

GA 2021 Online Assembly.

## REGISTRATION

### **How To Register for the Online meetings of GA 2021**

All commissioners have been emailed a link to register. Please check your inbox for this email.

If you have issues with the registration process or fail to receive the confirmation email within 24 hours, firstly check your spam folders and then please contact Rev Andrew Howley Zoom Tech Lead GA 2021 Online. [andrew.howley.nz@gmail.com](mailto:andrew.howley.nz@gmail.com) Phone / Txt: 021 518053

### **One Meeting to Rule Them All.**

Once you are registered through Zoom you will have your registration confirmed as being a registered commissioner. You will then be sent a Zoom link to attend GA2021 to the email address you registered with. This same zoom meeting link allows you to attend practice sessions, opening Worship on Wednesday evening, and the business sessions occurring on the Thursday. Meetings during GA will be open to join from 30 minutes prior to the advertised start time. We strongly recommend you log in to zoom at least 10 minutes before the advertised start time.

There will be a waiting room in place, and then you will be admitted to the meeting.

To test your setup you can visit: <https://zoom.us/test>



## ZOOM

### Downloading and Upgrading Zoom

- Download Zoom for PC here:

<https://us02web.zoom.us/client/latest/ZoomInstaller.exe>

- It is recommended that you attend GA Online from a Desktop or laptop computer with the latest Zoom client installed.

For information on updating your Zoom client watch the following video: <https://www.youtube.com/watch?v=E7zERcVLUBM>

### How to Use Zoom

- How to join a Zoom Meeting:

<https://www.youtube.com/watch?v=hIkCmbvAHQQ>

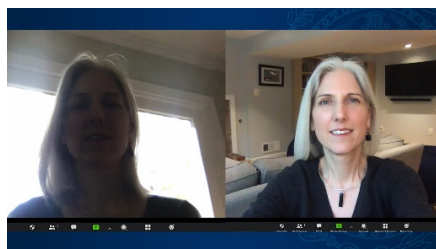
- How to configure your audio and video:

<https://www.youtube.com/watch?v=-s76QHshQnY>

### Looking and Sounding Your Best on Zoom

Here are some tips on how to appear great on Zoom.

- Lighting is critical. If you can, sit facing a big window. Natural light is almost always better than artificial light. Make sure the light source is in front of you, not behind you, so you don't get accidentally silhouetted.
- Control your background. Be mindful of what is in your background. Can you position yourself in front of a blank wall? At least pick something clean and neutral, without busy patterns. Or for the more tech savvy you can electronically change your background: <https://youtu.be/3Zq-b51A3dA?t=37>
- Position the camera right. Ideally, you want the camera to be straight on or slightly above you, pointing downward for the most flattering angle. If the camera is angled up at you, you'll show off your nose hair and a lot of chin.
- Fill the frame. Position yourself so you're squarely in the middle of the frame, with your nicely lit, smiling face filling up at least one-third of the space.
- Wearing a headset with a microphone, even a basic cheap set, improves your sound quality dramatically.
- If using a Tablet you will want to prop your device in a way that you will be comfortable with viewing it all day. You may also like to have your charger close by.



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## VOTING

### **In Zoom, voting is referred to as “Polling”**

When the need for a vote arises, this will be managed through Zoom using Zoom’s built in Polling Feature. The Zoom meeting only has registered participants as part of it and the result is that an audit is possible if needed to verify the result. A Polling Box will pop Up on your screen and you can then select your response. The Tech Team then downloads a report of the Polling, and the outcome will then be displayed for everyone to view.

## SPEAKING

### What to Expect from GA 2021 Online:

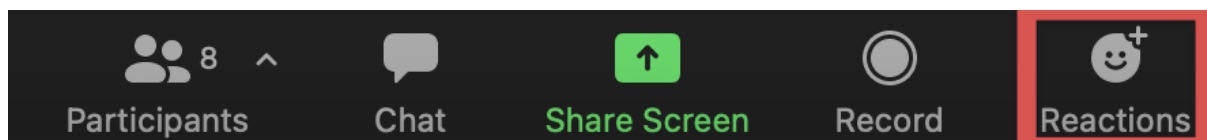
Broadcasting live from Hope Presbyterian we are producing a multicamera feed of the Worship and the Top Table for business sessions. This is then fed into Zoom and this Feed will be Spotlighted for everyone. This means it will have prominence on your Zoom Display. As speakers are invited to speak / present reports / etc, they too will be spotlighted.

### Speaking During Assembly

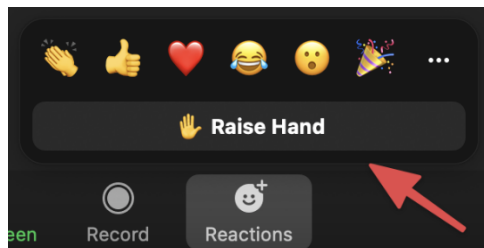
Generally, all Commissioners will be muted. If you wish to speak to a motion, please use the raise hand's function.

#### How To Raise Your Hand as a Participant in Zoom on Mac or PC

1. During a meeting, click on the icon labeled "Reactions" in the toolbar on the bottom center of your screen.



2. As a participant, a new window should pop out on your screen after clicking "Reaction". At the bottom of it (bottom right of the screen), you should see the button labeled "Raise Hand."



Note: Click "Raise Hand" at the bottom of the emoji list.

3. You'll know your hand is raised as a participant when you see an emoji hand on the screen next to your name.

On the participant listing, you "Raised Hand" will be signified by the emoji hand.

This also elevates your position in the Zoom Display to the top. The Moderator and Tech support are monitoring this.

Just because you have raised your hand, the moderator may not choose to invite you to speak.

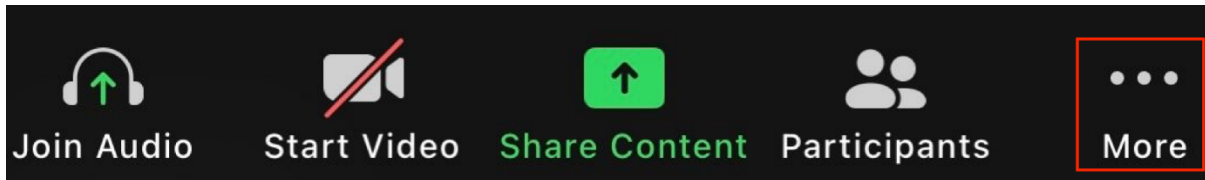
*Important:*

*If you are raising a Point of Order please Raise Your Hand and in addition send a chat message to the Tech Lead. This will then allow us to ensure that your request to hear a Point of Order is heard.*

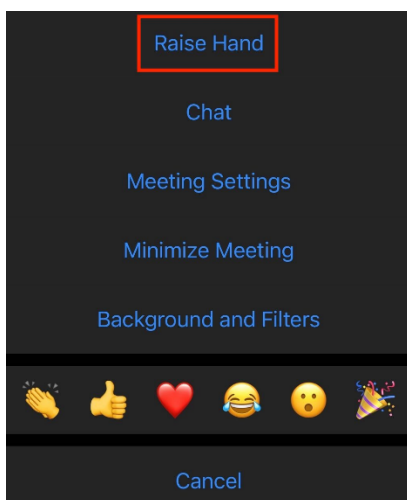
4. Lower your hand by clicking the same "Raise hand" button on the screen as before, which now says "Lower Hand."

### How To Raise Your Hand as a Zoom Participant on iPhone or Android Mobile Device

1. During a meeting on the Zoom iPhone or Android mobile app, click on the three horizontal dots, labeled "More". Located in the toolbar in the bottom right corner of the screen.



2. In the pop-up at the bottom of your screen, tap "Raise Hand."



You will know your hand is raised when the hand emoji appears on screen.

Note: In the top right corner of the screen, you should see the hand emoji, which means your hand is raised as a participant.

3. When you have finished your discussion and are ready to lower your hand, go back to the "More" menu (seen in step 2). You will notice that the text on the screen has now switched to say "Lower Hand". Click it.

Click on the same top button in "More" to lower your hand.

### How To Raise Hand in Zoom Dial-In Calls.

To join a Zoom meeting by dialing in with a phone number, the steps to raise your hand are a bit different.

Once you join the meeting, dial \*9 on your phone's dial pad to raise your hand, and do the same to lower your hand.

Once you have raised a hand and the Moderator has asked for your contribution you will be invited through Zoom to un mute your microphone.

## Using the “Chat” Feature

Zoom gives participants the ability to make comments via its chat feature. We have locked the chat feature so you can only message the Tech Lead. Please use the chat feature if you wish to highlight the fact that you are making a point of order or if you are in need of some technical assistance.

