



## Member's instructions for annual general meeting

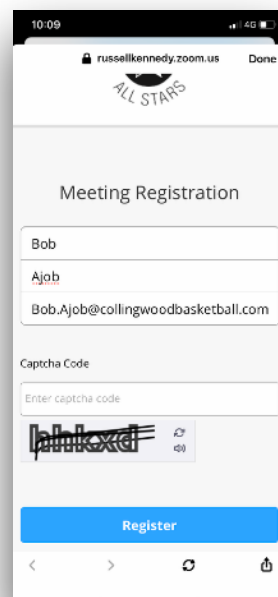
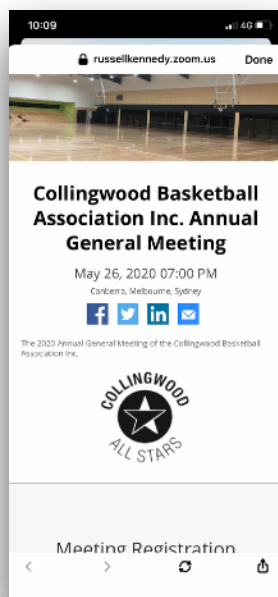
***In order to make the AGM work a little more efficiently there has been a change to the meeting link and process. For any AGM we have to keep track of who is attending and voting to make sure that only registered members attend and vote. Having members registered beforehand is very easy to do but does add a step into the process. This document explains how this is done.***

***The registration process is done before the meeting and will take you about 2 minutes. The link to the meeting will be then emailed to the email address that is nominated in the registration form.***

***Zoom is free. If Zoom is new to you we recommend you attempt to join the meeting 10 minutes beforehand to make sure you don't miss out.***

### Registration

1. Please click in this link to register : <https://russellkennedy.zoom.us/meeting/register/tJlrdOmvrT4vGtXP31KuqYVaGFL4QmvDc4pf>
2. Clicking on the link will open a form that will ask you for your name and email address. It is important that we are able to verify your name and email address to establish who can vote and who cannot. Registration can be done on a computer, iPhone or Ipad. The registration form will look something like this (this is on an Iphone):



3. Make sure you enter your true name because we will be checking the names of the registrants off against the member's register. Once you have put in your name and email address and clicked on 'Register', an email will be sent to the email you have entered.

This email link will have the URL (aka internet address) for the meeting - this is very important.

**NB: This is a different URL to that sent with the first version of the Agenda. You must use the link sent to you email after registration to attend the meeting. Clicking on the link in the Agenda will just take you to the registration page.**

4. Store the link in a safe place and please don't share it with anyone else. It is your link and will allow you to vote at the AGM. We request that, if possible, you register before 5:00 pm on the 26 May 2020 as this will allow us to check members registered to attend against the Collingwood Basketball Association Inc. register of members.

5. At the the time of the AGM click on on the link that has been sent to you by email. If you have not used Zoom before, you will need to download it but that does not take long. If you do need to do this, we suggest you go the meeting 10 minutes before it begins to make sure you don't miss out.

## Being heard at the meeting

5. When you sign into the meeting and the meeting begins, you will probably be muted. This is to minimise background noise and allow the meeting to proceed smoothly. There will still be an option to be heard. There are two ways to to get attention in Zoom.

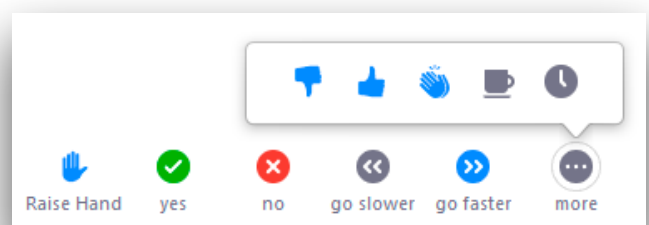
6. You can send a question using the chat feature. This is how to do so:

(a) Zoom has a chat function (see the bar along the bottom of the Zoom screen). Click on chat and type your question using chat and these will be brought to the organiser's attention as we work our way through the meeting business.

7. You can also ‘raise your hand.’ This is how to do so:

(a) During a meeting, click on the icon labeled "Participants" at the bottom centre of your **PC** or **Mac** screen.

(b) At the bottom of the window on the right side of the screen, click the button labeled "Raise Hand."



(c) Click "Raise Hand" if you want to say something in the meeting. Your digital hand is now raised. Lower it by clicking the same button, now labeled "Lower Hand." The organisers will call upon you to talk when when it is convenient.

(d) The same method can be used to raise your hand in a Zoom meeting on a mobile device, simply tap "Raise Hand" at the bottom left corner of the screen. The hand icon will turn blue and the text below it will switch to say "Lower Hand" while your hand is raised.

## **Voting**

8. The voting at the meeting will take place using the Voting function within Zoom. When votes occur, a Poll form will pop up on your screen which will include the question and the possible responses. The voting form will also show the time remaining for votes to be made. Voting is done by selecting the option you prefer, and clicking on the button at the bottom of that poll form. At the end of allotted time, all votes will be counted and the results announced.
9. Any further questions please contact Ben Lloyd on [ben.lloyd@Collingwoodbasketball.com.au](mailto:ben.lloyd@Collingwoodbasketball.com.au) or 0425 722 758.