



Zoom Meeting Instructions and Meeting Protocols for the Spring 2021 Pacific Swimming House of Delegates May 23, 2021 at 6:00 p.m.

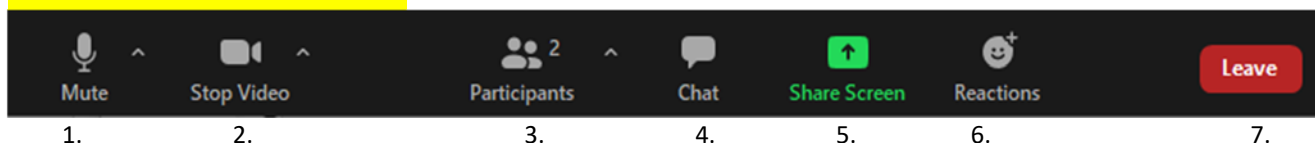
1. Click on the Zoom link you received from Pacific Swimming. This is a **unique** link specifically for Delegates and Attendees only. If you would like to participate and HOD registration has closed (open through May 22 at 9:00 pm), please email info@pacswim.org to inquire about Zoom information.
2. If you don't already have Zoom on your computer, go to <https://zoom.us/download> to download the Zoom Client for Meetings. ZoomInstaller.exe will download. Run the ZoomInstaller.exe file.
3. 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.
4. Upon being admitted into the meeting, all participants will be muted upon joining. To unmute/mute, click on the microphone icon on the left (see Menu Bar picture at the bottom of this page). Please see Meeting Protocols on page two for additional information.
5. As a participant, you can interact with the meeting host by using the "Chat" option in the menu.
6. Delegates, this is important, please ensure that your name appears with a "D" and a space in front of your first name. This allows the Presiding Officer or Presenter to know which participants are Voting Delegates. Examples: D Leo Lin BOD, D Dionne Dunn EBSD or D Nikolas Powers ATH LAKE. Use the directions below to make this change.
7. For all other non-delegate participants, please ensure your full name and club association appear with N in front (for all non-voting guests/observers). To do so, please follow these instructions:

Step 1
Click "Participants" Icon

Step 2
Click More and choose Rename to open the Screen Name Pop Up

Step 3
Rename yourself with a "D" in front of your Full Name and Club Code

Menu Bar Information:



- | | |
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| <ol style="list-style-type: none"> 1. Unmute/Mute Audio 2. Start/Stop Video 3. Participants – identifies who is in the meeting 4. Chat – will only be permitted with meeting host/co-host | <ol style="list-style-type: none"> 5. Share Screen – will be disabled for the HOD meeting 6. Reactions – Use to raise hand or answer Yes or No 7. Leave Meeting – click to leave the meeting |
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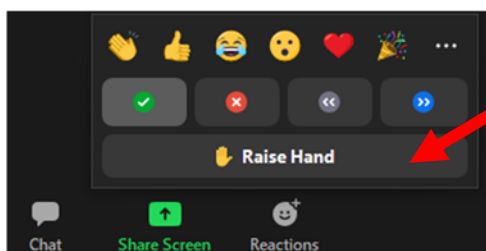
House of Delegates Meeting Protocols:

- ✓ As with all other Pacific Swimming Meetings, Robert's 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 or have a question, you can signal to the General Chair or Presenter by raising your hand virtually. The Moderators will then acknowledge you and the Presenter or General Chair will then 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.

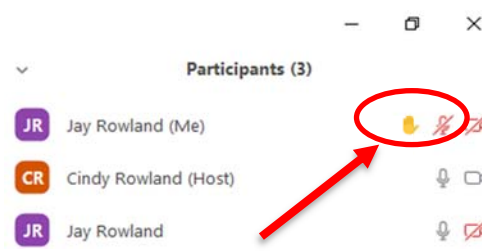
****If connecting via a Smart Phone, Tablet, or Computer, please use the Zoom App to be able to access all functions, including raising your hand. By Phone: Press *9 to raise hand, press *6 to mute. We **strongly** recommend delegates participating plan to use a computer or tablet.**

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

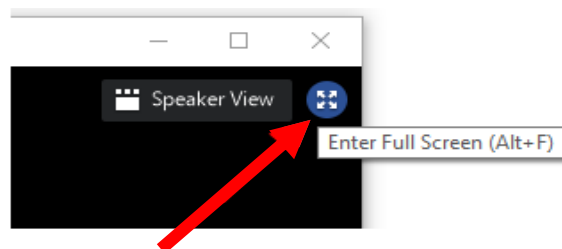
1. Click "Reactions" on the Zoom menu bar. (The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. The bar disappears after a few seconds when in full-screen mode.)
2. A menu will pop forward that will allow you to choose a number of emoji reactions, pick a green check or a red X or raise your hand. Click the "Raise Hand" button to raise your hand.
3. Wait for the General Chair, Host, or Presenter to give you the floor.



And the following will appear:



- ✓ For optimal viewing, choose the speaker view at the top right of the screen. For viewing presented materials, select the full screen option:



- ✓ All materials presented during the House of Delegates meeting will be available on the PacSwim website under the Document tab – House of Delegates or Members 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, who will be assisting with Zoom facilitation.