

Registering for our August 29, 2020
Presbytery Assembly by Zoom

*Please read all instructions and expectations before accessing the meeting link at the bottom of this page. **We have simplified our process a bit!***

STEP 1: REGISTER

There will be only ONE link to get into the meeting this time, the registration link at the bottom of this page. Familiarize yourself with the instructions, and then click YES. The registration link below will ask you questions about your participation status before you are approved to receive an email with the Zoom information to call in or video stream.

STEP 2: ARRIVE EARLY – On the day of the assembly we will have the meeting open by 9:30 a.m. Feel free to join the meeting and go through the admittance process and then either join in conversation with those in the break out room you are assigned to or turn off your video until the meeting starts at 10:00 a.m.

- VIDEO USERS: when attempting to run Zoom on a PC or Mac, click allow or run to let the Zoom program operate. If using a mobile device, download the Zoom app to your device first.
- VIDEO USERS: Upon clicking into the Zoom meeting space, you will enter a waiting room area where we need to confirm your identity. Please help us if you can by **renaming your profile with your name, your ministry status, and your church name:**

Elder Commissioner: EC

Commissioned Lay Pastors: CLP

Minster of Word and Sacrament commissioner: MC

Committee Member: COMM

Corresponding Members: CORR

Certified Christian Educator: CCE

Visitor: V

For example, “John Calvin, MC, Geneva First

- PHONE USERS: If you are dialing in by phone, use the number provided behind the links below, including the meeting code, and you will be placed in a virtual room where volunteers will make sure your name is accurately reflected on your account for others to see.

STEP 3: BE PATIENT; WE ARE NEW AT THIS!

- SECURITY FEATURES ACTIVATED: Congratulations you are in the meeting! Please be advised that once you are admitted to the main meeting area, your screen, audio, and screen-sharing ability will be disabled until the moderator authorizes debate and

voting. We will make sure your name, ministry status, and church will be accurately reflected.

- Before deliberations can begin, the meeting will be locked from outside visitors in order to protect the space from those who may intend to disrupt the meeting.
- **BEING RECOGNIZED:** When the moderator opens the floor for discussion, please use raise hand feature on Zoom. **Phone users can type *9 to “raise hand”** by phone, and the moderator will get an indicator that you wish to be recognized. When you are recognized by the moderator, a volunteer will unmute your account and you are then given the floor to speak by the moderator. Please remember that it is the Moderator’s prerogative if and when to recognize those wishing to be heard at any microphone.
- **INTRODUCE YOURSELF:** When invited to speak, please remember to introduce yourself, your commissioner status, and church. For example: “John Calvin, teaching elder commissioner, First Presbyterian Church of Geneva.”
- **WE CAN SEE YOU!:** Please know we will be able to see your image and background! For those on the road, we trust that you will be operating hands free. Please be mindful of other background noise that may affect your audio quality when you are speaking.
- **AUTHORITY OF THE MODERATOR:** Please follow the instructions of the moderator so voting, debate, and sharing can be conducted in order.
- **NO TECH SUPPORT:** Be advised that tech support will NOT be available to help you while the meeting is running.

Do you understand and agree to abide by these expectations?

VIDEO AND PHONE USERS: If so, please click [YES](#), and you will be taken to the registration page that, once approved, will email you the link.