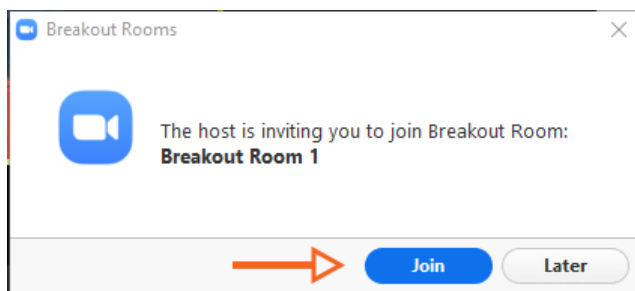


## Voting Member Check-In

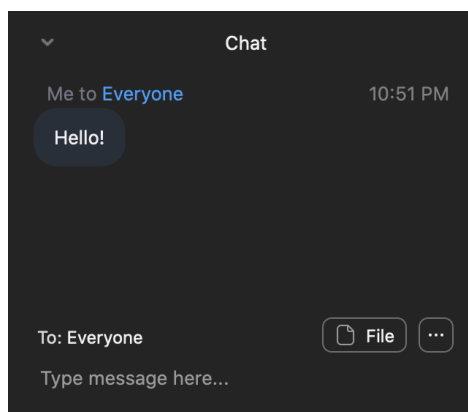
All voting members will need to check-in on the Synod Assembly Zoom call between 8:00am and 9:00am on Saturday, May 11, 2024. Those who do not enter the meeting before 9:00am will not be able to enter the session or vote during the Assembly. **Please make sure to arrive early.**

To check-in, you will need your Voter ID. This number was emailed to the email address you used to register during the week of May 9. Keep this number readily available during Synod Assembly as you will need to enter it during check-in and during voting.

On the morning of May 11, you will access the Synod Assembly meeting via the Zoom link that was provided via email the week of May 6. Upon entering the call, you will be placed in a waiting room and assigned to a Zoom breakout room. When you are assigned to a breakout room, you will see a message pop up on your screen. It will tell you that the host of the meeting is inviting you to join a breakout room. Click the join button to enter the breakout room.



In the Zoom breakout room, you will be asked to enter your voter ID number into the chat so that a member of the Check-In Team can check you in.



To open the chat, click on the chat button. This will open the chat box on the right side of the Zoom window. To type into the chat box, click into the text field at the bottom of the page. Type your message using your keyboard and then press the “Enter” or “Return” key on your keyboard to send your message. You’ll see the text appear in the chat box.

Once you have been checked in, you will be admitted into the Synod Assembly meeting.

**Please do not leave or exit the Zoom call after you have been checked-in to the meeting.** When there is a scheduled break or you need to step away for a moment, leave the Zoom call open and step away from your computer. If you accidentally disconnect from the Zoom call and you had checked in before 9:00am, you will be able to re-join the meeting. When you re-join, you will need to have your Voter ID number verified.