



ZOOM HOW-TO FOR ANNUAL GENERAL MEETING

Meeting to be conducted online over Zoom

The 2025 Hespeler Minor Hockey Annual General Meeting will be conducted over in a virtual setting over Zoom beginning at 7:30 PM on May 25th. Zoom is an online-based video conferencing platform that will need to be downloaded to your device before you'll be able to join. This document is a step-by-step breakdown of what you need to know about Zoom and how to operate it during the meeting.

You will need to log into the Zoom meeting with the email address that you registered for the AGM. If you need to make a new Zoom account you can do so [here](#).

If you need technical support between now and the AGM, please send a note to agm@hmha.ca

BEFORE THE AGM:

You will receive an invitation to sign up on Zoom in advance of HMHA Virtual AGM. **You must use the email address that receives the invitation to sign up on Zoom.**

Following sign up, all registered participants will receive a unique log in code via email from Zoom approximately 24 hours before the AGM. This code is unique and should not be shared. The link within the email will launch the prompts to join the Zoom meeting.

HOW TO DOWNLOAD ZOOM:

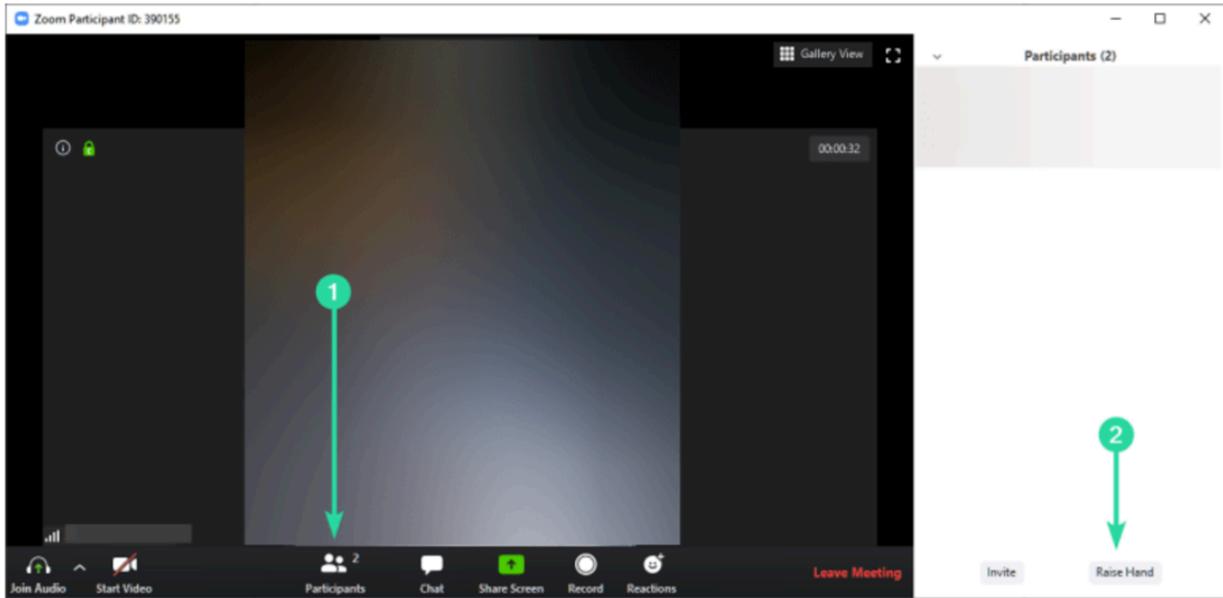
If you do not currently have Zoom on your device you will need to [download it](#) before the AGM and create an account using your email address. It is available on both computer and mobile devices; however, it is recommended you use either a desktop or laptop for this meeting.

DURING THE AGM:

When logging into Zoom, all participants are required to provide their Full Name for easier identification.

Speaking

All participants will be muted when entering the meeting. If you would like to speak to one of the motions, please use the Raise Hand feature and you will be given a prompt to unmute yourself shortly after. To access this feature, click on the 'Participants' icon at the bottom of the Zoom chat and then 'Raise Hand'.



If you no longer want your hand raised to speak, you can click on 'Lower Hand'.



There will be only select individuals whose screen and camera you will be seeing. It is normal if you can't see all of the participants.

Voting on Motions

You will be asked to vote on several Motions throughout the meeting. A prompt will appear on your screen when the polling is opened. When you make your choice, hit 'Submit'. You will have 30 seconds to do this. The results of the vote will be shared once the timer has ended.

Polls

ADDIE

1. Which does 'ADDIE' stand for?

- Analyse, Develop, Design, Implement, Evaluate
- Analyse, Design, Develop, Implement, Evaluate
- Analyse, Design, Develop, Interpret, Evaluate
- Analyse, Develop, Design, Interpret, Evaluate

Submit