

## INSTRUCTIONS FOR ZOOM VIDEOCONFERENCING

### Participating in pre-meeting: From 5 - 5:45 p.m. on Tuesday, January 26

#### The 2021 Budget: Got Questions?

*Facilitated by Treasurer Bob Mecredy, BDOC Chair Peter Judd, and Rev. Laura Bachmann from the BPT Mission Linkages Working Group*

Prior to voting during the January 26 Presbytery meeting, are you interested in learning more details about this year's financial strategy? Anticipated income? Designated mission support? Other? This is the very best place to bring your questions!

#### LOG IN

You will be able to log in beginning at 4:45 p.m. on 1/26/21.

This is a separate gathering from the STATED meeting and has a separate Zoom link. No advance registration is required for the PRE-meeting. **NOTE:** This link will not give you access to the stated meeting:

#### [Join Zoom Meeting](#)

Meeting ID: 882 6639 1120

Passcode: 074650

One tap mobile: +16465588656,,88266391120#,,,,\*074650# US (New York)

**We recommend connecting by computer or tablet**—connecting via phone will give you access to audio only.

If you plan to attend both the STATED meeting and the pre-meeting, the pre-meeting will conclude by 5:45 p.m. so you have time to join the STATED meeting.

### Participating in the STATED Meeting of the Presbytery on October 31, 2020—10 a.m.

#### LOG IN

In an effort to verify attendance pre-registration for this meeting is required.

[Register in advance using this registration link.](#)

After registering you will receive a confirmation email containing the necessary information for joining the meeting. **Be sure you save that confirmation message for ready access on January 26.** You will be able to log on beginning at 4:30 p.m. on the day of the meeting. **Please log in no later than 4:45 p.m.** so you can test your audio and video settings. It's also a great time to virtually mingle with other members of the Presbytery and chat!

**We recommend connecting by computer or tablet**—connecting via phone is a last resort and will give you access to audio only

To actively participate in the business of this meeting each individual must log in using their own device i.e. one vote per device

To enter meeting: Click on the link provided in the registration confirmation message and enter meeting ID and password; Click on *Open URL: Zoom Launcher* that appears in the small dialogue box on your screen

## RENAME WITH YOUR STATUS

To help with discussion from the floor, we ask that you rename yourself when you enter the meeting **with your status abbreviation, name and the name of your church or ministry.**

To rename yourself	Status abbreviations
<ol style="list-style-type: none"><li>1. Click on the "Participants" icon at the bottom of the Zoom window</li><li>2. A Participants window will appear. Click the "Rename" button</li><li>3. Enter your status abbreviation, name, and the name of your church or ministry in the "New Screen Name" field</li><li>4. After clicking the blue "OK" button, your new info will appear.</li></ol>	teaching elder (TE) ruling elder (RE) elder commissioner (EC) additional elder commissioner (AEC) extra elder commissioner (EEC) corresponding member (CM) honorably retired (HR) at large (AL) validated minister (VM) visitor (V)

## Sound

Your mic will automatically be muted when you join the meeting. **Please keep it muted until it is your turn to speak.** This will help reduce audio feedback from having so many people in the meeting at one time. An easy way to mute & unmute is to **enable push to talk.**

Once you have joined the meeting, find your profile picture/name and click on it, then click *Settings*

Select the option *Press and hold SPACE key to temporarily unmute yourself*

When you are muted, **hold down the spacebar when you want to talk** and the Zoom window is in focus—your screen will show a message indicating that you are temporarily unmuted and the microphone will appear green when you talk

**When you release the space bar, you will be muted again**

## Video

Please turn your video off to reduce signal lag during the meeting. This does not apply to the moderator of the meeting or presenters as identified by the moderator.

## Chat

The in-meeting chat allows you to send chat messages to other users within the meeting. You can send a private message to an individual user or you can send a message to the entire group.

### To use chat on a desktop or laptop computer

While in the meeting, click *Chat* in the meeting controls--this opens the chat window on the right

Type message into the chat window or click on the dropdown next to *To:* if you want to message a specific person

### To use chat on a mobile device

While in a meeting, tap the screen to make the controls appear

Click on *Participants*

At the bottom of the participants list, click on *Chat*

Type your chat message and click *Send* or if you want to change who it is being sent to, click the arrow next to *Send to:* and choose a different person or group of people

## Questions and comments

For questions or comments during the meeting, you may need to raise your hand.

### To raise your hand on a laptop or desktop computer only

click on the icon labeled *Participants* at the bottom center of your PC or Mac screen

At the bottom of the window on the right side of the screen, click the button labeled *Raise Hand*—your digital hand is now raised

Wait to be recognized by the moderator

Lower it by clicking the same button, now labeled *Lower Hand*

Hold down spacer bar to speak

**Polling**

The meeting will also use polls to approve actions.

**To participate in the poll on a laptop, desktop computer or mobile device**

See the polling box pop up on your screen

When prompted to answer question(s), click on preferred option with mouse (or tap mobile device with finger).