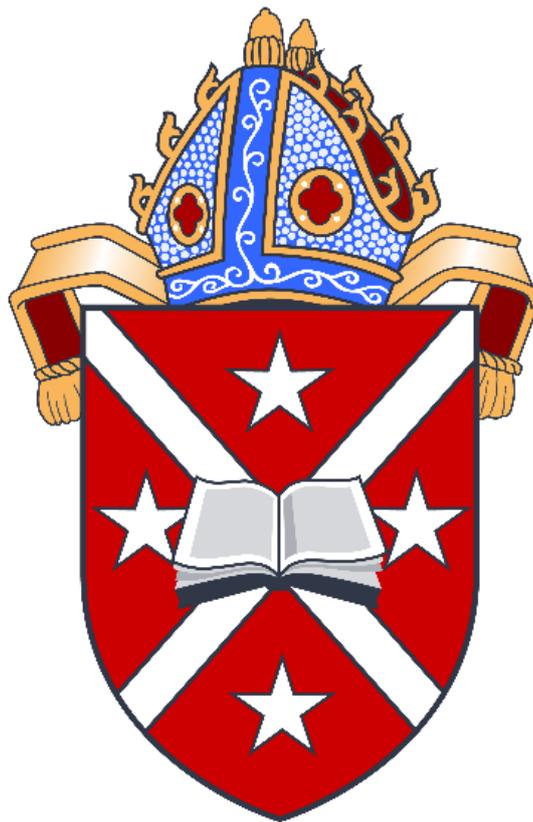
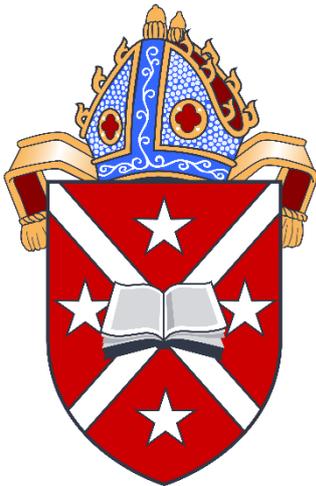


Virtual Synod User Guide: instructions for using Zoom Videoconferencing



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



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?

[Here is the Zoom link to Synod](#), we will remind you via a separate email and it is also 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

[Or, you can use this direct link](#)

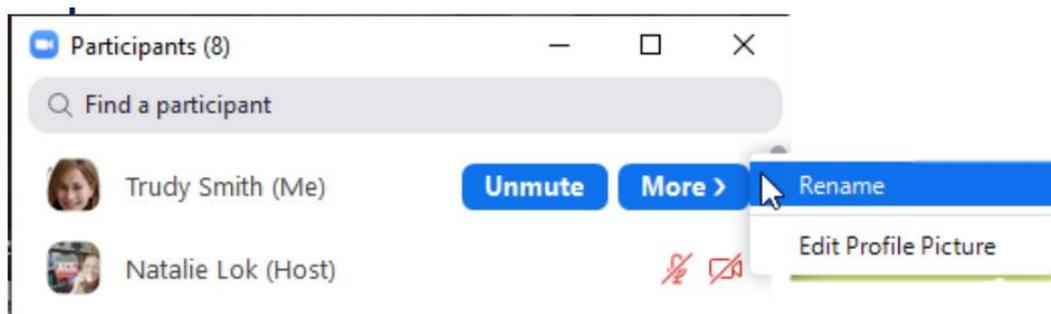
When you are admitted, you will find that you are automatically muted. This is to reduce noise and allow us to follow due process for anyone who wants to speak to a motion. It is going to be challenging to conduct things in the way we would normally, and it might feel much more distanced and detached.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



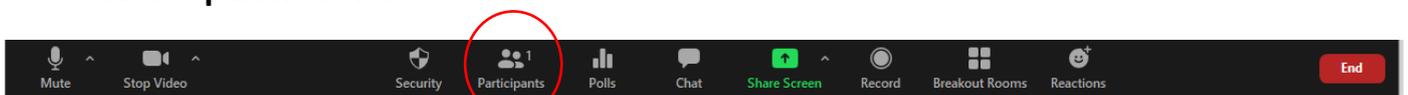
Step 3: Type in the name you want to use (please make sure this corresponds with your name as noted in the Synod roll).

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

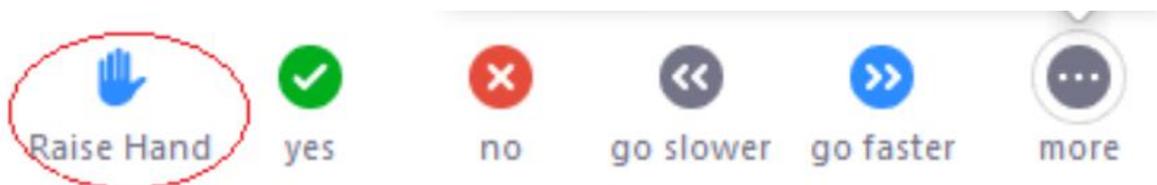


Control panel for tablet/iPad or phone



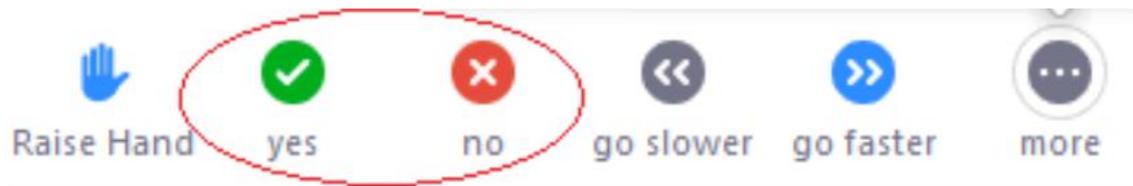
Step 2: Click onto the Participants button as circled in the above images.

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.

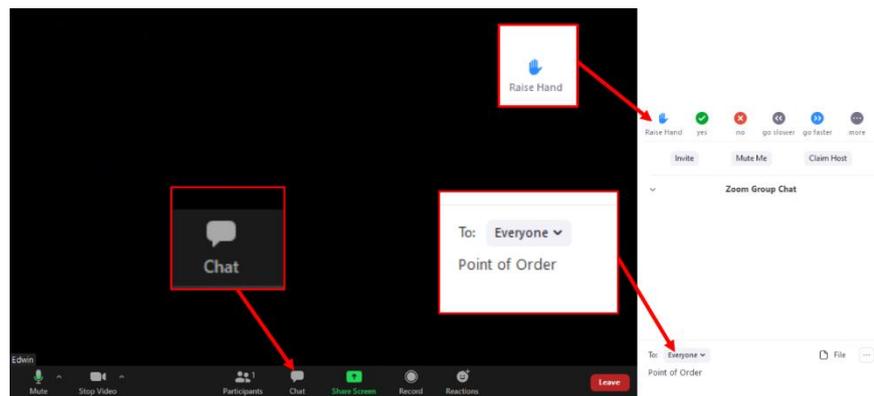
The host will clear all non-verbal icons when ready.

How do I raise a Point of Order?

Step 1: Follow the Raising your Hand process in the previous section.

Step 2: Click the “Chat” icon, send a message to

“Everyone” with the words “Point of Order”; press the “Enter” key on your keyboard to send the message.



The Host will monitor these messages and advise the President that a Point of Order has been raised. You will then be un-muted so you can speak.

Voting and Elections

If we need to vote in houses (Clergy and Lay) , this is what we will do:

1. When everyone has joined Zoom, we will set things up so that the Synod is divided into three categories: the two houses (Clergy and Lay) and Observers (those who are observing or only have speaking rights). This will be done via a Zoom feature called **Breakout Rooms**.
2. If we need to vote in houses, we will enable the breakout rooms. When we activate them you will automatically be put in with others in your category - you don't need to do anything. If you are on gallery view in Zoom, you will see a different selection of people appear.
3. The host of the meeting will join each room in person and put the question that you are being asked to vote. Use the **Yes** and **No** buttons as above.

4. When the votes have been recorded, the host will leave.
5. When the breakout rooms are disabled, you will automatically come back into the main meeting after a few seconds.

What about elections?

If we need to hold elections for Diocesan Council and Diocesan Nominators, we will put you back into Breakout rooms and then share a voting link in the "chat" area of Zoom. It will also be available on our [Synod 2020 web page](#). Click onto these links (there may be more than one link if we need to run more than one election) and complete the voting on the ballot paper there - the ballot paper will tell you what to do.

We have a test election ballot paper you can try out before hand, see <https://surveyhero.com/c/synodtest-election>.

On the day of Synod, links to the actual ballot papers and any other information about candidates will also be available at <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 (make sure you choose the option to send a **private message** to him (find his name by clicking on the arrow beside the "To" prompt. **Don't forget to press "Enter" to send your message** when you have typed it in...
2. Telephone **03 488 0820** and we will transfer you to one of our team of helpers.

