

# **ZOOM REMINDERS**

**Log in up to 30 minutes prior to the meeting to make sure your device is working properly.**

**You will enter into the “waiting room” and the host will let you into the meeting.**

**First, change your name to reflect your role at the meeting:**

- Click on the ‘participants icon’ (people)
- Find your name on the list
- Click blue ‘more’ button
- Click ‘rename’

**Type in your information using the following Naming Standard and Abbreviations**

(Non-voting participants are asked to put a Z in front of your name)

**Full Name – Role Code – Church / Honorably Retired / Validated Ministry / Other Role**

**TE** – Teaching Elder    **CRE** – Commissioned Ruling Elder    **RE** – Ruling Elder

**CM** – Corresponding Member    **V** – Visitor

**Naming Examples:**

Mary Williams – CRE – Marion Oaks

Derrick Jones – RE – Palatka First

Peter Adams – TE – Honorably Retired

Tom Watson – RE – Coordinating Council

Alice Smith – TE – Community Hospice

Z Marigrace Doran – V – Presbytery Staff

**Mute your microphone and remember to unmute when you want to speak. Please leave your video on unless you need to step away for a moment**

**BEING RECOGNIZED / MAKING MOTIONS / DISCUSS OR DEBATE**

**To be recognized by the moderator:** go to participants panel

Look for the **blue hand icon** at the bottom – click on it to raise your hand

**To make a motion:**

Click on the ‘chat’ icon

Type in your question – send/submit

Click **on blue hand** in participant panel to be recognized

**Queue up to discuss/debate:**

Type PRO or CON in your chat box upon the cue from the moderator

Click **on blue hand** in participant panel to be recognized

**VOTING**

**Yes/No votes:** in participant panel – click **green ‘yes’** or **red ‘no’**

**Poll votes:** a screen will appear with choices. Click on your choice. Click submit. These votes are anonymous and automatically tallied.