VIRTUALLY ATTENDING
THE 2023 HYBRID ANNUAL MEETING
HOUSE OF DELEGATE SESSIONS

For Virtual Delegates

SEPTEMBER 8, 2023

U.S. MASTERS SWIMMING
Zoom Webinar

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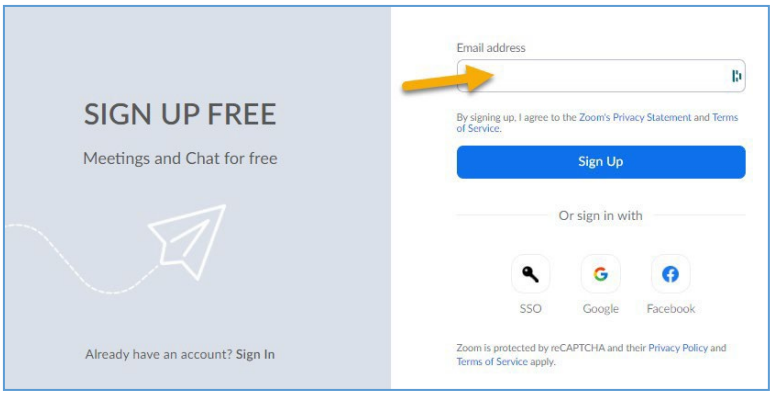
*Zoom's Help Center has a library of tutorials with in depth information, for more details visit the Zoom Getting Started page. In addition, their Zoom Meetings Training Reference Guide.pdf is helpful.

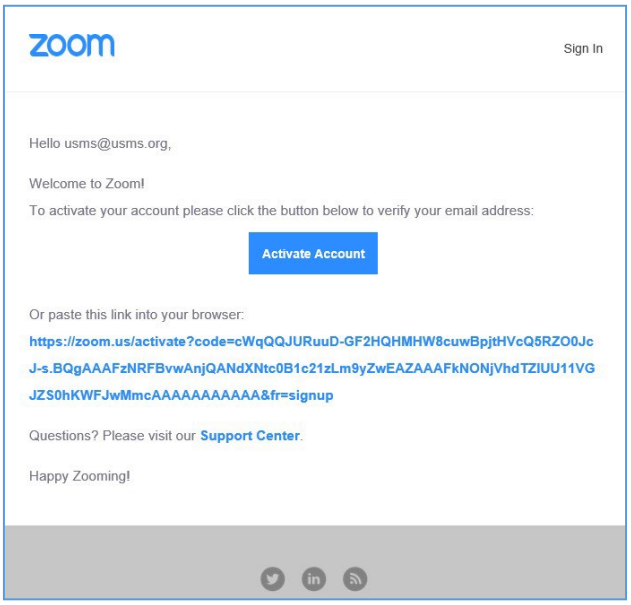
Zoom Personal Account Setup

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

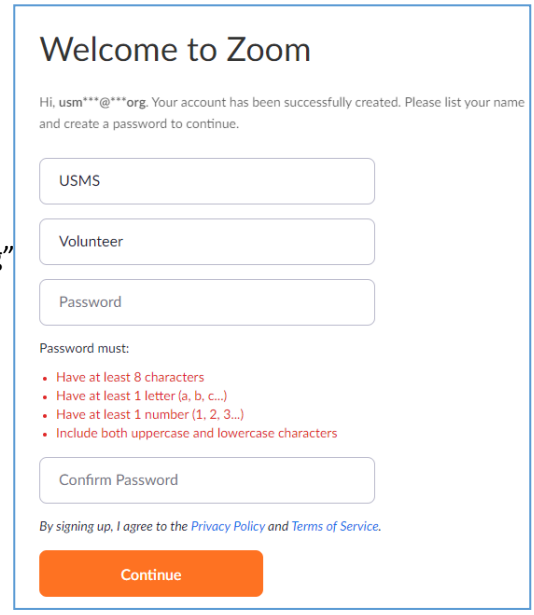
- Go to "Zoom.us"
- Select the "Sign up, it's free" option in the upper-right corner
- Enter your date of birth
- Enter your preferred email address



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



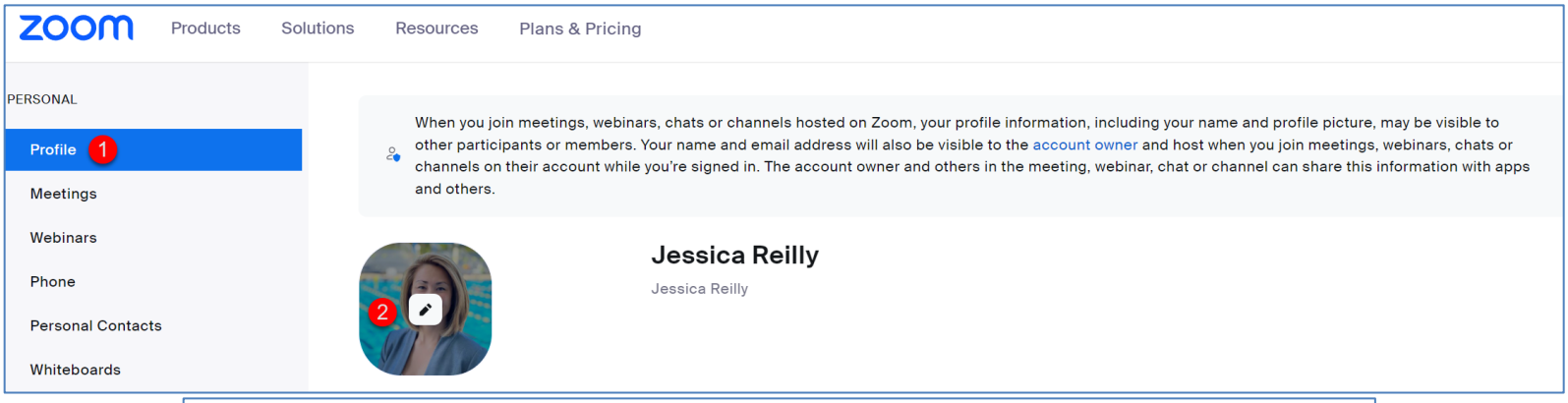
- Enter your name and create a password for your account
  - Must be at least 8 characters in length
  - Have at least one letter (a, b, c)
  - Have at least one number (1, 2, 3)
  - Include both upper case and lower-case characters
- Skip through "Invite Colleagues" & "Start your test meeting"
- Your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

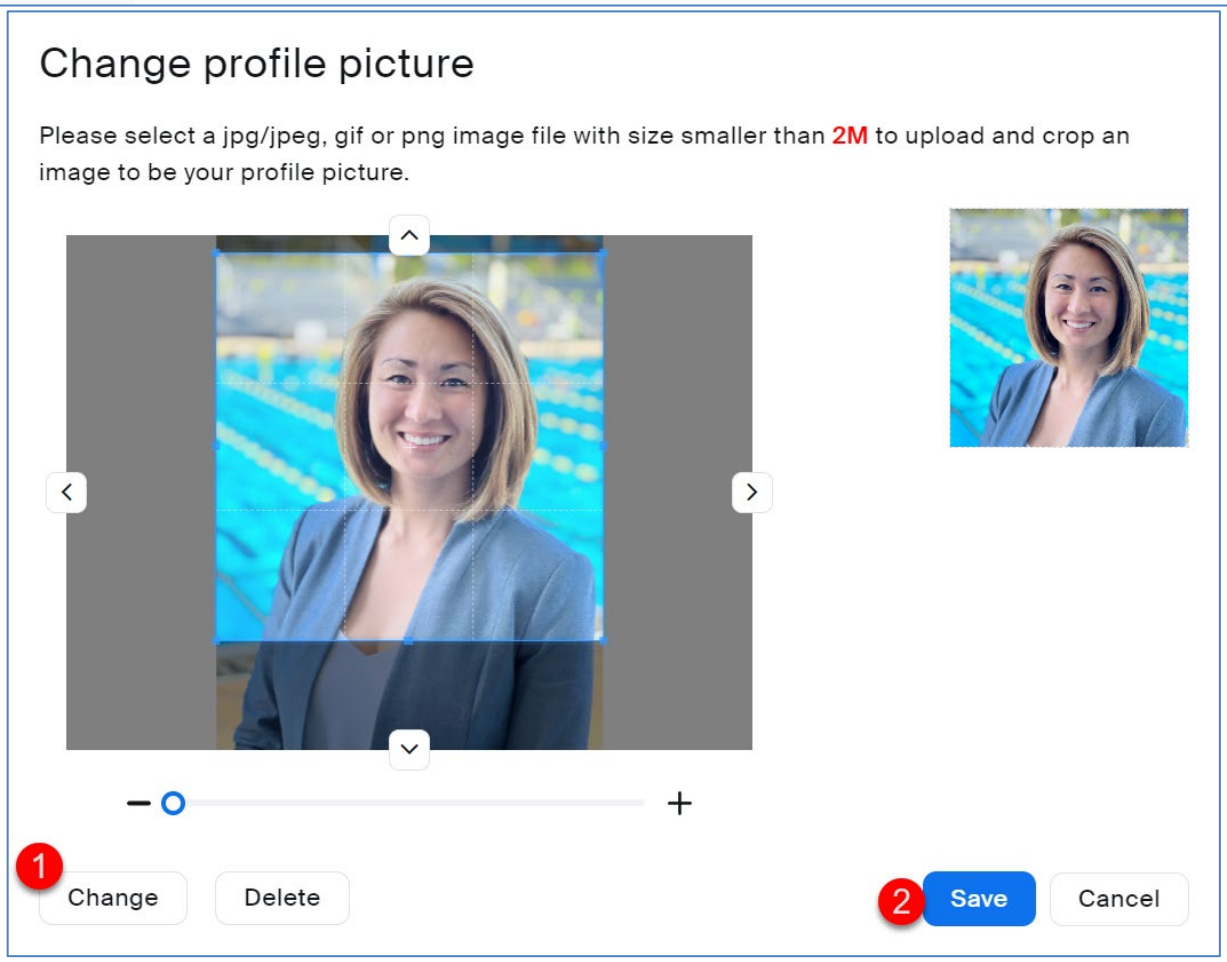


Customizing your profile

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.





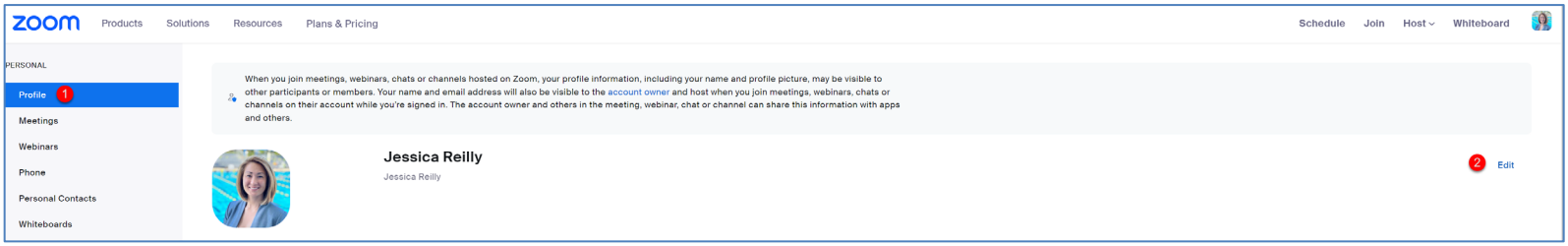
If you have uploaded a profile picture and it may not be appearing in a meeting or webinar

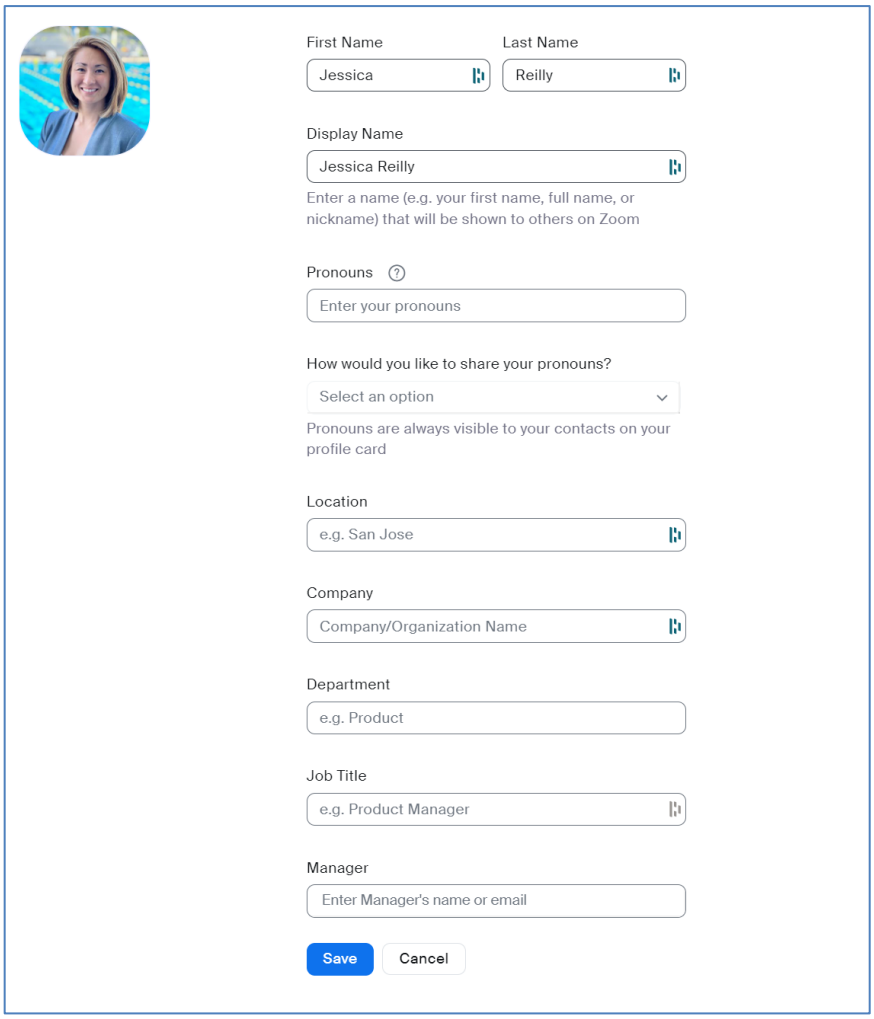
This could be because you aren't logged in to Zoom when you join a meeting. Sometimes, you are logged into your account from the browser and not from the app or vice versa. That's why your profile picture isn't showing up. The Zoom system takes you as a guest user if you aren't signed in. Since a guest 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 those running the meeting to identify easily and accurately who you are during the call.



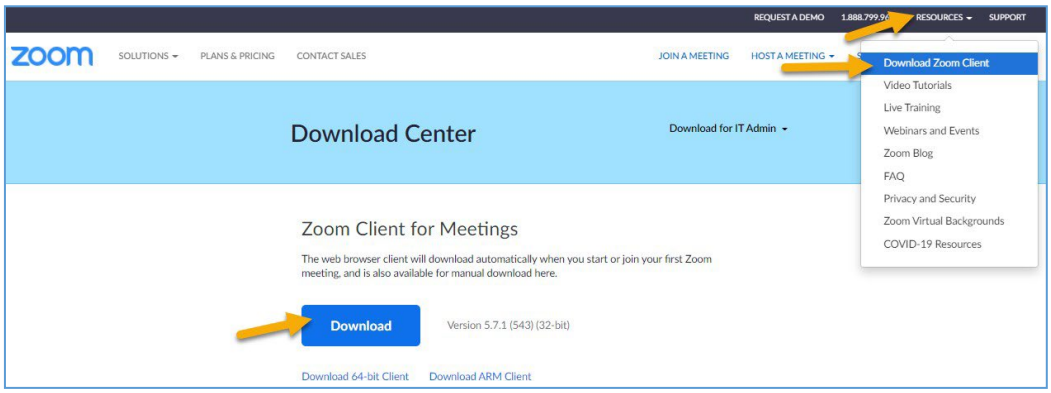


Download Zoom Client/App and Installation

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

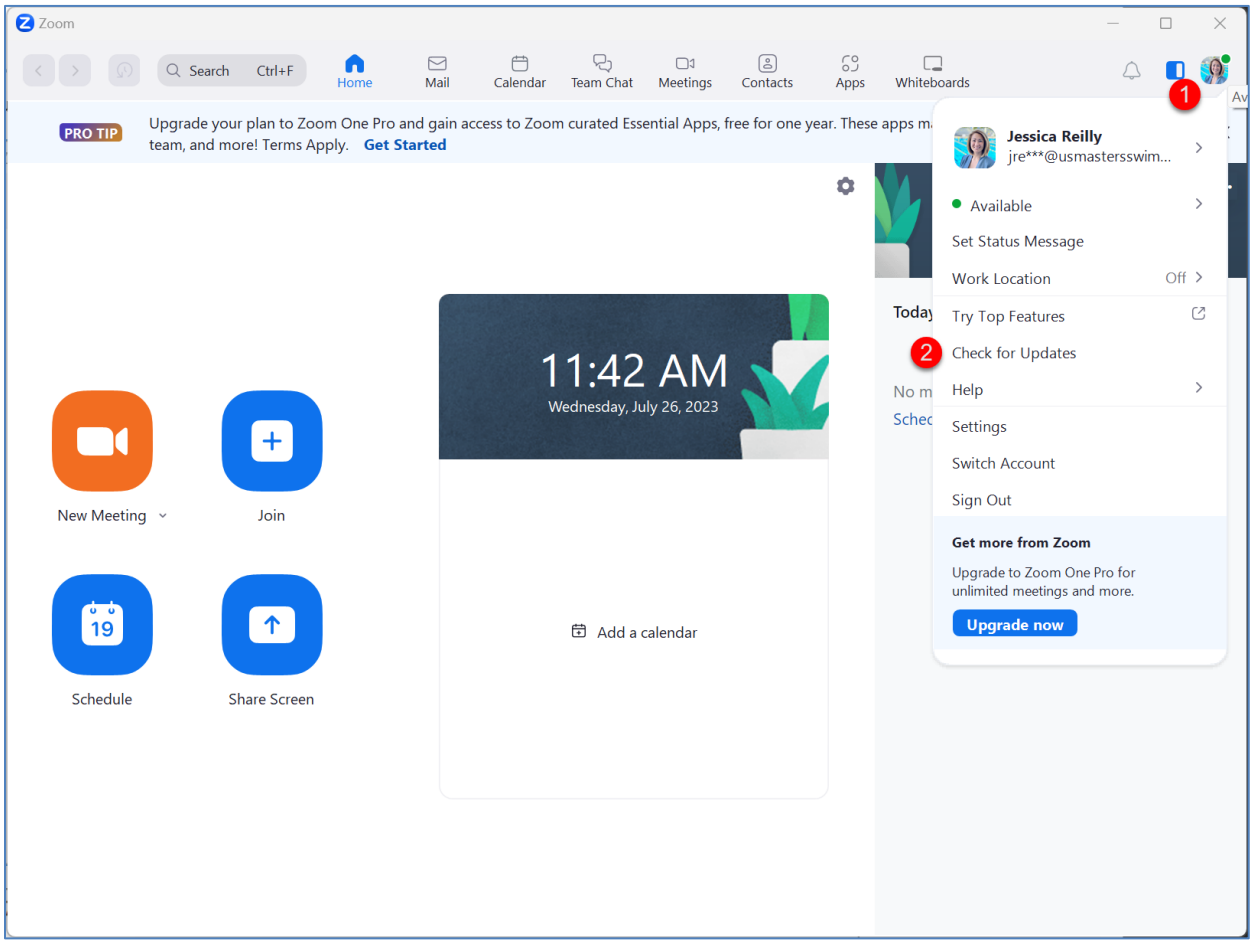


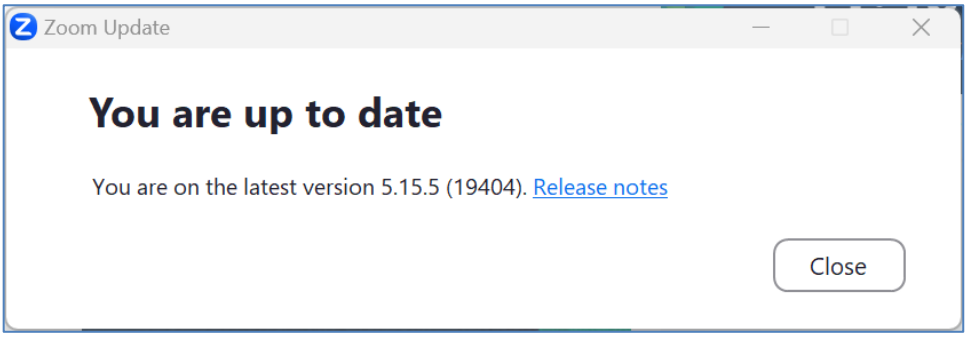
iPhone/iPad (iOS)

- 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 setup your account.

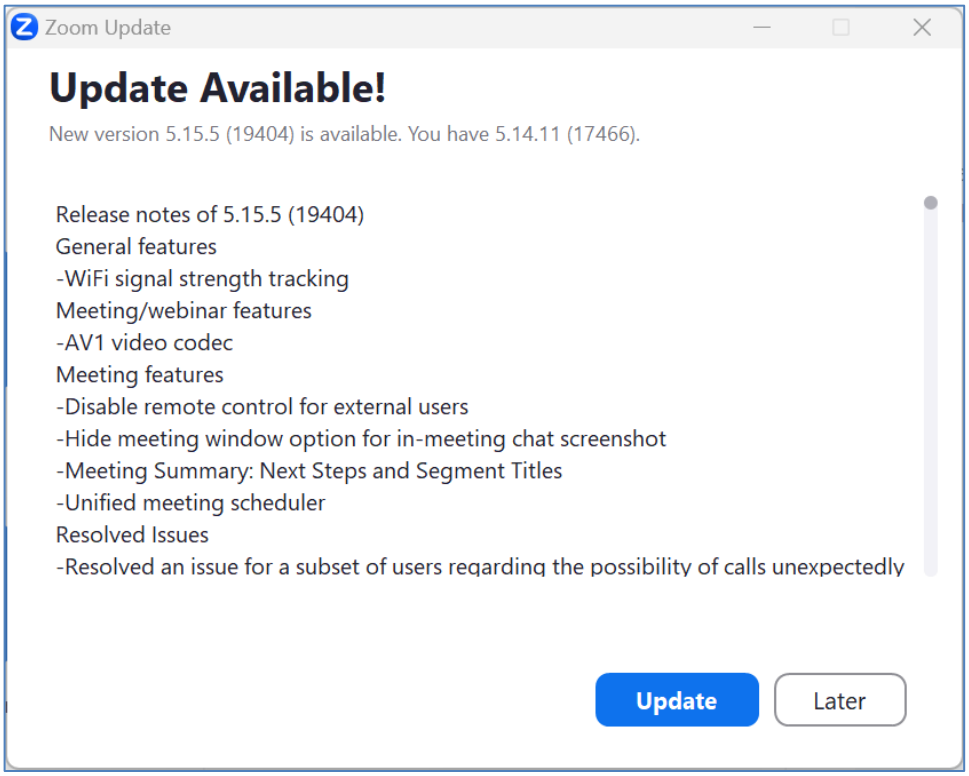
Checking for Zoom Updates

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





>>>>OR<<<<

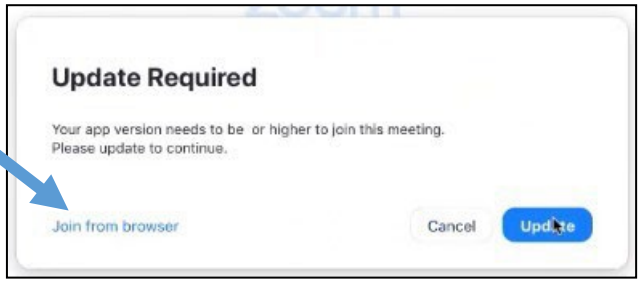


If you receive the following message:

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.



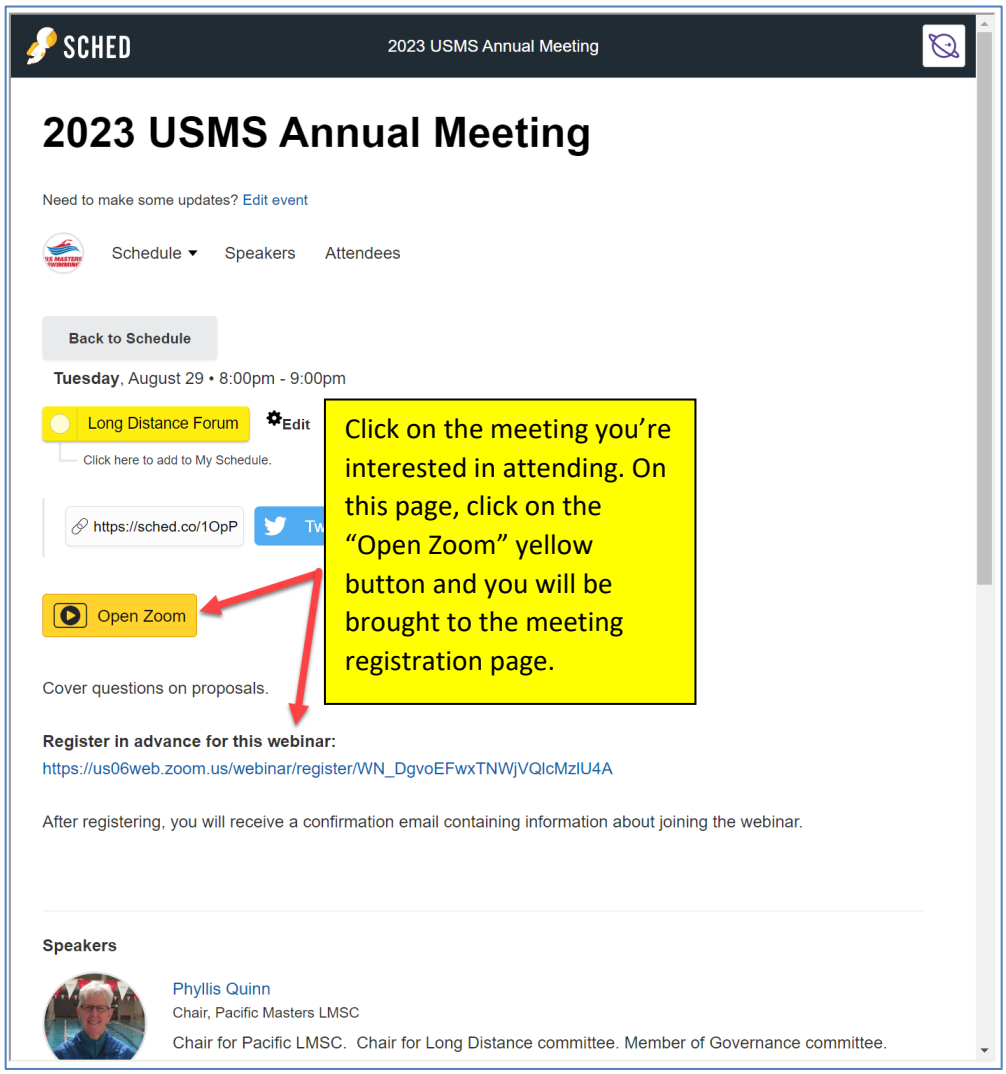
Meetings held in conjunction with the Annual Meeting

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

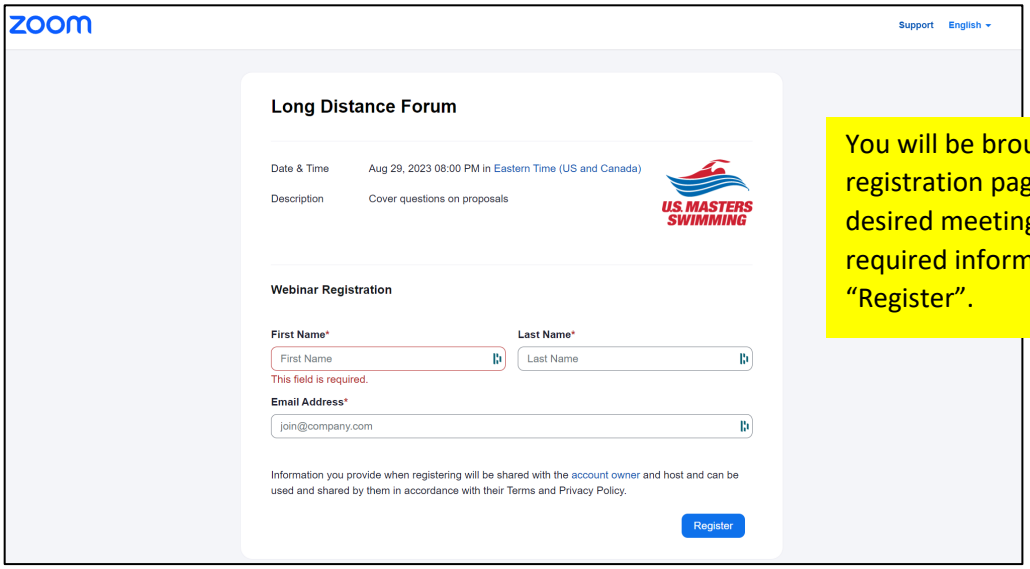
- On the 2023 USMS Virtual Annual Meeting Schedule page, select the meeting you are interested in attending.
    - There you will be able to see more information on the meeting, speakers, inaddition to the Zoom meeting information. This guide will help you navigate through using the Sched functionality.
- Attendees can choose their preferred time zone (calendar defaults to EDT otherwise). For those attending the sessions of the House of Delegates in person, the time zone in Houston, TX is Central Daylight Time (CT), select "America/Chicago" as your time zone in SCHED - please note the appropriate meeting times for your specific time zone.

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

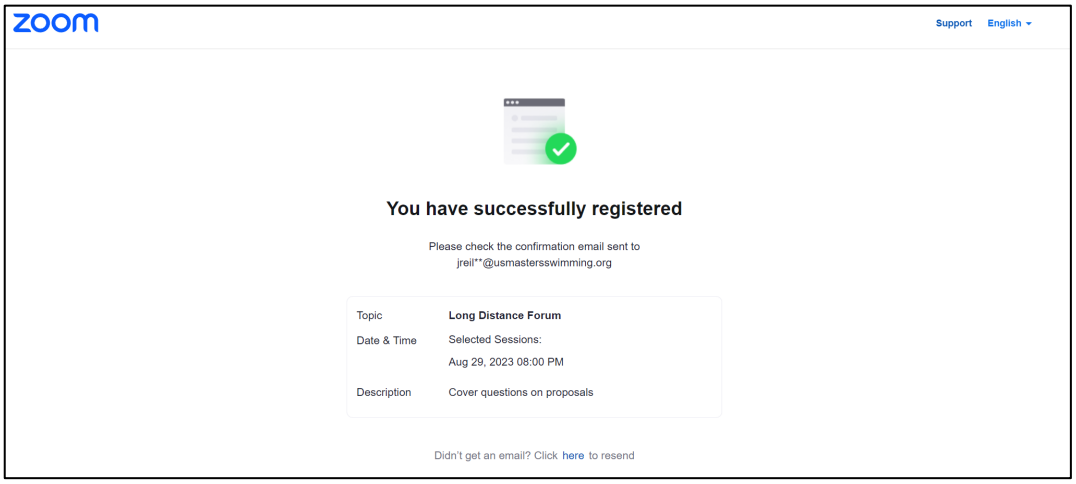


Click on the meeting you're interested in attending. On this page, click on the "Open Zoom" yellow button and you will be brought to the meeting registration page.

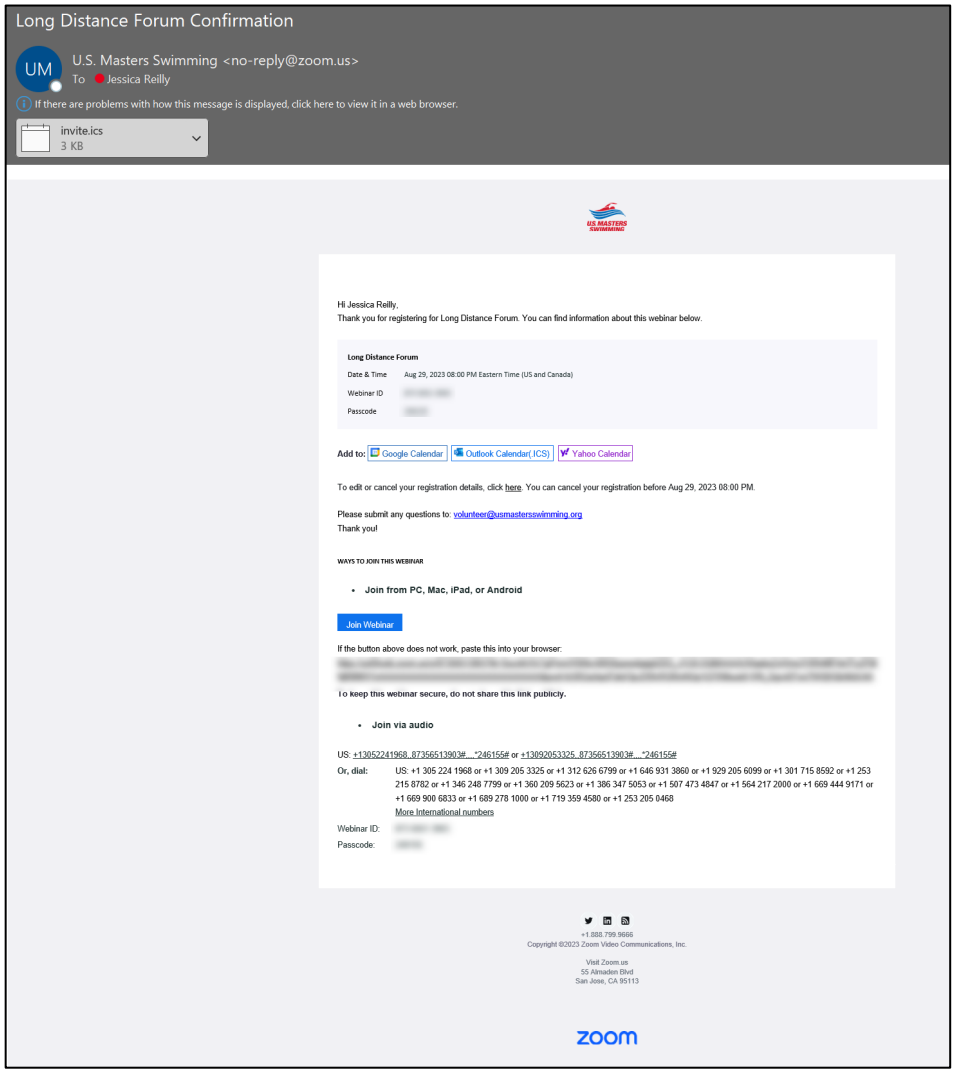


You will be brought to the registration page for the desired meeting. Enter the required information and click "Register".

Once registered, you will be brought to a confirmation page.



You will receive a confirmation email with the zoom link information in addition to having the option to add the meeting to your preferred calendar:



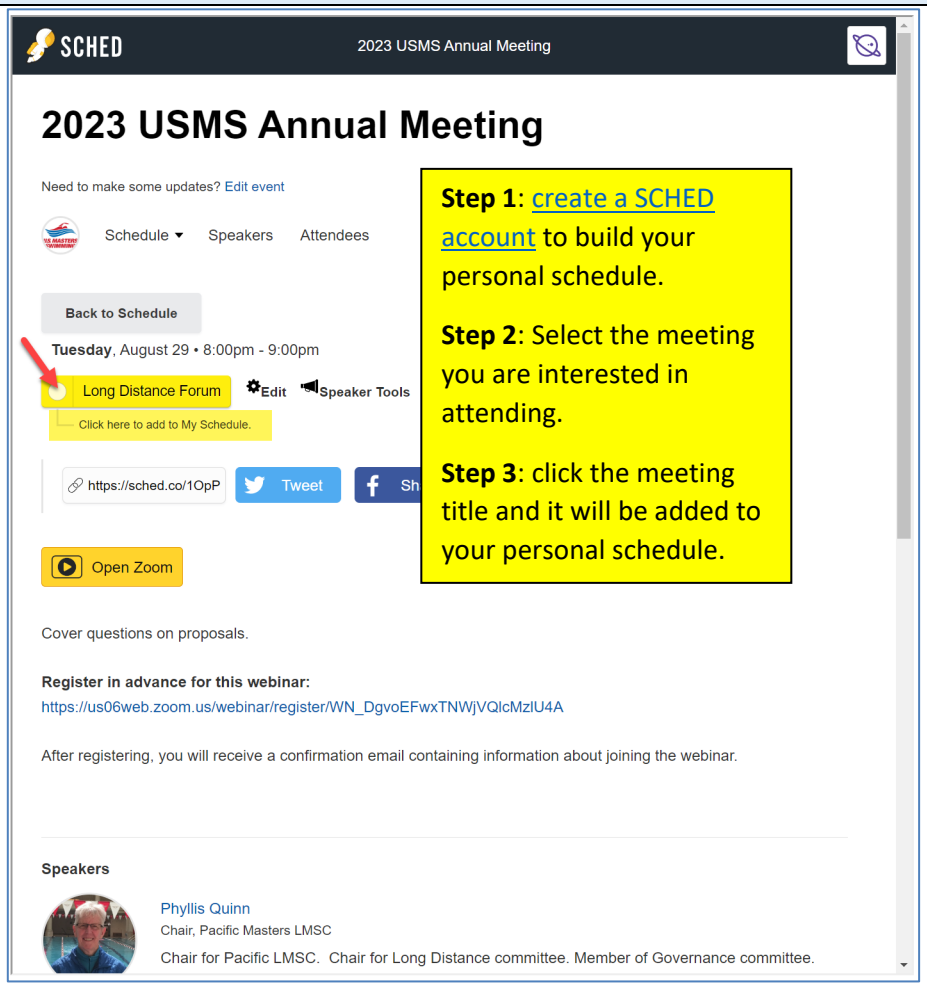
Bookmarking your favorite meetings

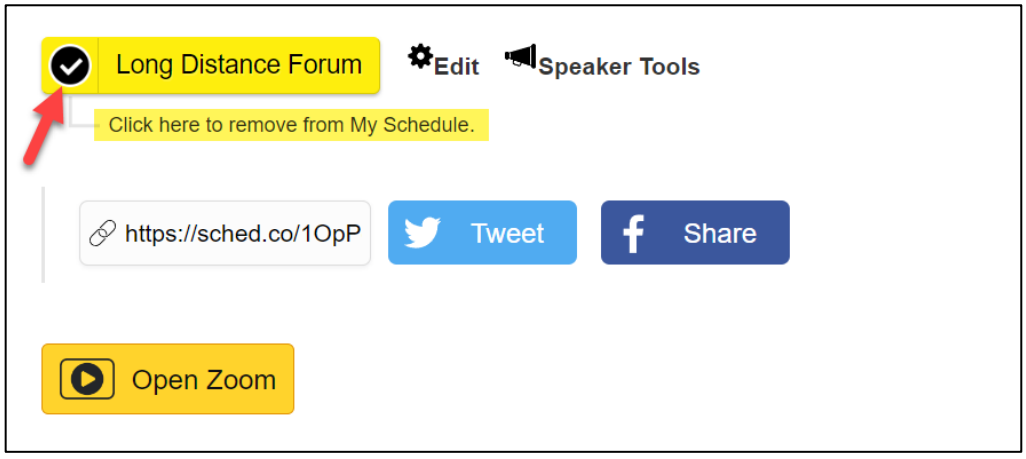
Sign up for a SCHED account and use it to login to Sched to bookmark your favorites, indicate your plans to attend, and/or sync meeting details to your phone or calendar.

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

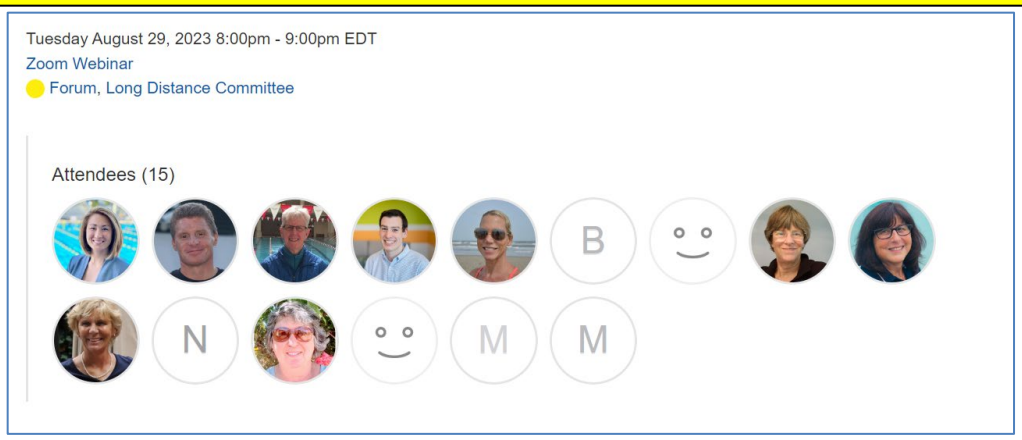
If a meeting has a “pin” symbol it has already been pinned to your schedule by the host

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.

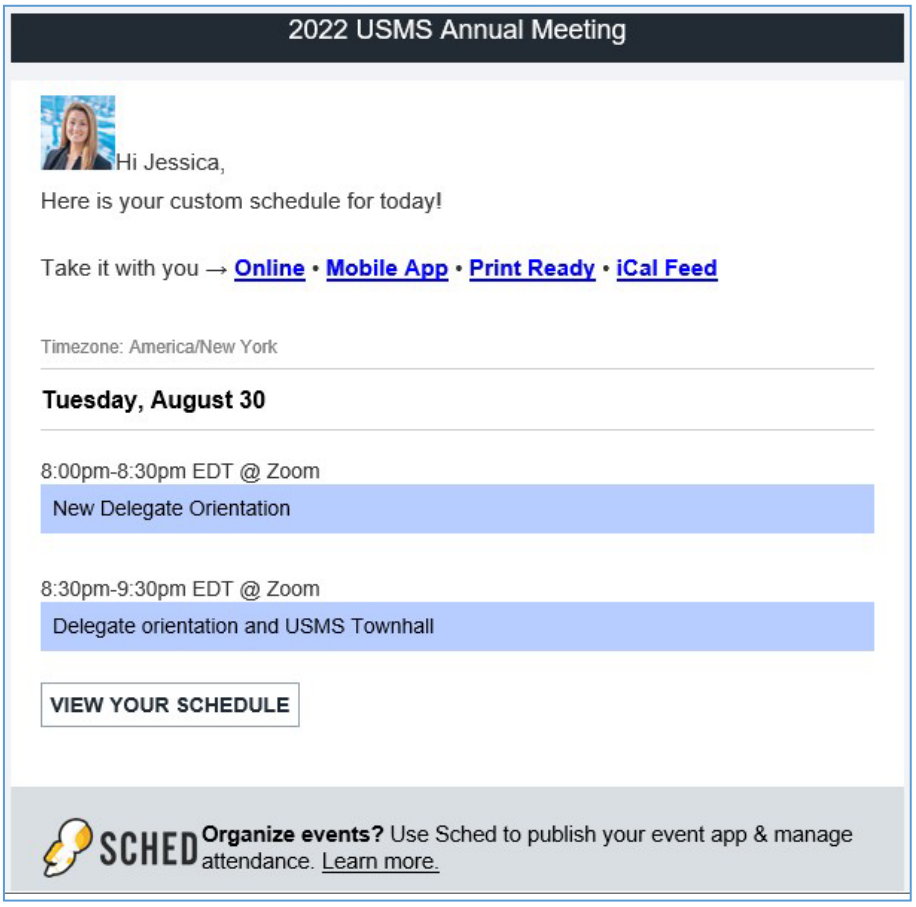




In your SCHED settings, if you selected the option to make your profile public, you will be added to the list of attendees.



If you created a SCHED account, and bookmarked meetings, SCHED will automatically send you email reminders for meetings on your schedule the day of (example from 2022).



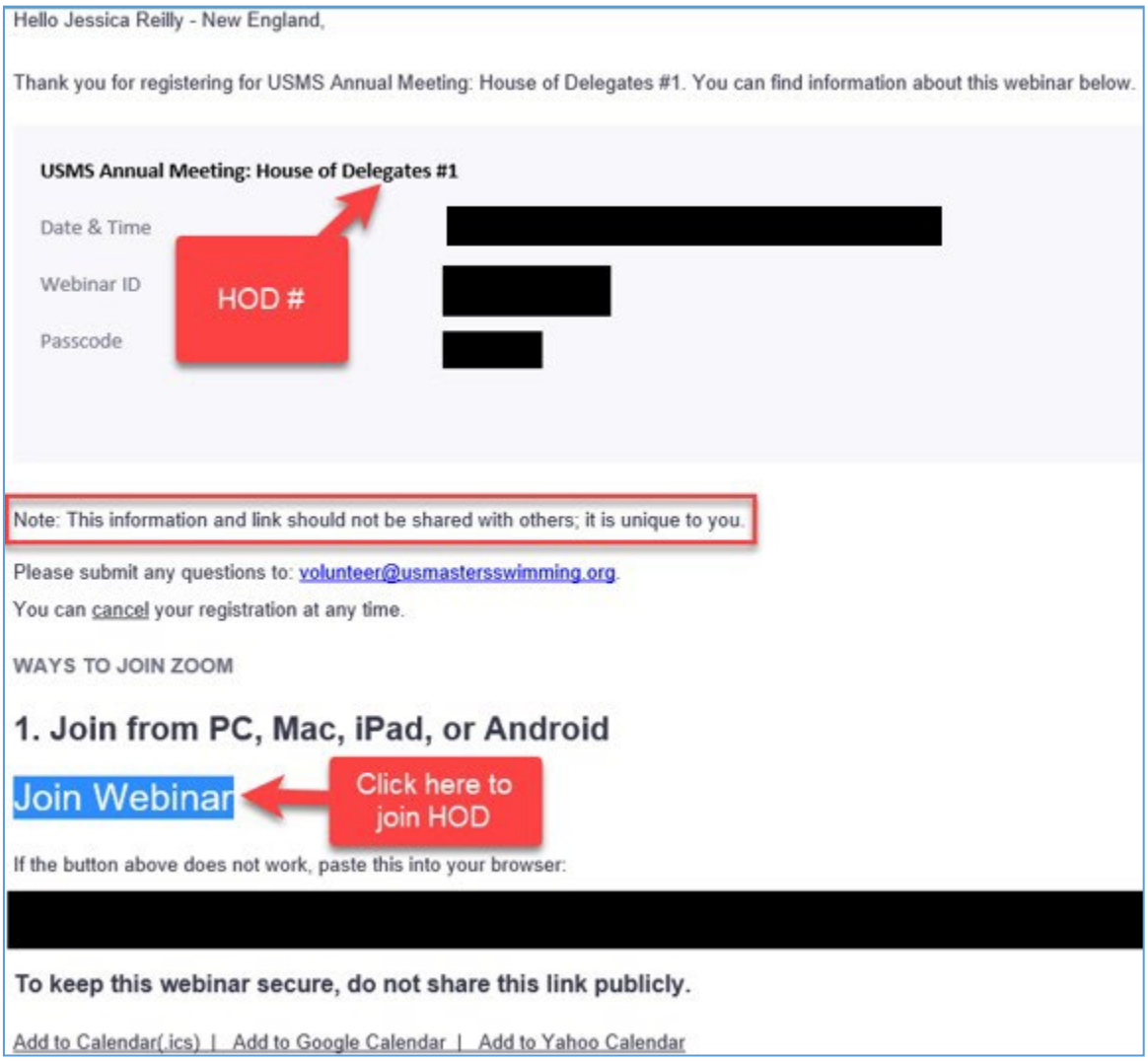
House of Delegates and legislative committee forums

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

- 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 (2) 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 [redacted]

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.

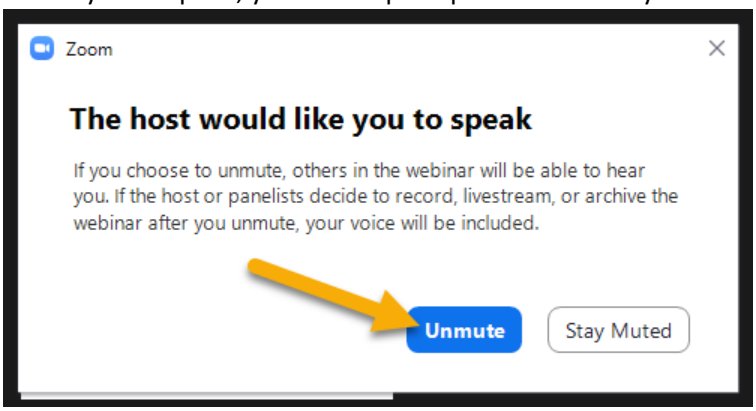
Add to Calendar(.ics) | Add to Google Calendar | Add to Yahoo Calendar

Speaking at the microphone for virtual delegates

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

How to use the "raise your hand" feature for virtual delegates

1. Click **Raise Hand** in the Webinar Controls. you will be placed in order of the virtual 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" 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, or for longer than two minutes. (per the 2023 Proposed Rules of the USMS Annual Meeting)

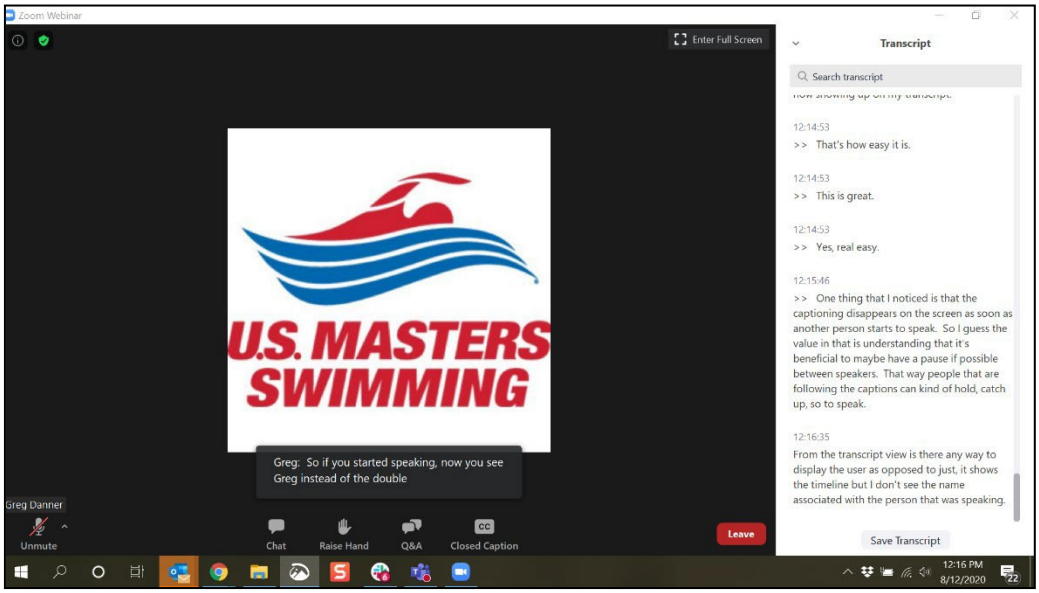
Using "Chat" for virtual delegates

Per the 2023 Proposed Rules of the USMS Annual Meeting, we will be utilizing the "chat" feature in our webinar sessions to allow virtual delegates to do the following:

1. A "chat to host" message is used for virtual delegates to raise points of order.
2. Raise privileged and incidental motions (enter motion in chat).
    a. Delegates participating virtually through Zoom will use the Zoom Chat feature to state the motion. Note: Participant chat is limited to "host only" and chat other than raising privileged or incidental motions shall be disregarded.

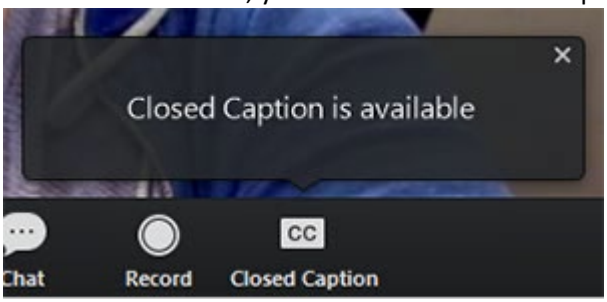
Closed Captioning for HOD Sessions

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

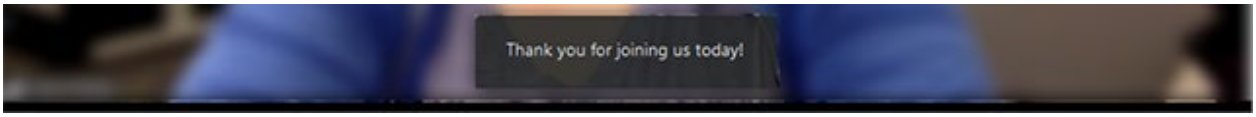


How to View Closed Captions

- 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.

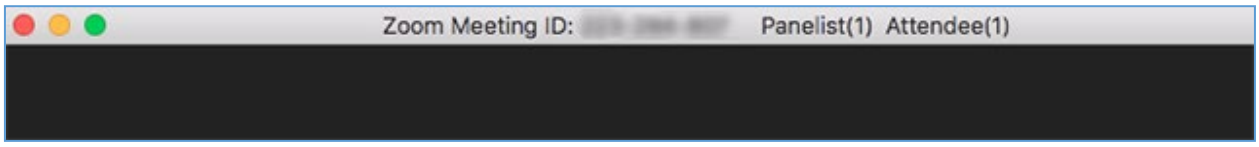


- After selecting Closed Caption, you will see the captioning at the bottom of your screen.



View Participant Count

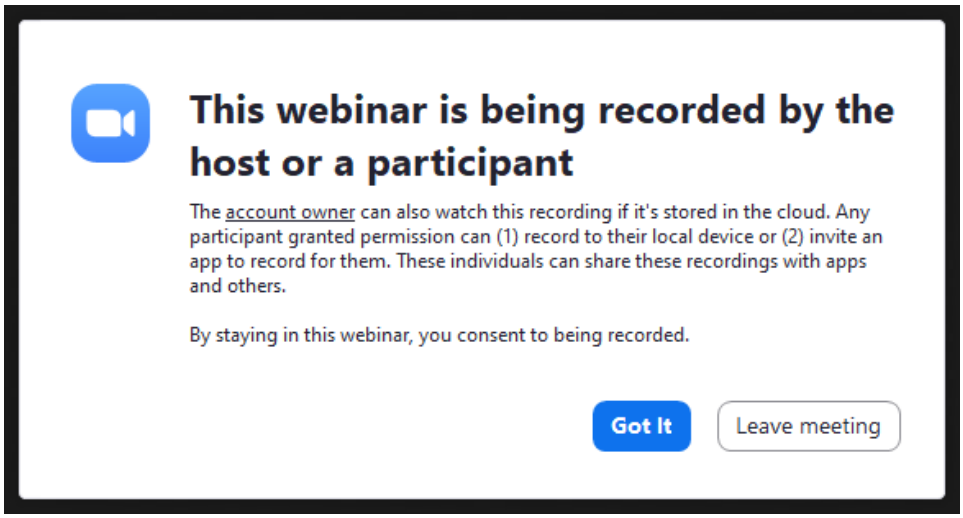
Attendees can see how many panelists and attendees are in the webinar. The number of panelists includes the host. It will appear at the top of your screen, after the meeting ID.



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 2023 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.

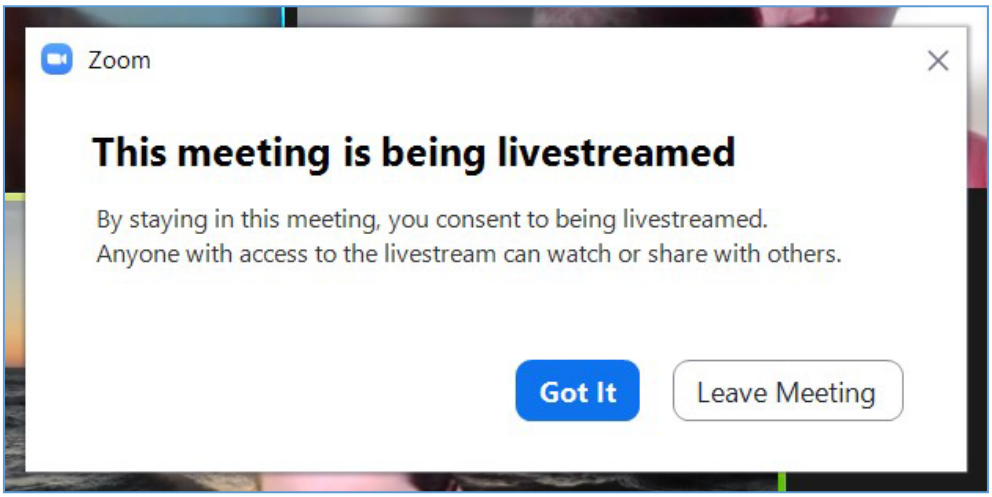
Attendees and delegates who join a recorded meeting will be prompted with the following message letting them know the meeting is being recorded:



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, and #2 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:



2023 Elections: Electronic Voting via Zoom Polling

Due to the hybrid nature of the 2023 Annual Meeting, the 2023 elections will be done electronically.

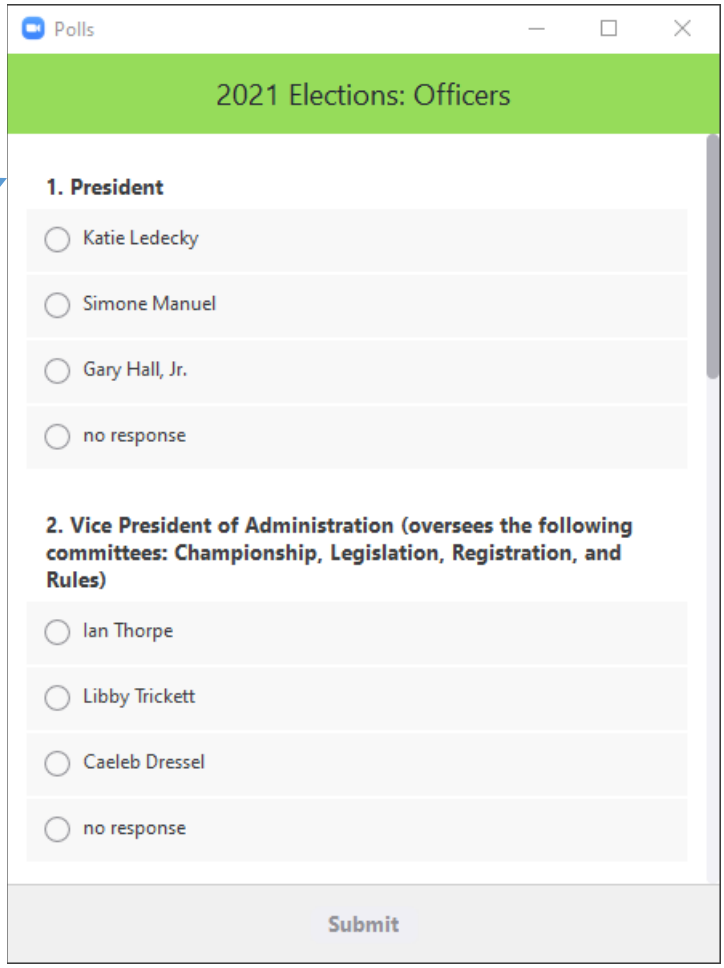
During the designated HOD session where voting will take place, each voting delegate that:

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

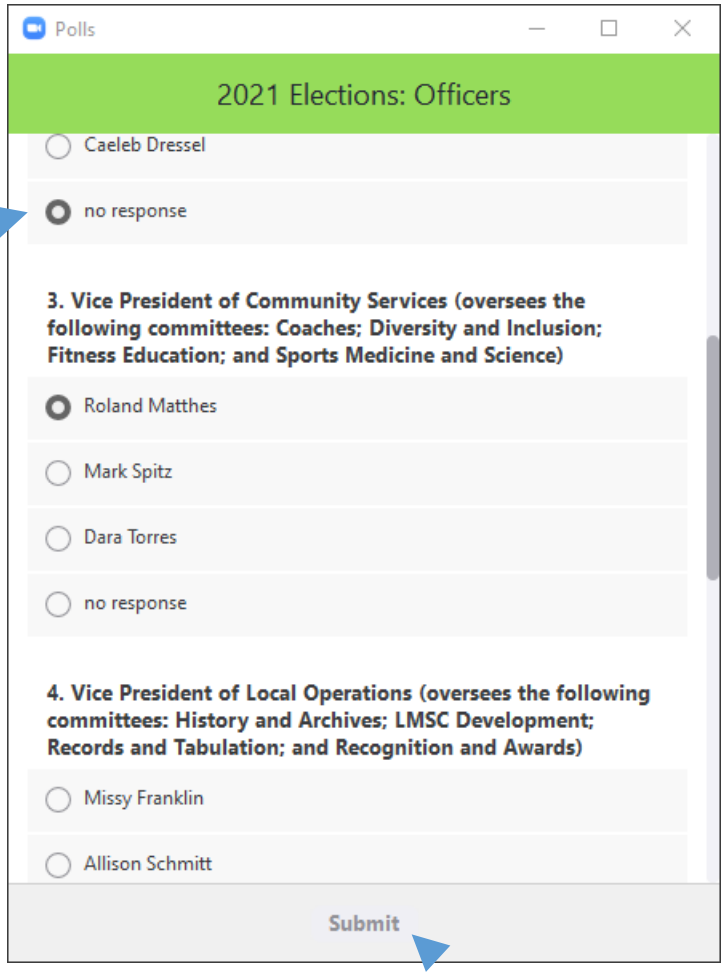
will receive the election ballot via Zoom polling. Delegates will need to be using their own device (computer or smart phone) to be able to participate in the 2023 elections and submit their ballot.

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. (Example from 2021)

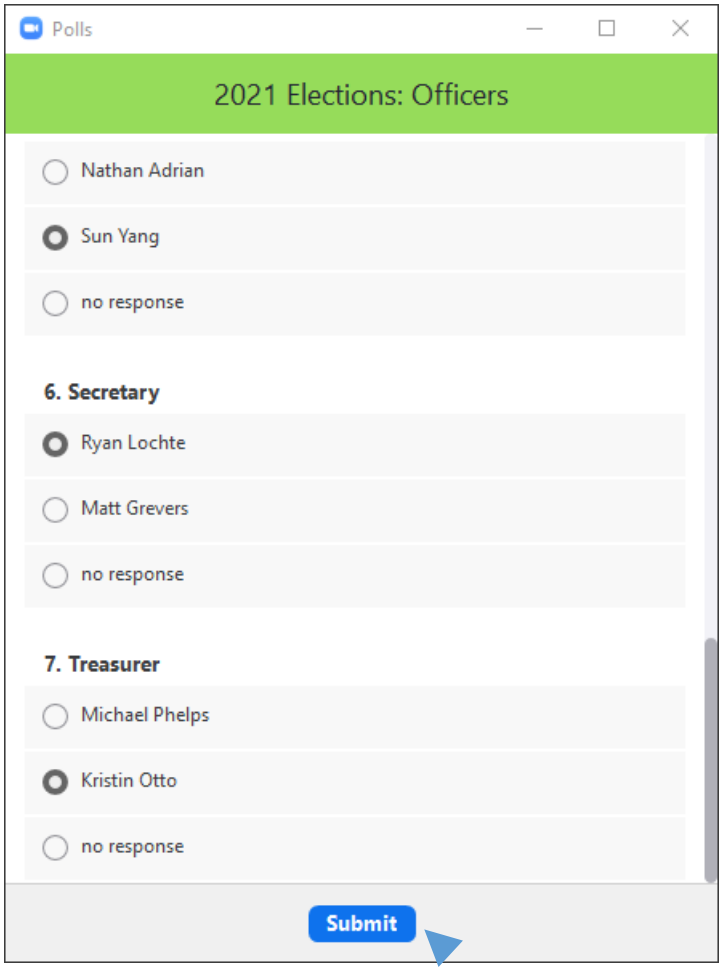
Each position will have their candidate(s) listed, in addition to a "no response" option.



Make sure each position has an option selected.



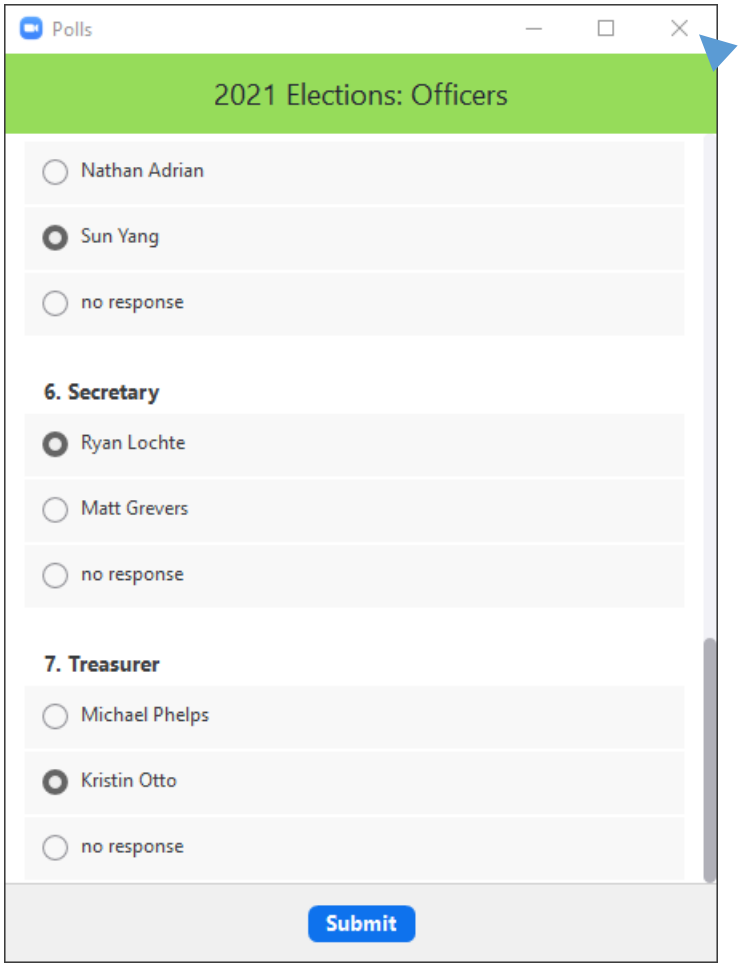
The “Submit” button will remain greyed out until all positions have an option selected.



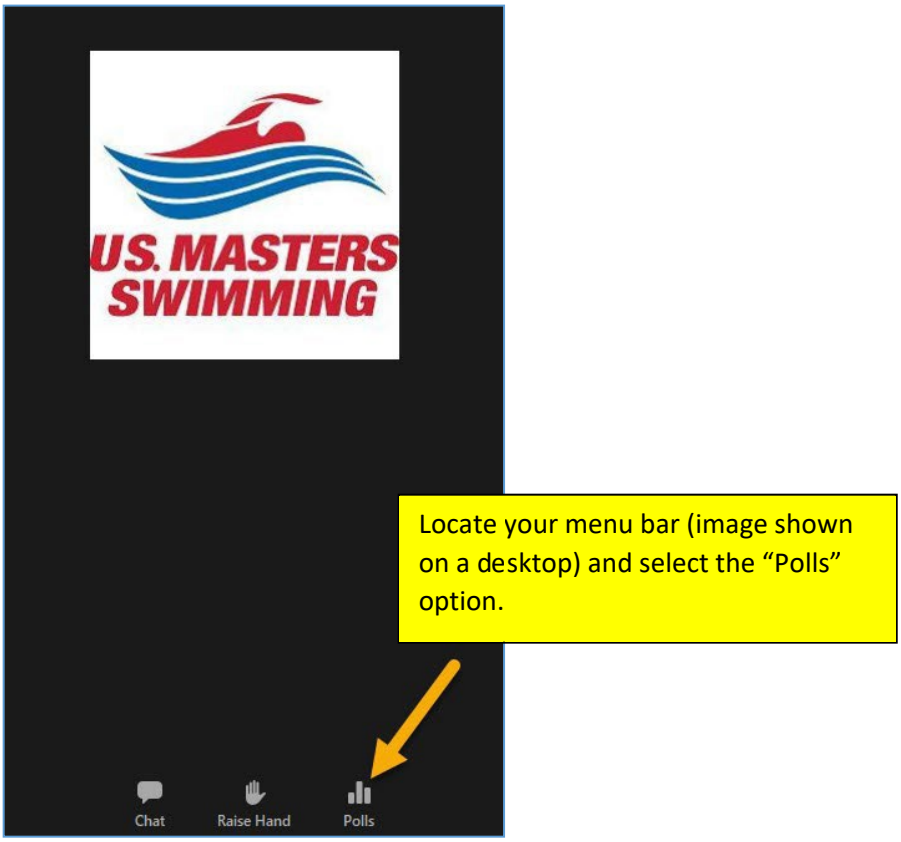
Once all positions have your desired candidate selected, the “Submit” button will automatically turn blue.

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

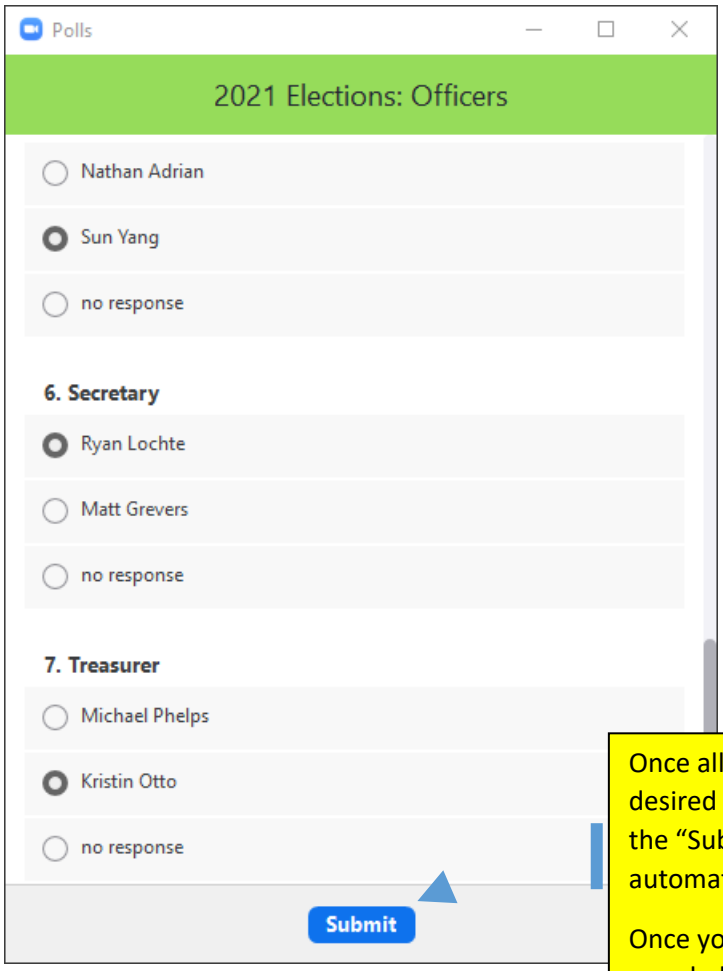
Once submitted the poll will disappear.



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

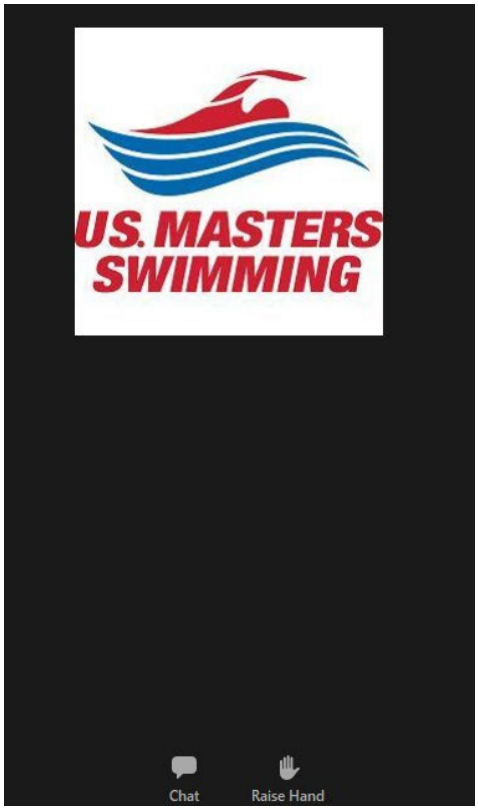

U.S. MASTERS SWIMMING
Locate your menu bar (image shown on a desktop) and select the “Polls” option.
Chat
Raise Hand
Polls

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.