



## How to use Zoom

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from the download section on the Zoom website.

Otherwise you will be prompted to download and install Zoom when you click a join link.

Full instructions on the use of Zoom can be found on the Zoom website here:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

Each meeting on Zoom has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting. We have emailed this code to attendees for the AGM.

If you are joining via telephone, you will need the teleconferencing number provided in the invite, which we have also emailed to you.

The email we have sent you will look similar to the below, click the join link at the given time to access the meeting.

Click the join link in your email or calendar invitation.

Hi there,

is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android <https://zoom.us/j/>

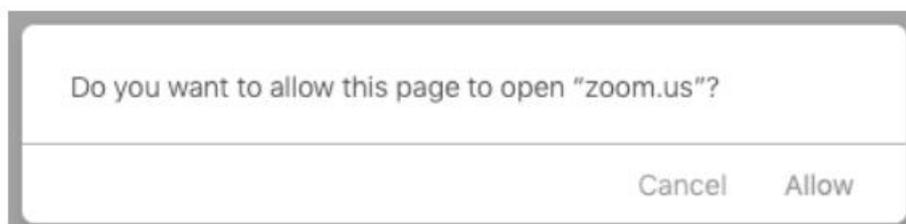
Or iPhone one-tap :

US: [+16468769923](tel:+16468769923), [+16699006833](tel:+16699006833)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

Depending on your default web browser, you may be prompted to open Zoom.





## Logging in

When you login to the AGM on Zoom you won't see any faces, or hear any talking until 6:30pm.

Take a moment to refresh yourself on how questions should be asked in case you have any, and how voting will be done.

Ensure your microphone is on and turned up to ensure you are heard clearly should you intend to ask a question.

Everyone attending the AGM will do so as an 'attendee' other than those presenting, or working on the production who will be 'panellists'.

Attendees will not be visible on camera, the only people visible on camera at any point will be panellists, and only those who will be presenting during the AGM.

Attendees are not able to unmute their microphone, unless following the process to ask a question outlined below where we will activate their microphone for them.

Please note the AGM will be recorded, as well as live streamed on our website. The live stream will appear on [THIS PAGE](#).

## Attendees

Everyone attending the AGM will do so as an 'attendee' other than those presenting, or working on the production who will be 'panellists'.

Attendees are not able to activate their camera or unmute their microphone, unless following the process to ask a question where we will activate their microphone for them. Details for this process are outlined below.

## Panellists

Presentation will be made by the Chair, the President and the CEO of Scottish Hockey. There will also be two minute presentations from the candidates for the Member-Elected Board Member position; the Vice President candidates; and the Board members to be ratified at the AGM. The full agenda has been distributed.

## Presenters

- Robin McLaren, Chair, Scottish Hockey
- John MacKenzie, President, Scottish Hockey
- David Sweetman, CEO, Scottish Hockey
- Barbara Morgan, Officials Convenor
- Ali Dick, Discipline Officer



#### Member-Elected Board Member Candidates

- Greig Cunningham
- Wendy Justice

#### Vice President Candidates

- Kareena Cuthbert
- Ali Dick

#### Board Member Ratification

- Jamie Carnegie
- Karin McKenny
- Martin Shepherdson

#### Production and support (Scottish Hockey Staff)

- Lloyd Sammeroff
- Paul Elliott
- Jamie Frail
- Andy Tennant

#### **How to ask a question**

Trustees in attendance at the online AGM can ask questions.

People watching the live stream will not be able to ask questions and any questions individuals may have can be asked through attendees at the AGM.

Attendees will be muted throughout the AGM, if you want to ask a question use the 'raise hand' button.

The button is at the bottom of your screen.



### **How to ask a question – ‘raise hand’ button**

- When there is a pause for questions, at this point use the ‘raise hand’ button.
- Questions will be taken chronologically, meaning people will be able to ask questions in the order they raise their hand.
- A member of staff will send you a request to unmute your microphone. Please accept and wait a moment while we announce that you have a question.
- Please remember to state your name and club before asking the question.
- Remember to wait until you are announced before you start speaking.
- Begin your question with your name and club.
- You will be muted when we move onto the next question.
- If your hand is lowered, but you have a different question to the one which has been answered, please re-raise your hand when invited to by the presenter.
- Time may be limited on each questions section, however there will be an open floor for questions at the end.

### **How to ask a question – chat box**

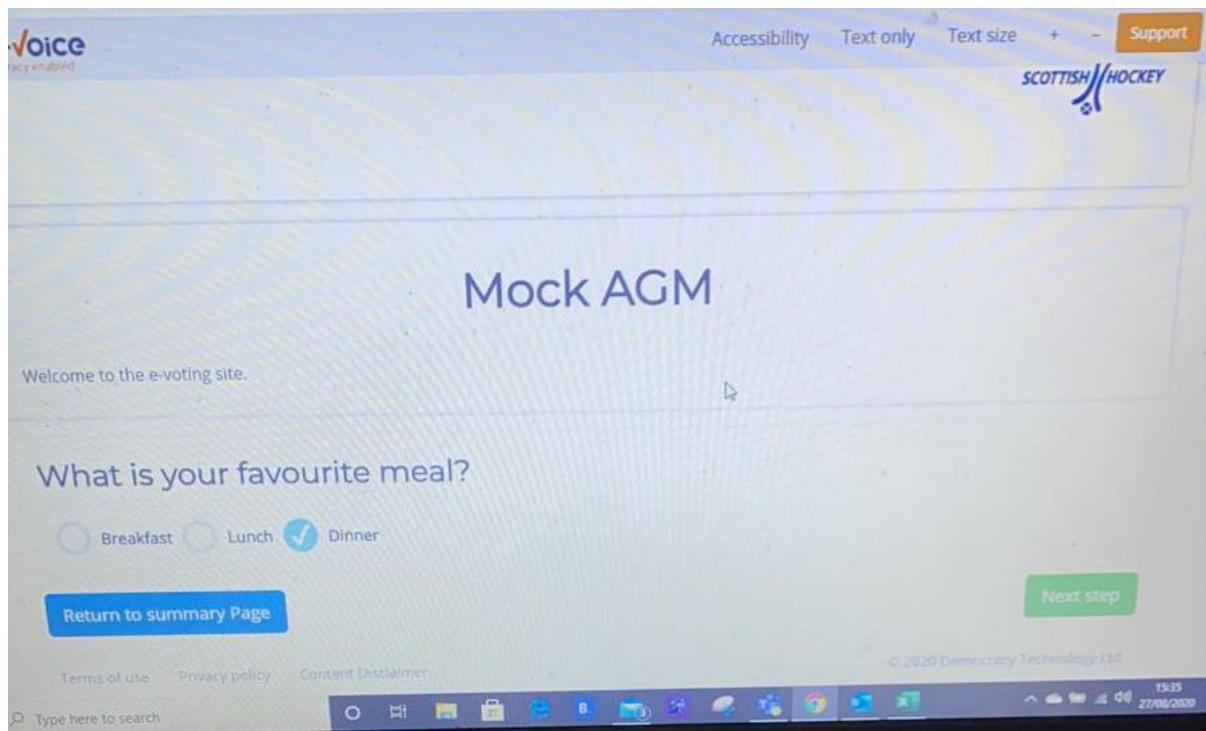
- If there is still a question you’d like to ask but the meeting has moved on, please use the chat box.
- Type your question into the chat box – questions will only be seen by panellists and we will be monitoring this box throughout the AGM. Only direct questions will be answered by the panel, we cannot respond to general statements, or you may receive a typed response.

### **How to vote**

MiVoice is delivering the voting system and will email attending trustees with a link and unique code.

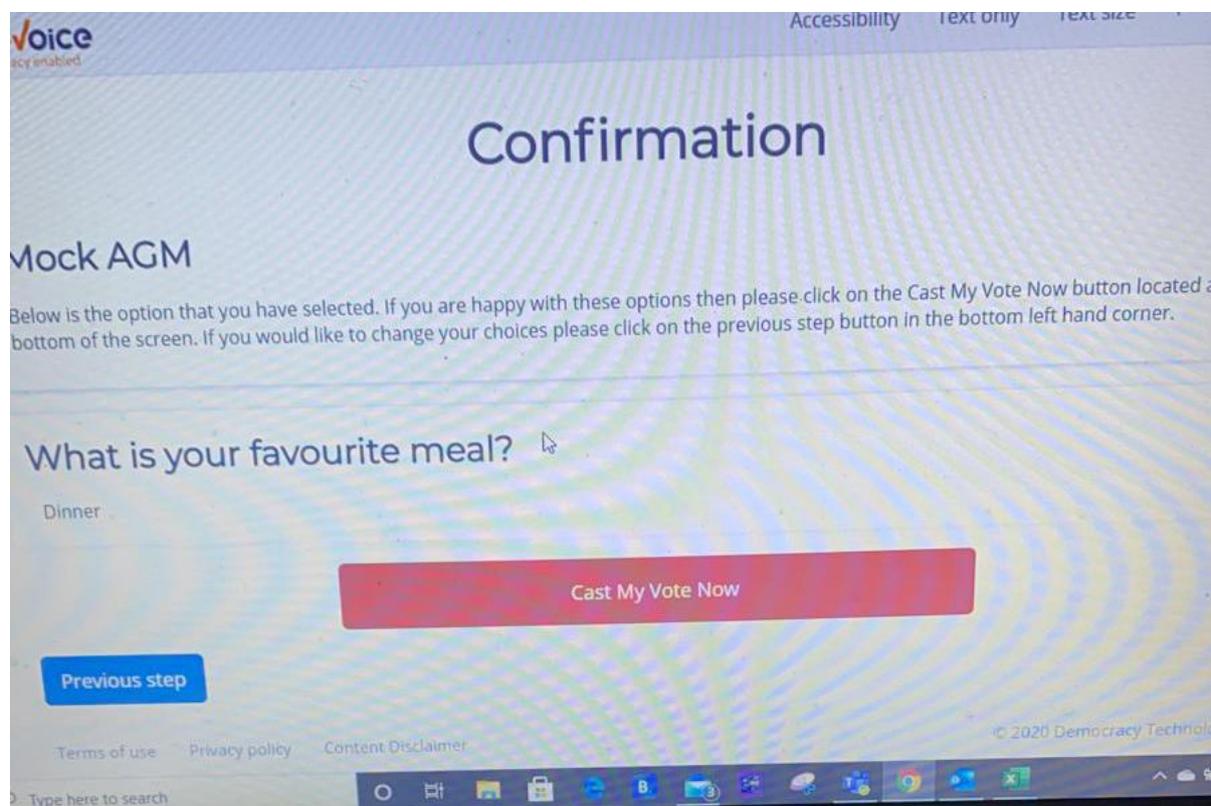
At the online AGM, click the link in the MiVoice email and enter the code. This will open the voting portal.

When it is announced that voting is open you will be able to vote on the page. Repeat by clicking the email link for each vote as they open.



When you access the voting portal make your selection and click the green NEXT STEP button. Please note that your vote has not yet been cast.

A confirmation page will open, click the large red button that's says "cast my vote now" in order to complete the voting. You may need to scroll the page down slightly depending on your browser.



Anyone also voting on behalf of other clubs as well will have to repeat this process for each club – one code won't cover all the votes. You will have to login using the other club's code to place their vote.

A five minute time period will be allotted for each section where a vote will take place.

### **Problems**

If for some reason you have trouble logging in on the evening, contact us on 0141 550 5999 and we will offer support.

If you successfully login, and encounter any other problem, you can use the chat box or contact us on the above number for support.