



NACCC

Virtual Annual Meeting

June 27, 2020
2:00 PM Central Time

Instructions for Accessing the Virtual Annual Meeting on Zoom

REGISTRATION: Although it is Free, ***registration is required*** to attend the 2020 Virtual Annual Meeting. You can register today, but no later than Thursday June 25th by [clicking here](#). After registering, you will receive a confirmation email containing information about joining the meeting, including a one-click link to join through Zoom from your computer, tablet, or smartphone, as well as a phone number to call if you prefer to attend by phone. **PLEASE SAVE THIS EMAIL as it will contain your link to connect to the Zoom Virtual Annual Meeting.**

NOTE: IF YOU ARE THE VOTING DELEGATE (or Alternate Delegate) FOR YOUR CHURCH, YOU MUST JOIN THE MEETING ON A COMPUTER, TABLET, OR SMARTPHONE OR YOU WILL NOT BE ABLE TO VOTE. We have no way of tabulating your votes if you participate via phone audio only.

I HAVE REGISTERED- HOW DO I ATTEND?

- The Zoom meeting/waiting room will open ½ hour prior to start time. We recommend you join the meeting early enough to get situated with your audio and video, and ready to go. When you click on the link you received following your registration, to join the meeting you will enter a “waiting room” and prior to the start of the meeting you will be admitted to the actual Zoom meeting space by the meeting administrators.
- When you enter the meeting room either on the Zoom platform or by phone, your microphone will be muted to reduce the amount of “noise” and keep the “meeting space” somewhat orderly. We ask that you NOT unmute your microphone yourself, until such time we open the floor.
- If you wish to speak during the meeting, you are asked to raise your hand “virtually”. An administrator will unmute your microphone to allow you to speak. Please wait until you see the microphone icon change color before you begin speaking
 - **To raise your hand on a computer/laptop**, click the “Participants” button at the bottom of the screen. This will open a sidebar where you will find a “Raise Hand” button at the bottom.
 - **To raise your hand on a smartphone**, click the “More” button in the bottom right hand corner and select “Raise Hand” option
 - **To raise your hand on a phone call**, press *9 to raise and lower your hand.
- You may use the chat window by clicking on the chat icon on the bottom of the screen. You can select whether the chat is directed to everyone, or to specific people by using the drop-down menu in the chat window.
- During the meeting, we will be presenting various visuals and spotlighting different speakers and your gallery view of other attendees may be minimized to the side or top of the screen during that time.
- **VOTING:** When votes are required by the delegates, a screen will pop up with the motion and voting options. **We ask that you only click on an answer if you are the certified voting delegate for your church.**

ARE YOU NEW to ZOOM?

We recommend, days prior to the meeting, that you install the Zoom program on your laptop, tablet or smartphone in order to familiarize yourself with how it works.

To begin, either go to <https://www.zoom.us/> on your computer, or visit your App Store/Play Store on your phone/tablet and install the FREE Zoom app. Follow these few short steps to create Your FREE account:

- ➔ Click “Sign up, it’s free”. Enter your email, then follow the steps to activate and set up your account. (You can skip the step where it asks you to refer friends to Zoom.)
- ➔ Once you are set up with your account it will take you to your “Test Meeting”. If you are on your smartphone you should be good to go. If you are on a computer or tablet, the Zoom program will automatically download. Click to install it.
- ➔ From there you can enter your “test meeting” and poke around to familiarize yourself with the Zoom program.

If you’d like to test to make sure your audio and video are all working correctly, and/or learn more-follow this link:

<https://support.zoom.us/hc/en-us/articles/115002262083-How-Do-I-Test-Prior-to-Joining-a-Meeting->