

## Set Up Prior to Meeting Zoom System

### Requirements

- ② An internet connection – broadband wired or wireless
- (3G or 4G/LTE)
- Wired connection ensures best results for video conferencing & screen sharing
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- USB head set or wireless Bluetooth is recommended for comfort and reduces echo & background noise
- A webcam or HD webcam - built-in or USB plug-in
- Or, a HD cam or HD camcorder with video capture card

## Supported Operating System

- mac OS X with mac OS 10.7 or later
- Windows 10 Note: For devices running Windows 10, S Mode is not supported.
- Windows 8 or 8.1, Windows 7, Windows Vista with SP1 or later, Windows XP with SP3 or later

[Click here](#) for a complete list of requirements

## Supported Tablet & Mobile Devices

- Surface PRO 2 or higher running Win 8.1 or higher Note: For tablets running Windows 10, S Mode is not supported.
- iOS and Android devices
- iOS 7.0 or later:
  - Send and receive video using front or rear camera
  - iPhone 4 or later, iPad Pro, iPad Mini, iPad 2 or later
    - iPad OS 13 or later
    - Android 4.0x or later

## Sign-Up and Download Zoom

- For those who do not have a Zoom account, sign up by visiting the [main website](#) and click on the “sign up” button on the right-hand top corner and follow instructions
- Download Zoom to your computer and/or other electronic devices (Zoom will download automatically when you begin or join your first meeting)
- It is highly recommended that you use a computer or laptop during meetings. A **dual** monitor is also recommended to provide additional screen/work space: a designated screen for watching screen shares or opening up documents and another devoted screen for Zoom controls (i.e. muting, view of participants, chat window, voting/poll window).

### Other Important Information

- All meetings will be recorded in the Zoom cloud
- The 2-day meeting is setup as reoccurring so that the Meeting ID and Link are the same for all 3 sessions of the meetings rather than creating 3 separate meeting events, Meeting IDs and Links.
- Remember that your audio and video are always active during meetings and you can be unmuted at any time
- For bathroom breaks please do not bring devices with you
- To troubleshoot any issues with Zoom, please alert Michael Steele or by using the Zoom Chat function
- If you suffer an internet or power outage during a session, please alert ASAA staff by calling 780-638-3669
- Participants may use the Zoom Chat function (located on the bottom bar) to speak to others or everyone in the meeting but please note that all messages (including private one-on-one) can be viewed by the chair and moderator post-meeting
  - Any questions for the chair will need to be done by raising your hand, questions in the chat will not be formally addressed during the meeting.
- Keep in mind when stepping away from meetings, you run the risk of missing votes or key information

### Zoom Layout & Controls

- If you are early to a meeting, you will be put in a waiting room prior to the host arriving. It is recommended to come a bit early to test your computer audio and video to converse with others.

### Changing Participant Name

- Once you have entered the meeting, please enable Participants panel located at the bottom of the meeting screen
- Once Participants panel is visible, locate your name
- Using your mouse, hover over your name and click on the More pull-down, then click on Rename.
  - For **Voting Members**, enter new name as abbreviated institution – First name last name; e.g. SC – Michael Vaughn
  - For **Guests (non-voting delegates)**, enter new name as abbreviated institution/organization – First name last name; e.g. SC Guest –Barney Rubble or ASAA – Joel Bundock
  - ○ For **Chair(s)**, enter new name as CHAIR - First name last name; e.g. PRES – Bob Murray
  - ○ For **Commissioners**, abbreviated sport name- First name last name; e.g. XC – Darryl Smith, G.Rugby – Brent Gough

Avoid using different institution/organization labels (i.e. one delegate using OC and another using Olds). Please rename the organization label to match the other delegates from your organization.

### **During the Meeting**

- It is important for participants to keep the Participants panel open as this will serve as their method of interaction during meetings
- The moderator will attempt to screen sharing documents throughout the duration of meetings. It is recommended to have any relevant documents open on your own device to keep up.
- At the end of a meeting, click on the Leave Meeting link at the bottom of the meeting screen

### **Communication During Meetings**

- All participants (excluding the meeting chair) will be muted until called upon to speak.
- All Voting Members will have an opportunity to speak as a motion is being discussed but must request to do so by raising their hand.
  - To request to speak, click on the raise hand icon at the bottom of the Participants panel. The meeting chair will recognize the requests and call your name to speak.
    - Once your name is called, unmute and speak into your microphone. Once you have presented your discussion points, click on the raise/lower hand icon (same icon that toggles between raise & lower)
    - **Push to talk** – you can set the space bar as your talk button. Go to Audio settings beside the ^ by the Mute/Unmute and check the “Press & hold space bar to temporarily unmute”
- If you need to temporarily step away from your device, please select the away icon in Participants panel (located under the more icon)

### **Voting During Meetings**

- Once the chair deems the discussion of a motion to be complete, they will call for a vote which will be conducted as follows:
  - The chair will ask Voting Members to submit their vote by clicking their choice in the poll:
    - yes vote – 1 yes vote per voting delegate.
    - no vote – 1 no vote per voting delegate.
    - abstention vote – a delegate wanting to abstain from the motion
- Click the choice and hit submit
- For non-voting delegates, please ignore the poll/voting screen until voting ends
- Poll results will be summarized for the host/moderator & co-hosts.
- The results screen will be shared with all participants.
- The poll/voting process is easily reset upon re-launch of polling. The polling question and choice of answers are generic to provide quick, efficient voting process.