

Tips for Joining and Participating in Cayuga Bird Club Webinars

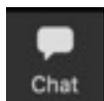
-Diane Morton and Phil McNeil

Our Cayuga Bird Club meetings will be held by Zoom webinars beginning in September 2020. Each month we will post a **registration link** for the webinar on our website: cayugabirdclub.org/webinars. Upon registering for the webinar, you will be emailed a Zoom link for joining the scheduled webinar for that month.

Please download Zoom Client for Meetings to your computer (zoom.us/download) or Zoom Cloud Meetings for your phone or tablet ahead of time. If you have previously used Zoom, please check for updates to use the latest version.

When joining the webinar ahead of the meeting broadcast, you will see the following message: "Please wait, the meeting host will let you in soon". You will have the opportunity to test your sound while waiting.

When the meeting goes live, you will have access to a **Zoom Control Bar** at the bottom of your screen. You can also adjust your sound levels here using the upward arrow next to "Audio Settings" on the left.

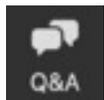


Chat: You may use Chat to ask questions of a technical nature. Phil McNeil will be monitoring Chat during the meeting and will try to assist if you have sound issues, etc. The area for typing your message is at the bottom of the the Chat window and should be addressed to "All Panelists".

At the very end of the meeting we will use Chat in a more informal way to share recent bird sightings, ask questions about birding locations, etc. with one another. These Chat entries should be submitted to "All panelists and attendees" so that everyone can see them.



Raise Hand: Please do not use the "Raise Hand" option during the speaker's presentation. If you would like to say something during the business meeting, you may use Raise Hand to let the meeting host know that you'd like to be permitted to speak to the group.



Q&A: During the speaker's presentation, you may enter questions in the Q&A dialog box. Speakers will answer submitted questions live at the end of their presentation. We will also be using Q&A during the business part of the meeting to address questions about proposals or other club business.

You may **Leave** the webinar at any time. If you do leave, you can rejoin the webinar if it is still in progress.

If you need technical assistance with Zoom before the webinar begins, you may email Phil McNeil at phil.mcneil@gmail.com with your questions.

