

PVS “Virtual” House of Delegates

July 26, 2020

The 2020 Potomac Valley Swimming House of Delegates (HOD) will be held via Zoom meeting on Sunday, July 26, at 1:00 PM. The link to the meeting is below.

<https://zoom.us/j/98281781924?pwd=UDBTbVM0c1orN3FZM3BzSUs0d1lQQT09>

Your computer or device does not need to have a camera or microphone for you to participate. If you can watch a YouTube video on your device, you can participate in the Zoom meeting.

The following instructions and pictures are based on using a computer to join the meeting. If you are using a tablet (such as an iPad) or a mobile phone it will look a little bit different.

If you have not used Zoom before, please follow the link listed above prior to the meeting. You will be directed to download the app to your computer or mobile device that you will need to access Zoom. On the day of the HOD, please connect five minutes before the start of the meeting so that any connection issues can be addressed.

Joining the Meeting

When you join the meeting using the above link, you can choose to connect with your video active or not. Your microphone will be on mute.

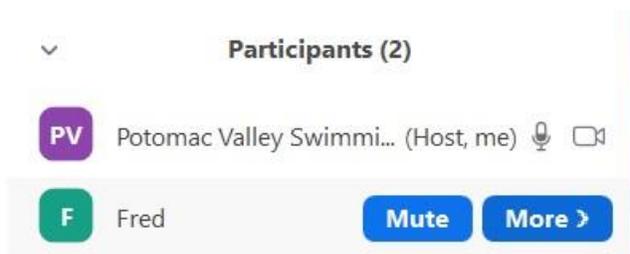
Rename Yourself in the Meeting

Your Zoom name is whatever default you set up in the Zoom application. After you join the meeting, please **rename yourself to include your first name, last name, and club affiliation**. This information is necessary to accurately record meeting attendance.

To rename yourself, open the Participants Tab, by clicking the Participants icon at the bottom of your screen



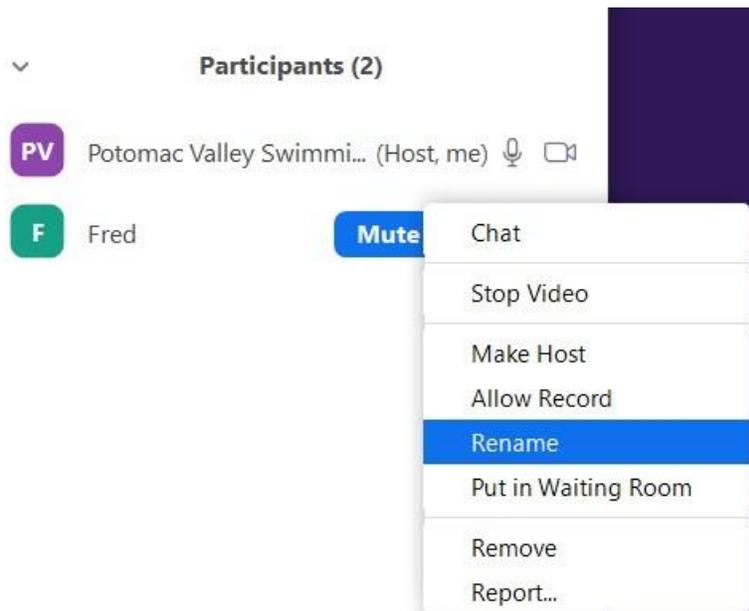
Next, click the More button next to your name.



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Then, select Rename



Type in your full name and club affiliation. Your name will then show in Zoom as shown below.



Asking Questions or Requesting to Speak during the HOD

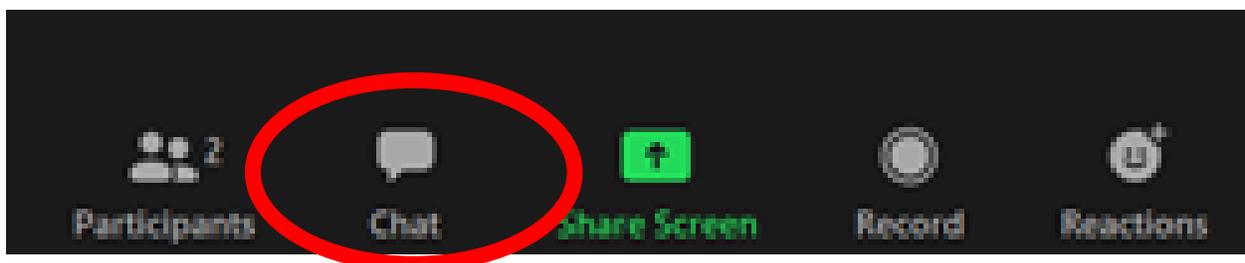
You can ask a question or request to speak during the HOD in two ways:

Typing into the Chat Window, or

Raising your hand

Opening the Chat Window

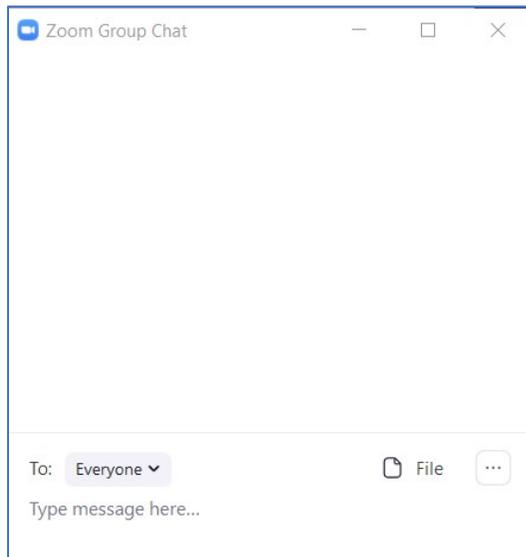
Click on the Chat icon at the bottom of your screen.



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The Chat Window will appear.

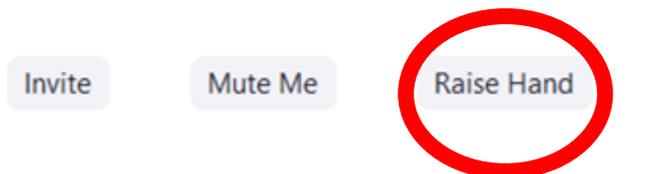


You can select to have your message go to “Everyone” or an individual.

Raising your Hand

To speak, you must first be acknowledged. As an alternative to the Chat, you can raise your hand to request to speak.

At the bottom of the Participants Tab, you will see a button to raise your hand. Click the **Raise Hand** button.



The button will change to **Lower Hand** which you can use to lower your hand if you change your mind.

Unmute to Speak

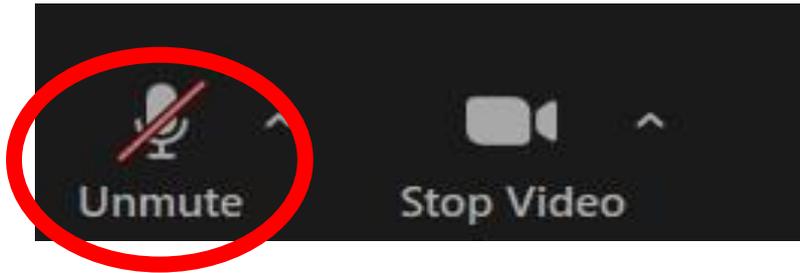
The easiest way to unmute to speak is to hold down the Space Bar on your computer. You can speak and then when you release the Space Bar you will go back to being on mute.



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Another way to unmute to speak is click the Unmute icon on the bottom bar of your screen.



Don't forget to click the icon again to mute yourself after you have finished speaking.

If you have any questions prior to the HOD, please do not hesitate to send them to me.

Tin Husson
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