



THE DIOCESE
OF VIRGINIA

226th Annual Convention - Online

Tech Tutorial for Delegates

Edit your Zoom Name

The first thing you will do when you join the Convention meeting is to make sure your Zoom name is your first and last name. This is so you can be properly recognized during Convention.

If your zoom name is not your full name, here's how to edit the name:

Click on "Participants" at the bottom of your screen,

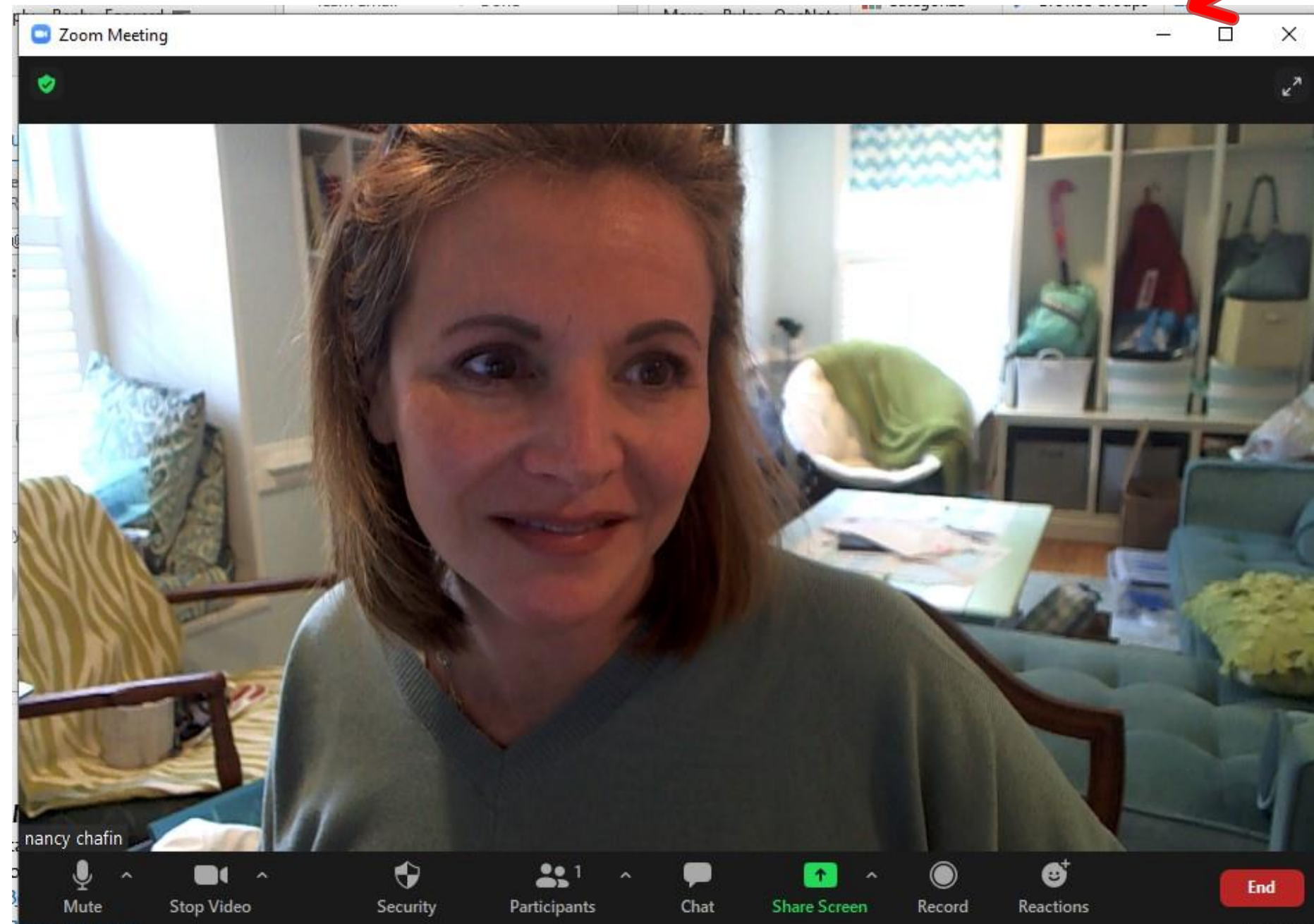
Hover your mouse over your name and click "Rename."



Voting: switching between email and Zoom

You will need to access your e-mail to vote. Then you'll return to your zoom screen. Here's how to move between your email and the zoom call:

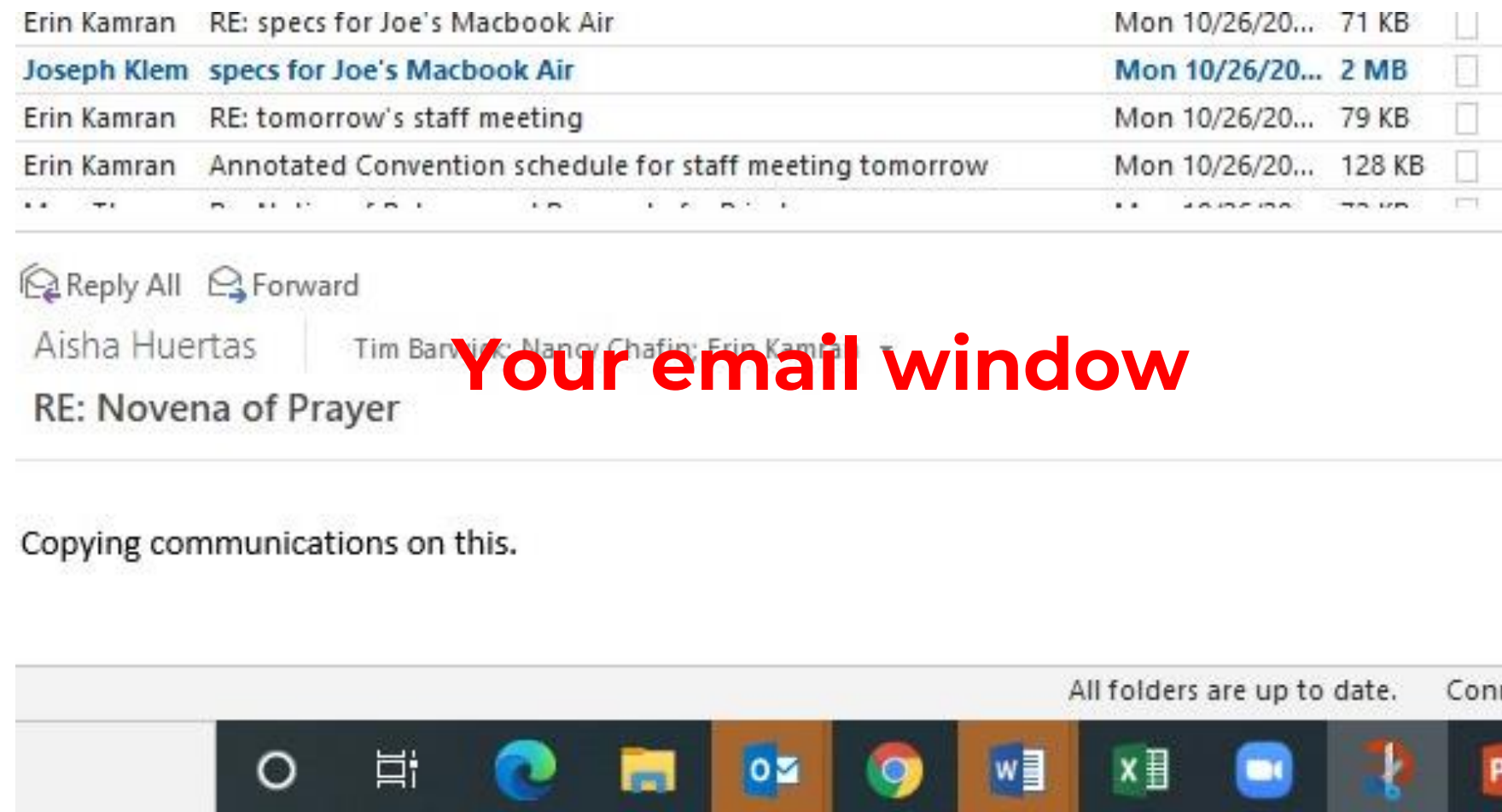
From your zoom window, click the little "minus" sign in the top right corner to minimize the zoom screen. The zoom screen will temporarily disappear. You will NOT be disconnected from the meeting.



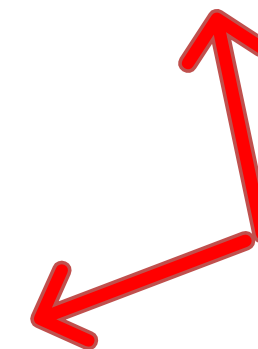
Voting: Switching between your email and Zoom

Now open your email as you normally would. You will see an email from the Diocese of Virginia. Open it and vote (see upcoming slides).

When you've finished voting and you're ready to return to zoom, click on the zoom icon at the very bottom of your screen. It looks like a video camera in a blue box. This will re-open the zoom screen with the live meeting.



Your email window



How to vote

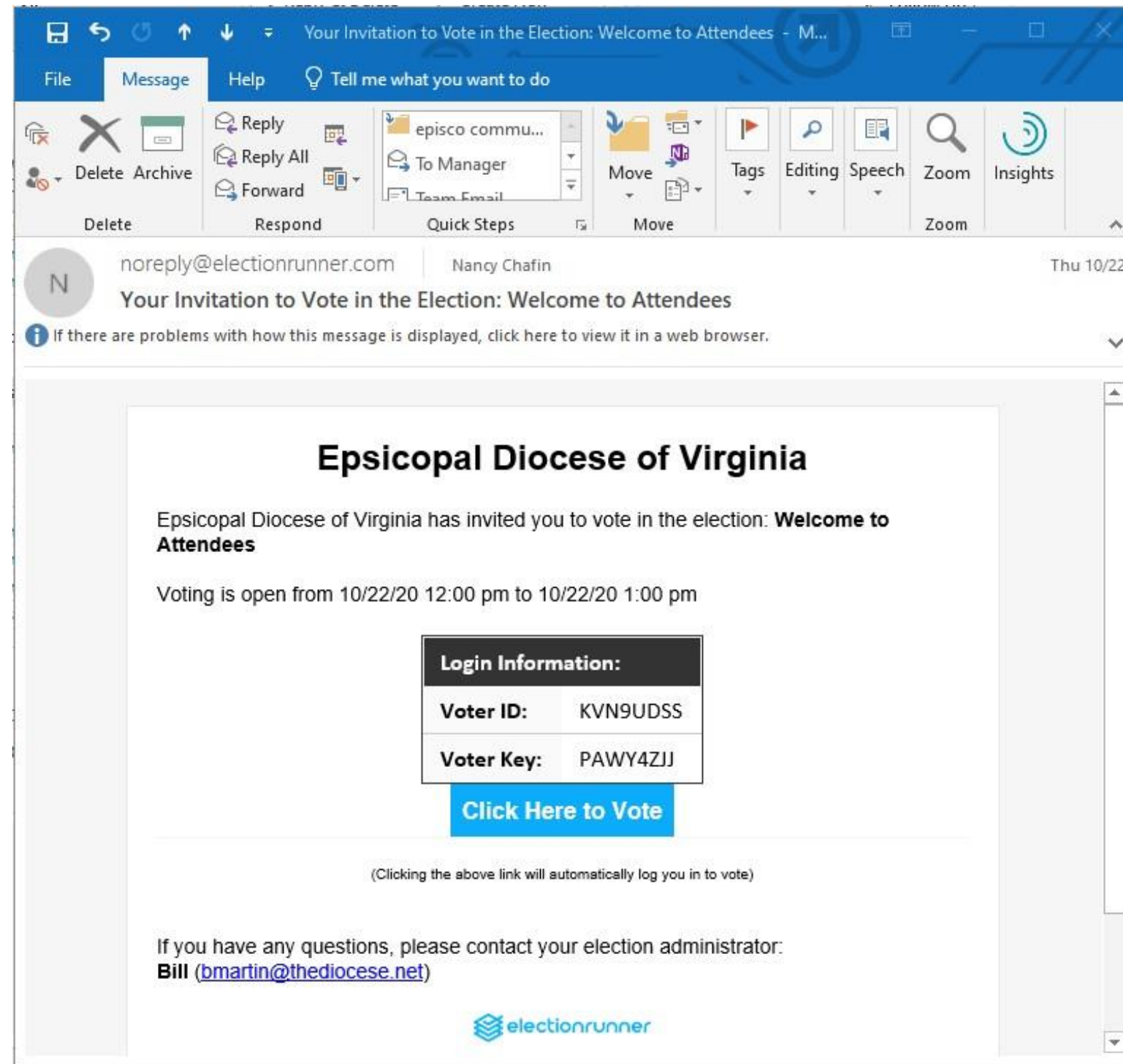
Open your email program.

Click on the email from the Diocese of Virginia.

It will look like the image here.

Click the blue button titled:
Click here to Vote.

Once you click the button...



...this window will automatically pop open.

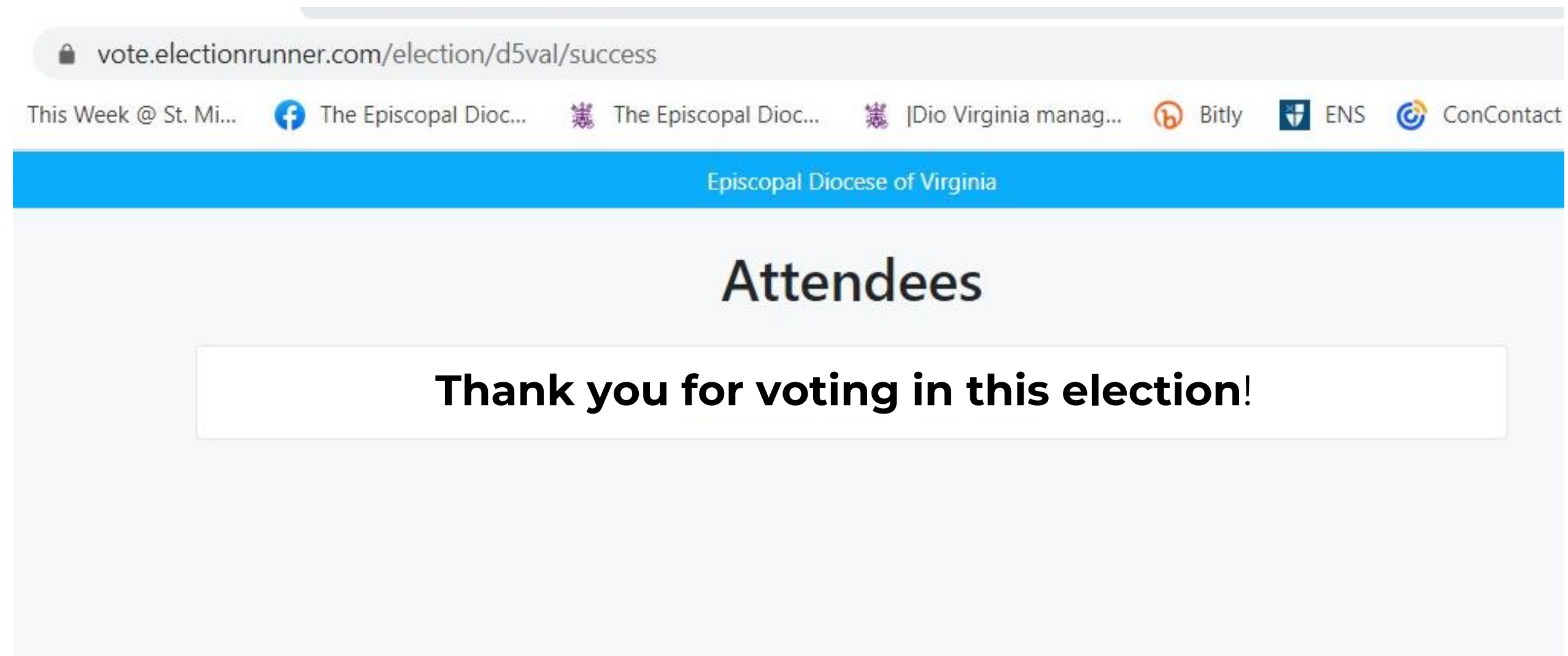
Now click the circle next to your answer.

Finally click the green “submit” button.

The screenshot shows a web browser window with the URL `vote.electionrunner.com/election/d5val/ballot`. The page header is blue with the text "Episcopal Diocese of Virginia". The main heading is "Attendees". Below the heading is a white box with the text: "Welcome to the Diocese of Virginia's 226th Annual convention. To be able to determine quorum, what is your role at today's meeting?". Below this is a blue bar with the heading "Attendees". Underneath is another white box with the text: "Welcome to the Diocese of Virginia's 226th Annual Convention. To determine quorum, what is your role at today's meeting?". Below this is a section titled "INSTRUCTIONS" with a text input field containing "Select 1 option from the list below. * Required". Below the input field are two radio button options: "Clergy" and "Lay Delegate". At the bottom of the form is a large green button labeled "Submit Ballot". The footer of the page includes the "electionrunner" logo, "English (US)", and copyright information: "Copyright © 2020 Election Runner | Terms of Service | Privacy Policy".

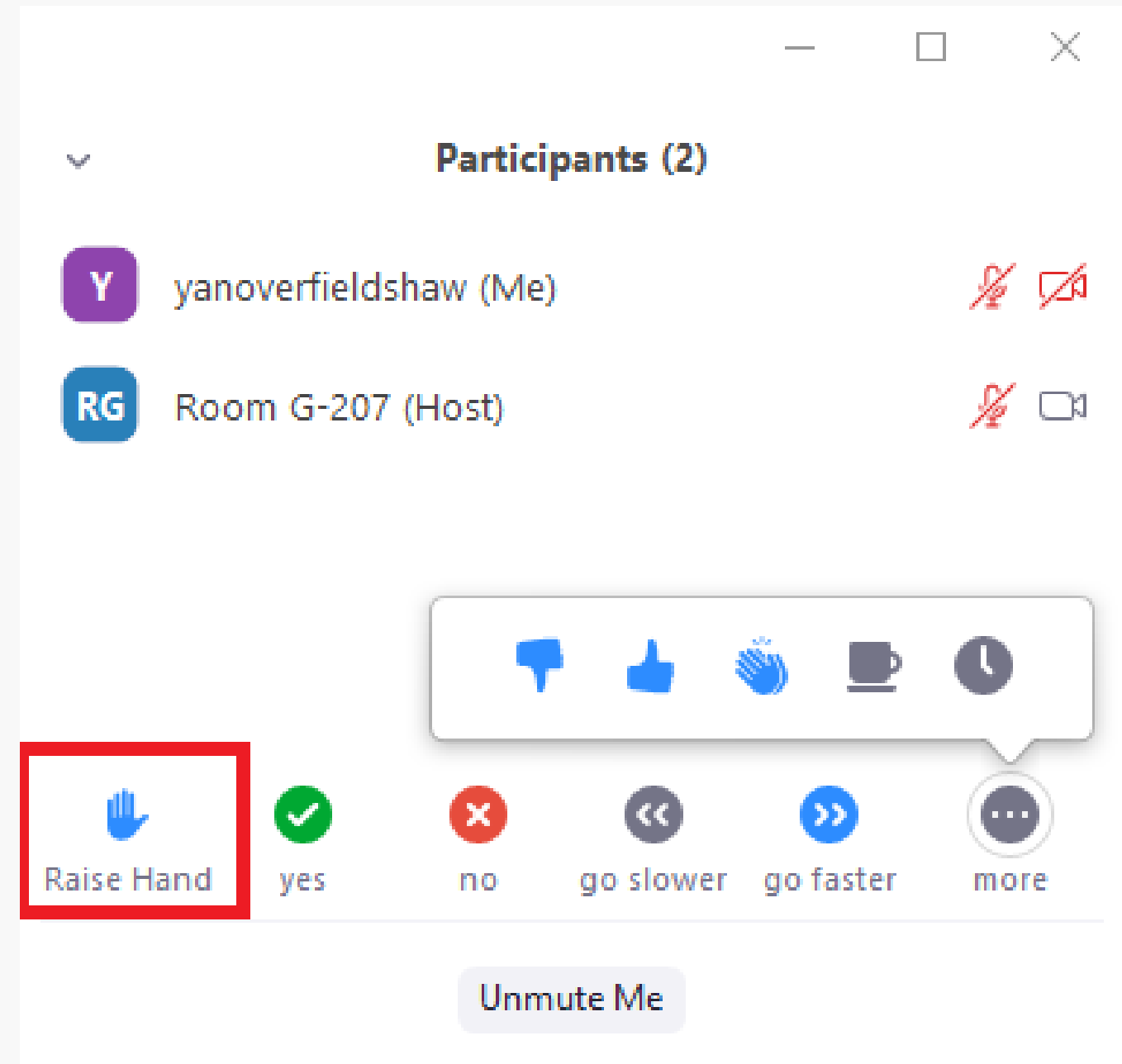
After you click submit, this screen will pop up indicating you've successfully submitted your vote.

It's safe to return to Zoom by clicking the blue "camera" icon at the bottom of your screen.



Raising Your Hand

In order to make a motion during Zoom Convention, you will need to utilize the "Raise Hand" function. To raise your hand, click on "Participants" at the bottom of your screen and click on the blue "Raise Hand" button. That's all you need to do. The Bishop will see it and announce that a motion (or a second) has been made.



Offering Comments

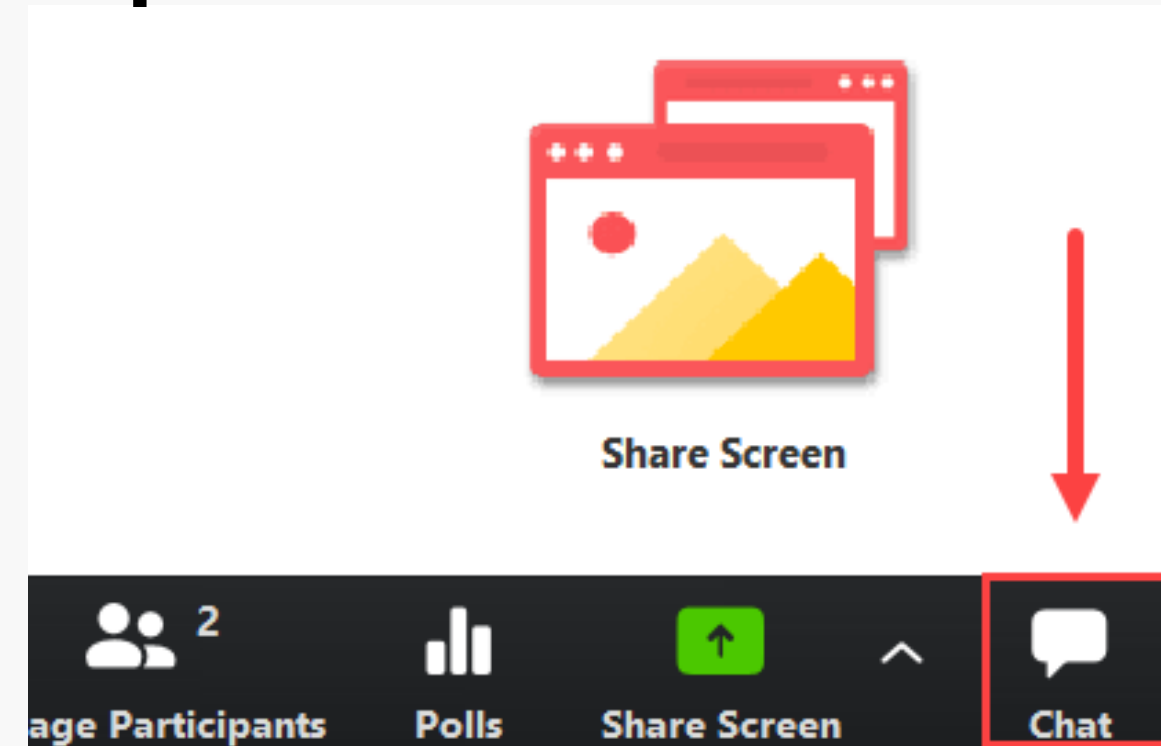
"at the Mic"

Typically, if you wanted to comment during Resolutions, Amendments to the Constitution and Canons or Budget, you would stand in line at a microphone on the floor of Convention. But on Zoom...

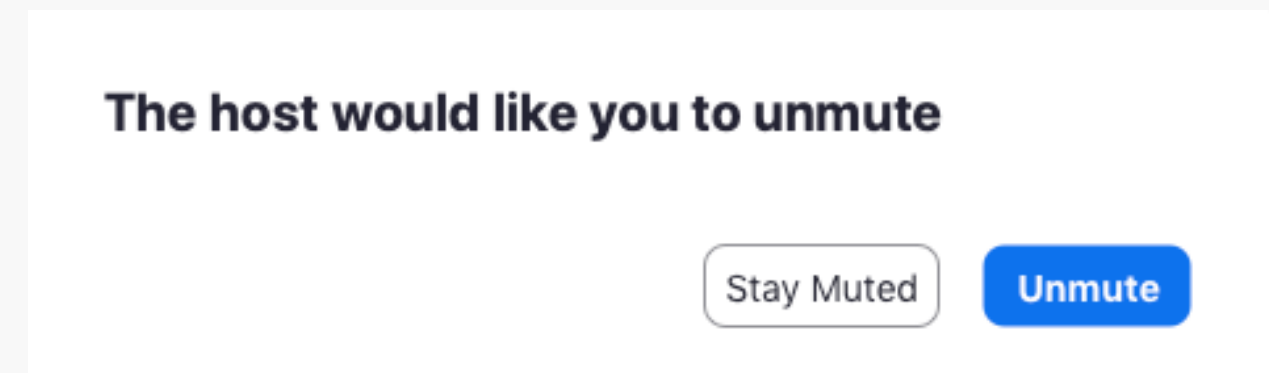
Step 1 You will type "SPEAK" into the chat. The Bishop will call on people in order of their request to SPEAK.

Step 2 When Bishop Goff recognizes you by name, you will receive a pop-up message asking you to unmute your microphone. Click on it and speak.

Step 1



Step 2



Want More Practice?

These two upcoming events can help you get tech-ready for Convention:

Open Hearings – Saturday, October 31

Check your email for a link to the Open hearings.

Resolutions	10:00 – 11:30 a.m.
Budget	1:00 – 2:00 p.m.
Constitution and Canons	2:30 – 3:30 p.m.

Tech Training Session – Thursday, November 12, 5:30 – 6:30 p.m.

Open to all lay and clerical delegates. Link to be emailed soon.