

Area Assembly: Zoom Training Session Review

- Southern California World Service Chairperson. chairperson@scws-al-anon.org
- Website Coordinator
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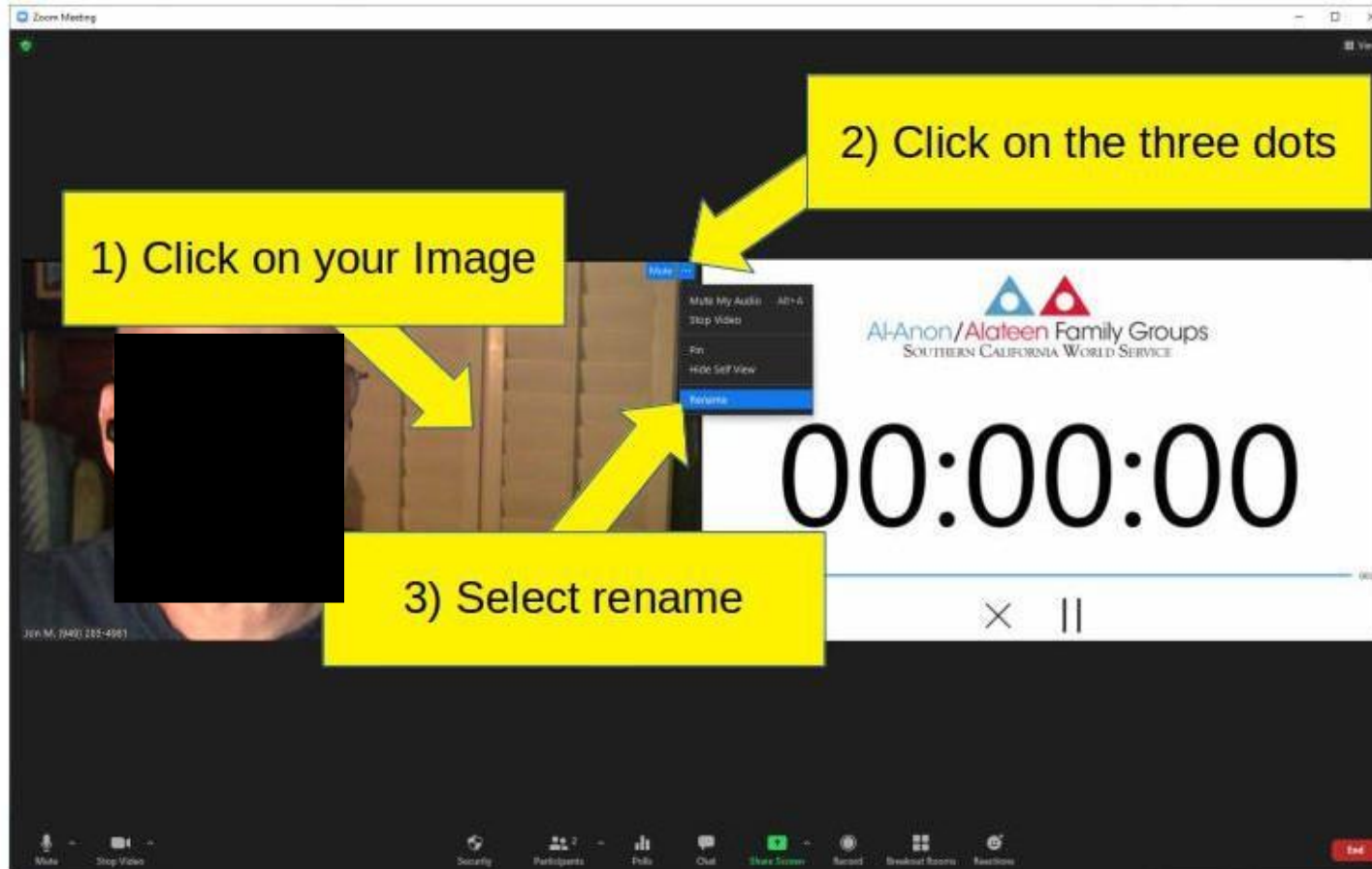
Technical Support

- Jon is our Zoom host and are our tech volunteers (Tech) are:
 - Ben
 - Truck
 - Bob
- Use this number to **text** our Tech Assistant: **949-285-4981**

We Will be covering:

1. How to "Rename" yourself.
2. How to raise their hand.
3. How to vote in a Poll
4. The "Timer" piece.
5. How to "Chat" to a tech member.
6. Don't lose your Zoom Registration confirmation email!

Changing Your Display Name on a Computer

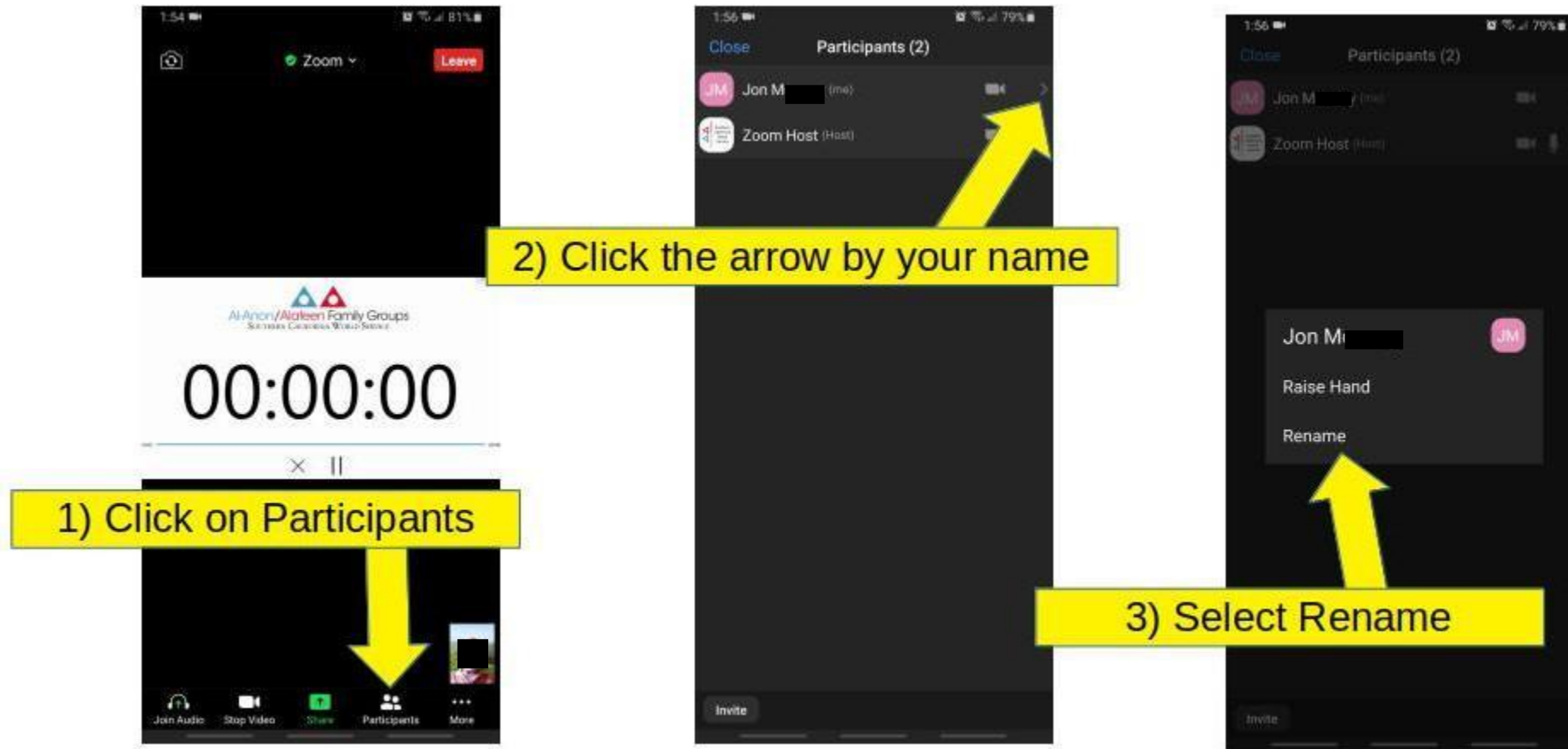


The screenshot shows a Zoom meeting window with a yellow overlay containing three numbered steps:

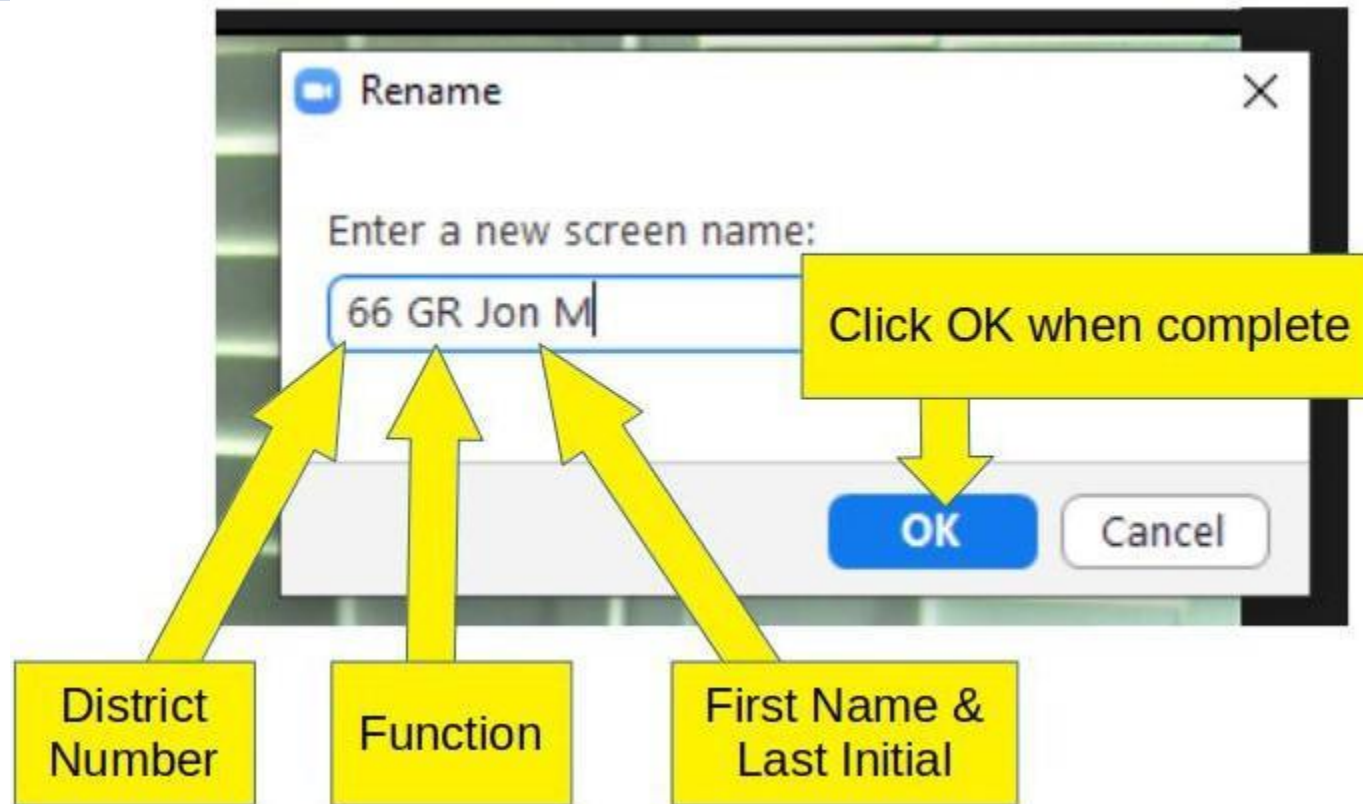
- 1) Click on your Image
- 2) Click on the three dots
- 3) Select rename

The background shows a Zoom meeting in progress. A participant's video feed is partially visible on the left, with a black box covering their face. The Zoom name bar at the top of the video feed shows a name and a three-dot menu icon. A context menu is open over the three-dot icon, with the 'Rename' option highlighted. The Zoom meeting title bar at the top of the window reads 'Zoom Meeting'. The Zoom control bar at the bottom includes icons for Mute, Stop Video, Security, Participants, Polls, Chat, Share Screen, Record, Breakout Rooms, and Reaction. The Zoom logo and the text 'Al-Anon/Alateen Family Groups SOUTHERN CALIFORNIA WORLD SERVICE' are visible in the top right corner of the meeting window. A large digital timer in the center of the meeting window displays '00:00:00'.

Changing Your Display Name on a Phone

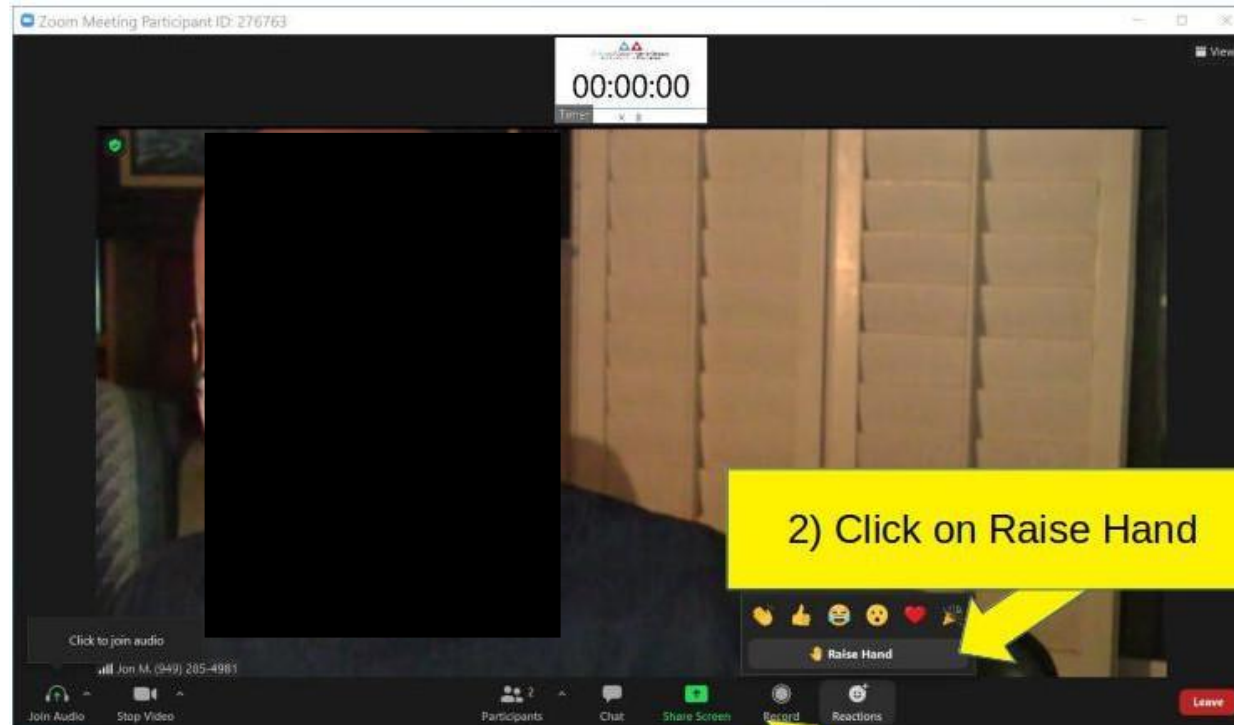


Naming Convention*



*Please read Guidelines for Area Zoom Meetings :
www.scws-al-anon.org/area-world-service-assembly-meeting-information/

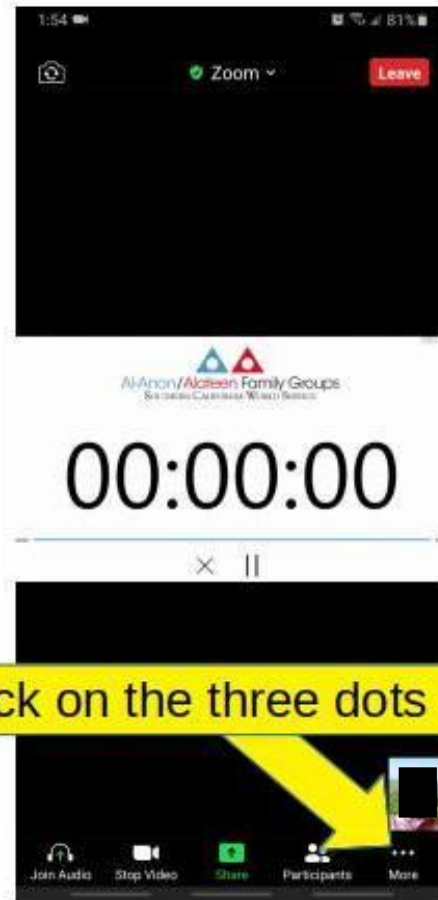
Raising Your Hand on a Computer



1) Click on Reactions

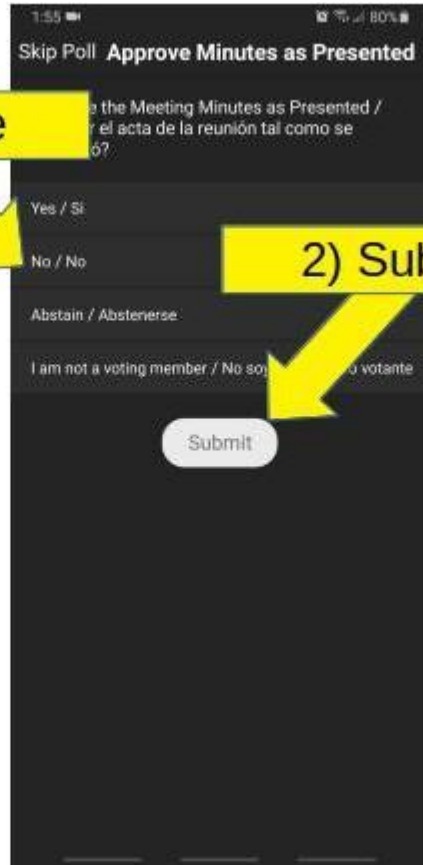
2) Click on Raise Hand

Raising Your Hand on a Phone



Voting in Polls: Assembly

1) Make your choice



The screenshot shows a mobile app interface for a poll titled "Skip Poll Approve Minutes as Presented". The poll question is "Approve the Meeting Minutes as Presented / Aprobamos el acta de la reunión tal como se presentó." Below the question are four radio button options: "Yes / Si", "No / No", "Abstain / Abstenerse", and "I am not a voting member / No soy un miembro votante". At the bottom of the screen is a "Submit" button. A yellow arrow points from the "1) Make your choice" text to the radio button options.

2) Submit your ballot

- **Who Votes? ONLY registered Group Representatives or their Alternate if their GR is absent.**
- **All other members select “Not a Voting Member”**

Chat with Tech support on a Computer



