SNAKE RIVER SWIMMING

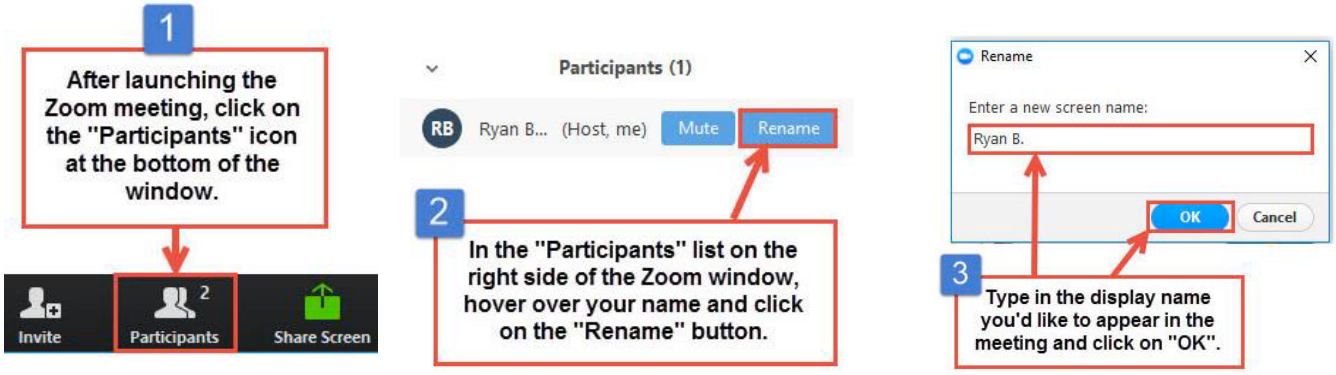
Zoom Meeting Instructions and Meeting Protocols for the 2020 Snake River Swimming Fall House of Delegates
October 11th, 2020

1. Please click on the invite email link that is sent to your inbox and click “Join the Meeting”.
2. You do not need to participate with video, but ensure that you “Join with Computer Audio.” It is best to have a headset or ear buds with a microphone for best sound quality.

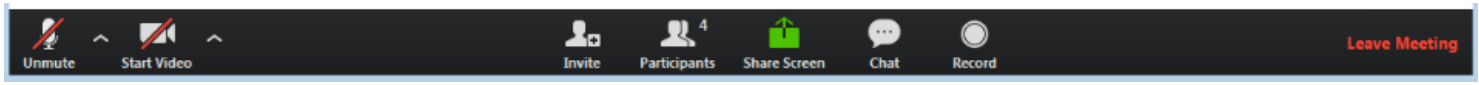
5. **Upon being admitted into the meeting, all participants will be muted upon joining**. To unmute/mute, click on the microphone icon on the bottom left (see Menu Bar picture at the bottom of this page). Please see Meeting Protocols on page for additional information.

6. As a participant, you can interact with the host by using the “Chat” option in the menu.

7. Participants, please ensure your full name and club association appear. To do so, please follow these instructions:



Menu Bar Information:



1. Unmute/Mute Audio
2. Start/Stop Video
3. Invite – send the meeting information via email
4. Participants – identifies who is in the meeting
5. Share Screen – will be disabled for the HOD meeting
6. Chat – will only be permitted with meeting host/co-host
7. Record – only for meeting administrator
8. Leave Meeting – click to leave the meeting

House of Delegates Meeting Protocols:

✓ ♉As with all other Snake Swimming Meetings, Roberts Rules of Order will be followed.

✓ ♉**Please remain on MUTE to ensure no disruptive background noise.**

✓ ♉In order to ensure active participation of the delegates and participants, the "Raise Hand" feature of Zoom will be used.

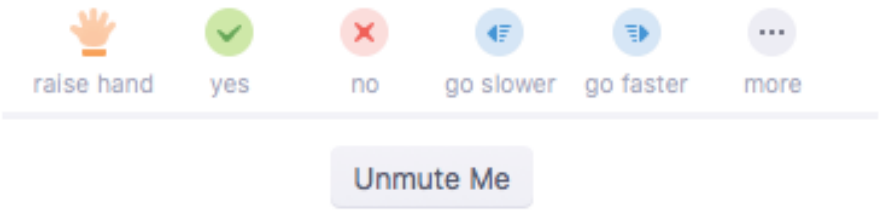
○ Whenever you want to speak, you can signal to the General Chair or Presenter by raising your hand virtually. The General Chair will then acknowledge you and give you the floor to talk or ask questions.

○ Using this feature will ensure decorum during the meeting and will prevent multiple delegates from talking at once.

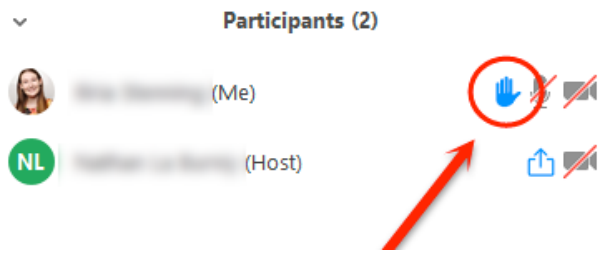
**If connecting via a Smart Phone, Tablet, or Computer, please use the Zoom App to be able to access all functions, including raising your hand. By Phone: Press *9

To find the "Raise Hand" feature by computer/laptop:

1. Click "Participants" on the Zoom menu bar. (The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. The bar disappears after a few seconds when in full-screen mode.)
2. The white Participants box that appears after you complete Step 1 has a "Raise Hand" command at the bottom. Just click that to raise your hand.
3. Wait for the General Chair, Host, or Presenter to give you the floor.



And the following will appear



All materials presented during the House of Delegates meeting will be available on the Snake River Swimming website under News tab – House of Delegates.

✓ ♉If you are experiencing any technical difficulties, you may use the Chat feature of Zoom to connect with the Meeting Administrators, Joan Wong, who will be assisting with Zoom facilitation.