SMARTfinder**.
- They will not log in to Pathcheck and should not see any change in their join flow.

Troubleshooting & FAQs

My name shows as “Meeting Host.”

- Set your host screen name here: <https://app.pathcheck.com/host/profile/screen-name>

The Start Now button is still grey.

- It only activates **within 15 minutes** of the scheduled start **and** once the meeting has been

switched to Pathminder.

- If it's within 15 minutes and still grey, refresh the page. If still grey, contact support (below).

Which meetings are moving?

- **Local online meetings** on SMART-provided Zoom are moving. **National meetings are not moving** at this time.

Do I still need a Zoom account?

- No. Your Pathcheck login handles the launch; the Zoom experience in-meeting stays the same.

Multiple facilitators?

- First in becomes Host; assign Co-host in-meeting as needed.
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Need Help?

- Check the **step-by-step screenshots** above.
- Join an **optional live help session** (daytime and evening options). Dates and join link are posted on VHQ and in the facilitator announcement email.
- Still stuck? Email vhq@smartrecovery.org or mgilbert@smartrecovery.org.