

Virtual Synod User Guide: instructions for using Zoom Videoconferencing

If you are less familiar with Zoom, have a look at our [Zoom user guide](#) (we also have a link to it on our website at <https://www.calledsouth.org.nz/contact/>)

We recommend you print the above Zoom User guide if you need to have it handy.

The Zoom user guide has a variety of tips e.g. how to join Zoom, change the way your screen looks (so you can see just the person speaking or everyone) and so on.



What happens when I join the Zoom link for Synod?

We will send you a link to the meeting in a separate email and also have it available on our website at <https://www.calledsouth.org.nz/synod-2020/>. When you click on the link to join Zoom you will be placed into a virtual waiting room and admitted into Synod.

This is so that we can mark you off as attending and assign you into the appropriate house (lay or clergy) for Saturday's session for election purposes.



If you already have a Zoom account and are comfortable using it, you can join Zoom by using the following Meeting Identification Number (ID):

Meeting ID: 961 7964 4999

Password: 093826

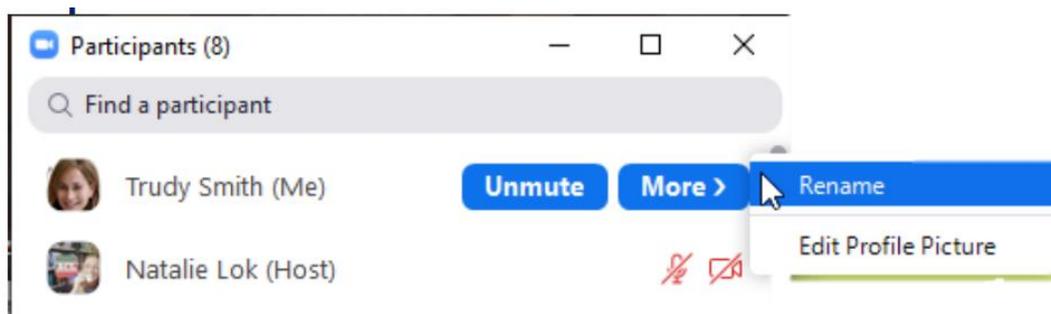
When you are admitted, you will find that you are automatically muted. This is to reduce noise and allow us to follow due process for anyone who wants to speak to a motion. It is going to be challenging to conduct things in the way we would normally, and it might feel much more distanced and detached. We will work to overcome this as much as we can and ensure that everyone who needs a say can speak.

Ensuring your Correct name is displayed on Zoom

Please make sure your full name is displayed on your Zoom profile: this is so we can note your attendance and call you by your correct name when you are unmuted. If you are using another person's Zoom account for the Synod, you can rename yourself for the meeting and then revert back later.

Step 1: Click the **Participants** button and find your name

Step 2: Click on **More > Rename**



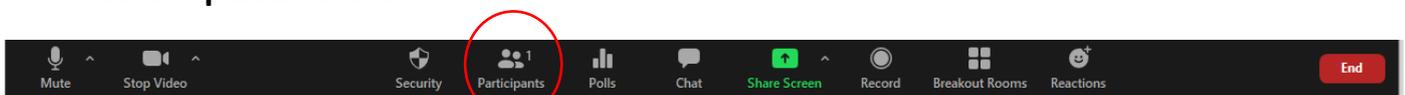
Step 3: Type in the name you want to use (please make sure this corresponds with your name as noted in the Synod roll).

How do I get someone's attention at Synod?

Zoom has the equivalent of raising your hand if you want to speak.

Step 1: Once you are in the Zoom meeting, have a look at the bottom of your screen (if you are on a personal computer) or the top of your screen (if using a phone or tablet/iPad). You will see a control panel that looks like this:

Control panel for PC

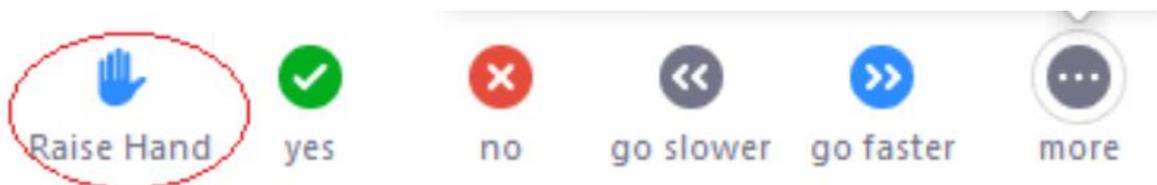


Control panel for tablet/iPad or phone



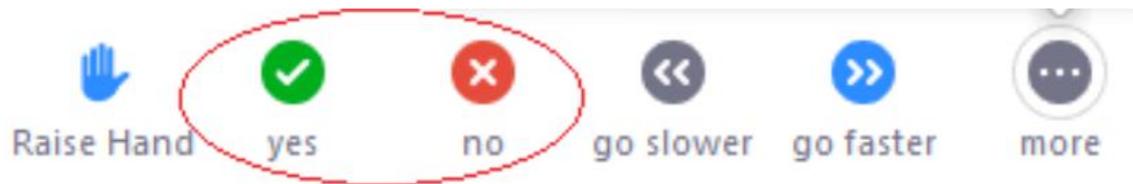
Step 2: Click onto the Participants button as circled in the above images.

Step 3: Raise Hand. As per the image on the following page, click the Raise Hand icon to get the hosts attention. The host will be notified that you've raised your hand. If the host allows you to talk, you will be unmuted and signalled when it is your turn to speak. The host will lower your hand at their end – but if you change your mind, you can lower it yourself by clicking on the **Raise Hand** icon again. **We will acknowledge that we have seen your request and inform everyone the order of any speakers.**



Step 4: Voting

When asked to vote, click on the 'yes' or 'no' icon.



Step 5: Click the Participants button again to close.

The host will clear all non-verbal icons when ready.

Participating in a Poll

At times during Synod we may use a Poll function which allows us to give you more detailed information to cast your vote with (and allows us to get more accurate results). What polling does is:

- Allow us to set up questions ahead of time
- Gives a countdown timer for the question or motion, so you know how long you have got to cast your vote
- Gives us a full report of the poll to review after the meeting
- Makes polling anonymous to all attendees.

The Zoom session will send you a prompt to complete a poll. Follow the instructions you will see on your screen

We will send out separate information on any other electronic methods of voting we may use. This will also be available from <https://www.calledsouth.org.nz/synod-2020/>

Got a problem?

You can contact us in two ways:

1. Via the CHAT facility on Zoom to John Graveston
2. Telephone **03 488 0820** and we will transfer you to one of our team of helpers.

Diocese of Dunedin, part of the Anglican Church in Aotearoa, New Zealand and Polynesia,
Te Hahi Mihinare ki Aotearoa ki Niu Tireni, ki Nga Moutere o Te Moana Nui a Kiwa