





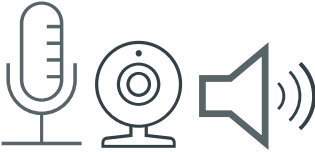


General Meeting

25th November 2024

INSTRUCTIONS FOR DELEGATES PARTICIPATING ON ZOOM


Requirements for participating in the Meeting Remotely:

It is **recommended that you use a Computer**, rather than a Tablet or Mobile Phone

 <p>A good and reliable internet connection is very important</p>	 <p>Computer with the Chrome browser.</p>	 <p>Microphone, camera and speakers. (if not already built into your laptop)</p>	 <p>Access to Zoom video conferencing</p>	 <p>Lumi Credentials Can be found via a sent email (username and password)</p>
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How to join the General Meeting

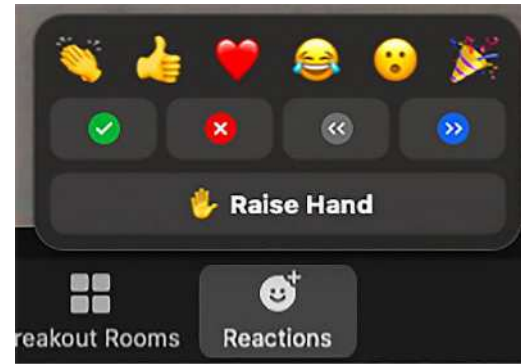
- Once you have logged into the [Lumi Voting Platform](#) using your credentials sent to you via email, you will need to open the Zoom Meeting
- The link to this can be found in your registration email, or on the Information page once you have logged in to Lumi.
- If you wish to change your name as displayed after entering the Zoom meeting, click on the “Participants” button at the top of the Zoom window. Next, hover your mouse over your name in the “Participants” list on the right side of the Zoom window. Click on “Rename”. It would be helpful for our Chair to see the full name of each member as they are known to Paddle UK (In case you are using somebody else’s Zoom a/c).



The screenshot shows a login interface for the 'General Meeting 2024'. At the top, it features the logos for PADDLE UK and BRITISH CANOEING. Below the title, there are two input fields: 'Membership Number or Username' and 'General Meeting PIN'. A blue 'LOGIN' button is positioned below the PIN field. At the bottom, there is a link that says 'Having trouble logging in...?' with a dropdown arrow.



If you have a question or wish to make a comment: use 'Raise Hand'
This can be found at the bottom of your screen within 'Reactions' in Zoom.



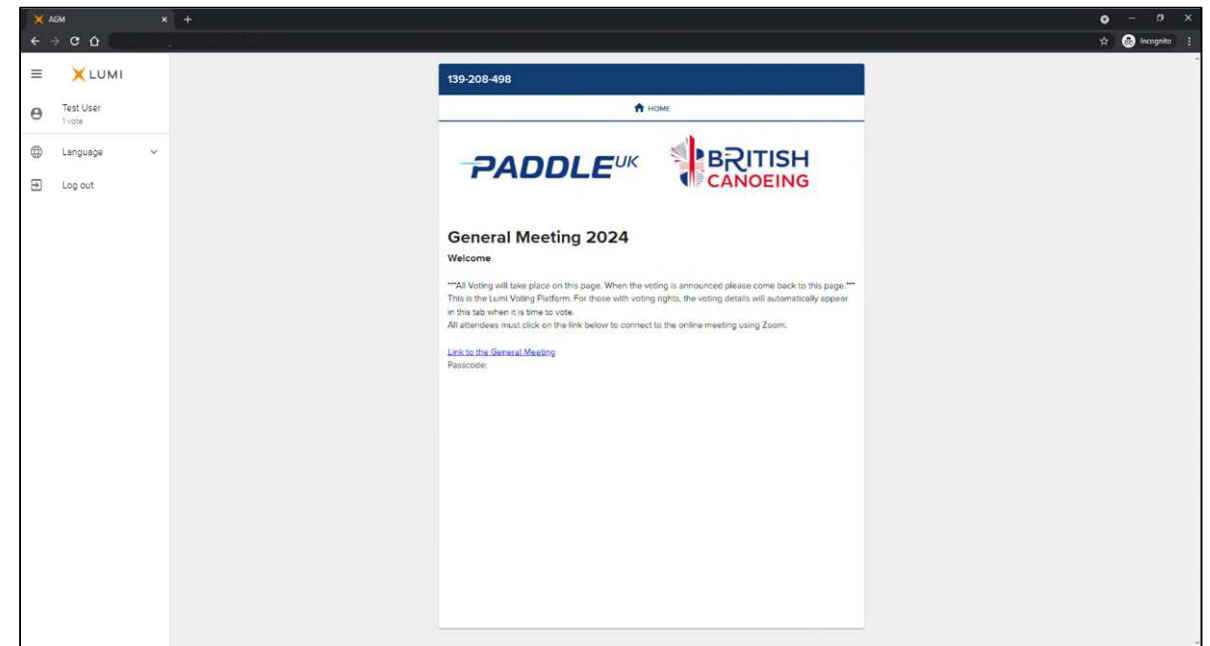
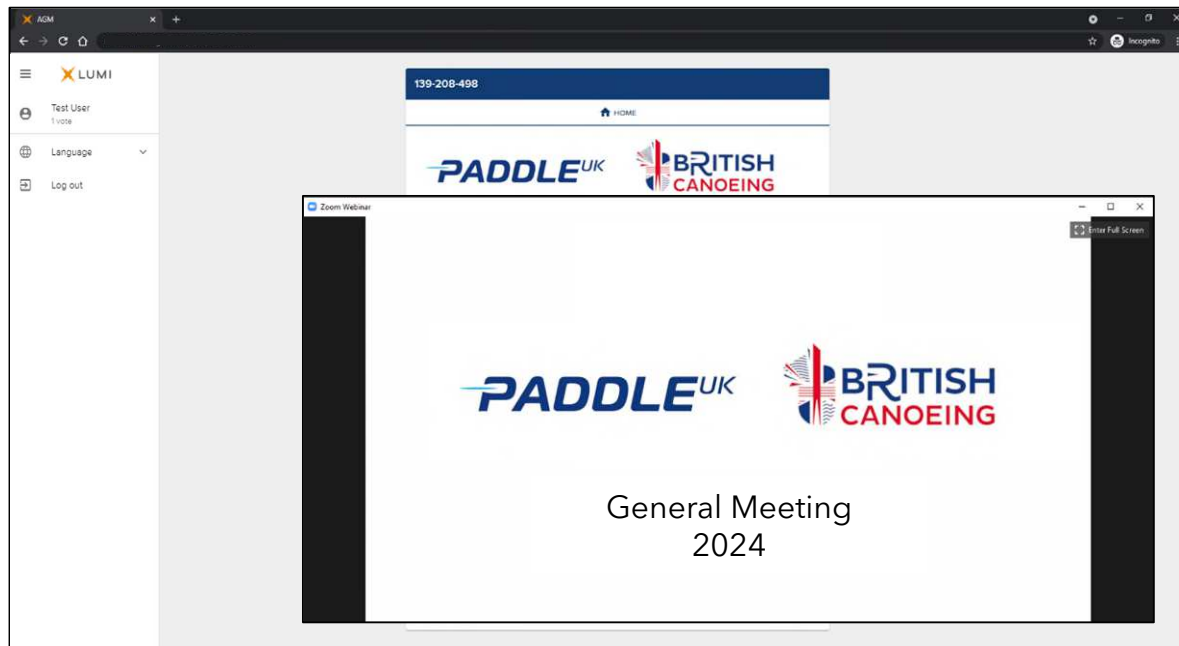
If you have raised your hand, the Chair will be notified that you wish to speak, and you will be required to wait until granted access to unmute and then speak.

If you wish to speak again then you will need to repeat the steps of raising your hand.

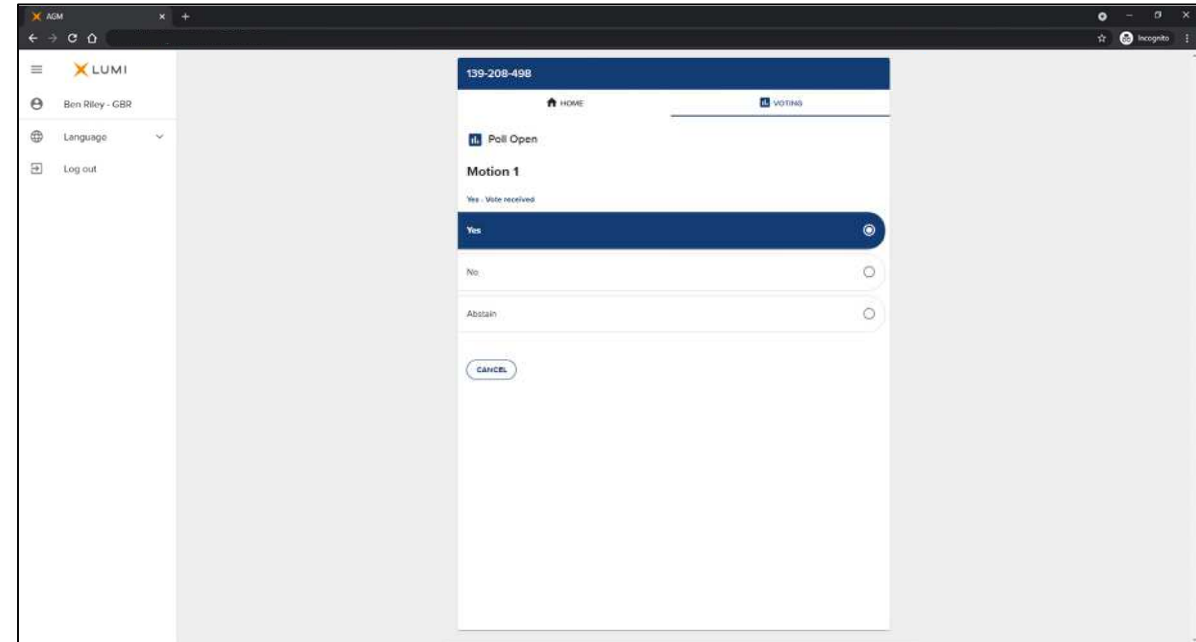
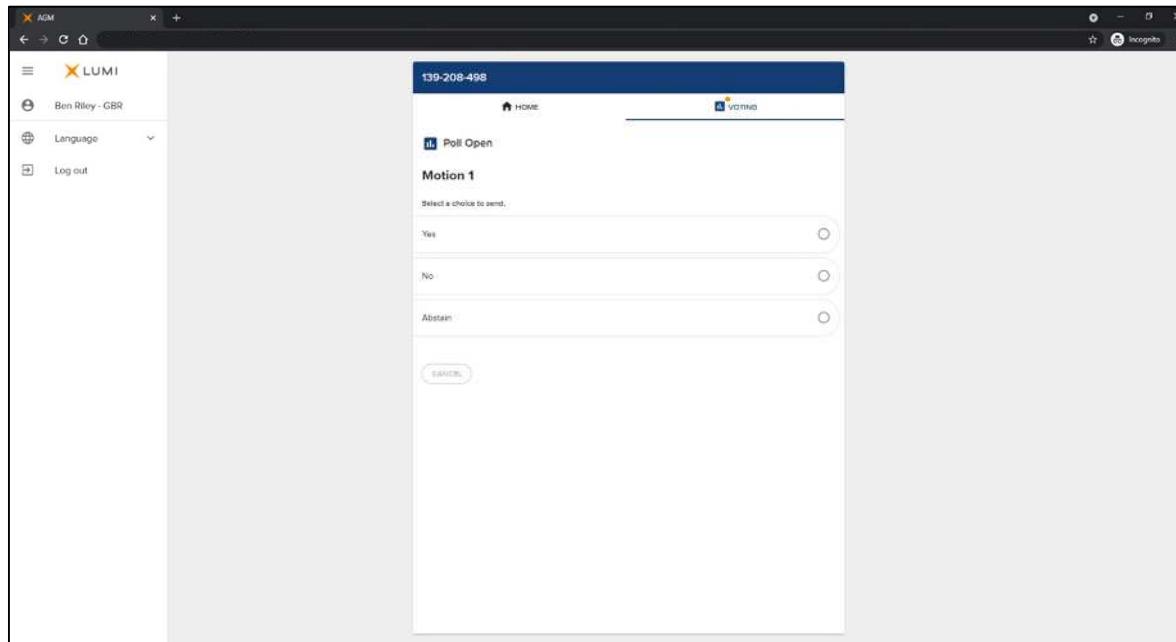
Closed captioning has been enabled for this meeting. You can find it in the options tab of zoom.

Moving From Zoom To The Voting Platform

- When a vote is announced; you must return to the Lumi Voting Portal that you logged into at the start of the meeting.
- Simply minimise the Zoom Window (you may have to click Escape – Esc) and then click on the voting portal within your web browser. You will still be able to hear the meeting.

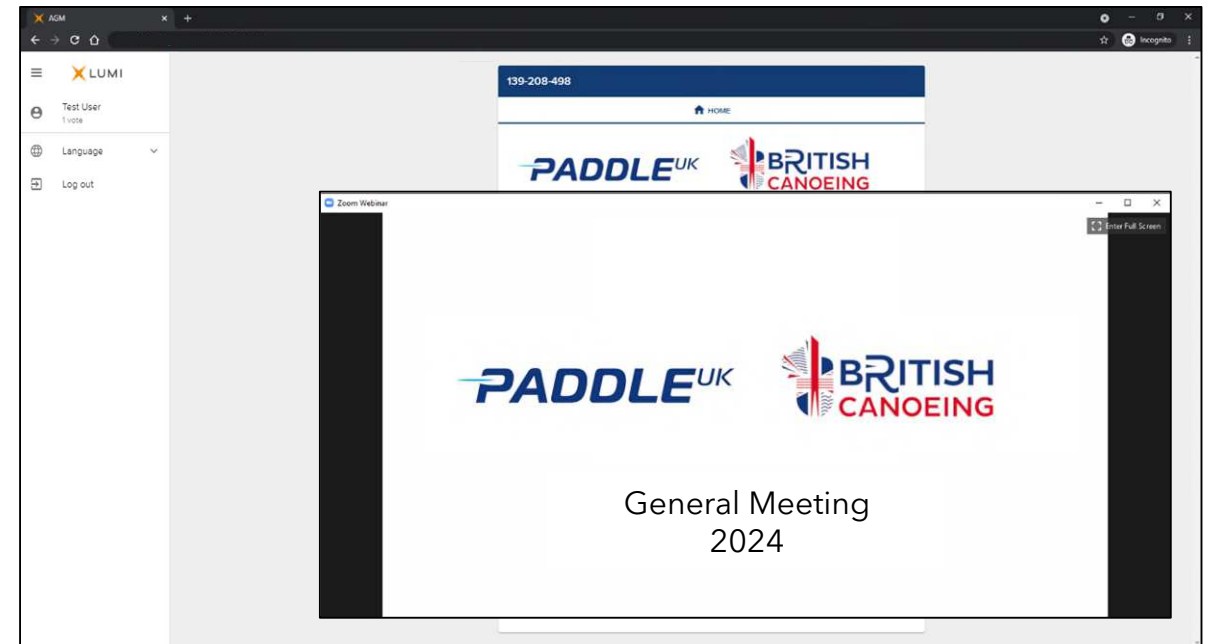
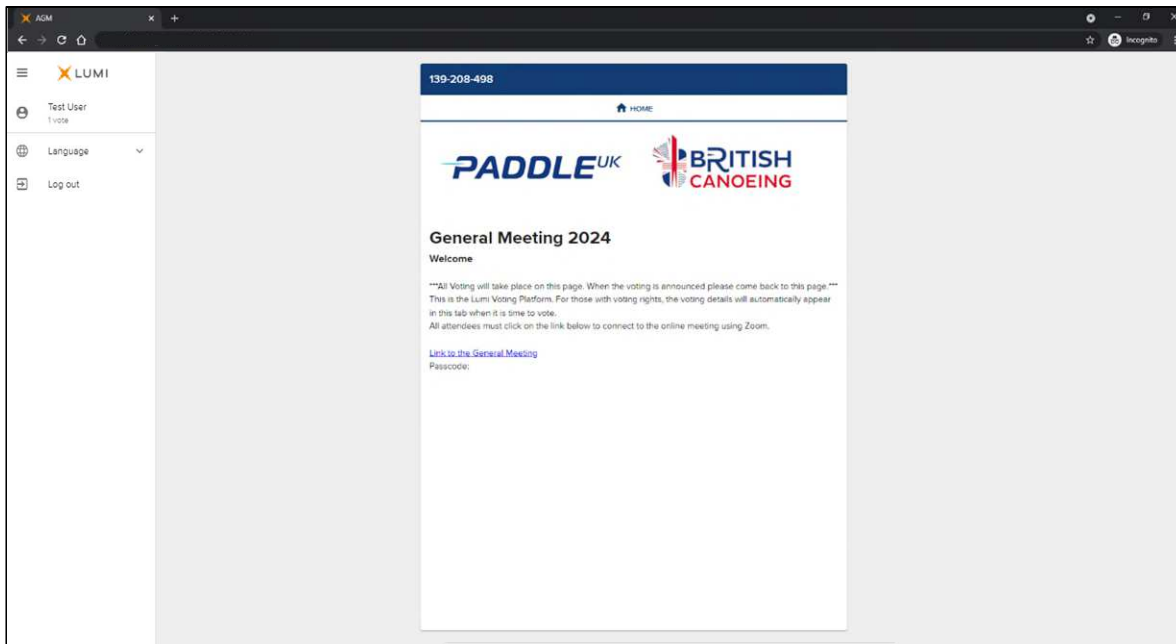


- The vote will automatically appear when opened. Here you will see the voting question and voting options. Simply then click on your desired selection. You will note that a **'Vote Received'** message appears to confirm your vote has been cast.
- If you wish to change your vote, whilst the vote remains open, then click on your other selection and the vote received message will change. When the poll closes you can no longer change your vote.
- If you do not select any of the voting options within the prescribed amount of time, your vote will not be cast and therefore will be considered as not counted.



When the vote is closed the Voting Portal will return to the information screen. You can now return to the Zoom Window by clicking on the Zoom icon within your task bar of your laptop/computer.

You are now able to make Zoom full screen once again.



If you are disconnected from the Zoom:

- ✓ Wait a moment – you may be reconnected automatically
- ✓ Switch to the Lumi Voting Portal tab and click on the Zoom link at the bottom of the information page
- ✓ The Zoom application window will then pop up and you will be required to enter login details.

If you are having issues with the Lumi voting platform, please email Britishcanoeing@lumiengage.com

If you are having issues with Zoom, please email agmsupport@paddleuk.org.uk