

Voting Member Quick Tips

1. CHECK- IN EARLY

The check-in process opens at 8:00 am ET, which is one hour before the Synod Assembly starts at 9:00 am ET. The Zoom moderators and members of the credentials committee will have to check the registration of each person and admit around 200 people to the meeting. To make this process as quick as possible, please sign into the Zoom early. Zoom moderators will close the meeting at 9:00am ET to ensure that those present can vote. If you do not enter the meeting before that time, you will not be able to participate in the meeting or vote.

2. KEEP YOUR VOTER ID NUMBER NEARBY

Your Voter ID number will be emailed to you the week of May 6. You will need this number to check-in to the Zoom call between 8:00-9:00am on May 11. You will also need to enter this number on your voting device during voting.

My Voter ID number is: _____

3. TECH SUPPORT

If you need tech support during the assembly, please contact the Tech Help Desk by emailing techhelp@mittensynod.org or calling/texting 1-855-33-SYNOD (1-855-337-9663).

4. USE A SEPARATE DEVICE TO VOTE

To use all of the Zoom features, we are strongly recommending that you connect to the Zoom meeting through a desktop or laptop computer. However, you can use the Vevox voting software on a smartphone, tablet or other device that has access to an internet browser.

5. USE THE CHAT FEATURE IN ZOOM

If you would like to be recognized to speak during the Assembly, if you need more time to vote, or if you have a question, place it in the Zoom chat for one of our Zoom moderators. The Zoom moderators will be monitoring the chat and will direct any questions and other issues to the appropriate place.

6. KEEP YOUR VIDEO OFF

Unless you are recognized to speak to an issue or a moderator asks you to turn on your camera, please keep your Zoom video off for the entire meeting. This will help lighten your internet load and help our moderators.

7. USE "SPEAKER VIEW" IN ZOOM

By selecting "speaker view" in Zoom, you will always see the presentation from the Assembly site (or anyone recognized by the chair). This will make it easier to follow the proceedings. You can find this option in the upper right-hand corner of the Zoom window.

8. IF YOU USE ONE COMPUTER FOR VOTING AND ZOOM

Be sure to "Exit Full Screen" mode in Zoom to run both Zoom and Vevox voting software side-by-side. You can resize the video meeting and the voting dashboard to see both at the same time.

9. PLEASE BE PATIENT

The assembly team is working very hard to make this assembly run smoothly. Pause, take a breath, and say a prayer if you need to. We're all in this together.