USING ZOOM FOR THE 2021 VIRTUAL ANNUAL MEETING

For USMS Delegates and attendees

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*Zoom's Help Center has a library of tutorials with in depth information, for more details visit the Zoom Getting Started page. In addition, their Zoom Meetings Training Reference Guide.pdf is helpful.

Best Practices for Effective Video Conferencing for the Annual Meeting

Prior to a meeting:

- To help those attending a meeting easily identify who you are, ensure your Zoom username is your first and last name followed by your LMSC. (i.e. Jennifer Freestyle – New England, or John Butterfly - Oregon).
- When using equipment or locations not regularly used, test your internet and meeting connections in advance.
- Test your video and audio before your meeting at zoom.us/test.
- When possible, join a couple minutes early to check your equipment and network connection.

During a meeting:

- Ensure location lighting does not limit a participant's visibility (e.g., avoid backlighting from windows or lamps).
- Position yourself so the camera is seeing you from the chest or waist up, instead of just seeing your face. Your camera should be at eye level. Don't forget to smile 😊.
- Mute your microphone if your location has excessive background noise or you are not speaking.
- Treat meeting on video as you would an in-person meeting.
- Keep your background professional.

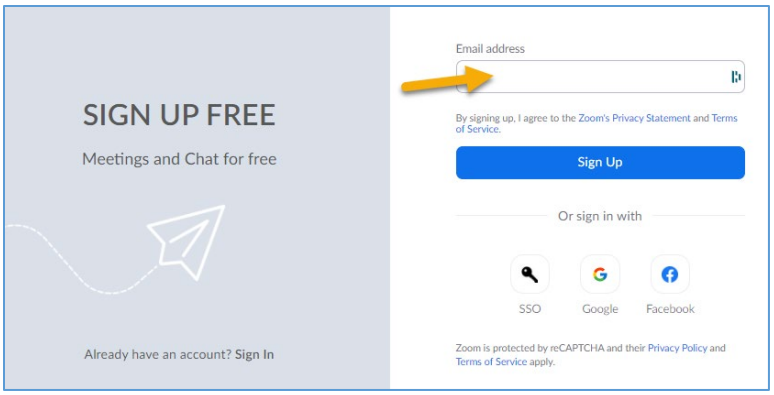
Presenters/Meeting Facilitators

- If you are planning to present/share your screen, ensure you have your presentation materials ready and pulled up on your computer screen -- You don't want to be searching through files when you're presenting.
- Provide an agenda to participants — ahead of the meeting is nice, but minimally at the start of the meeting — that includes an overview of topics to be covered and planned outcome.
- In the event the original host or presenter is unable to attend the meeting, ensure there is an established backup host/presenter who can run the meeting.
- Establish who will be taking meeting minutes.
- Establish a co-host, someone to help facilitate chat features, Q&A, monitoring the waiting room, monitoring those who raise their hands, etc.
- Engage participants to ensure discussion understanding.

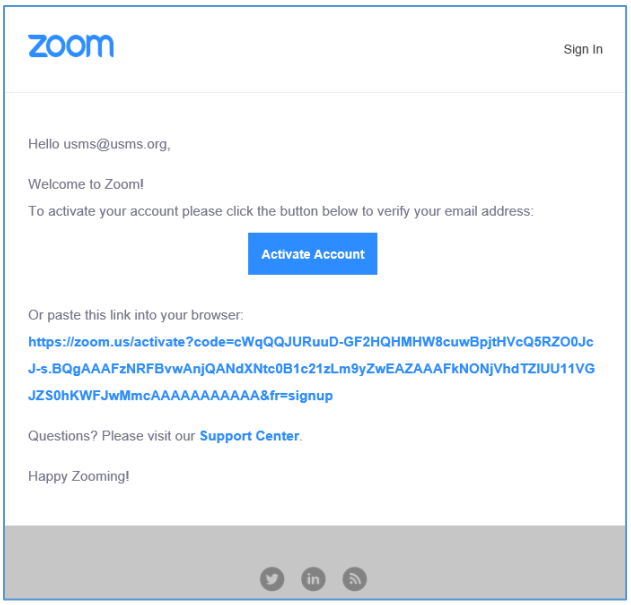
Zoom Personal Account Setup

If you have not yet setup your Zoom user account, follow these steps:

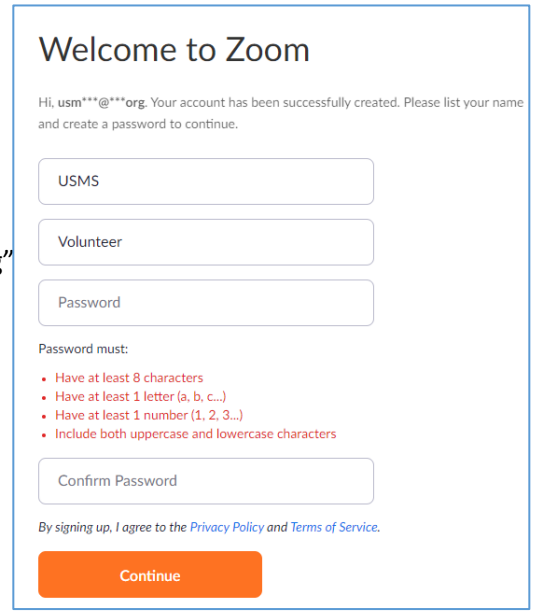
- Go to "Zoom.us"
- Select the "Sign up, it's free" option in the upper-right corner
- Enter your date of birth
- Enter your preferred email address



- A confirmation email will be sent to the email you entered. Click the confirmation link to activate your account.



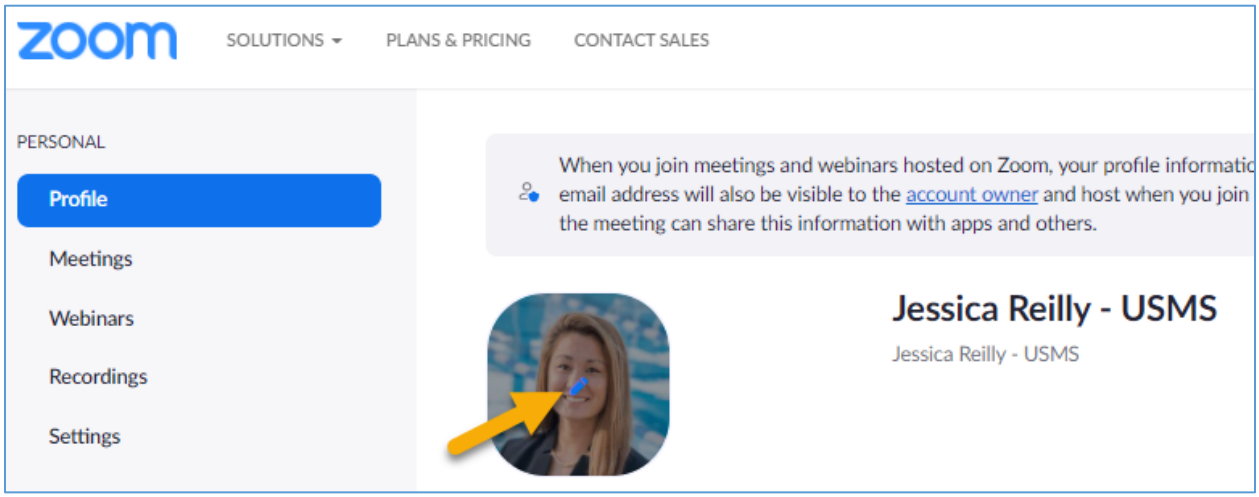
- Enter your name and create a password for your account
  - Must be at least 8 characters in length
  - Have at least one letter (a, b, c)
  - Have at least one number (1, 2, 3)
  - Include both upper case and lower-case characters
- Skip through "Invite Colleagues" & "Start your test meeting"
- Your account will now be setup and ready to Zoom!

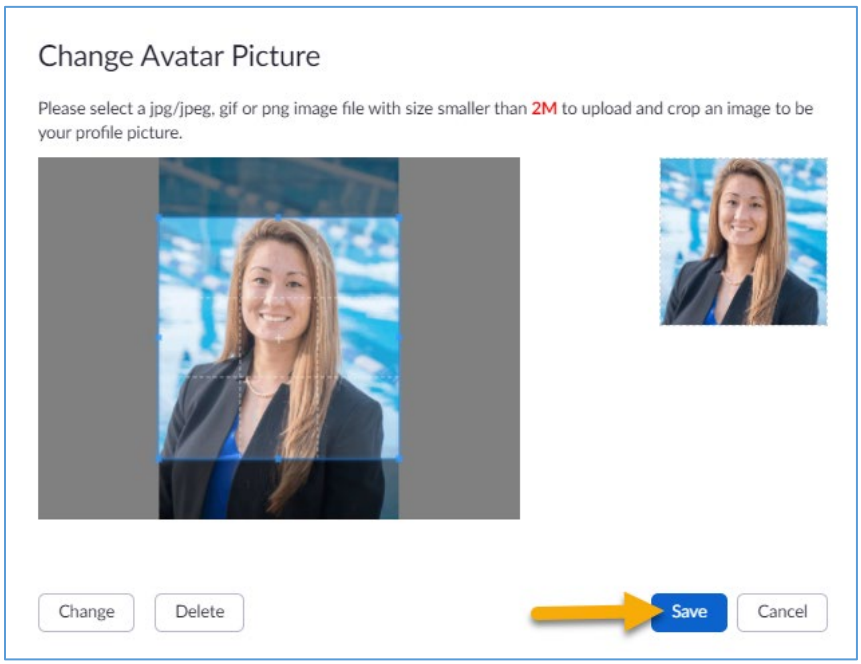


Customizing your profile

Your Zoom profile allows you to update your user information, including your name, profile picture, email address, and more. To access your Zoom profile, sign in to the Zoom web portal and click **Profile**. You can view and edit the following settings:

Profile Picture: To add or change your profile picture, scroll your mouse over the image until you see the pencil icon, then adjust the crop area on your current picture or upload a new one. You can also delete your profile picture by clicking Delete.





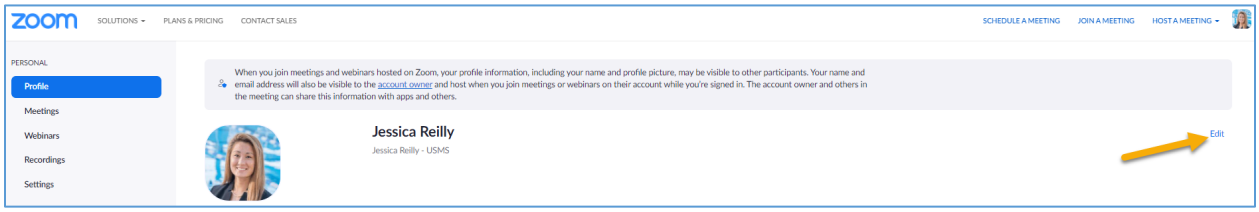
If you have uploaded a profile picture and it may not be appearing in a meeting or webinar

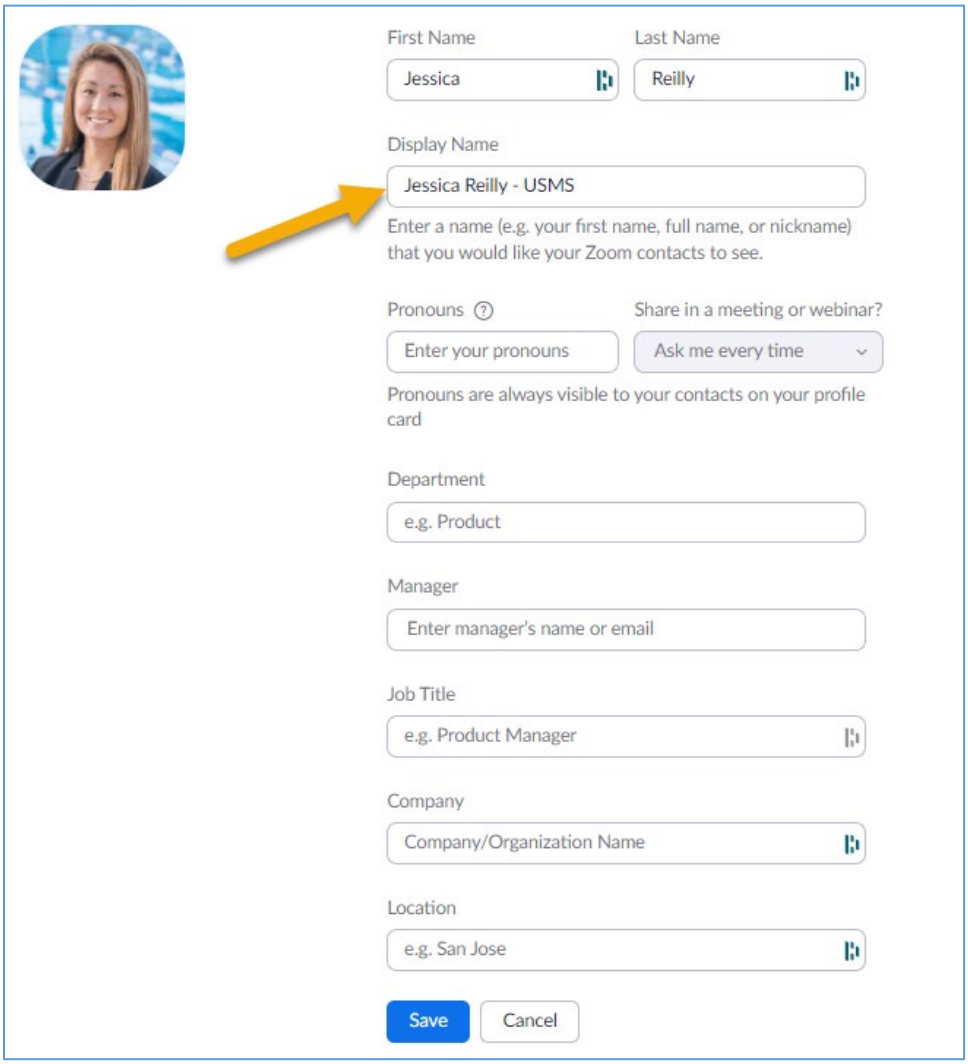
This could be because you aren't logged in to Zoom when you join a meeting. Sometimes, you are logged into your account from the browser and not from the app or vice versa. That's why your profile picture isn't showing up. The Zoom system takes you as a guest user if you aren't signed in. Since a guest account doesn't have a profile picture and your actual profile is connected to your Zoom account, you don't see a photo for yourself in the meetings.

To fix it, you need to sign into your Zoom account before joining a meeting. The trick is to keep your account logged in and enable Stay signed in for both the Zoom website and apps before you join a meeting. That way, Zoom knows who you are and will show up the correct picture.

Name**:** To change your name, click Edit on the right side. You can also add other profile information including Department, Job Title, Company, and Location.

- **Ensure your Zoom username is your first and last name followed by your LMSC. (i.e. Jennifer Freestyle - Ozark, or John Butterfly - Maryland) This will allow for those running the meeting to identify easily and accurately who you are during the call.



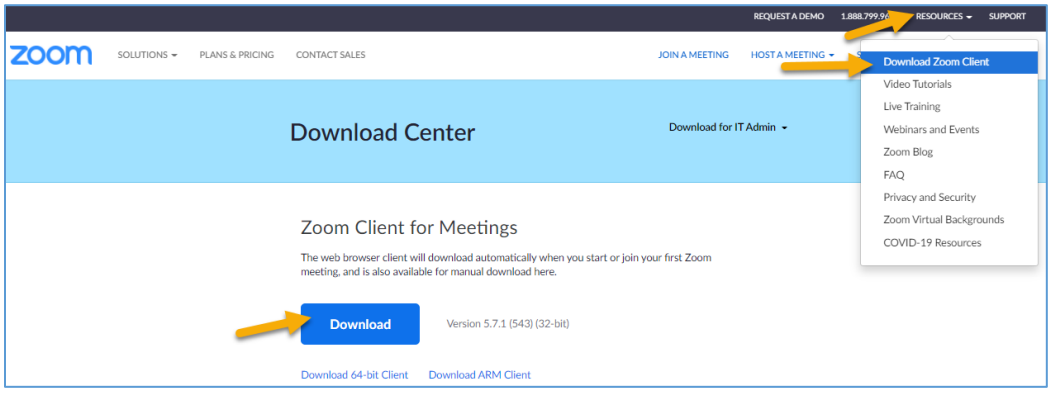


Download Zoom Client/App and Installation

Options may vary slightly depending on your computer and/or phone's Operating System.

Windows–Microsoft Windowscomputers and MacOS –Apple Mac computers

- The Windows client allows for joining meetings, scheduling, screen sharing, recording, virtual backgrounds, sharing files, and more.
- Go to "Zoom.us"
- Above the "Sign up, it's free" option, select resources
- Select "Download Zoom Client"
- Under "Zoom Client for Meetings", select "Download"
- Save the file, it will be named:
    - Windows - "ZoomInstaller"
    - MacOS "Zoom.pkg"
- Run the install with the default options
- Once the install completes, you may sign into the client

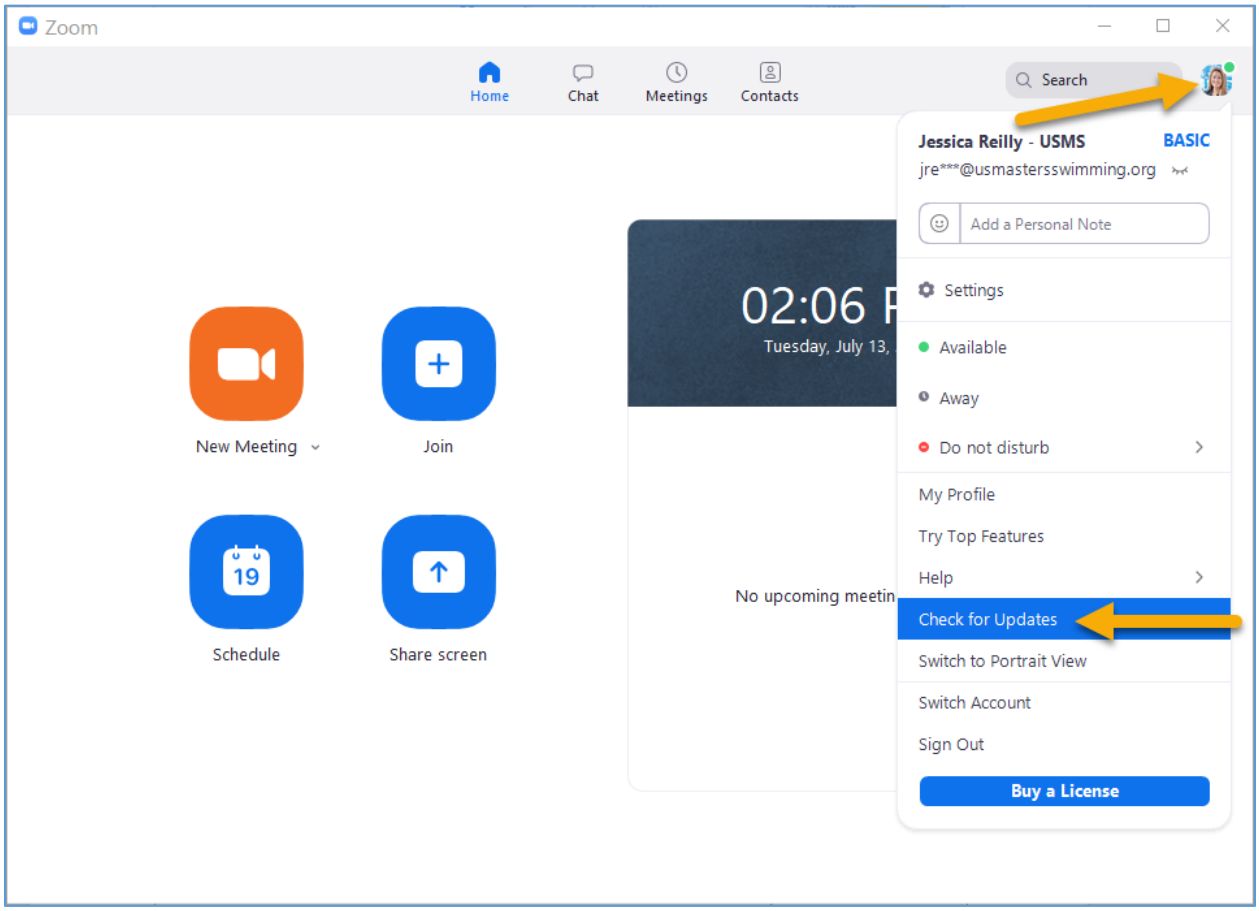


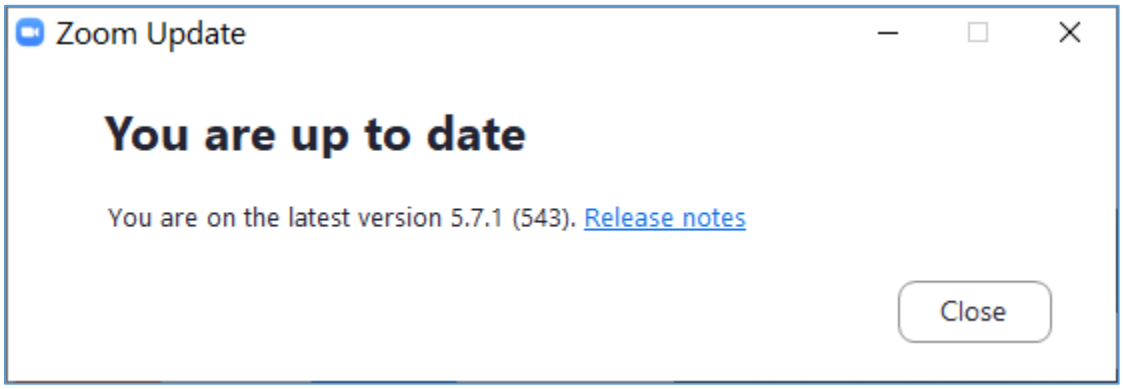
iPhone/iPad (iOS)

- The mobile app can be used to join Zoom meetings when you're on the go.
- The iOS client contains most of the tools included in the Windows/MacOS clients. It is missing tools for file sharing, recording meetings, support sessions, and some security features (such as locking a room to prevent additional users from joining a meeting).
- Go to the App Store
    - If on an Android-based phone (such as a Samsung Galaxy S10, Google Pixel, OnePlus 6, etc.), please us Google Play Store to download the Zoom app
- Search "Zoom"
- Download the app "ZOOM Cloud Meetings"
- Once installed, open the app
- Select "Sign In" and enter the credentials you used to set up your account.

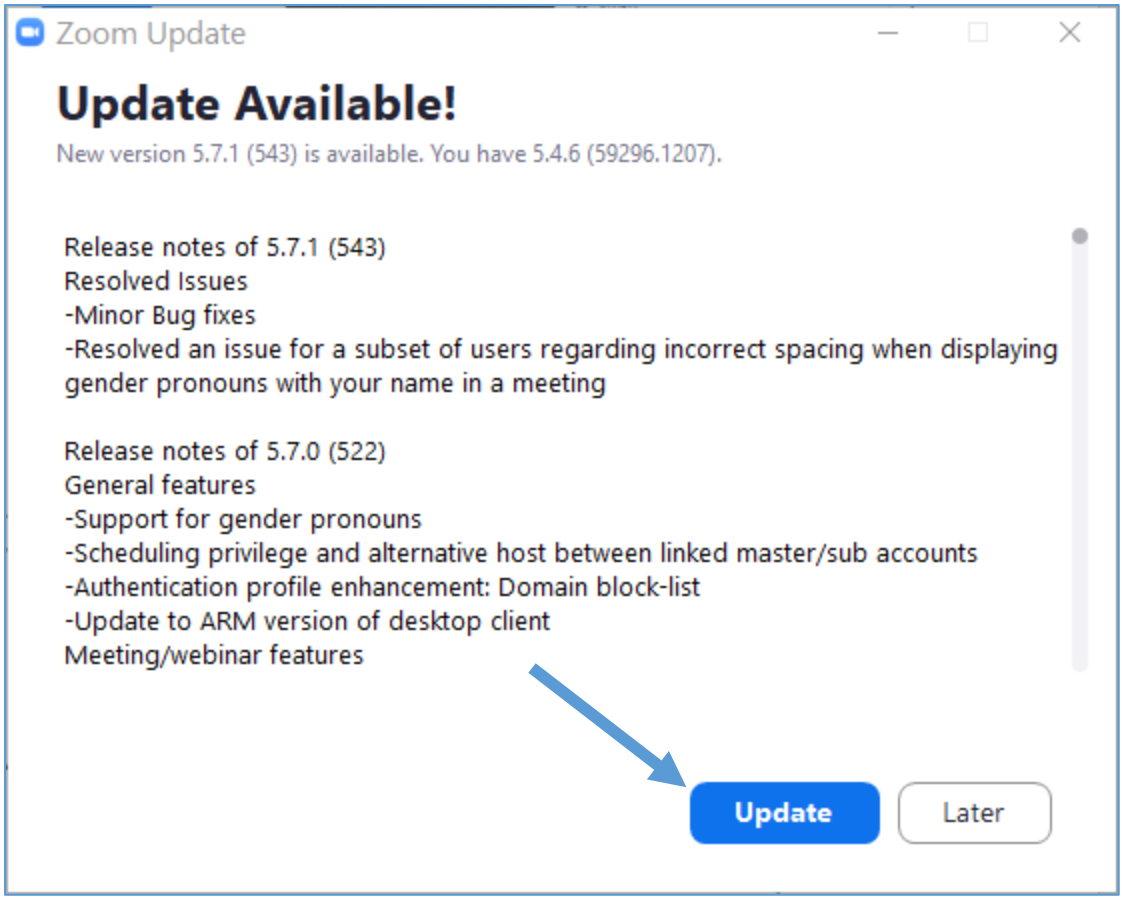
Checking for Zoom Updates

Ensure you are operating on the most current version of the Zoom Client/App





>>>>OR<<<<<

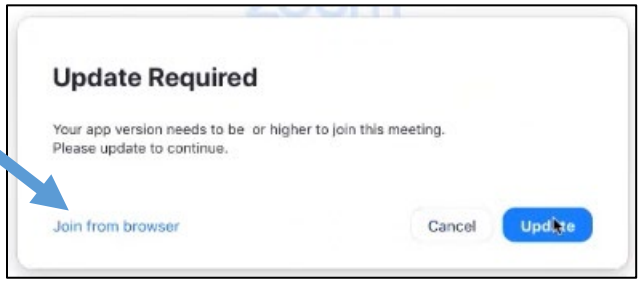


If you receive the following message:

If you receive an "Update Required" message:

1. Please select "**Update**" and let it run its course
2. ***DO NOT select "Join from Browser"***

We have found that if a member joins a Zoom meeting via a web browser portal there are functionalities that do not work as intended, such as polling for voting.



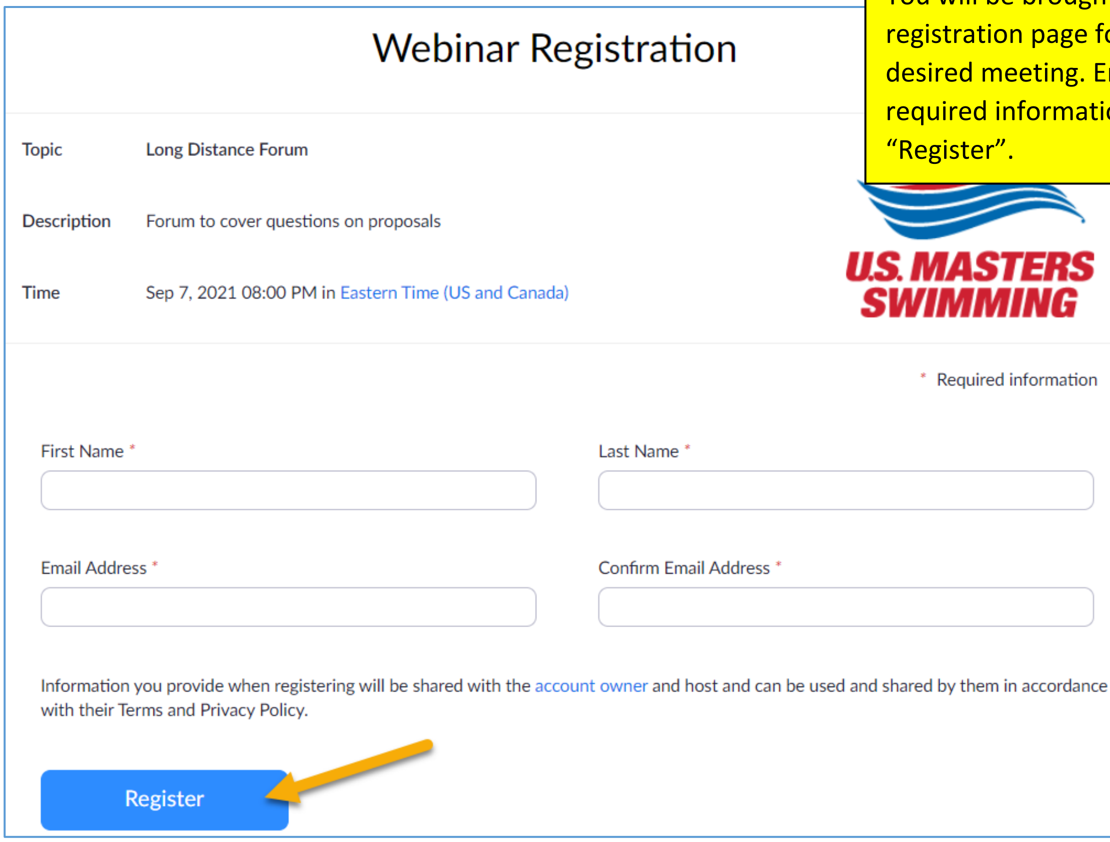
Meetings held in conjunction with the Annual Meeting

Meetings held in conjunction with the Annual Meeting will all be hosted via Zoom. It is highly recommended that delegates **Sign Up** for an account and use it to **login** to Zoom.

- On the 2021 USMS Virtual Annual Meeting Schedule page, select the meeting you are interested in attending.
    - There you will be able to see more information on the meeting, speakers, in addition to the Zoom meeting information. This guide will help you navigate through using the Sched functionality.
- Customized links for each of the House of Delegates sessions will be sent directly to voting delegates at a future date. Non-voting delegates will be able to watch HOD sessions via a live streaming platform.

Registering for a Meeting via Zoom

You will be brought to the registration page for the desired meeting. Enter the required information and click "Register".


Webinar Registration

Topic Long Distance Forum

Description Forum to cover questions on proposals

Time Sep 7, 2021 08:00 PM in Eastern Time (US and Canada)

U.S. MASTERS SWIMMING

* Required information

First Name *

Last Name *

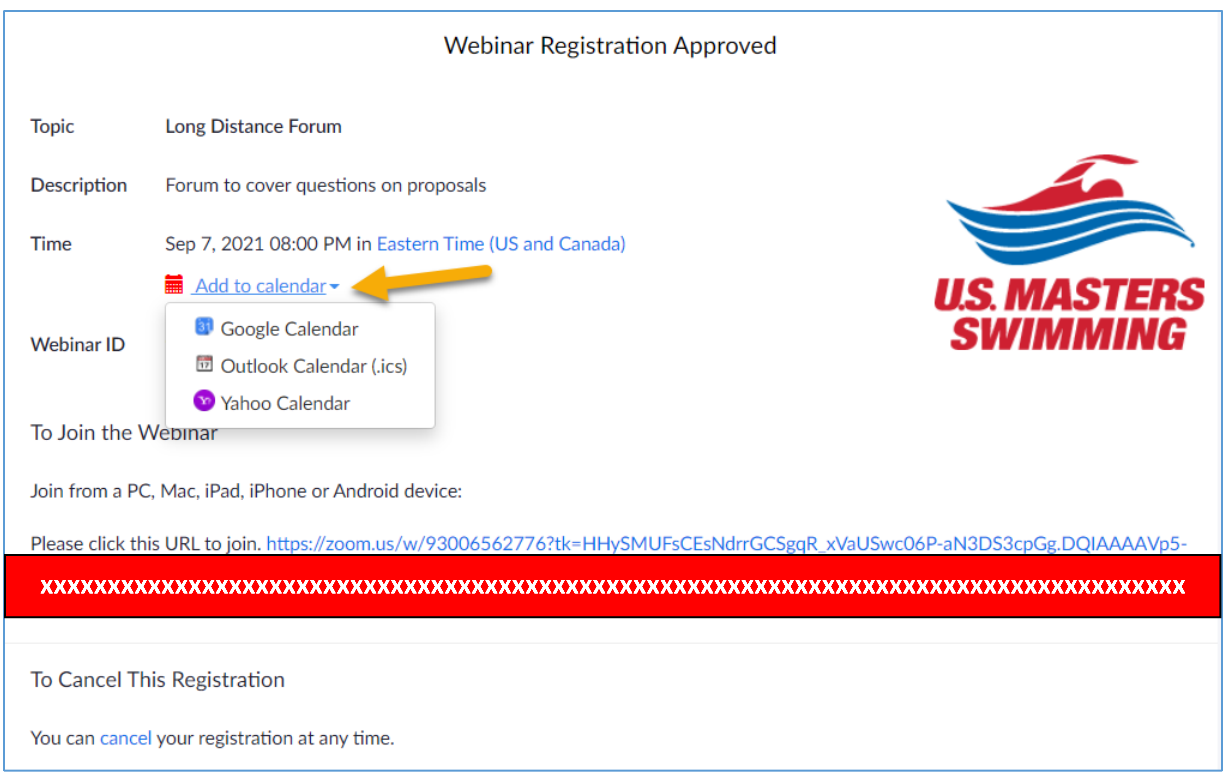
Email Address *

Confirm Email Address *

Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

Register

Once registered, you will be brought to a confirmation page. On that page, you will receive the meeting link in addition to having the option to add the meeting to your preferred calendar:


Webinar Registration Approved

Topic Long Distance Forum

Description Forum to cover questions on proposals

Time Sep 7, 2021 08:00 PM in Eastern Time (US and Canada)

Add to calendar

Google Calendar

Outlook Calendar (.ics)

Yahoo Calendar

Webinar ID

U.S. MASTERS SWIMMING

To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. https://zoom.us/w/93006562776?tk=HHySMUFsCEsNdrrGCSgqR_xVaUSwc06P-aN3DS3cpGg.DQIAAAAVp5-

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

To Cancel This Registration

You can cancel your registration at any time.

You will also receive a confirmation email with the zoom link information:

From: U.S. Masters Swimming
To: Jessica Reilly
Subject: Long Distance Forum Confirmation
Date: Thursday, July 15, 2021 2:31:44 PM

Hello Jessica,

Thank you for registering for Long Distance Forum. You can find information about this webinar below.

Long Distance Forum

Date & Time	Sep 7, 2021 08:00 PM Eastern Time (US and Canada)
Webinar ID	[redacted]
Passcode	

Please submit any questions to: volunteer@usmastersswimming.org.

You can cancel your registration at any time.

WAYS TO JOIN ZOOM

1. Join from PC, Mac, iPad, or Android

Join Webinar

If the button above does not work, paste this into your browser:

[redacted]

To keep this webinar secure, do not share this link publicly.

Add to Calendar(.ics) | Add to Google Calendar | Add to Yahoo Calendar

2. Join via audio

One tap mobile: US: +13017158592,,93006562776#,,,,*706339# or +13126266799,,93006562776#,,,,*706339#

Or dial: For higher quality, dial a number based on your current location.
US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833

Webinar ID: [redacted]
Passcode:

International numbers

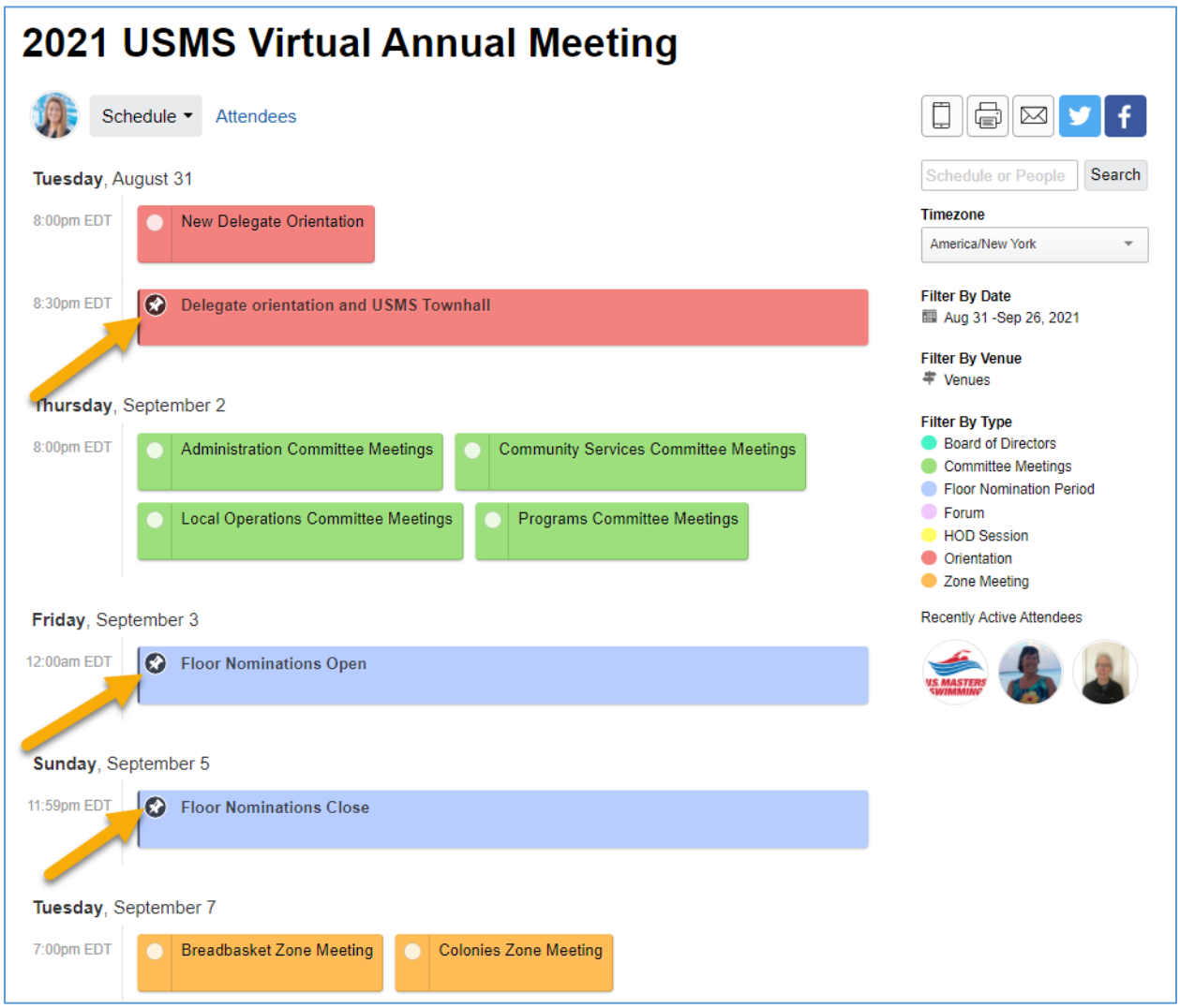
Thank you!

Bookmarking your favorite meetings

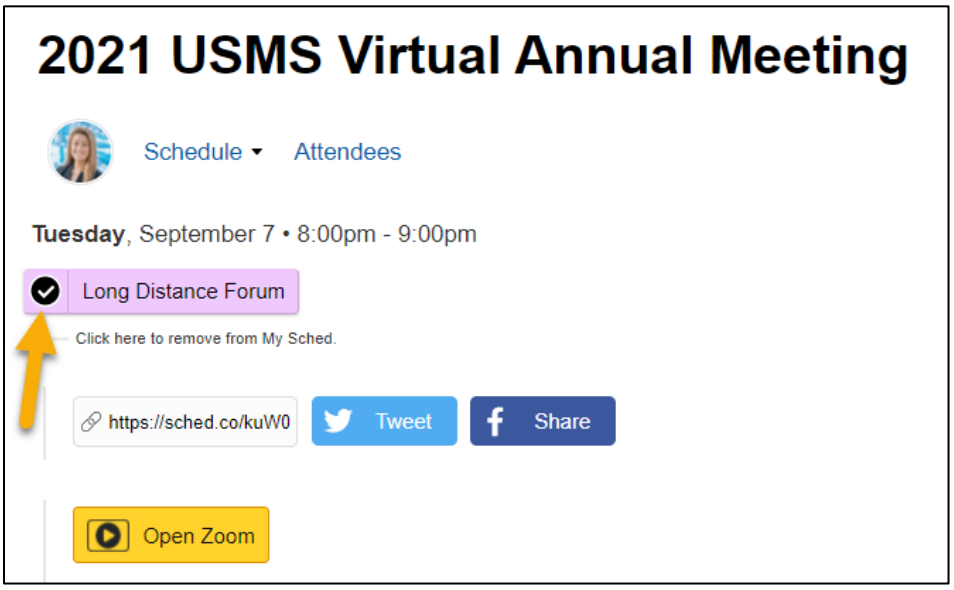
Sign up for a SCHED account and use it to login to Sched to bookmark your favorites, indicate your plans to attend, and/or sync meeting details to your phone or calendar.

If you're a first timer using Sched, this guide will help you navigate through using the Sched functionality.

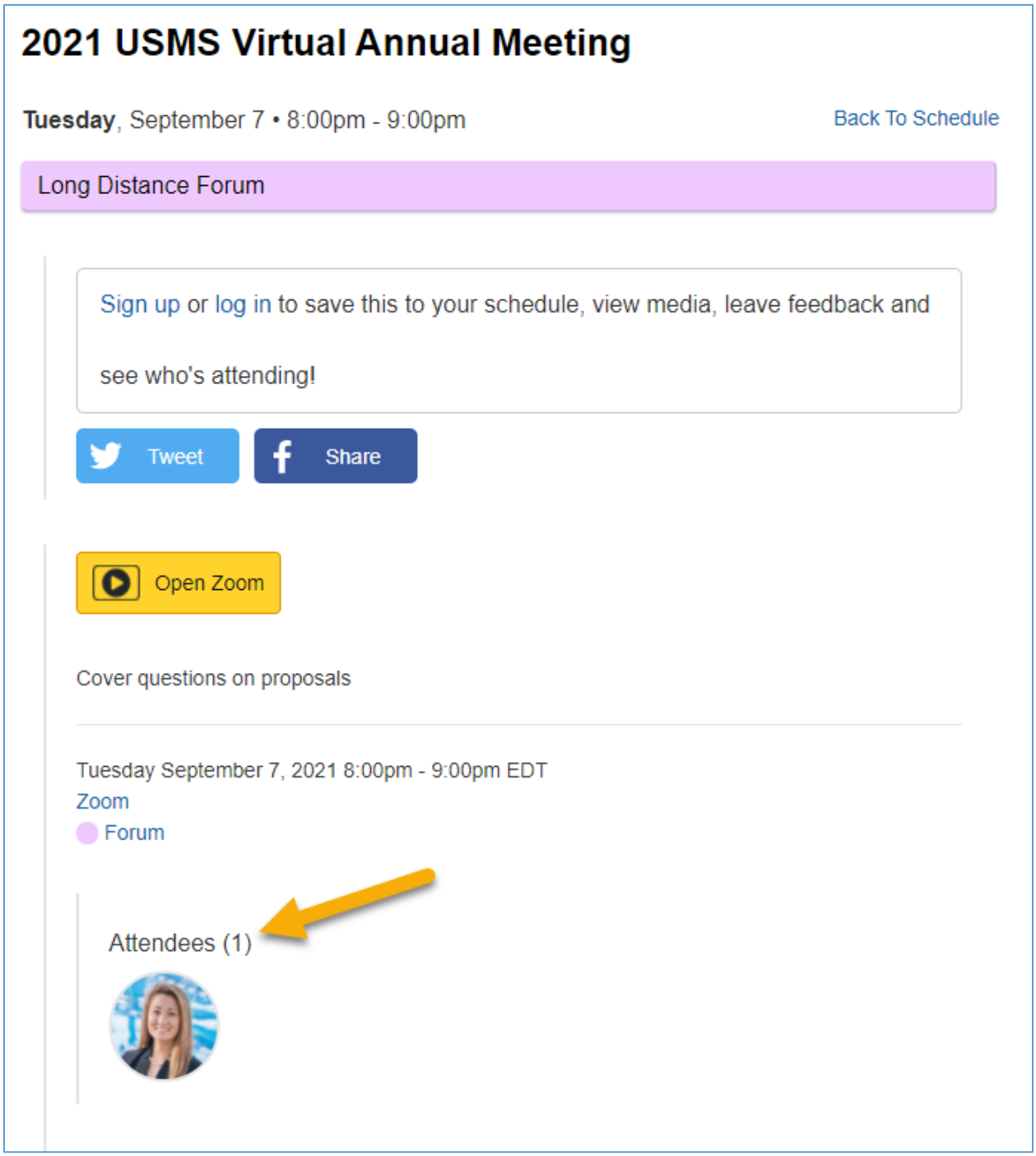
If a meeting has a “pin” symbol it has already been pinned to your schedule by the host



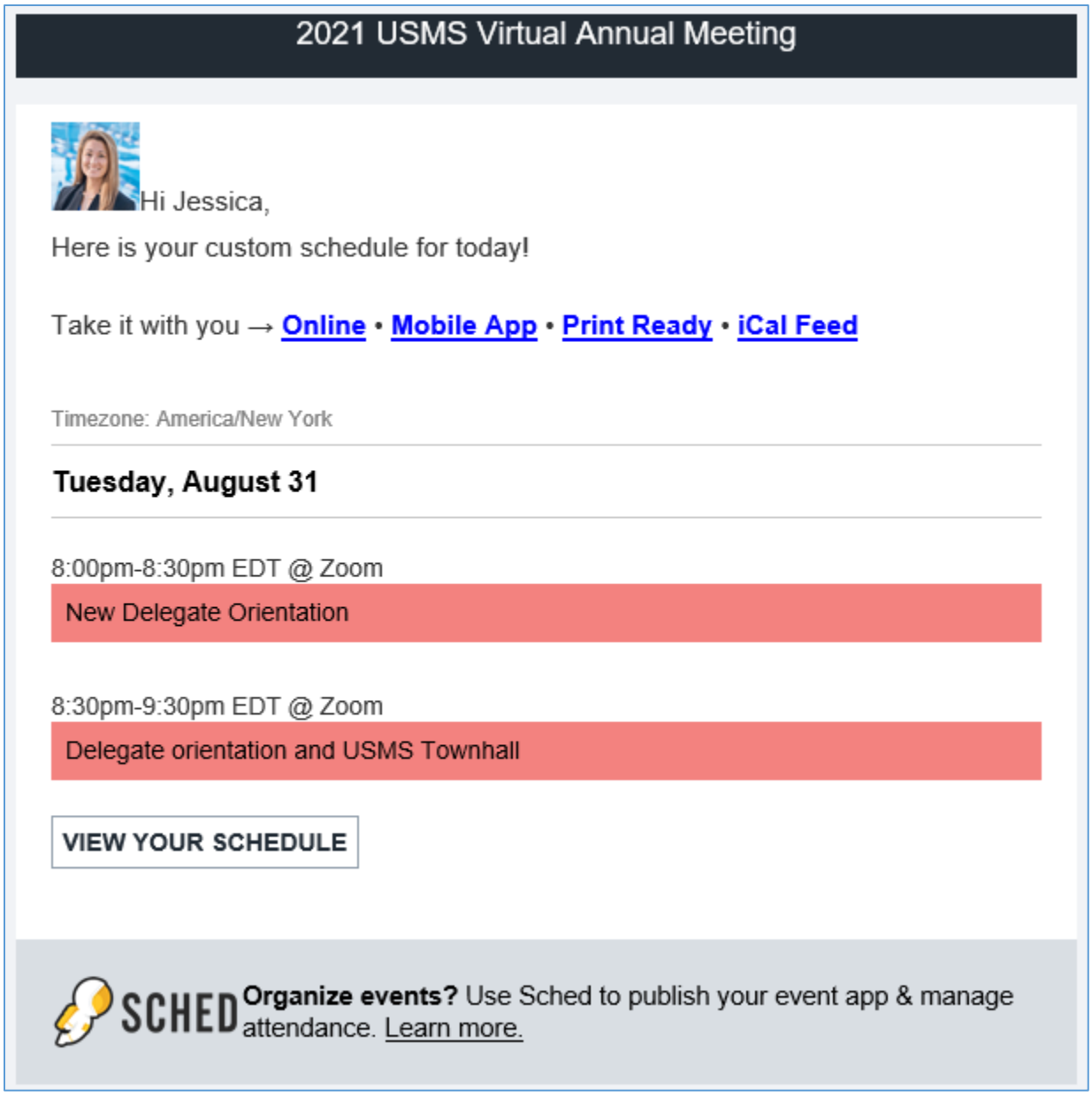
Select a meeting you are interested in. You will be able to see more details about the meeting, the speaker(s), as well as add the meeting to your personal agenda.



In your SCHED settings, if you selected the option to make your profile public, you will be added to the list of attendees.



If you created a SCHED account, and bookmarked meetings, SCHED will automatically send you email reminders for meetings you bookmarked that day



2021 USMS Virtual Annual Meeting

Hi Jessica,

Here is your custom schedule for today!

Take it with you → Online • Mobile App • Print Ready • iCal Feed

Timezone: America/New York

Tuesday, August 31

8:00pm-8:30pm EDT @ Zoom

New Delegate Orientation

8:30pm-9:30pm EDT @ Zoom

Delegate orientation and USMS Townhall

VIEW YOUR SCHEDULE

SCHED **Organize events?** Use Sched to publish your event app & manage attendance. Learn more.

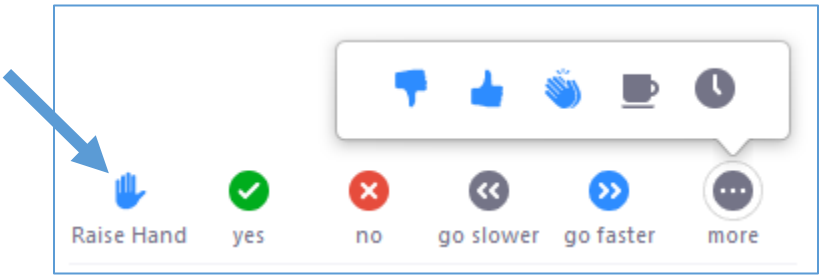
Nonverbal feedback during meetings

Meeting participants can place an icon beside their name to communicate with the host and other participants without disrupting the flow of the meeting. For example, clicking Raise Hand places the raise hand icon beside your name to simulate a hand raise.

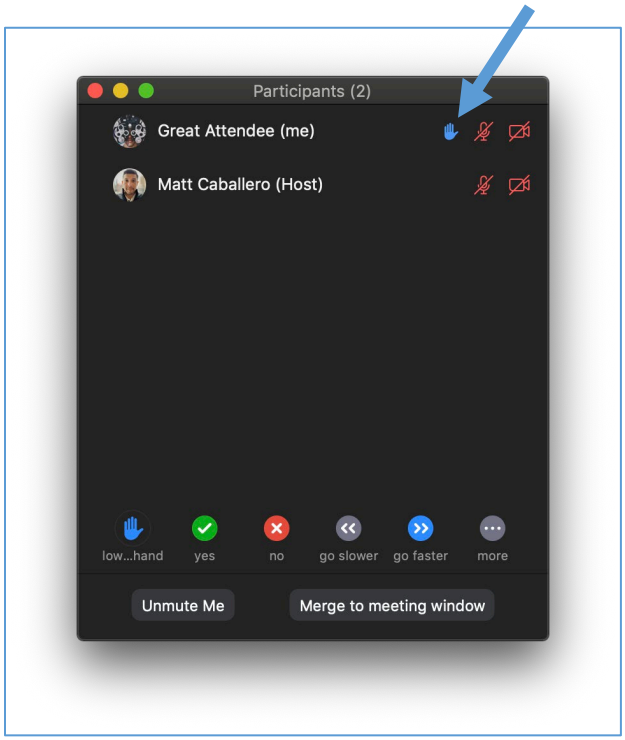
All participants can see the icons that everyone else has chosen. In addition, the host sees a summary of how many participants are displaying each icon and has the option to remove all feedback.

Providing nonverbal feedback during meetings (participants)

1. Join a Zoom meeting as a participant.
2. Click the **Participants** button in your menu bar.
3. At the bottom of the participant list, you will see the icons to provide feedback to the host. Click an icon once to indicate your feedback and click the icon again to remove it. **Note**: You can only have one icon active at a time.

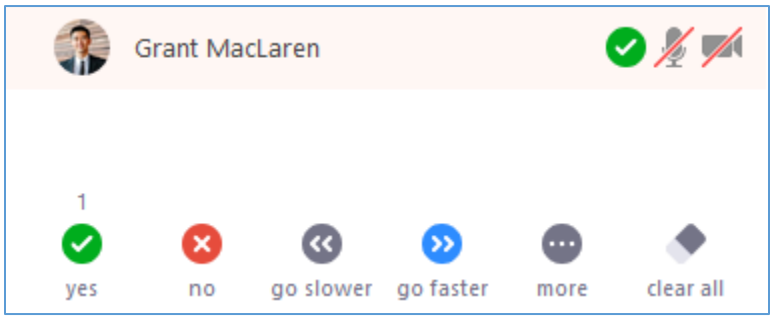


4. The icon will appear next to your name in the participants list. **Note:** all participants are able to see your nonverbale feedback.



Managing nonverbal feedback (hosts)

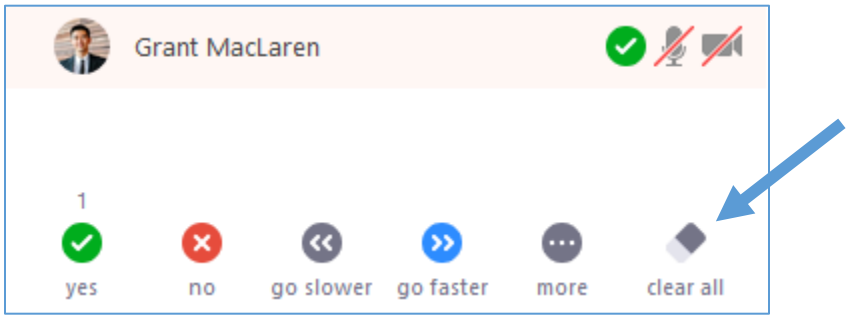
Click the **Participants** button in your menu bar to see a list of participants and their nonverbal feedback.



In the participants list, you can view and manage feedback using these features:

- **Note**: a host does not have the "raise hand" icon.
- If a participant clicked on a feedback icon, you'll see that icon beside their name.
- The number above each feedback icon shows how many participants have clicked on that icon.
- If a participant clicked raise hand, you can lower their hand by hovering over their name and clicking **Lower Hand**.

- Click **clear all** to remove all nonverbal feedback icons.



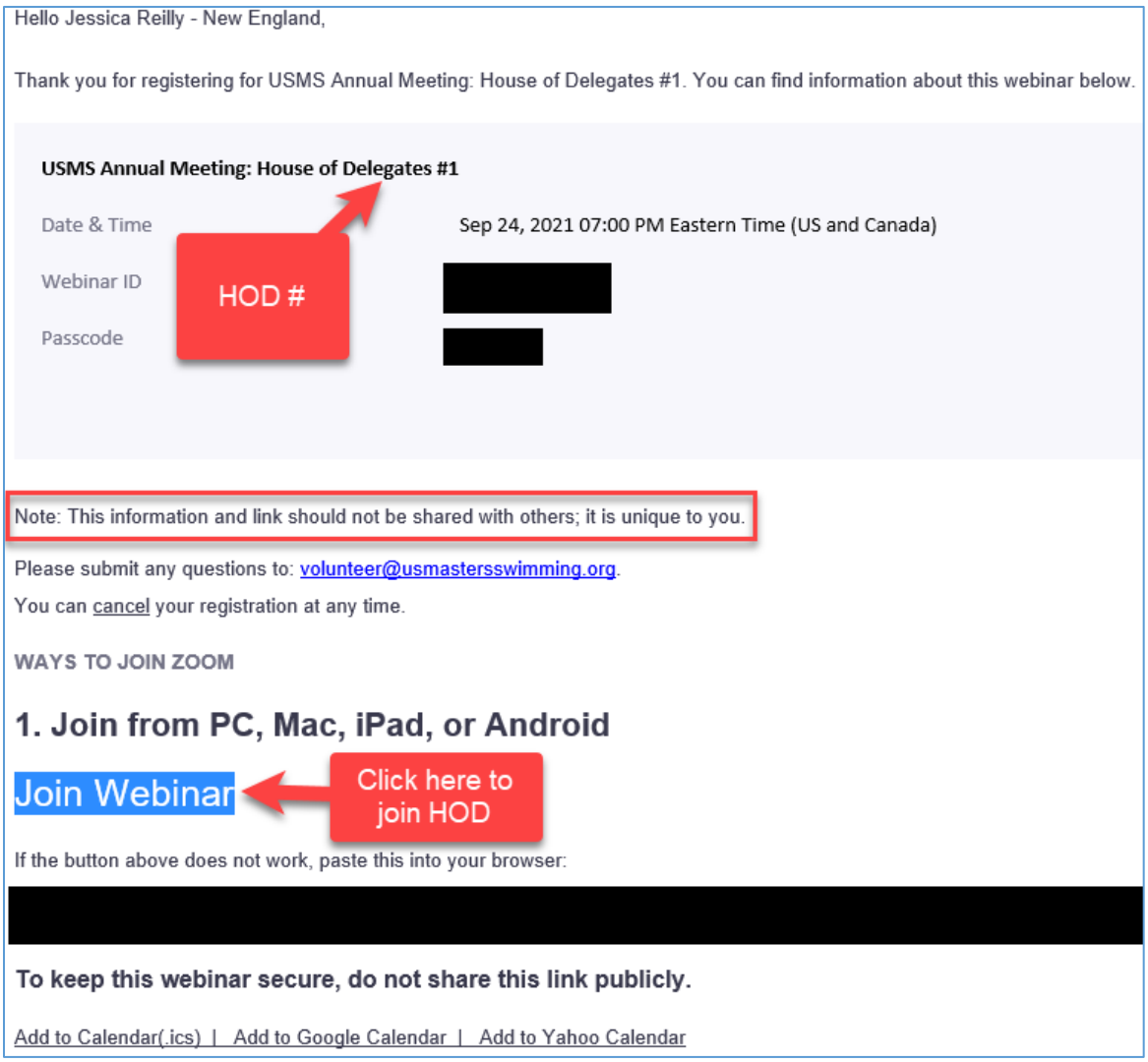
House of Delegates and legislative committee forums

We will be using the Zoom Webinar platform for the HOD sessions and the Legislative committee forums (Legislation, Rules, Long Distance, and BOD).

- Delegates will enter the sessions as view-only participants who can be unmuted if the host chooses. Their view of the webinar is controlled by the host.

HOD Registration Links for Voting Delegates

Each voting delegate will receive a confirmation email for each HOD session (3) directly from Zoom with their unique and customized links to join each specific session. (Example below) ***This information should not be shared with others; it is unique to each specific delegate.***


Hello Jessica Reilly - New England,

Thank you for registering for USMS Annual Meeting: House of Delegates #1. You can find information about this webinar below.

USMS Annual Meeting: House of Delegates #1

Date & Time — Sep 24, 2021 07:00 PM Eastern Time (US and Canada)

Webinar ID — [redacted]

Passcode — [redacted]

HOD #

Note: This information and link should not be shared with others; it is unique to you.

Please submit any questions to: volunteer@usmastersswimming.org.

You can cancel your registration at any time.

WAYS TO JOIN ZOOM

1. Join from PC, Mac, iPad, or Android

Join Webinar

Click here to join HOD

If the button above does not work, paste this into your browser:

[redacted]

To keep this webinar secure, do not share this link publicly.

Add to Calendar(.ics) | Add to Google Calendar | Add to Yahoo Calendar

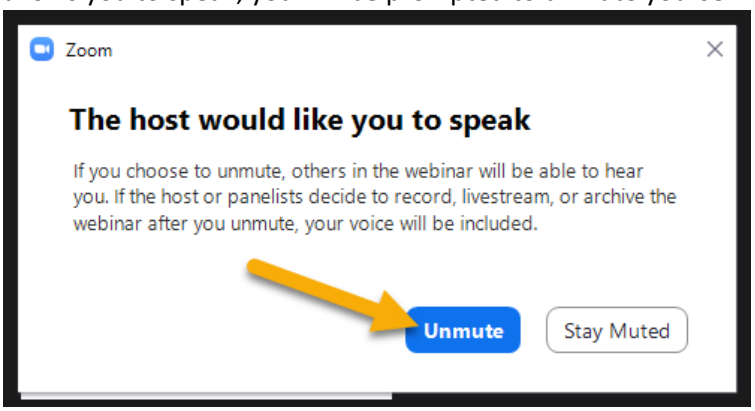
HOD links were sent out on Monday, September 20, 2021 – information was included in update #4. If you did not receive your confirmation, and are a voting delegate, please contact Volunteer Services and we can further assist.

Speaking at the microphone

We will be utilizing the "raise hand" feature in our webinar sessions to allow delegates to raise their hand to indicate that they would like to approach the microphone to address/speak on the topic being discussed.

How to use the "raise your hand" feature

1. Click **Raise Hand** in the Webinar Controls. you will be placed in order of the hands raised.
2. The host will be notified that you've raised your hand. If the host allows you to speak, you will be prompted to unmute yourself:



3. Once you select "Unmute myself" you'll be able to speak during the session and all participants will be able to hear you.
4. While unmuted, your name is displayed to all delegates.
5. Once done, the host will "lower your hand" and put you back on mute.
6. No member shall speak in debate more than once on the same question, on the same day, or for longer than two minutes. (per the 2021 proposed standing rules)

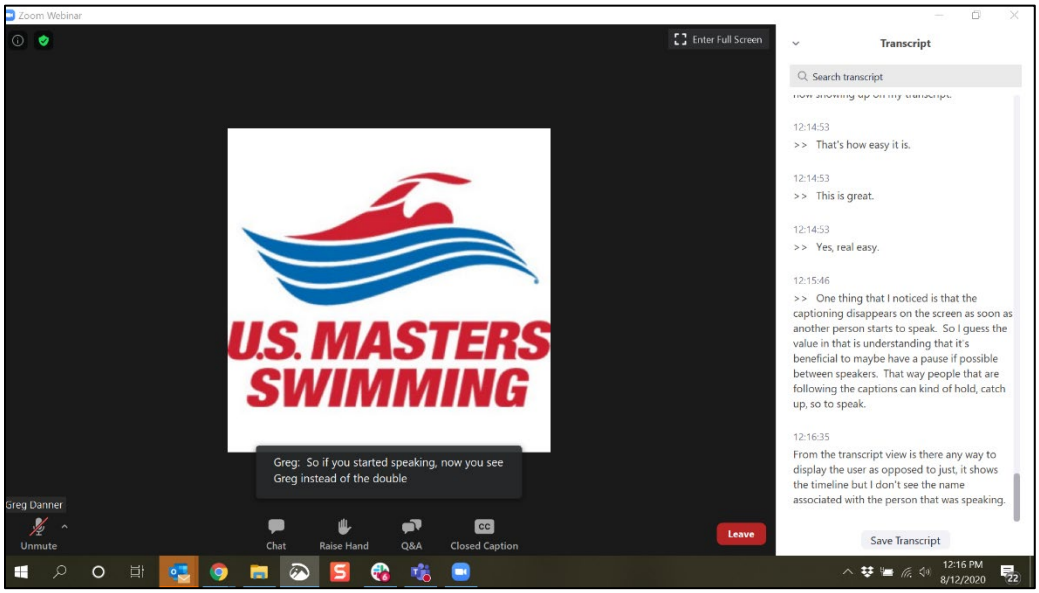
Using "Chat"

Per the 2021 proposed standing rules, we will be utilizing the "chat" feature in our webinar sessions to allow delegates to do the following:

1. A "chat to host" message is used to raise points of order or by a non-panelist member to second a motion.
2. Raise privileged and incidental motions (enter motion in chat).
    a. Participant chat is limited to "hosts and panelists only"
    b. Chat other than raising privileged and incidental motions or seconding a motion shall be disregarded.
3. Seconding motions may be done by anyone other than presiding officer (enter second in chat to host). Note: Primary and other motions made by the presiding officer will be seconded by a pre-assigned individual.

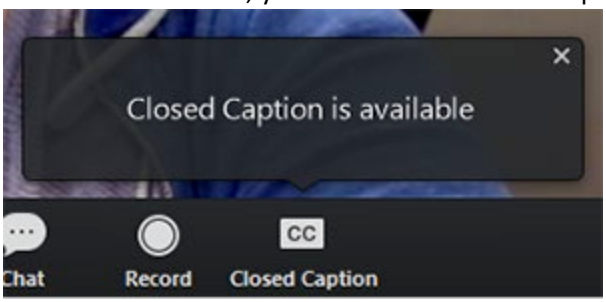
Closed Captioning for HOD Sessions

We will have closed captioning available for our HOD sessions, Friday, Saturday and Sunday.

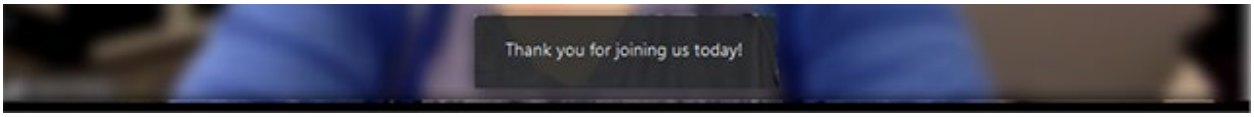


How to View Closed Captions

- When closed captions are in use, you will see a notification.
  - In a webinar, you will see the "Closed Caption" icon in the controls on your screen.

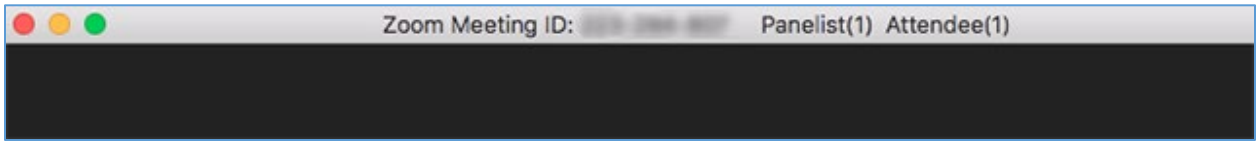


- After selecting Closed Caption, you will see the captioning at the bottom of your screen.



View Participant Count

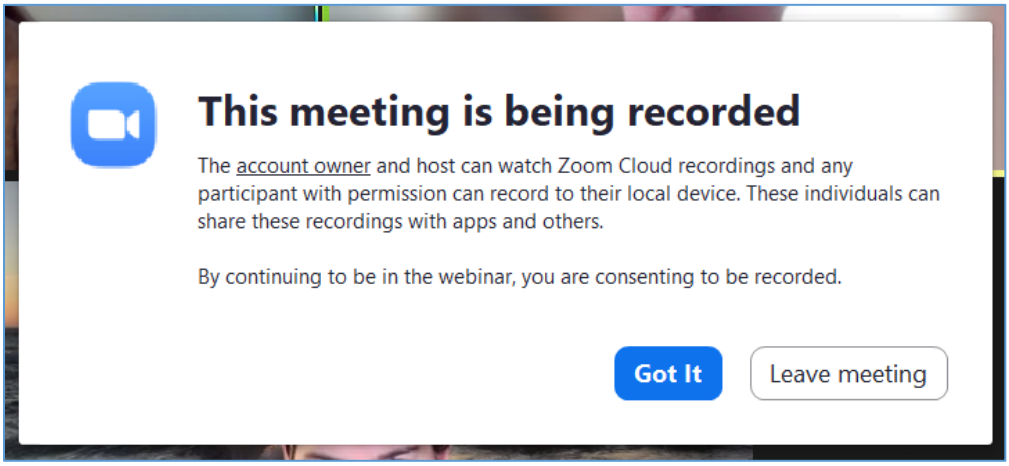
Attendees are able to see how many panelists and attendees are in the webinar. The number of panelists includes the host. It will appear at the top of your screen, after the meeting ID.



Recorded Meetings

We will be using the Zoom Webinar platform for the HOD sessions legislative committee forums (Legislation, Rules, Long Distance) and BOD meeting. The legislative forums will be recorded and posted for public viewing on the 2021 annual meeting page. The HOD sessions and BOD meeting will be recorded for the sole purpose of aiding the USMS Secretary in taking accurate meeting minutes, as approved by the BOD.

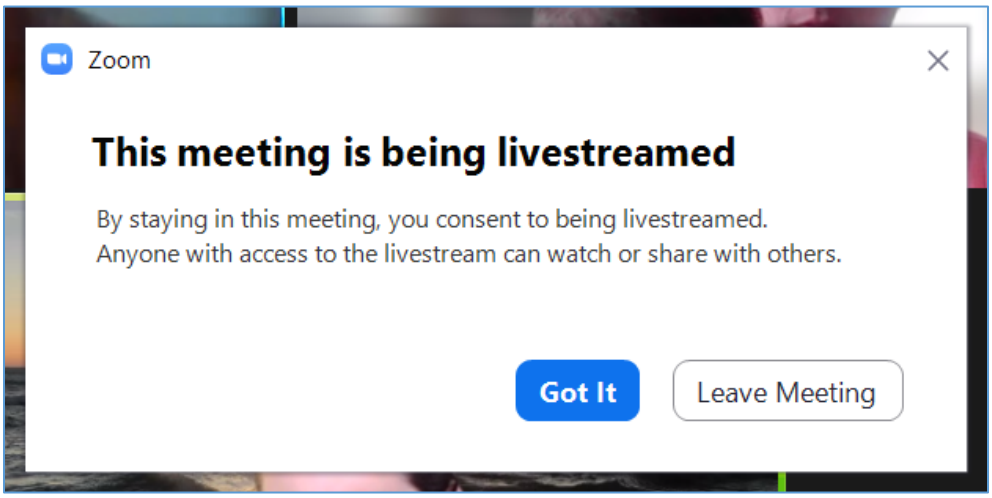
Attendees and delegates who join a recorded meeting will be prompted with the following message letting them know the meeting is being recorded:



Livestreaming the HOD sessions

Attendees will be able to watch HOD sessions via a live streaming platform such as YouTube. The link to the livestream will be provided in each individual HOD #1, #2, and #3 session on the USMS Annual Meeting Schedule page.

Delegates who join each HOD session will be prompted with the following message informing them of the meeting being livestreamed:



2021 Elections: Electronic Voting via Zoom Polling

Due to the virtual nature of the 2021 Annual Meeting, the 2021 elections will be done electronically.

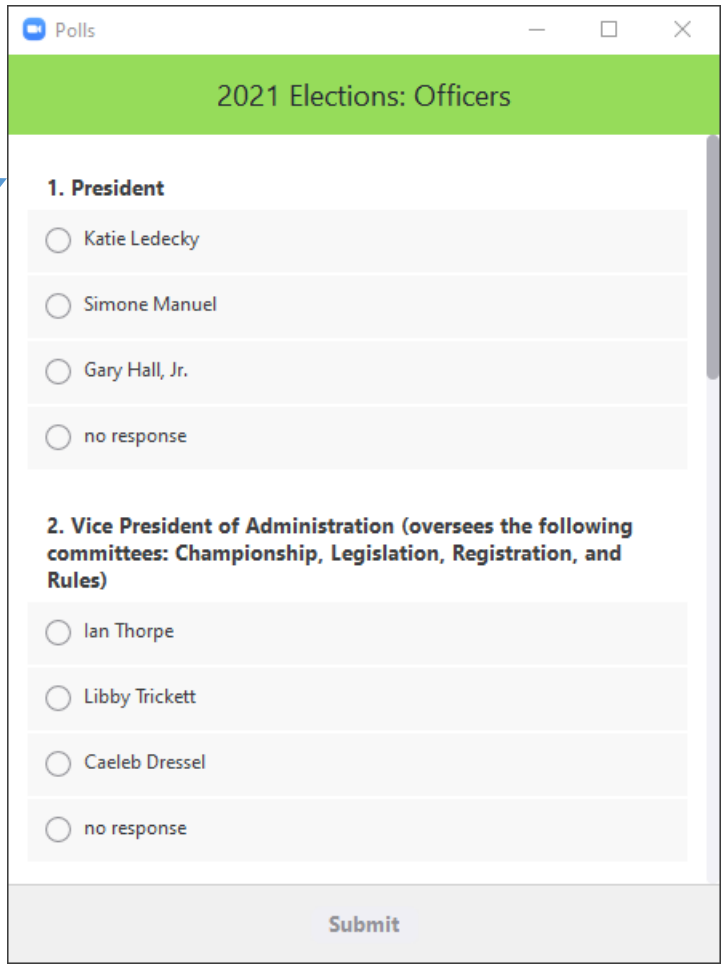
During the designated HOD session where voting will take place, each voting delegate that:

1. signed up for and logged into their own Zoom account; and is
2. present on the designated Zoom HOD session during elections,

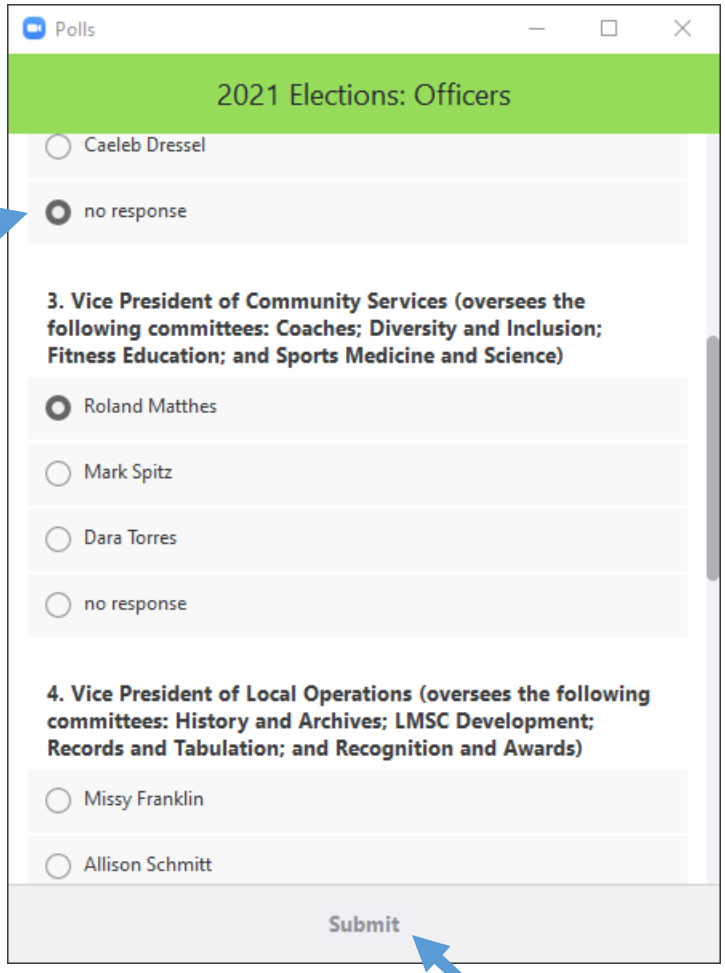
will receive the election ballot via Zoom polling. Delegates will need to be using their own device (computer or smart phone) to be able to participate in the 2021 elections and submit their ballot.

When the election is opened, voting delegates will see the following election ballot via Zoom polling, automatically pop open on their screen during the Zoom HOD session.

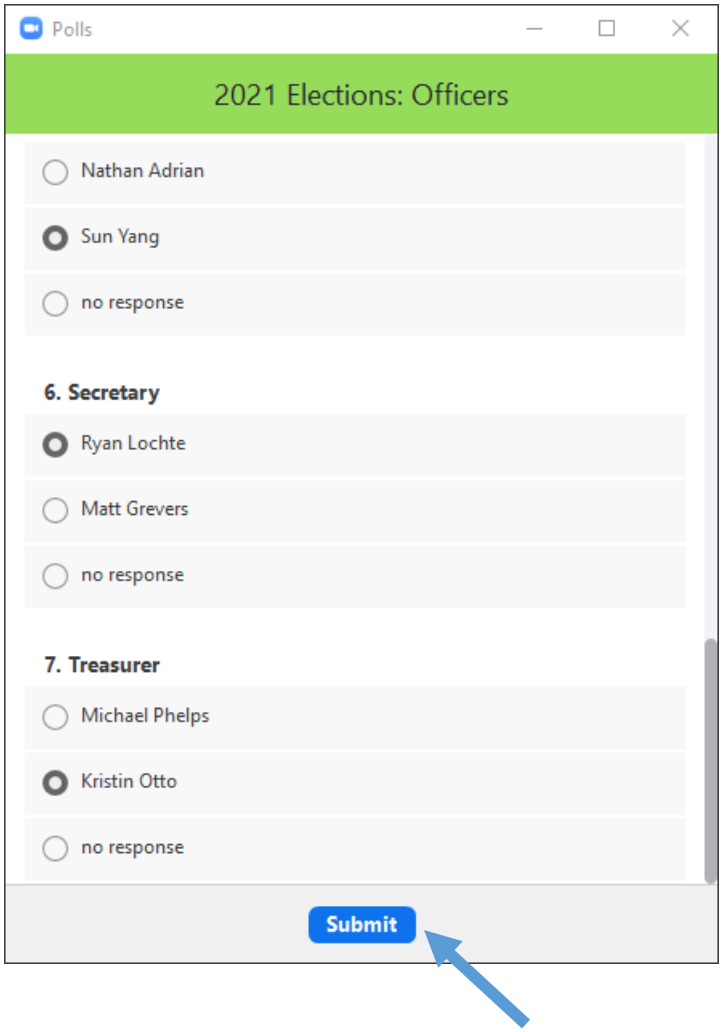
Each position will have their candidate(s) listed, in addition to a "no response" option.



Make sure each position has an option selected.



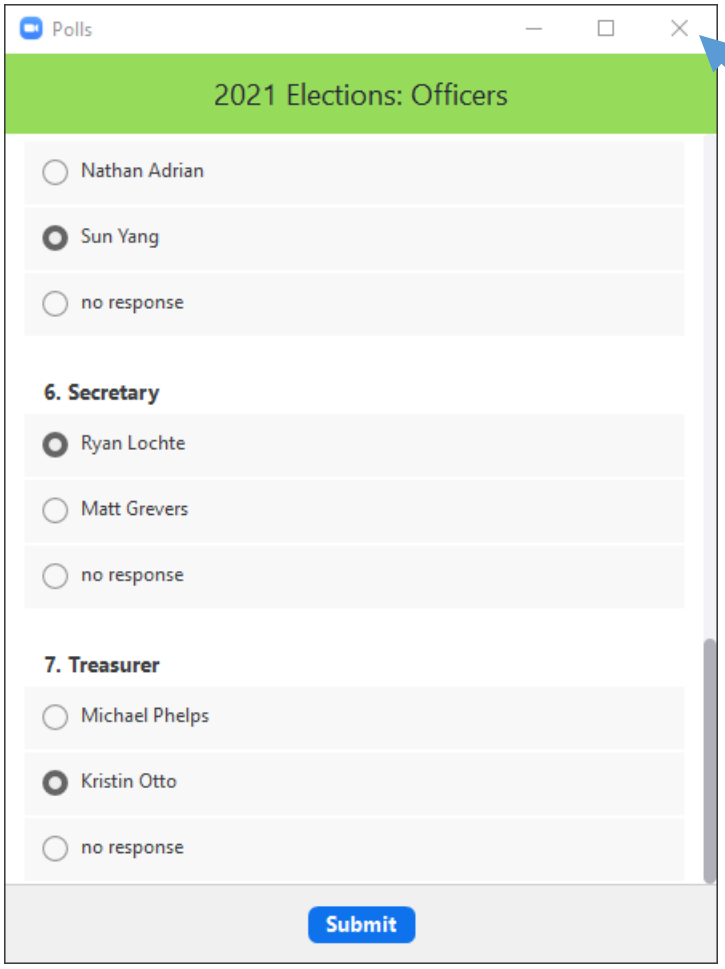
The “Submit” button will remain greyed out until all positions have an option selected.



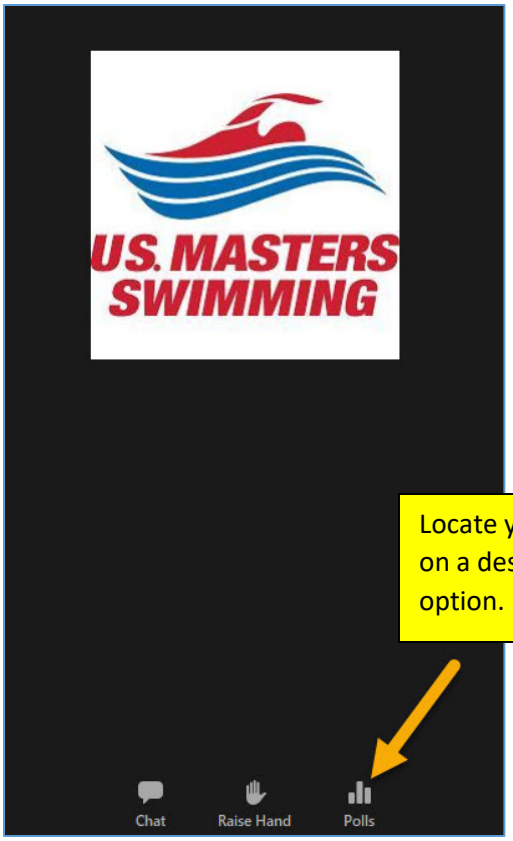
Once all positions have your desired candidate selected, the “Submit” button will automatically turn blue.

Once you have completed your ballot, select “Submit”.

Once submitted the poll will disappear.

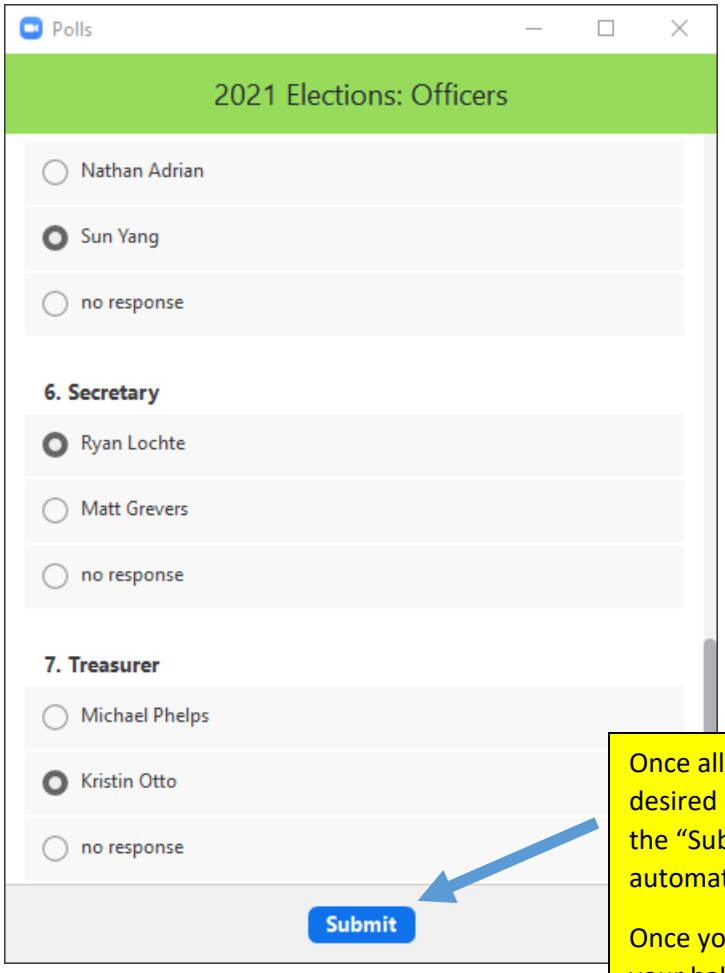


In the event you close out of the election ballot before submitting your votes…



Locate your menu bar (image shown on a desktop) and select the “Polls” option.

The ballot will re-appear with your previous selections still intact.



Once all positions have your desired candidate selected, the “Submit” button will automatically turn blue.

Once you have completed your ballot, select “Submit”.

Once your ballot has been submitted, the poll will disappear, and you will no longer have a “Polls” option in your menu bar.