Winchester and Portsmouth Diocesan Guild of Church Bell Ringers
Instructions for Joining & Participating in the AGM

Thank you for registering for the W&P AGM on Saturday 26th September 2020. Here are some guidelines, hints and tips for joining and participating in the meeting.

The screen shots in this document may not appear exactly as you see on your device. The content, however, will be the same.

Joining the Meeting

1) To join the AGM you MUST register in advance. You will not be able to join the Zoom Webinar unless you have done so. Instructions for registration were sent out by the Hon Gen. Secretary a couple of weeks back, but if you missed them, they are duplicated at the end of this document for reference. Please read these carefully.

2) Once registered, you will receive an email which looks like the one below, this contains the link to join on a computer/tablet, as well as telephone joining instructions. **You must keep this email** as your link is unique and you will not be able to join without it.

Hi Andrew Glover,

Thank you for registering for "The Winchester & Portsmouth Diocesan Guild of Church Bell Ringers AGM".

Please submit any questions to: wphonsec@gmail.com

Date Time: Sep 26, 2020 03:00 PM London

Join from a PC, Mac, iPad, iPhone or Android device:
    Click Here to Join
    Note: This link should not be shared with others; it is unique to you.
    Passcode: 123456
    Add to Calendar   Add to Google Calendar   Add to Yahoo Calendar
Description: The Winchester & Portsmouth Diocesan Guild of Church Bell Ringers AGM

Or iPhone one-tap :
    United Kingdom: +442039017895,,94980851333# or +442080806591,,94980851333#

Or Telephone:
    Dial(for higher quality, dial a number based on your current location):
    United Kingdom: +44 203 901 7895 or +44 208 080 6591 or +44 208 080 6592 or +44 330 088 5830 or +44 131 460 1196 or +44 203 481 5237 or +44 203 481 5240
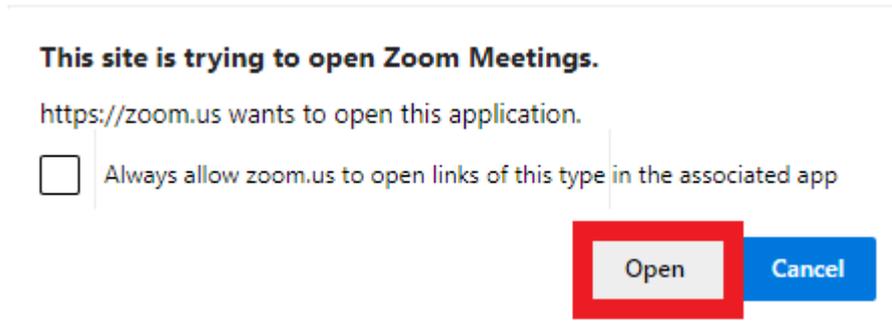   Webinar ID: ██████████
    Passcode: ██████
    International numbers available: https://zoom.us/u/auGICQPSY

You can cancel your registration at any time.

If you have registered as a phone user, your name in the Webinar will be changed by a moderator (known as a host) based on the information you provided at registration.

Please join the meeting at least 15 minutes ahead of schedule to give yourself enough time to get connected and settled before the start of proceedings at 15:00.

3) After you have clicked on the link, if you have not previously installed the Zoom client application you will be prompted to do so. Follow any instructions given.

4) If you have already installed the Zoom client application, you must select 'Open' to open the application and join the meeting.

This site is trying to open Zoom Meetings.

https://zoom.us wants to open this application.

☐ Always allow zoom.us to open links of this type in the associated app

Open   Cancel

5) Once you have joined the meeting you will see either a welcome banner or the video feeds of the officers known as panellists.

<u>Your</u> video and microphone will be off. This is expected behaviour.

Inside the meeting

When you are in the meeting, the key controls can be found at the bottom on the screen. If you are using a mobile phone or a tablet device, you will need to tap the screen to see these controls.
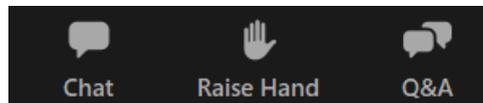
Chat: Click or tap the 'Chat' icon to open an area in the bottom right of the screen to enter a short text message. You can use the button next to 'To:' to select who sees your message, be it 'All Panellists' (Guild Officers) or 'All panellists and attendees' (everyone in the meeting). It is not possible to chat with individual attendees or panellists unless they reply privately to your question. Their name will then appear in the list.
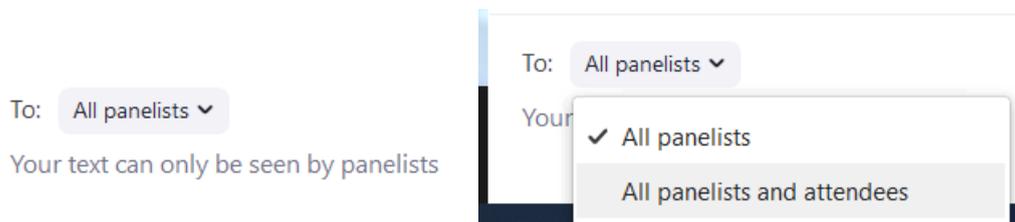
Please use the chat function to raise any technical issues you have or to give any apologies for absence that have not been given in advance. If you wish to ask a question in the meeting itself, please raise your hand or use the Q&A feature (see later for instructions).

Raise Hand: If you press this button, the hosts and panellists will see that you have raised your hand. This function will be used for "show of hands" voting during the meeting, as advised at the time. You can also raise your hand if you wish to address the meeting verbally, which will be at the Chair's discretion. See later section.

If you are a dial in user (telephone only) you can raise your hand by pressing *9. This will be used to count phone votes in the meeting.

Q&A: You can post a question to the meeting which will be visible to the panellists and hosts. Click the Q&A button, type your question and click send. Other meeting attendees will not know of your question until it is addressed by a panellist.

Questions will be moderated and may be answered verbally or in written form by the panellists.

Voting via Polls

Voting may be carried out using the 'Raise Hand' function to show you are in agreement. However, some items which require a vote will be handled via the Webinar Polling system. Polls will appear on the screen when we are ready to vote, and you should select one option and press 'Submit'. Results will be displayed to all at the end of the poll.
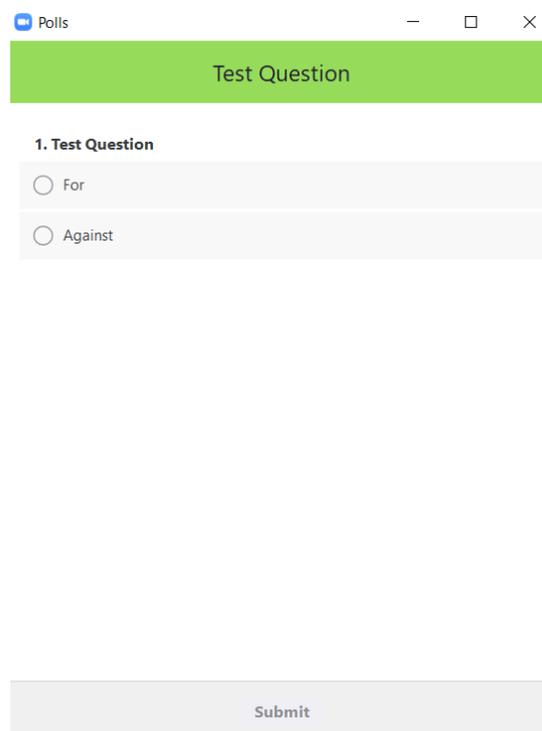

IMPORTANT:

1) Those members that have dialled in on the phone will not see the polls and will be given live instructions on the day on how to vote using the 'Raise Hand' function.

2) Where there are two people using the same device to connect to the Webinar, only one vote can be counted. This is something we are unable to overcome. Given the low number of attendees in this position, this will not be taken into account unless there is a 'close call' in which case instructions will be given at the time.

Addressing the meeting verbally

If you are invited by the chair to contribute to the meeting, one of the hosts will ask you to unmute your microphone. You will then be able to address all present. Your microphone will be muted again after you have finished.
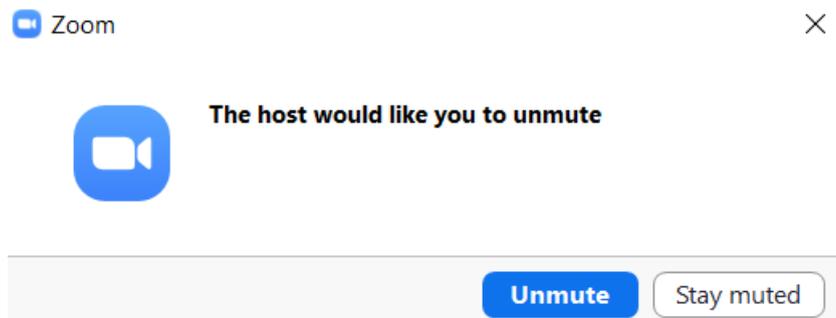
You will __not__ be able to use your camera unless you are also invited to do this, by being promoted temporarily to become a 'Panellist'. If you are made a Panellist to address the meeting you will then be able to start your video.
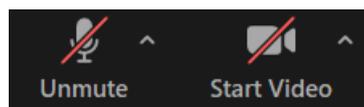
After you have addressed the meeting you will then be returned to being an 'attendee'

The Panellists

Pete Jordan – Master
Allan Yalden – Vice-Master
Adrian Nash – Hon. Gen. Secretary
Helen Woolford – Hon. Gen. Treasurer
Tony Smith – Minute Secretary
Viv Nobbs – Public Relations Officer
Other names required

The Hosts (moderators)

Peter Niblett
Andrew Glover

After the meeting

Following the AGM, there will be an open Zoom Meeting to which all are welcome. This will be different from the Webinar with all videos and microphones turned on. This link will appear as you leave the AGM Webinar.

Registration Instructions for the Winchester and Portsmouth Diocesan Guild of Church Bell Ringers AGM Zoom Webinar

This section is repeated from the email distributed by the Guild Hon. Gen. Secretary.

To attend the AGM you will need to pre-register so that we know in advance who will be there.

You can register from the **5th September** onwards by clicking here: <mark>Zoom Link TBC</mark>

When you click on the link above you will be presented with a form to fill in (fields marked with a red asterisk are mandatory).

If you are intending to join via phone only, please use the field provided to supply the telephone number from which you will be calling. This will help us identify you in the meeting.

If there will be more than one person attending via a single connection, please provide the names of the additional attenders in the field provided. Please do not fill in separate registrations for each person.

Once you have filled out the appropriate fields, click the 'Register' button. You will then be presented with joining instructions which will also be emailed to you. Please do not delete the email as you will not be able to join the meeting without using the personalised link included.

W&P AGM Webinar – Basic Connectivity and Known Limitations

There are two ways to connect to the Webinar, those being via the Zoom Client on any device (PC, Mac, tablet, mobile phone) and the other via a good old telephone line (Voice only). Given that a lot of communication in the current climate is done via video conference, it's quite likely that you already have the Zoom client installed. If not, in 99% of cases it will be automatically installed for you when you click on the meeting link you receive after registration. The only known exception so far is for Windows 10 users with S Mode turned on. We are not able to overcome this issue without S Mode being turned off. If you find this affects you, you can either turn off S Mode, or use a different device or, as a last resort, the telephone option. Turning of S Mode on your computer cannot be reversed.

It is not possible to connect to the meeting via just the browser interface, this is a Zoom restriction which cannot be circumvented, so to join the Webinar on a computer you will need the Zoom client application.

Further guidelines will be issued in the week approaching the meeting which will include details on what you should expect on the day, how to vote on items, and how to ask questions.