



Delegates Tech Tip Sheet

Having Trouble?

Get tech support any time during Convention by calling our diocesan staff at is **804-622-3171** or **804-643-8451** or emailing ksmith@thediocese.net or jrandle@thediocese.net

The Day Before Convention

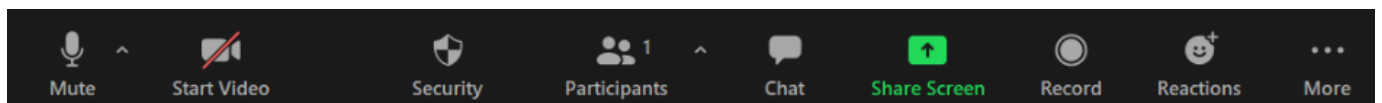
If you have not already done so, please [download the Zoom app](#) to your computer before Special Convention. This may take a few minutes, so please download it the night before to ensure that you can join on time.

How to Join the Convention Meeting on Zoom

In your email program, locate the email from the Diocese. It contains the link you need to join the Convention on Zoom. Click on the link. It will launch the Zoom application. If you get a popup window that asks if you want to open zoom meetings, say "yes." Otherwise, click Launch. This will open the call.

Know Your Zoom Taskbar

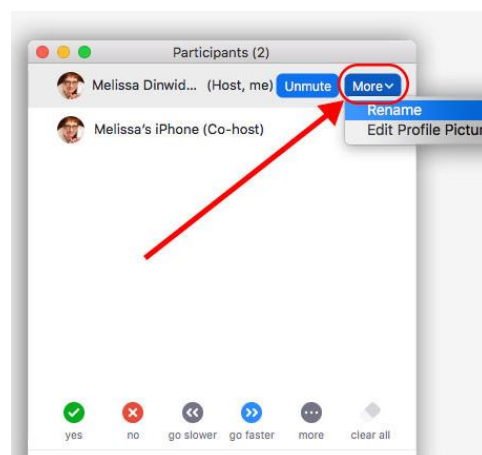
Most everything you will need to do during Convention starts at the Zoom Taskbar. It's at the bottom of your window and looks something like this:



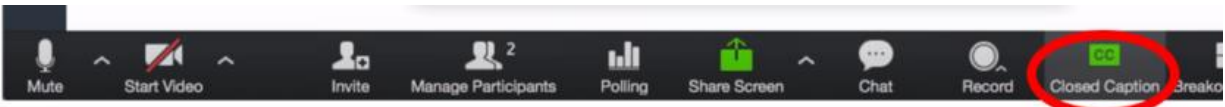
How to Edit your Zoom Name

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:

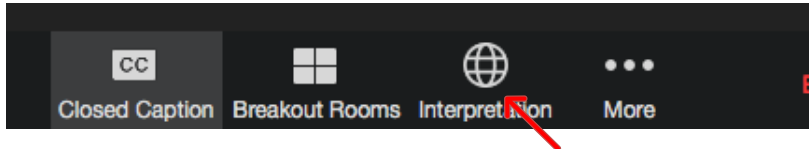
- Click on "**Participants**" at the bottom of your screen.
- Hover your mouse over your name
- click "Rename."



How to turn on Closed Captioning (optional)



How to Select a Language (English or Spanish)



How to Vote

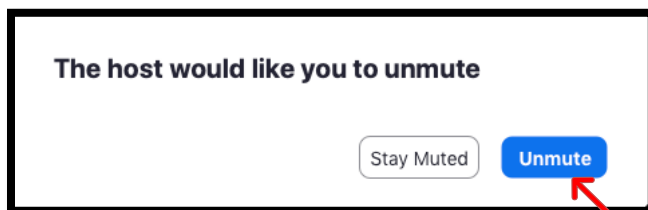
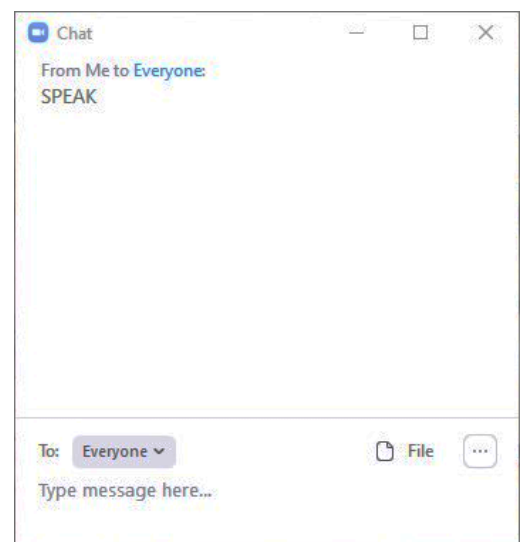
Unlike the November Convention, we plan to exclusively use zoom polling to manage voting. When Bishop Goff calls for a vote, a poll will automatically pop up on your screen. You'll be prompted to select yes or no and submit. When delegates have completed the poll, the Bishop will announce the results.

How to Speak During Budget Discussion

Step 1 Click on the **CHAT** button at the bottom of your screen

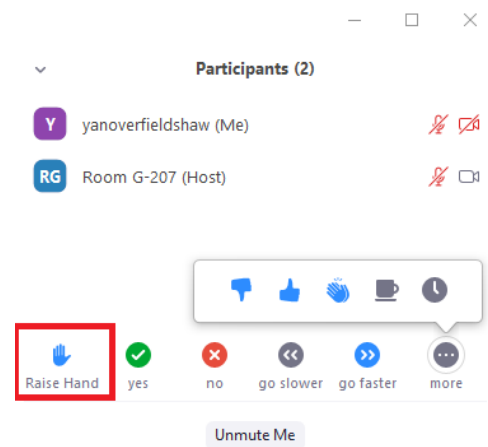
Step 2 You will type "SPEAK FOR" or "SPEAK AGAINST" into the chat. The Bishop will call on people in order of their request to SPEAK, alternating between those who wish to speak for and those who wish to speak against a motion.

Step 3 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.



How to make a motion (raise 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.



**Tech support line
during Special Convention**

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email ksmith@thediocese.net or jrandle@thediocese.net