


TIPS FOR USING ZOOM

JOINING THE MEETING

- **MEETING LINK** Your link to the meeting was emailed to you after you registered. There will be a reminder email closer to the meeting that also includes the link. This is the only link that you may use to access the meeting.
- **ARRIVAL TIME** Friday: sign in to the meeting by 12:45 pm (EDT) or earlier. You will arrive in the waiting room and be admitted at 12:55 pm. The Call to Order is at 1:00 pm.
Saturday: sign into the meeting by 8:45 am, you will arrive in the waiting room and be admitted at 8:55 am. The Call to Order is 9:00 am. You will be muted upon entry and we ask you to stay muted.
- **YOUR NAME** Check that your name appears correctly in the participant list (see below). The MORE button beside your name allows you to rename yourself. Corresponding and non-voting participants please add a “Z” in front of your name to help with scrutineering.
- **AUDIO** When you join the meeting, you will be asked about connecting audio. It is easiest to join by computer audio unless your computer does not have speakers. If you have trouble with your audio you may also connect by phone with the number in your invitation. Remember to use the toll-free number for long-distance calls. If you use a cordless phone, please be sure it has enough charge to last the duration of the meeting, and/or charge your phone during the breaks.
- **VIDEO** For this meeting you will not need to start your own video (webcam) unless you are going to speak. At the beginning of the meeting it may be nice to “see” everyone, but once the meeting is underway it is best for all video to be off apart from the presenters. For best viewing please change to “Speaker View” and/or “Side by Side” at the top of the video panel of your screen.
- **RECORDING THE MEETING** This meeting will be recorded and posted to our regional website and YouTube channel. If this is concerning to you, you may not wish to turn on your video camera.

PARTICIPATING

- **PARTICIPANTS PANEL AND CHAT** Open both the Participants Panel and the Chat box on the Zoom toolbar.
- **LISTEN ONLY** For the majority of this meeting you will likely only need to listen to those presenting.
- **SPEAKING** Staff will be monitoring the Participants Panel and the Chat box. Please signal your desire to be added to the speaker’s list by raising your digital (not your real) hand by selecting the Reactions button and clicking the Raise Hand button from the options listed, or in some versions of Zoom you can also click the  blue hand at the bottom of the Participant’s Panel. When you are recognized by the President, unmute your microphone to be heard. In the event there is some issue with sound, you may type in the chat box. Please don’t lower your hand, we will do that for you.
- **POINT OF ORDER** To raise a point of order raise your hand, and type “PT OF ORDER” in the chat, so that the President can adjust the speaker’s order accordingly

VOTING

- **ELIGIBILITY** Only elected Lay Regional Representatives and Ministry Personnel are eligible to vote. If you are not a voting member please put an “z” before your name – this way the scrutineers can see the votes more easily.
- **RAISE HAND:** We will be voting using the Raise Hand button found under the Reactions icon on the Zoom toolbar. Older versions of Zoom may have the icon at the bottom of your Participants Panel instead. Voting will be done by following the instructions from the President. To abstain type ABSTAIN in the chat.
- **VOTE BY PHONE** Voting representatives participating on the phone will vote by pressing *9 when the President calls for you to vote by phone and this will raise your hand in the Participants Panel.

- **RE-OPEN THE PARTICIPANT AND CHAT PANELS** Note: When the host shares their screen (ie: with the agenda or a proposal) the program will put you into full screen mode and you will lose the chat and participant panels. To get these back click “Chat” and “Participant” on the Zoom toolbar (usually at the top of your screen). They will reappear in the centre of your screen but you can move them to the side by clicking on the top of the pod and dragging it over.
- **TWO VOTES** If two people are joined from the same household one person can vote with the Raise Hand button. The second person can add their vote by typing Yes or No or Abstain in the chat.

CHAT

- **LIMITED** Chat is limited for this meeting to minimize distractions and you are only able to chat with the hosts and co-hosts.

HELP AND SUPPORT

- See the Zoom Help page on our website for general information about using Zoom
<https://shiningwatersregionalcouncil.ca/zoom-video-conferencing/>
- If the meeting suddenly closes, go back to the e-mail with the link and re-join.
- Turn your video off if your connection becomes unstable. You will still be able to see and hear without your video.
- Staff are monitoring the chat for questions and to help troubleshoot, but our capacity to help you may be limited. Please watch some of our zoom tutorials on our website if you need some support in advance of the meeting.
<https://shiningwatersregionalcouncil.ca/communities-of-faith/zoom-video-conferencing/>
- If you cannot locate the meeting link, e-mail Donna Rutz drutz@united-church.ca.