ZOOM WEBINAR SIGN IN INSTRUCTIONS AND HELPFUL HINTS
(including how to vote)
FOR OLLA'S AGM, SEPTEMBER 18, 2021

A. Sign in from a computer, laptop or mobile device.
   *These instructions can vary depending on your computer system.

- Before joining, make a note of the Meeting (Webinar) ID and Passcode provided in your email invitation and/or confirmation of registration, as you <u>may</u> be asked to provide these during the **Join a Meeting** process.

- Click **Join a Meeting** if you want to join without signing in. (You would sign in only if you already have a zoom account).

  - If you already have Zoom installed, click on "Launch Meeting" / "Open Zoom Meeting"
  - If you do not have Zoom already installed you will need to click on "Download and Run Zoom". It may take a few minutes to load and install.

- Enter the <u>meeting ID</u> number, if prompted.

- Enter your display name (i.e. your first and last name), if prompted.

- Enter the passcode, if prompted.

- Select if you would like to connect audio and/or video and click **Join**.

Note: You may be placed directly into the Zoom webinar without providing any ID#s or codes as they may be imbedded in the sign-in process, depending on your system.

NOTE: If you wish, you can download the Zoom app to your computer, tablet or mobile device from Zoom's [our Download Center](#) any time prior to the day of OLLA's webinar. Otherwise, you will be prompted to download and install Zoom when you click the join link when joining the webinar. You can also [join a test meeting](#) to familiarize yourself with Zoom. (After the webinar, if you no longer want the Zoom app on your device you can uninstall the program.)

B. Helpful Hints

*These instructions are for computers/laptops using Windows 10. If you are using another version of Windows, Mac or an Android device the features should still be available but may appear in a different location on your screen.

**Before the AGM is called to order the Chair will also provide some verbal instructions. A roll call may be taken for those who have joined the webinar by phone.

B.1 <u>Audio and Visual</u>

- As registered attendees you will be able to listen to the directors (panelists) – be sure your speakers are not muted.
- You will also be able to view any documents that are shared during the webinar and to see the directors (panelists) when they are speaking if they have enabled their video option.

- Please make yourself familiar with the **mute/unmute** button. To **mute/unmute** yourself during the webinar, you'll need to bring up the toolbar (see B.2).
- While unmuted, your profile picture and name is displayed to the host and panelists. Only your name is displayed to other attendees.
- You will need to turn your computer video feature on if you want others to be able to see you (optional) <u>and</u> the host enables this feature.

B.2 <u>Webinar Toolbar</u>

- Toolbar may appear at the top, side or bottom of your screen, depending on your computer and operating system, your mobile device, or if you are using a wireless (WiFi) connection or if you are connected physically by a cable.
- On a PC or Mac, position your mouse over the **Zoom** window (anywhere on your screen) and the toolbar will pop up. On an iPhone, iPad, or **Android**, tap the screen until you see the toolbar. Locate the "**Mute**" **button** (which looks like a microphone) on the toolbar.
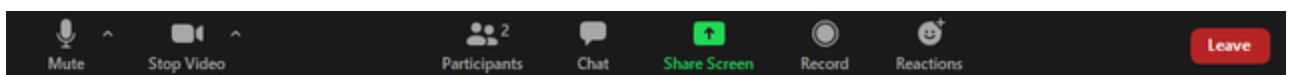
Note: Your toolbar may have different features displayed, depending on which ones have been assigned.

B.3   Viewing the panelists
- The Active Speaker View may be the default view.
- You can change between the Active Speaker View and the Gallery View by swiping left on the control button likely found in the top right corner of your screen.

B.4   Ask a Question
- If you have a question anytime during the AGM Webinar you can type your question by clicking on the **Q&A** and the designated director (panelist) will either type a response or will advise the chair of your question and it will be verbally answered for everyone to hear. All attendees will be able to view questions that have been asked and answered only.
- If you are having any technical issues, especially not being able to mute/unmute, please use this Q&A feature to advise of your problem.
- During the webinar members will be given the opportunity to verbally ask questions or speak to the issue currently under discussion.

B.5   Raise your Hand
Attendees may be asked to use the "raise hand" feature during the webinar.
- Click **Raise Hand** in the Webinar toolbar.
- The host will be notified that you've raised your hand. Click **Lower Hand** when directed to. Note: This will not mute yourself if you are unmuted.

B.6   Voting

B.6.1   Voting using the Polling option
- A pop-up voting screen for motions will be presented to you during the webinar as proceedings take place. You will be prompted at those times to select the answer of your choice and "submit" to send your response.
- Motions require a simple majority to be approved except for the by-law motion which requires a 2/3 majority to pass.

B.6.2 <u>Voting by Proxy</u>

- All proxy forms must be provided to the OLLA President at ollapresident@otterlake.org (or dropped off at #5, Road 07A) prior to the webinar (not later than September 16th at 5 pm). A maximum of two proxies allowed per member.
- Members registering for the online webinar are to include the name of each proxy on their online registration form.
- When the **Polling** voting process is being used for members in attendance, members holding proxies will be asked to complete the applicable questions in the pop-up screen by selecting the appropriate answer for Proxy 1 and/or Proxy 2, and then click the **submit** button.
- Members who do not hold proxies must select "not applicable" for Proxy 1 and/or Proxy 2, and then click the **submit** button.

B.6.3 <u>Election of Directors</u>

- If it is necessary to conduct voting for election of directors, this **Polling** feature will also be used. This will only be necessary if there are more than 3 people standing for election. The responses for this poll will be multiple choice and will be "anonymous".

Note: Instructions will be reviewed during the webinar with an opportunity to ask for clarification.

C. <u>Joining by Phone Only</u>

**IMPORTANT It is strongly recommended that you join using a computer, etc. as phone-in participants will not get the full benefit of the webinar, i.e. viewing documents, typing questions for directors to answer, and participating in on-line voting. A simple voting process by phone controls (see below) can be used for all motions but not for election of directors because there cannot be a secret voting process or multiple choice options. Phone-in attendees can waive their right to a secret ballot by emailing or texting Jeff Neal, OLLA President – ollapresident@otterlake.org. (Only Jeff will see your election votes.)

1. On your phone, dial the teleconferencing number provided in your invite.
2. You will be prompted to enter the <u>meeting (webinar) ID</u> followed by #. The ID is provided in your email webinar invite.
3. You will be prompted to enter your unique participant ID. **This only applies if you have also joined using a computer or mobile. <u>Press # to skip</u>.**

4. You may be prompted to enter the meeting passcode, followed by **#**. This passcode will be included in the email webinar invite.
5. You will be charged based on the rates of your phone service provider.

Phone controls for participants
The following commands can be entered using your phone's dial pad during the webinar:
- ***6** - Toggle mute/unmute
- ***9** – Raise a Hand

Voting by Phone
- After voting by polling has been completed by attendees using computers or other devices, the Chair will read the motion again and ask those in attendance by phone to "Raise a Hand" (*9) if in favour of the motion. After votes recorded the host will lower all hands.
- Members holding proxies will then be asked to again "Raise a Hand" (*9) to vote on behalf of Proxy #1 and then Proxy #2 if applicable.

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