

# PTCA Virtual Stated Meeting

## A Guide for Participants using Zoom Conferencing

PTCA is hosting our Stated Meeting using Zoom, a conferencing service that everyone can use by computer, tablet, smartphone, or regular phone.

### **One Connection = One Voter**

Each voting participant must connect to the virtual Meeting separately. One connection = one voter. Online connection using a computer or mobile device is preferred. **If online participation is not possible, members may connect with a regular phone.** You may also need the phone-only option if you do not have enough devices in your home for all members to connect online. Instructions for the phone-only option appear later in these instructions. Please note that long distance charges may apply.

### **Joining a Zoom meeting via computer, tablet, or smartphone**

The **preferred way** to join a virtual meeting is through the use of an internet-connected PC/Mac computer or tablet with a microphone and speaker or a smartphone (iOS or Android). This provides enhanced functionality. Online participants should install the Zoom app and test their connection before attending the meeting.

### **Activating and signing into your Zoom account**

To sign up for your own free account, visit [zoom.us/signup](https://zoom.us/signup) and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click **Activate Account**. You can login to your Zoom account on the web at any time, at [zoom.us/signin](https://zoom.us/signin). Once logged in, use the panel on the left side to navigate the Zoom web portal. You should **update your profile with your actual first and last name** so that you can be easily identified in the meeting for speaking and for voting purposes. To access your Zoom profile, sign in to the Zoom web portal and click Profile.

### **Downloading the Zoom app**

You can download the Zoom desktop app for Mac, Windows, and ChromeOS as well as the Zoom mobile app for iOS and Android from the Zoom download page [zoom.us/download](https://zoom.us/download). After installing the app, you may join a test Zoom meeting to familiarize yourself with Zoom before joining an actual meeting. Visit [zoom.us/test](https://zoom.us/test) and click **Join**.

### **Joining a Zoom meeting by regular phone**

To join the Zoom Congregational Meeting by phone only: use the "Dial by your location" instructions in your Zoom invitation, which has been sent to you already by the Presbytery AND IS ALSO INCLUDED AT THE END OF THIS DOCUMENT. Be sure to first dial the number that corresponds to "Chicago" since that is our time zone. Follow the instructions in your invitation. Note that these are slightly different for DAY ONE and DAY TWO if you registered for both!

The host will see your phone number and will attempt to identify you by calling out your phone number and asking you to state your name. The host can then record you by name as a meeting participant. If a caller cannot be identified, the caller will be removed from the meeting before it begins.

The following commands can be entered using your phone's dial pad during a Zoom meeting:

\* **6** - Toggle mute/unmute (the \* key followed by the 6 key)

**\* 9** - Raise Hand to signal that you want to speak or to cast a vote (the \* key followed by the 9 key)

The host has the ability to lower hands and mute/unmute all participants directly. If you have raised your hand to speak and are not recognized by the host, you can press \*6 to unmute yourself with your comment or question.

## **PRACTICE Virtual Congregational Meeting on Oct. 1 at 2:00pm**

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On Thursday, October 1 at 2:00pm we will have a Meeting Rehearsal. *There will be no official discussions at this meeting.*

Topic: Stated Meeting Rehearsal

Time: Oct 1, 2020 02:00 PM Central Time (US and Canada)

Join Zoom Meeting by computer, tablet or smart phone: click this link or paste it into a web browser.

<https://us02web.zoom.us/j/83908999618?pwd=bS9wTDhZV3ZwTS9vTVVyR0dyVkhuZz09>

Meeting ID: 839 0899 9618

**Passcode: 163413**

One tap mobile

+16465588656,,83908999618#,,,,,0#,,163413# US (New York)

+13017158592,,83908999618#,,,,,0#,,163413# US (Germantown)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

**+1 312 626 6799 US (Chicago)**

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 839 0899 9618

**Passcode: 163413**

Find your local number: <https://us02web.zoom.us/u/kdJcf8kdba>

## Join the Stated Meeting on October 2, 2020

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You can join the meeting beginning at **3:30pm prior to the 4:00pm start.**

Topic: Stated Meeting Part 1

Time: Oct 2, 2020 03:30 PM Central Time (US and Canada)

Join Zoom Meeting by computer, tablet or smart phone: click this link or paste it into a web browser.

<https://us02web.zoom.us/j/81191601113?pwd=RndWelpDVURNYmtQRWRhaVJRZE5ldz09>

Meeting ID: 811 9160 1113

**Passcode: 477557**

One tap mobile

+13126266799,,81191601113#,,,,,0#,,477557# US (Chicago)

+16465588656,,81191601113#,,,,,0#,,477557# US (New York)

Dial by your location

**+1 312 626 6799 US (Chicago)**

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 811 9160 1113

**Passcode: 477557**

Find your local number: <https://us02web.zoom.us/u/kGGnXnvuc>

### After joining the meeting — tips for computer, tablet, or smartphone users

When joining the meeting, participants microphones will be **muted**, but their cameras may be on. We ask that you keep your camera **off** during the meeting unless you are speaking.

- Click the "Mute"/"Unmute" toggle button to mute or unmute your line
- Click the "Start Video"/"Stop Video" toggle button to turn your camera on or off

Next, participants should click the **Participants** button to gain access to the **Raise Hand** functionality:

To raise your hand, click on the small icon in the shape of a hand, labeled **Raise Hand**. Your hand is now raised, which means that the hosts and other participants will see that you have something to say.

- The Moderator may also use this feature when calling for a vote by a show of hands.
- Click the **Chat** button to see any messages that have been posted to the meeting.
- Messages you type into the Chat will only be seen by the hosts.

- If you have a question, comment or motion, please alert the hosts by raising your hand or using chat to indicate that you wish to speak. The host will write down your name and what you wish to move or discuss, and forward this to the Stated Clerk. The Stated Clerk will decide whether you can be recognized and allowed to "speak from the floor." The host will alert you to the Stated Clerk's decision.
- If you are speaking during the meeting, the Moderator will recognize you and the hosts will unmute you so that you can speak. Please mute yourself again after you have spoken. If you are participating by telephone, use the previously provided instructions.

## **Join the Stated Meeting on October 3, 2020**

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You can join the meeting beginning at **9:30am prior to the 10:00am start.**

Topic: Stated Meeting Part 2

Time: Oct 3, 2020 09:30 AM Central Time (US and Canada)

Join Zoom Meeting by computer, tablet or smart phone: click this link or paste it into a web browser.

<https://us02web.zoom.us/j/87173939618?pwd=QnBOa3dyK2dCbUxvTGdwbEo1bURyQT09>

Meeting ID: 871 7393 9618

**Passcode: 221097**

One tap mobile

+13126266799,,87173939618#,,,,,0#,,221097# US (Chicago)

+16465588656,,87173939618#,,,,,0#,,221097# US (New York)

Dial by your location

**+1 312 626 6799 US (Chicago)**

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 871 7393 9618

**Passcode: 221097**

Find your local number: <https://us02web.zoom.us/u/kdkqzluIgM>

## **Questions? Problems?**

If you have questions or problems, please email Jennifer at [office@ptcaweb.org](mailto:office@ptcaweb.org); or, during the meeting, text Jennifer at 612-702-5734.