

**JOINING INSTRUCTIONS FOR
ESSEX ASSOCIATION OF CHANGE RINGERS 142nd AGM**

by Zoom Webinar

11.45 am on Monday 3rd May 2021

Pre-Registration must be achieved by 11.45 am on Sunday 2nd May 2021 (i.e. 24 hours in advance)

You can register anytime now by clicking the following link:

https://us06web.zoom.us/webinar/register/WN_g1O3Z2XuRQ2GRKiCbh3B2g

(Note: If you are a telephone-only user who wants to dial in to listen to the meeting and don't have access to a computer to register online, please either ask a friend who does to register for you, or get someone to email Sharon Lacey on secretary@eacr.org.uk who will register on your behalf & provide you with the dial-in number and password – please provide the phone number you will be dialling in from)

Fill in the form with your details (boxes marked with a red asterisk are mandatory). For those listening to the meeting by telephone, please add (in the box provided) the number of the telephone you will be using to listen to the meeting. *Unfortunately, telephone listeners will not be able to vote or speak during the meeting.*

More than one member sharing a device? – ***Note that one device will enable only one vote. If more than one member in your household wishes to vote, each person will need to register and attend themselves on a separate device to have a vote each.***

Once you have filled out the appropriate boxes, click the 'Register' button. Joining Instructions and an email with a personalised link will then be sent to you. **PLEASE KEEP YOUR PERSONALISED LINK SAFE!** You will need to click on your personalised link to join the Essex Association of Change Ringers 142nd AGM Zoom Webinar at 11.45 am on Monday 3rd May 2021.

1. TECHNICAL ADVICE - BASIC CONNECTIVITY AND KNOWN LIMITATIONS

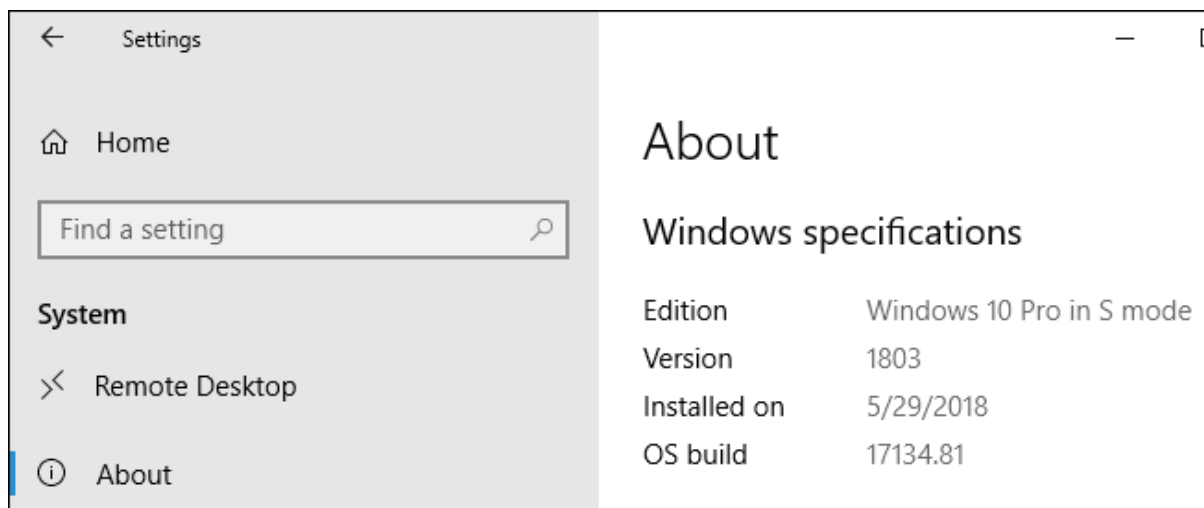
The best way to make sure your device is ready for the AGM is to get Zoom installed and tested beforehand.

For PC/Mac

There are 2 ways to get Zoom installed:

1. Go to <https://zoom.us/test> and click on **Join**. This will connect you to a test Zoom meeting, and if you haven't already got Zoom installed it will prompt you to do so; OR
2. Go to <https://zoom.us/download>, download the **Zoom Client for Meetings** and follow the installation instructions.

A small number of Windows 10 users may be running 'S Mode'. If you are, you won't be able to install Zoom unless you disable it. To check if you are using S Mode, go to **Settings > System > About** and then scroll down to the **Windows Specifications** section:



Disabling S Mode is one-way, and you cannot re-enable it – do so at your own risk. For more information on S Mode and instructions on how to disable it if you wish, please go to <https://support.microsoft.com/en-gb/help/4020089/windows-10-in-s-mode-faq>.

If you don't want to disable S Mode, you may be able to join using only your browser (Google Chrome, Firefox, Microsoft Edge) or failing that you can dial-in on the phone.

For Apple iPad/iPhone

Click on the logo below to download the **Zoom Cloud Meetings** app from the App Store:

Or just search for **Zoom Cloud Meetings** in the App Store on your tablet/phone and install.

For Android tablets/phones (e.g. Samsung, Huawei)

Click on the logo below to download the **Zoom Cloud Meetings** app from the Play Store:

Or just search for **Zoom Cloud Meetings** in the Play Store on your tablet/phone and install.

Once you have Zoom installed, you can test it works OK by going to <https://zoom.us/test> and clicking on **Join**.

2. AGM DAY

There are two ways to connect to the AGM:

- (1) via the Zoom software & link on any PC, Mac, tablet, iPad or Smartphone OR
- (2) via mobile phone/landline audio call (which will allow you to listen only – no voting option can be provided)

If you haven't used or installed Zoom before (or followed the instructions above to install it), in 99% of cases it will be automatically installed for you when you click on your personalised meeting link. If for any reason this doesn't happen, you can follow the instructions above to download the software manually.

If you are unable to install the Zoom software, don't want to for any reason and just want to join using your browser (Google Chrome, Firefox, Microsoft Edge), this may or may not be possible. This is a Zoom restriction which cannot be circumvented, so if this doesn't work for you please dial-in using the phone only option.

PLEASE JOIN ON MONDAY 3rd May 2021 from 11:30 a.m. to be ready for the meeting to start at 11:45 a.m.

Click on the Personalised Link or Telephone number sent by email following registration. The email will look something like the following – PLEASE KEEP IT SAFE!



The Essex Association of Change Ringers
Founded 1879 Charity Registration Number 282250
www.eacr.org.uk



Hi Andrew Kelso,

Thank you for registering for "Essex Association of Change Ringers 141st Annual General Meeting".
Please remember that matters to be raised under Agenda Item 12 (Any Other Business) must be submitted in advance, to secretary@eacr.org.uk.
Please submit any questions to: secretary@eacr.org.uk



Date Time: Sep 12, 2020 11:45 AM 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: 462218

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap :

United Kingdom: +442034815237,81170447493# or +442034815240,81170447493#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

United Kingdom: +44 203 481 5237 or +44 203 481 5240 or +44 203 901 7895 or +44 131 460 1196 or +44 203 051 2874

Webinar ID: 811 7044 7493

Passcode: 462218

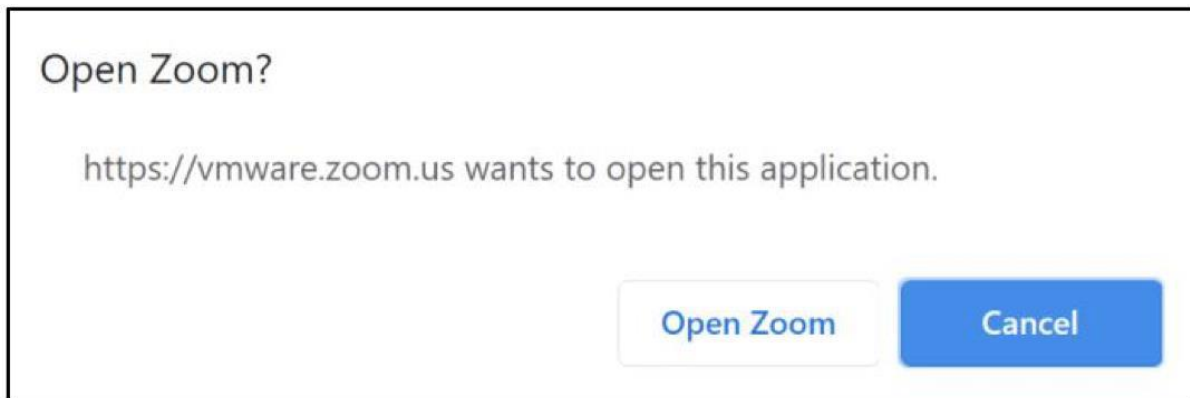
International numbers available: <https://us02web.zoom.us/j/kckolazmc>

You can [cancel](#) your registration at any time.

Note #1: If you are joining the meeting from an iPad/iPhone, you may be prompted to enter the Meeting ID and password when clicking on your personalised link. If this happens, the details are as highlighted in the email above.

Note #2: If you are dialling in to the meeting from a mobile phone or landline, you don't need to enter the +44 country code as listed in your registration email – just put a '0' in front of the main number. On the phone you may also be asked for the Meeting ID and Password, these are shown above.

After you have clicked the link, if prompted to do so, allow the Zoom App to install or open. Just follow any instructions given.

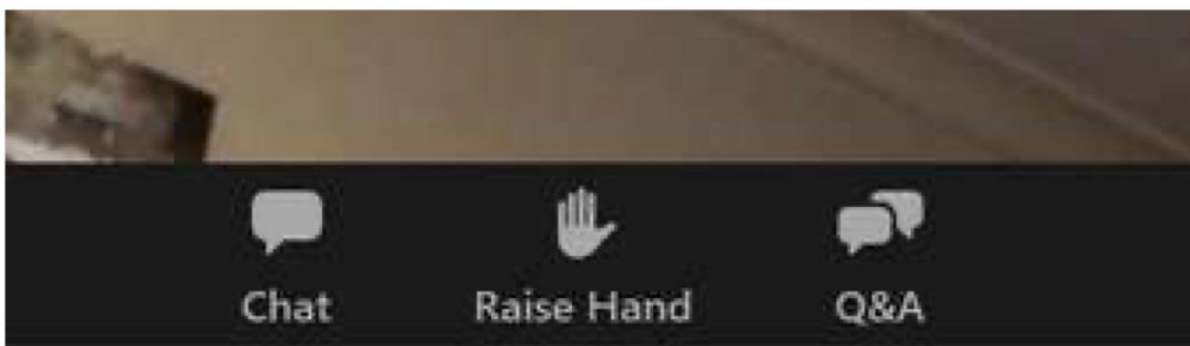


Once you have joined the meeting you will see either a waiting screen or the video feeds of the Officers known as panellists.

Your video and microphone will be off, unless the host changes this for you.

3. WAYS TO PARTICIPATE IN THE MEETING

When you are in the meeting, you can communicate with the Host via the key controls which can be found at the bottom on the screen. On a mobile phone and possibly on a tablet device you will need to tap the screen to see these controls:



Chat: Although this feature will be visible, it will be disabled during the meeting itself. Questions for the meeting should be submitting using the Q&A feature (see below).

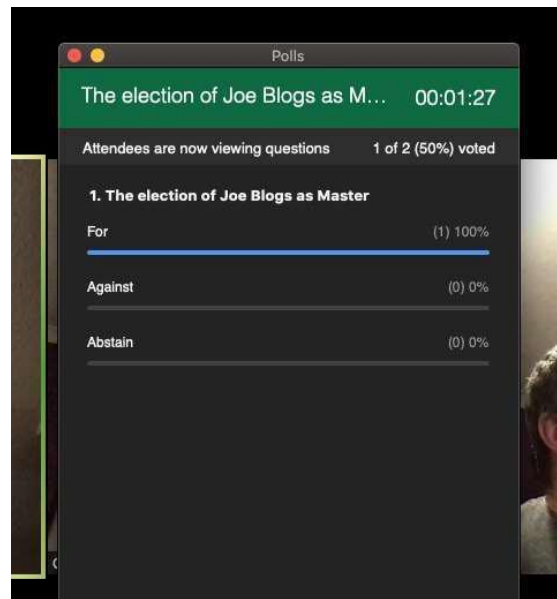
Raise Hand: If you press this button, the hosts and panellists will see that you have raised your hand. This function may be used at times during the meeting which will be advised at the time. You can also raise your hand if you wish to address the meeting which will be at the Chair's discretion. See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

Q&A: You can send 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. **Questions may be answered verbally or in written form by the panellists.**

4. VOTING

Items which require a vote will be handled via the webinar's polling system. Telephone listeners will be unable to vote due to limitations of telephone technology.

Voting proposals will be announced by the Chairman at various points in the Agenda and a Voting Box will appear on your screen. WITHIN 30 SECONDS of the voting box appearing on your screen, you should select one option and submit your vote.



The results of each vote will be displayed on screen and announced verbally at the end of each poll.

5. ADDRESSING THE MEETING VERBALLY

If you are invited by the Chair to contribute to the meeting, one of the hosts will unmute your microphone and offer you the opportunity to enable your video. You will then be able to address all present.

The Panellists

Andrew Kelso – Master
Sharon Lacey – General Secretary
Andrew Brewster - Treasurer

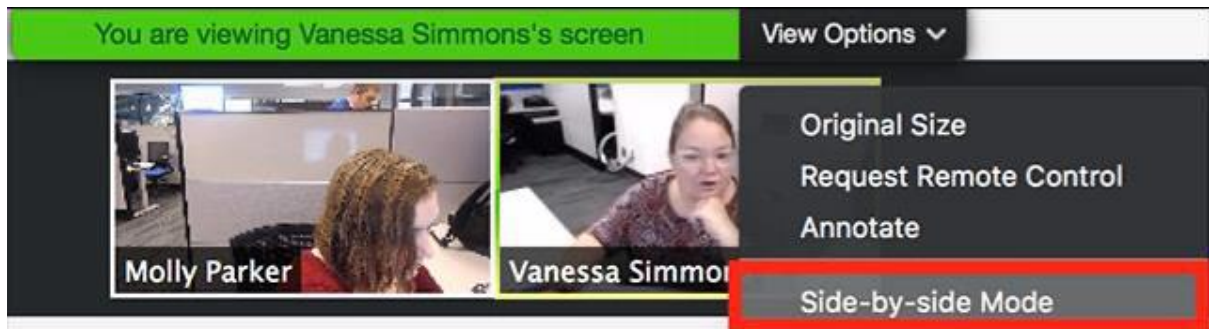
The Hosts (moderators)

TBC

6. CHANGING WHAT YOU SEE

By default, when you are viewing the meeting in Zoom, you will see the slides that guide you through the agenda as the 'main' item on screen. As a result, this will be the largest item in view. If you prefer (or perhaps need) to see those who are talking rather than the slides, or make things a bit more even in size, you can do this by enabling 'side-by-side' mode. Unfortunately, this is only available on PC or Mac, not on tablets or phones. To enable this:

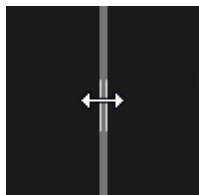
1. While viewing a shared screen click on View Options and choose Side-by-side Mode:



The shared screen will appear on the left and the speaker will appear on the right.

2. Hover your pointer over the boundary between the shared screen and participants' video until your pointer changes to a double arrow and you see a grey line separating both views:

Click and drag the separator to adjust the size of each view.



7. FEEDBACK

We are keen to know what your thoughts are afterwards. A link will be provided to an anonymous survey seeking your feedback when you leave the webinar at the conclusion of the AGM. Alternatively, comments can be made to any Association or District Officer.