



## Technology Tips for a Successful Online Synod Assembly

### 1. **Please be Patient**

Having a Synod Assembly online can be challenging for some. The assembly team is working hard to make this Assembly run smoothly. Pause, take a breath; we are all in this together.

### 2. **Assembly Platforms**

Voting Members will use two main tools to participate in the Assembly. We ask for members to join Zoom by a desktop or laptop computer to use needed features that mobile devices cannot easily handle. We encourage you to use another device such as a tablet, computer or smartphone to vote through VVoter.

### 3. **Check-In**

Event check-in will take place during the assembly through the voting software.

### 4. **Voter Information**

Each assembly attendee will receive an email from Lenae Osmondson on April 22, April 25, and will be resent on April 27. This email will include a link to [vvoter.com](https://vvoter.com), the session code, and your voter login ID number. You can write your voter ID below.

My session code is: 133971764

My voter login ID is:

### 5. **Vote on Another Device**

It is preferred for you to connect to the Zoom meeting through a desktop or laptop computer, but it is preferred for you to use the voting system on another device that has access to the internet. Multiple voting members can not share the same device as voting time will be limited.

### 6. **Remain Muted**

Everyone will remain muted on Zoom unless the chair of the Assembly recognizes them.

### Important Information

**Voter Member Page:** Synod Assembly documents, reports, nominations, etc. are available at:  
[www.vasynod.org/2024-voting-member-guide/](https://www.vasynod.org/2024-voting-member-guide/)

### **If you leave the Zoom, or close the voting platform, VVoter:**

you can access them again through the links in your Assembly emails from the Virginia Synod.

Technology Help: Zoom chat or email for assistance at:

Pastor John Wertz at  
[wertz@vasynod.org](mailto:wertz@vasynod.org)

or

Lenae Osmondson at  
[osmondson@vasynod.org](mailto:osmondson@vasynod.org)

or

540-389-1000

**7. Keep Your Video Off to Improve Internet Connection**

If you are having issues with your internet being unstable, keep your video off. This will help lighten your internet load. If the chair of the Assembly recognizes you to speak, then turn your video on.

**8. Use Speaker View**

By selecting "speaker view," you will always see the presentation from Trinity, Newport News (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.

**9. If You Use One Computer for Both Voting and Zoom**

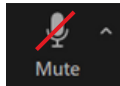
Be sure to "Exit Full Screen" mode in the Zoom by pressing esc key or clicking on the top right corner to run Zoom and the VVoter voting side-by-side. You can resize the Zoom meeting and the voting dashboard to see both at the same time.

**10. Refresh the VVoter Voting Dashboard Page**

If your screen does not match the assembly screen on the VVoter dashboard, try refreshing the page. Ballots are activated for a brief time and closed once the vote has concluded. If you happen to close the voting dashboard, you can always click the link in your email again to be taken directly to the voting site or type in vvoter.com on an internet browser.



## 1) Mute



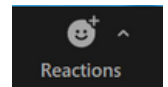
When this icon has a red line through it, you are muted. Please remain muted during the Synod Assembly unless you are asked to unmute.

If you do not see the menu bar, you may have to move your mouse or click on our screen for it to appear.

## 3) Participants

Click this icon to see a list of participants on the Zoom.

## 5) Reactions



Click this icon to share a reaction to something that has just happened. You will only raise your hand if the Chair asks you to do so.

## 2) Video

When this icon has a red line through it, your video is off. If your internet is slow you will need to turn off your video.

## 4) Chat

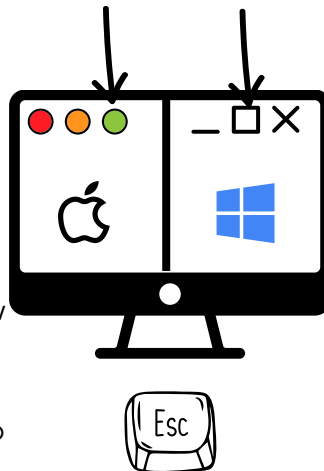
Click this icon and a chat box will open. You can select or type the name of who you need to send a message to. Then type your message, and hit enter to send it. Technology support can be requested in chat.

## 6) More

If you do not see the chat option or another option listed here you will need to hit more for a box with other options to appear.

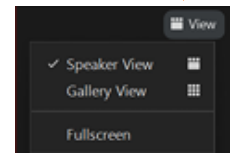
## Multiple Windows

You may need more than one window open at a time to vote, read reports, and participate on Zoom. You may use the Esc button or at the top of your Zoom window, minimize/resize the screen. Then, open your internet browser and pull up the website needed. If you run your cursor along the sides of each window, an arrow will appear. Click and drag the window sides until each window is the best size for viewing both at once. You may also choose to use multiple devices; accessing the voting platform to vote can easily be done on a tablet while you are using Zoom on a different device.



## Speaker/Gallery View

Zoom allows for two different views in a meeting. The speaker view will automatically show the person speaking in a larger view and will be easier to follow along. Gallery view shows many thumbnails across your screen. To change your view, on the top right corner of your screen click view and select your preference.



## Closed Captioning/Live Transcript

Will be available for the Synod Assembly if you prefer to turn it on. To show the text, find the closed caption icon and click on ^ (next to it). Then select show subtitle. A black bar will appear on the bottom of your screen. If you place your cursor over this bar you can drag to any part of the screen that you prefer. If you need to adjust the size of the text, click on ^ again and subtitle settings. A new box will appear that will allow you to adjust the size. You can turn this on and off as needed and it only affects your view.

