Zoom & VPOLL Notes for Diocesan Convention

The Episcopal Diocese of the Central Gulf Coast is using two online business tools, Zoom and VPOLL, to conduct the Saturday, February 27th session of this year's annual diocesan convention virtually. This cheat sheet is designed to help you get started, join, and participate in the meeting.

We recommend using two separate devices to access the tools:

- **Zoom Meeting** will be used to record and participate in convention proceedings. Zoom is a web-based video conferencing application. It will be used for interaction, speaking, and simple voting.

- **VPOLL** is a web browser based voting application. It will be used for quorum verification, elections, and other voting as necessary.

System Requirements

Recommended for Zoom: Laptop or desktop computer outfitted with a webcam, microphone, and speaker. For more information about system requirements, visit **https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux**. If you have never used Zoom on your device, you will be prompted to install the Zoom Client. Click Download Now. Or if the Zoom Client is already installed on your device you may proceed. It is possible to join using a web browser if you do not wish to download the Zoom Client, but it is not recommended.

Recommended for VPOLL: Mobile or other handheld device with web access. There is nothing to install for VPOLL, but you will need to log into the platform with the credentials found in your email.

Note: One device may be used for both Zoom and VPOLL, but you will need to feel comfortable with toggling between the two on your device.

Receiving the Zoom and VPOLL Links

You will receive all information necessary to join the Zoom Meeting and to access VPOLL several days prior to the start of the convention. The email will come from **jenn@diocgc.org**. If you did not receive the email, check your junk or spam folders. If you still do not find the email, send an email to **jenn@diocgc.org**.

Clergy and lay delegates who are eligible to vote will receive both the Zoom Meeting link and the VPOLL log in credentials.

Clergy and other convention attendees with seat and voice only will be sent the Zoom Meeting link.

All others are invited to watch the convention livestream on the diocesan website, YouTube channel or Facebook page.

Zoom

Joining the Zoom Meeting

After you have successfully logged onto Zoom, you will see a pop-up saying that you are in the Waiting Room and the host will let you in shortly. Once you are admitted, you will be able to see all of the convention attendees. Please remain muted, but feel free to say hello using the Chat function.

Continue reading for instructions on how to use various features of Zoom.

Using Zoom Functions: Mute and Video
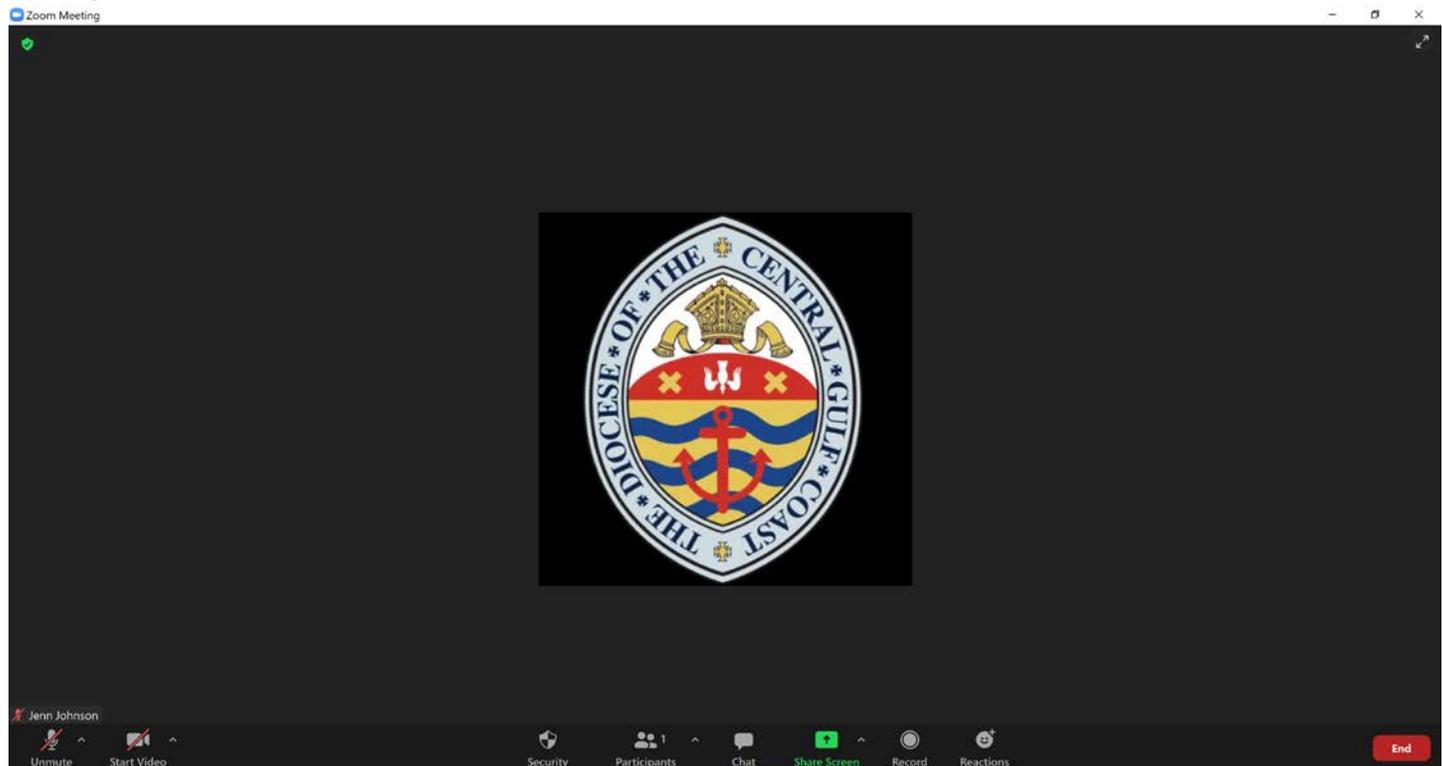
On your screen, the **mute**/**unmute** and **start**/**stop video** icons are available in the lower, left hand part of the screen – as shown above. Click on the icons to toggle them off and on. For our convention, we ask that you keep yourself on mute, unless specifically called upon to speak.

You may wish to turn off your video if you need to step away for a quick break, or if you experience poor connection, turning off your video may improve the quality.

Note:

Depending on which version of Zoom you currently have installed on your device, certain functions may be located on different areas of your screen. Explore your screen to find the functions.

The Record and Share Screen features will be disabled for participants during our convention Zoom meeting.

Using Zoom Functions: Participants and Chat
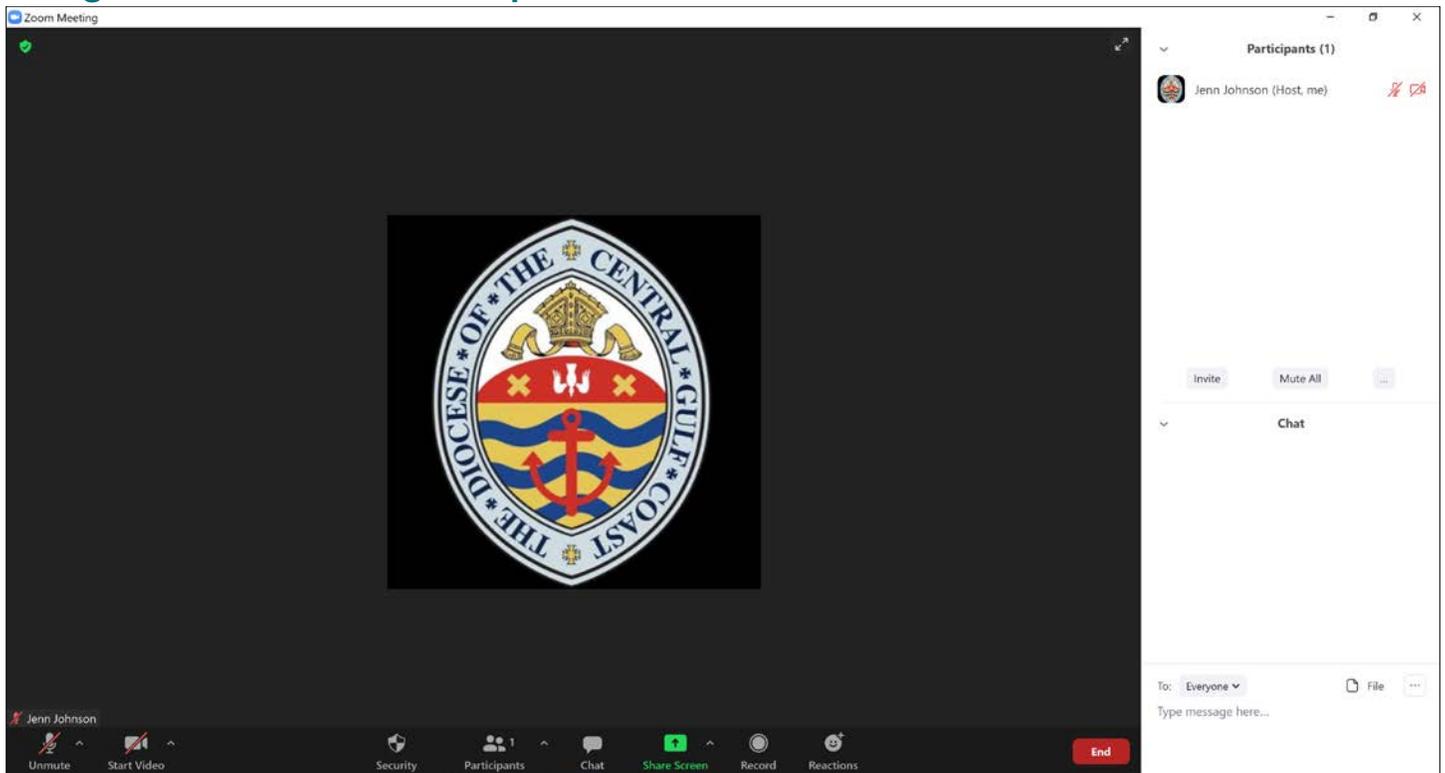
On your screen, you will see the icons for the **Participants** and **Chat** features along the bottom, center part of your screen – as shown above. When you click either of these icons, you will see windows pop-up along the right-hand side of your screen.

Under **Participants** you will see a listing of everyone who has joined the meeting. To rename yourself, find yourself on the list. Select "more," then "rename." Type in your name and church.

Under **Chat** you will see the option "Type message here." You can send a message to everyone, or choose to send a message privately to one of the participants. We will have a Chat Monitor who will watch for any general questions; however, *the Chat feature will not be used for debate or official business.*

Using Zoom Functions: Raising Your Hand – How to Be Officially Recognized to Speak
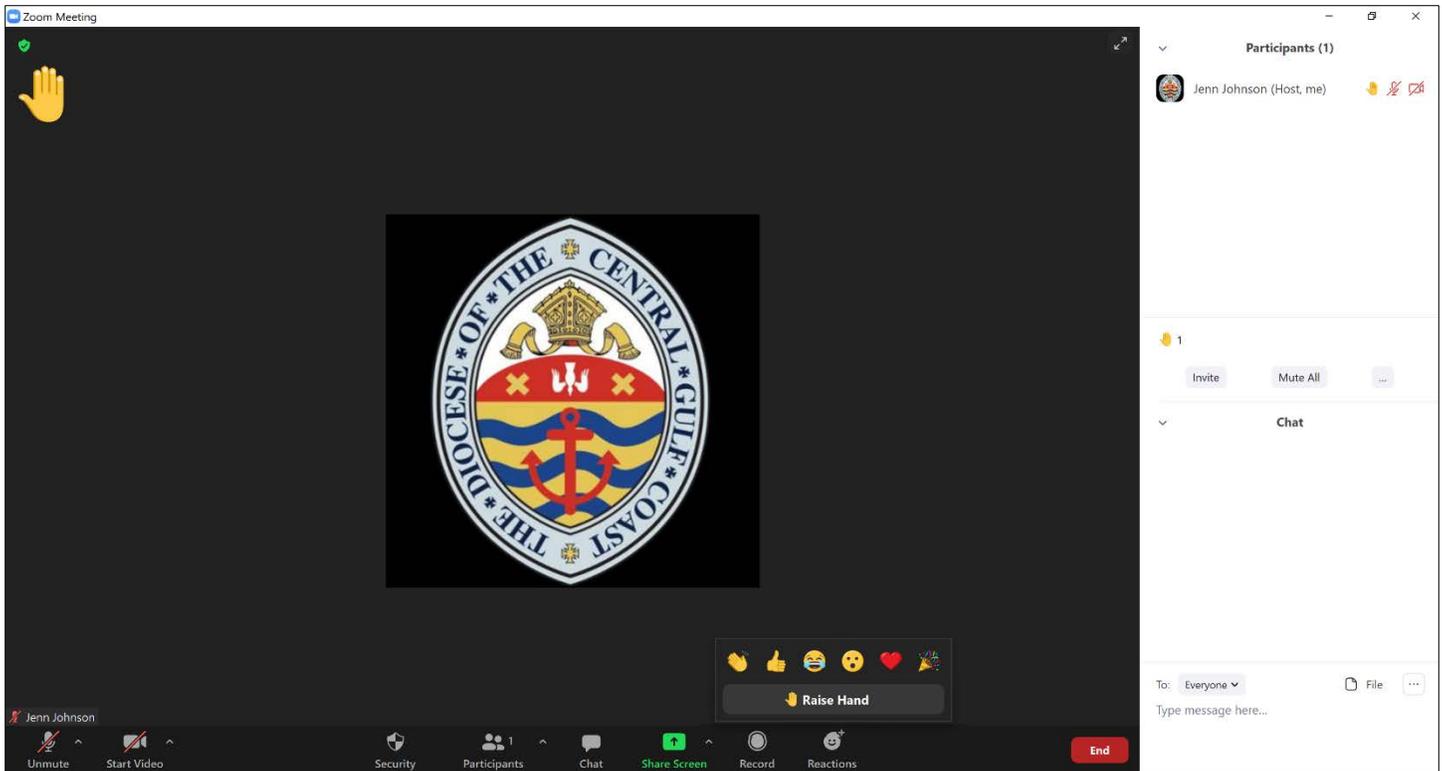
On your screen, you should see an icon for Reactions. Click on the icon, and a small window will pop-up as shown in the image above. Click the **Raise Hand** option. You will then see a small hand icon next to your name in the participants list, and also on the upper, left-hand side of your video window. Click the option again to lower your hand.

In order to be officially recognized to speak and address the members of the convention, you will use the Raise Hand feature. Clicking this feature will put you in line to be called upon by the Convention President. After you have spoken, an administrator will lower your hand. If you click on this feature by mistake, or change your mind, simply click **Lower Hand**.

The **Raise Hand** feature may also be used for votes of acclamation. Listen for this option during the convention proceedings.

Other Zoom Functions: Poll and Breakout Rooms

Zoom Polls may be used for a spontaneous question or vote. If used, a window will pop-up on your computer screen with a question to answer. Answer the question, then click submit. An administrator will share the results of the poll.

Breakout Rooms will be used during our formation time and small group conversation. When Breakout Rooms are initiated you will see a pop-up on your screen asking you to Join Now. Click Join Now. Once you are in your Breakout Room, a facilitator will guide the conversation. When it's time to return to the main meeting, you will be given a two-minute notification, then you will see a pop-up window telling you it's time to return.

VPOLL

To access VPOLL, we recommend using a separate device other than the one you are using for the Zoom Meeting.

Accessing VPOLL

Open a web browser on your device, and go to **www.vpoll.mobi**.

Enter the Access Code: goforward (not case sensitive, no space)

Enter the Login Criteria:

- **your email address** *(the same one provided to us during the registration process)*, plus

- **individual ID number** – (see yesterday's email from jenn@diocgc.org – check spam folder if you did not receive)

Select the Polling Session: Diocesan Convention

Remain logged into VPOLL for the duration of the convention. If for any reason you get logged off of VPOLL, simply log back in.

Voting by VPOLL

After you have logged into VPOLL on Saturday morning prior to the start of the convention, answer the Quorum question and click "submit."

During the course of the convention proceedings, you will be prompted when a new vote is to be taken. Be sure to click "submit" after each vote.