

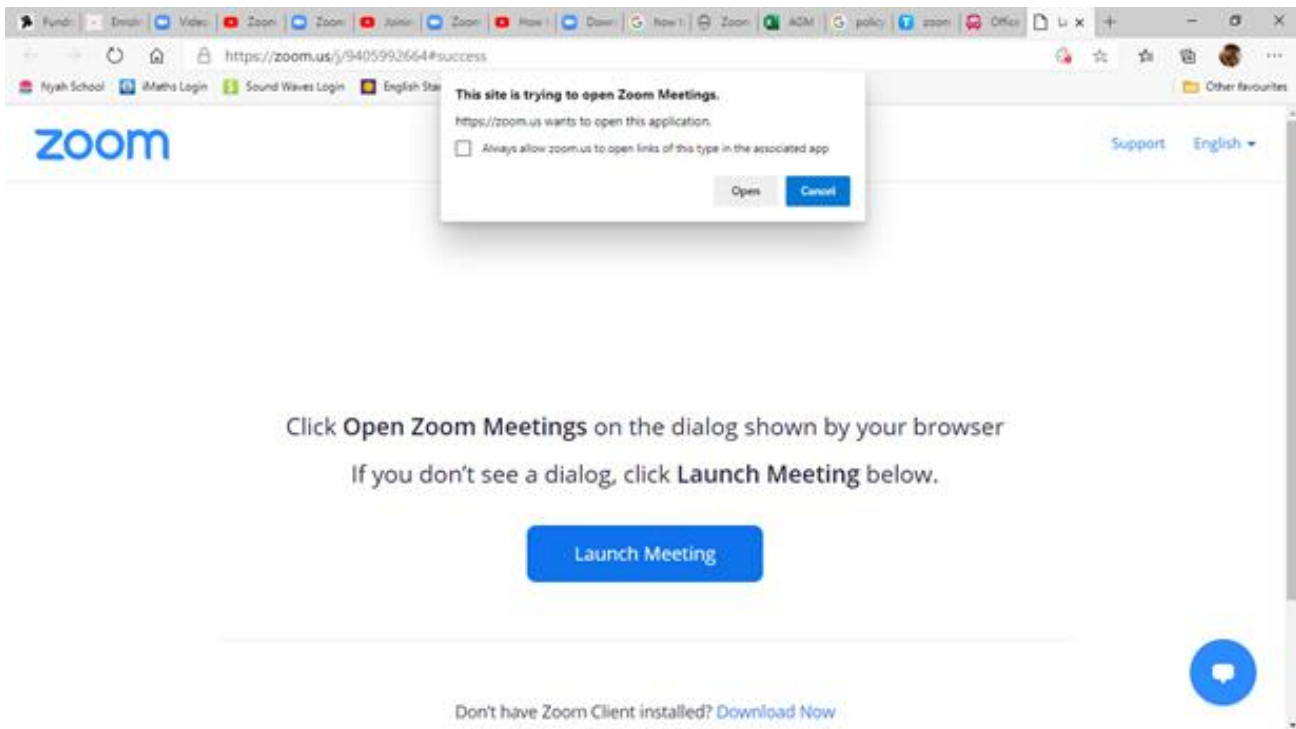
SYDNEY DOGS AND CATS HOME

ABN: 16 943 464 585

CFN: 16738

ZOOM Instructions - How to use Zoom for the Sydney Dogs and Cats Home AGM

1. All members will receive an email invite for this year's AGM, within this invite will be a link to Zoom to join the meeting online.
2. You have the option to download the zoom app onto your device, or you can just click on the link in the invite, which will bring you to the page (show below in screenshot). Either option will work in the same way once the meeting has started.



3. If you have not used Zoom before, then here is a link to a video which shows how to set up and access a Zoom meeting https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0060732

WOOF. MEOW.

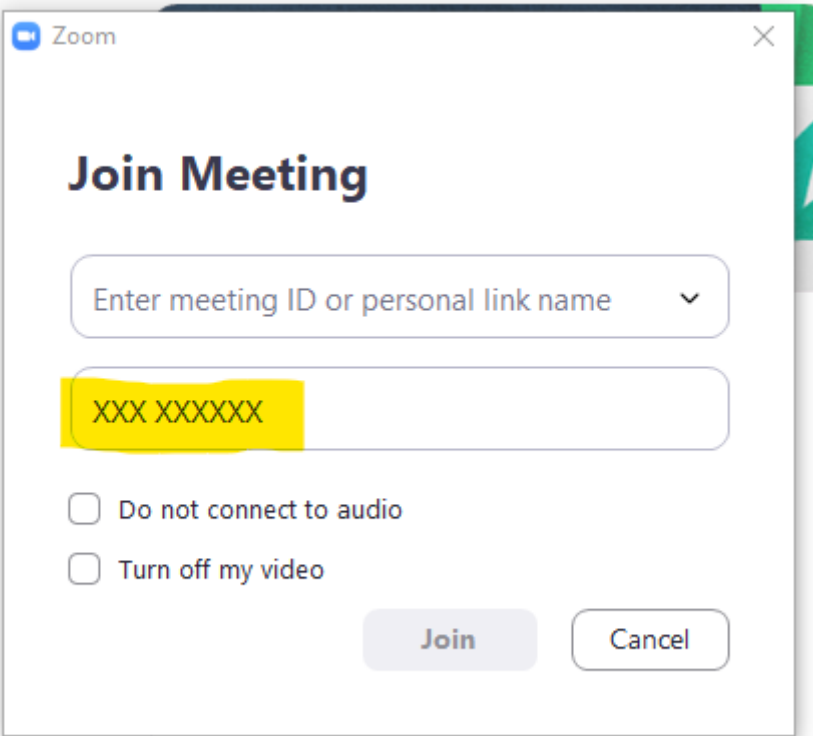


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5. When you join the Zoom meeting – please enter your full name to identify yourself to the other members in the meeting (see screen shot below).



6. Please allow approximately 15 minutes before the start of the AGM for the following set up tasks:
 - i. Make sure you are comfortably seated
 - ii. Make sure your face is well lit. Lighting should be from in front of you or from above. If the lighting is from behind, it will cast a shadow over your face.
 - iii. Make sure you have tested your microphone & speakers on your computer or you can use your headphone set with a built in microphone
 - iv. When prompted by the host of the meeting, please state your full name to identify yourself to the other members in the meeting
7. Please click on the mute button (bottom left hand side of your video screen) when you join the meeting.
This will minimise the amount of background noise and distraction for all.
** Please note that the host has the ability to mute all participants

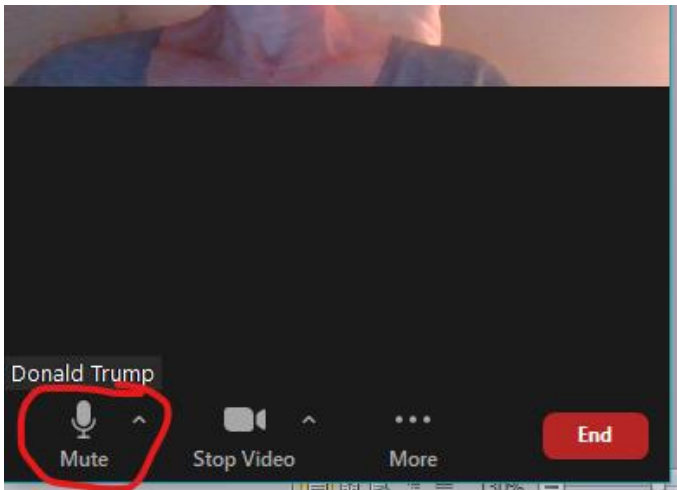
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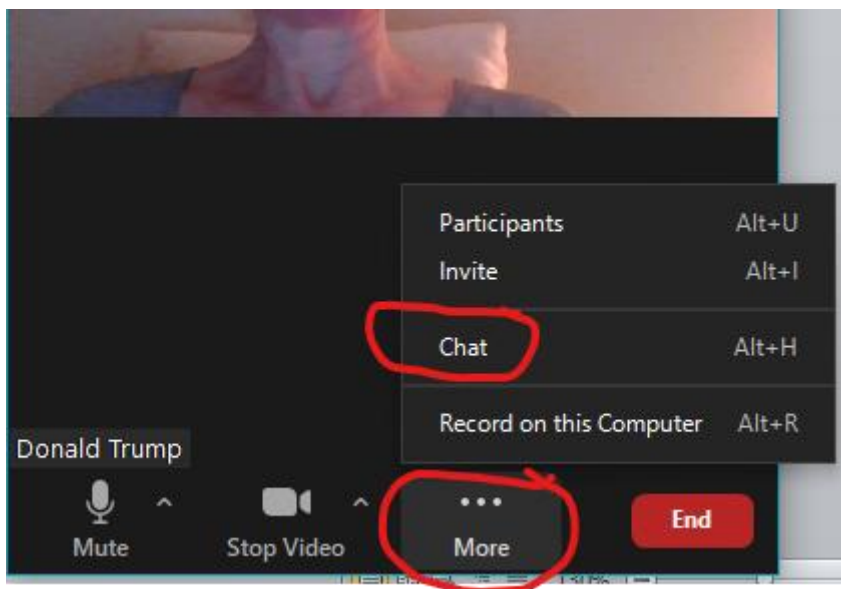
8. If you have a questions please use the Chat function.

This can be found on the bottom of the screen by clicking on the “More “ button and selecting “Chat”.

The chat screen will open up on the bottom right hand side of your video screen.

Ensure your message is addressed “To: Everyone” in the Zoom call (highlighted in yellow below) and then type your question.

The Board will endeavour to answer all questions on the night, but any questions that remain unanswered will be addressed in a separate Q&A document that will be provided with the Meeting Minutes.



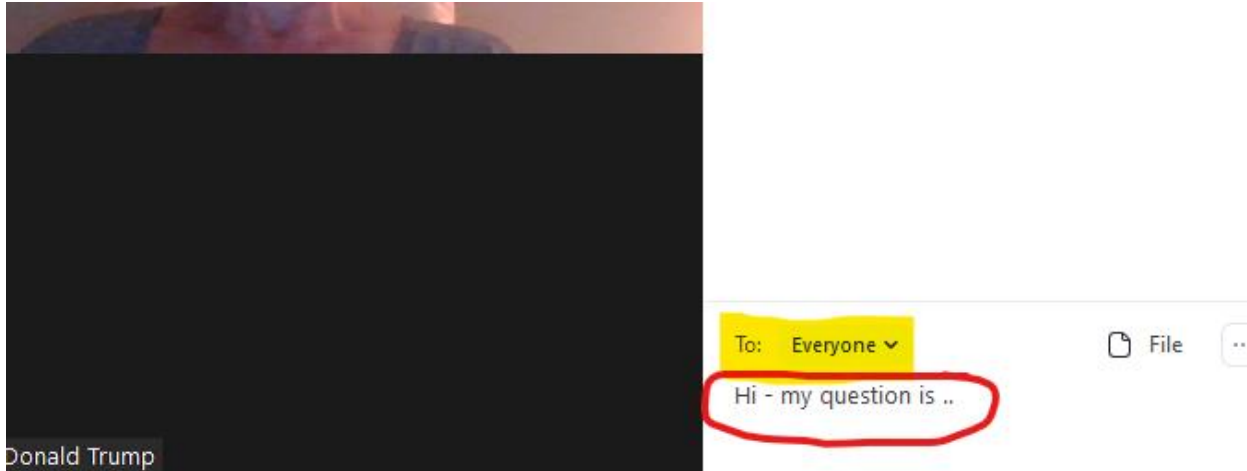
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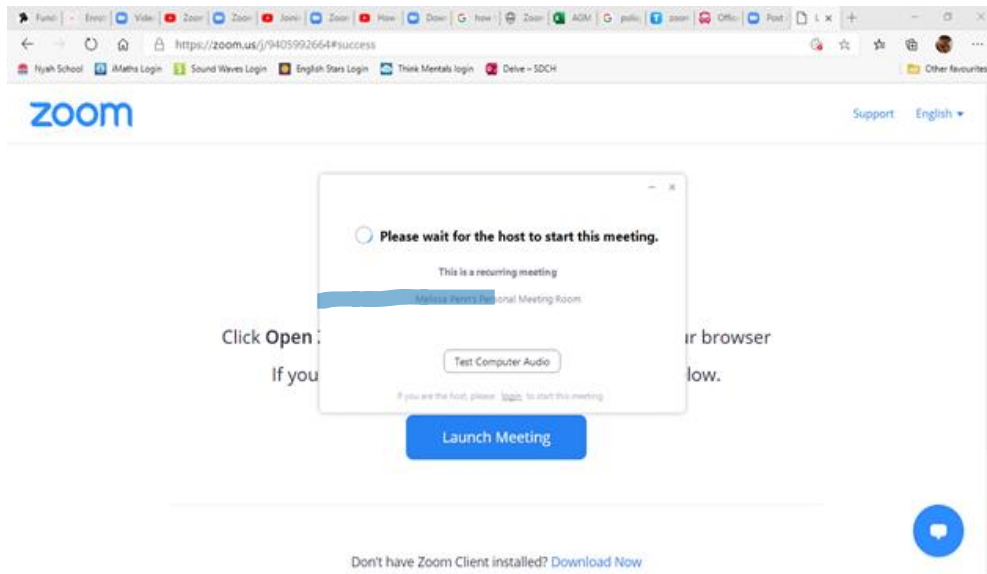
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9. The meeting will start at the scheduled time once the host has joined, so please wait for the host to start meeting.



10. We will be using the “Raise hand” feature for any polling or accepting of reports on the night. This feature can be found under “Participants”. To use this feature please click the “Raise Hand” button to both raise and then lower your hand once polling is complete.

WOOF. MEOW.



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11. Please be aware that the AGM meeting will be recorded as a video and audio file. This is to ensure that we have an accurate record of the proceedings of the meeting.

WE LOOK FORWARD TO WELCOMING YOU TO THE AGM ! 😊

WOOF. MEOW.

