

Zoom Meetings – Overview

Cranbourne Little Athletics Centre AGM

The meeting will be open from 10:30am to give time for members to join the meeting and orientate to Zoom. The meeting will commence at 11am.

Items to note:

- All members will have their microphone on mute when joining the meeting. You may unmute during the meeting when speaking.
- At certain parts of the meeting a show of hands will be required for voting purposes so please make sure your video function is on.
- When you join the meeting please write your name (and any other adult participants who are joining you for the meeting on the same device) in the chat section– this will form the sign in function.
- If you will be connecting to Zoom via your mobile phone please download the app first.



*iPhone view

- If using your mobile for the meeting you can swipe across the screen to change views from presenter view to a wider participant view during the meeting.
- During the awards presentation section make sure you have the athletes join you if possible.
- The awards presentation section will be recorded.
- If you have trouble joining the meeting please contact Dean McCaughan on 0413613274 who will help troubleshoot.

Further detailed steps below:

1. Joining the meeting via computer

Test - Appointment

Subject: Test

Location: <https://us02web.zoom.us/j/89569614033>

Start time: Mon 11/05/2020 5:00 PM

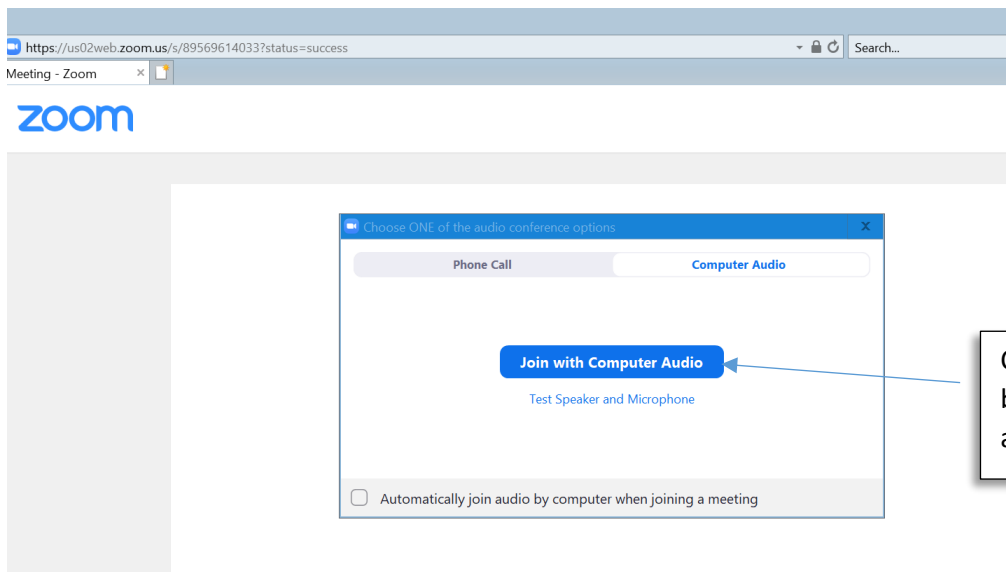
End time: Mon 11/05/2020 6:00 PM

Dean McCaughan is inviting you to a scheduled Zoom meeting.

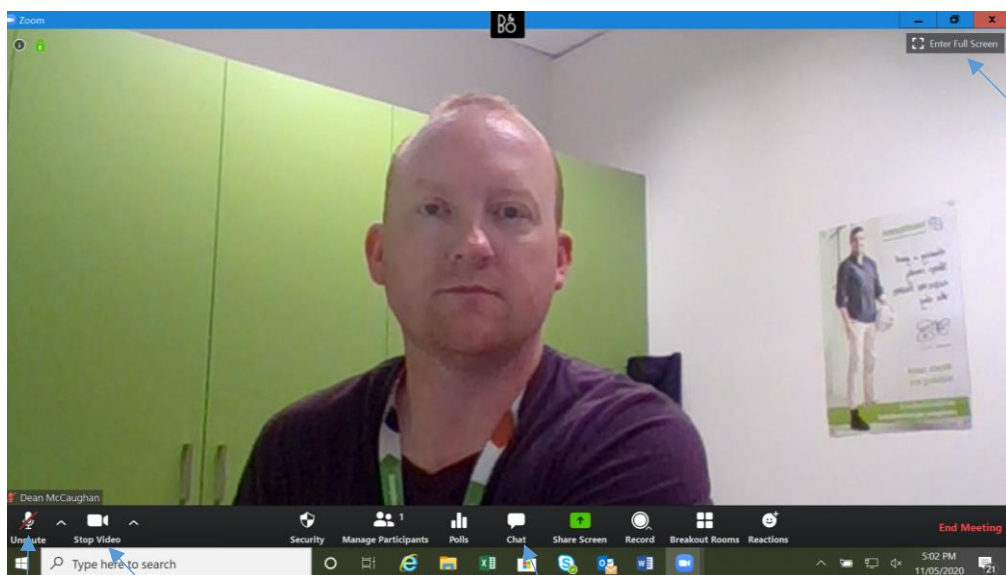
Join Zoom Meeting
<https://us02web.zoom.us/j/89569614033>

Meeting ID: 895 6961 4033
One tap mobile
+61731853730,,89569614033# Australia
+61861193900,,89569614033# Australia

Click on the link to join the meeting



Click here to join by your computer audio

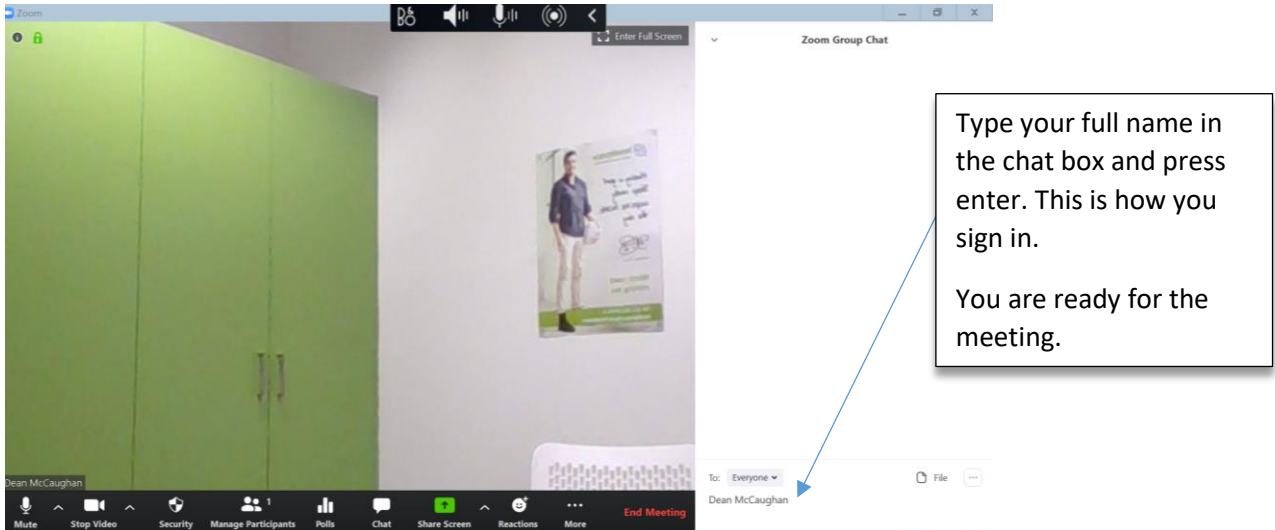


You can change your view during the meeting by pressing this button. You can go between speaker view or gallery view (where you can see meeting participants).

Remember to have your video switched on.

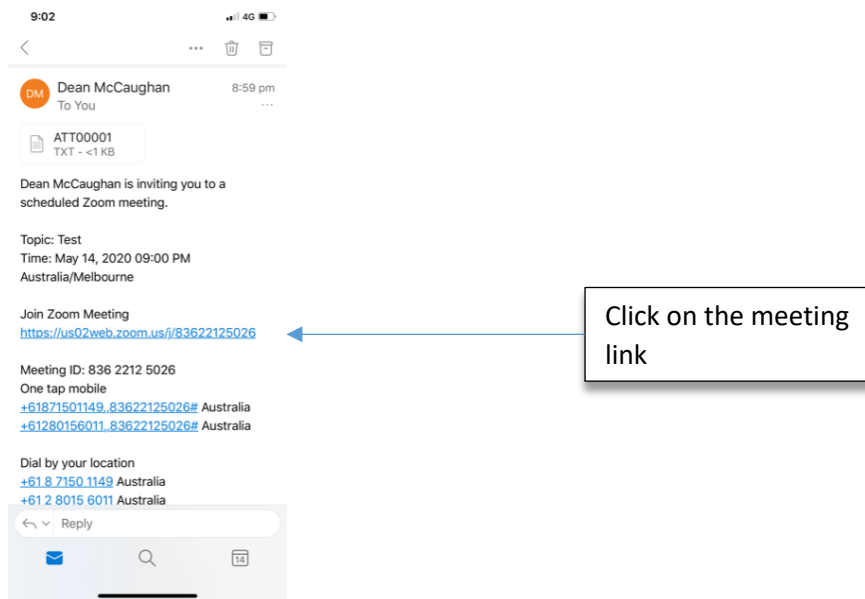
Click on the chat button to bring up the zoom group chat page – see over for more.

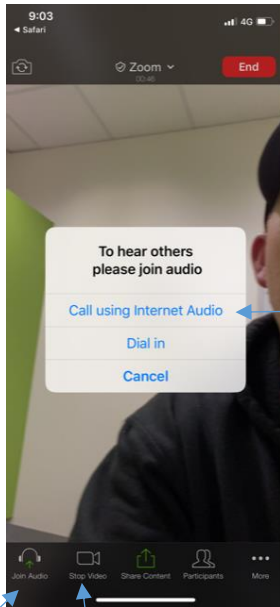
You will start the meeting on mute. Click on the button to unmute



2. Joining the meeting via phone.

Remember to download the app prior to the meeting.



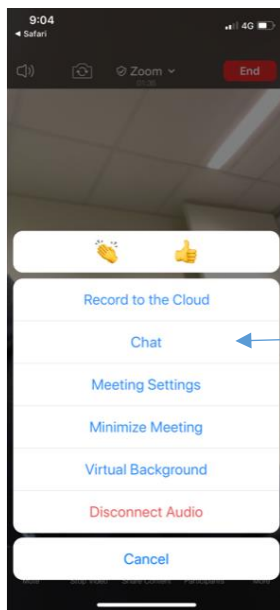


Click on internet audio

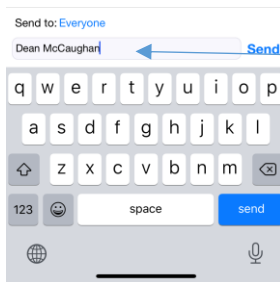
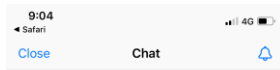
Click here to get to the chat function

Mute button

Enable video



Click on chat to open the chat function.



Type your full name in the chat box and press send. This is how you sign in.

Click close once done. You are ready for the meeting.