Zoom Webinar Conference Cheat Sheet

My Voter ID: ____________________  The Ballot Code will change for every vote. Keep an eye on the screen!

1. The Q&A Feature
   - You can participate in the conference business using the Q&A feature. Click on the icon to open the Q&A Window.
   - Then you can ask a question or seek to be recognized for the following reasons:
     - Motion: [Insert your motion]
     - Second: [the motion]
     - Amendment: [Insert change]
   - Call the Question
     - Point of Order: [Insert point]
     - Moment of Personal Privilege: [reason]

2. The Raise Hand Feature
   - Raise and Lower your hand by clicking the Raise Hand icon. It is gray when lowered, it will turn blue when raised. Leadership can see your hand when it is raised (blue). If the bishop recognizes you, to speak, you will receive a prompt to unmute your mic. **Unmute your mic by clicking “Unmute myself”,** and then speak.

3. Finding the Online Voting Webpage
   - We recommend using a second device for online voting. Start by opening a web browser and go to vote.gntv.info. Your web browser might look like one of the icons below.
   - Make sure you are typing the webpage address in the address bar, not the search field!

4. Voting
   - When you have reached vote.gntv.info
     1. Enter the Ballot Code on your screen
     2. Click the green “Load Ballot” button
     3. Enter your unique Voter ID at the top of your ballot
     4. Make your voting selection(s)
     5. Click the blue “Submit” button
     6. Click the green “Return to Start” button

5. Online Ballotin
   - Please enter ballot code below then click Load Ballot
   - Voter ID
   - Your answer
   - Submit
   - Return to Start

Call In Instructions
- If you are unable to join via a computer, smartphone, or tablet, you have the option of calling in using a telephone to listen to the conference. The only Zoom feature that will be available is the Raise Hand feature. To access this, dial +1 301 715 8592, then follow the prompts. The Webinar ID and Password will be provided by the conference. You can use *9 to use the Raise Hand feature, and *6 to mute and unmute yourself.

Help Me Need Help?  Visit our online resources at gntv.info/zoom or call our Tech Support Hotline at (478) 216-7709