

## RSCDS London: Guide to joining a webinar

The RSCDS London AGM will be held via Zoom webinar at **3pm on Saturday 19 September**. There will be a practice session at 3pm on Saturday 12 September.

If you have been enjoying the RSCDS weekly classes on Wednesday evenings then you will be very familiar with joining Zoom webinars.

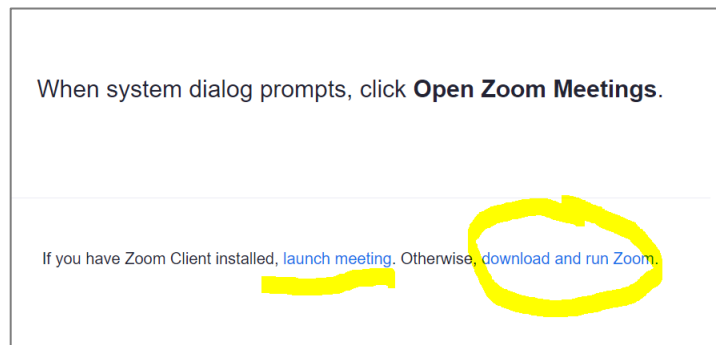
If you are unsure about what to do, the screen shots below may be helpful

Most people will join the meeting via their PC, laptop, phone, tablet however, if you prefer simply to join by phone, this is also possible and 'how to' details are at the end of this sheet.

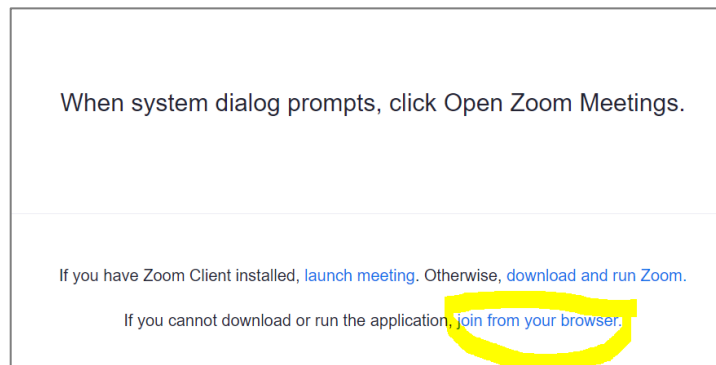
### 1. Join meeting via internet

a. Please click this link to join the webinar: <https://us02web.zoom.us/j/85318488597>

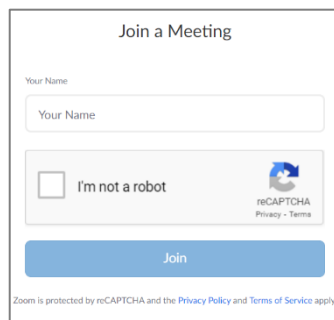
b. Used Zoom before? You will be encouraged to launch the meeting on your device (go to 1d). If you have not, click on the link as shown here to download and run Zoom.



c. If you have problems downloading or running the application, you will be offered the opportunity to join from your browser.



Via the browser you simply enter your name, prove you're not a robot by following the ReCAPTCHA instructions, agree to the Zoom Terms of Service and Privacy Policy, and you're in!



Join a Meeting

Your Name

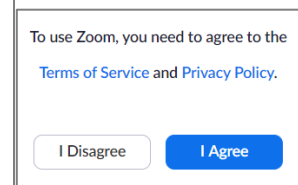
Your Name

I'm not a robot

reCAPTCHA  
Privacy - Terms

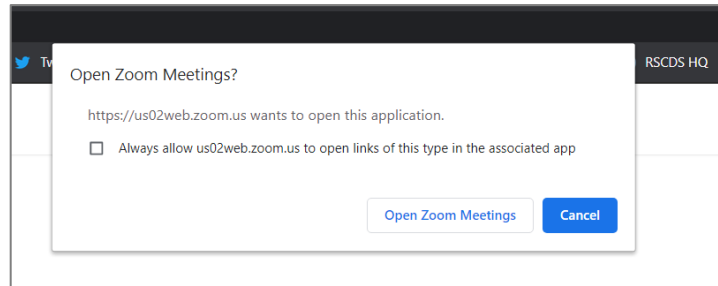
Join

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

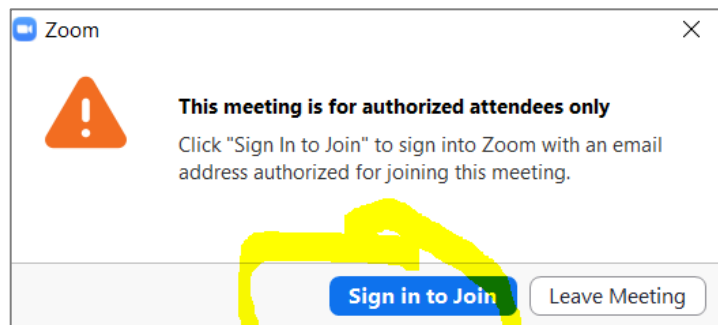


To use Zoom, you need to agree to the [Terms of Service](#) and [Privacy Policy](#).

d. Next you'll be asked to Open Zoom meetings

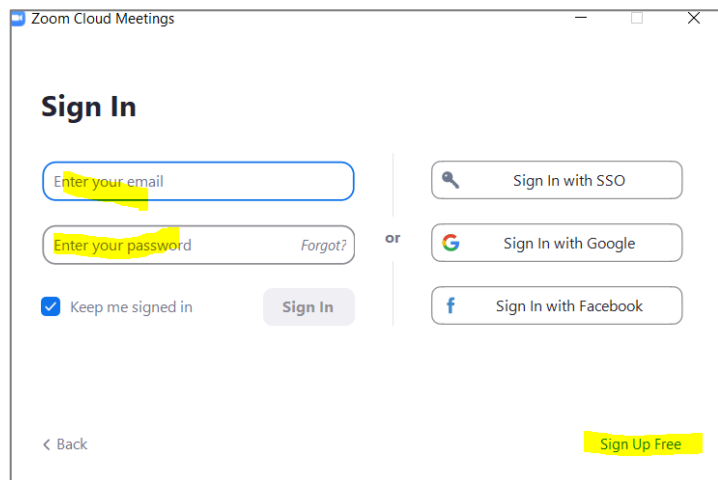


e. Once you have done this you will be reminded that this is a meeting for authorised attendees only and asked to sign in.



i. All this means is that you need to have set up your own (free) Zoom account before joining the meeting. This helps make sure that random members of the public do not join/disrupt the meeting. Non members are welcome to join and to stay for the ceilidh after but should not vote.

ii. If you already have a Zoom account, you enter your email address and password



iii. If you don't have an account you will be able to sign up for free by entering your date of birth and an email address.

For verification, please confirm your date of birth.

Month  Day  Year

This data will not be stored

Sign Up Free

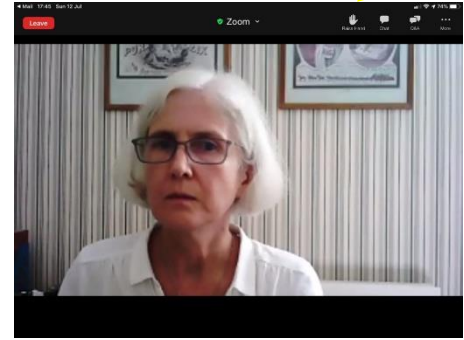
Your work email address

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Already have an account? [Sign in.](#)

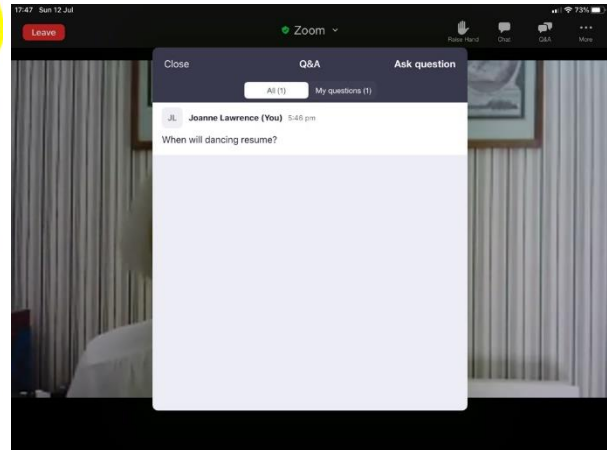
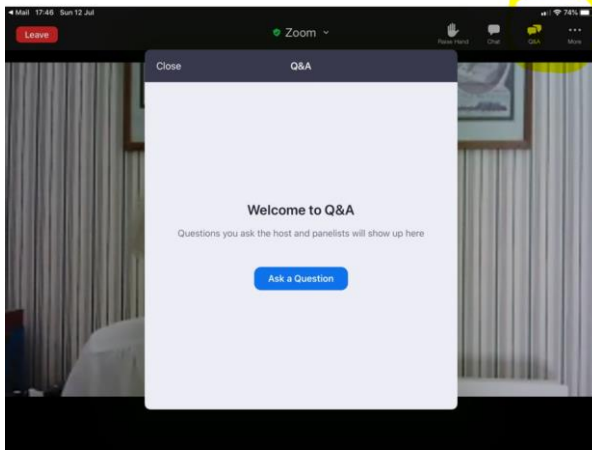
## 2. Participating in the AGM

- a. Once the Webinar has begun you will see the speakers on screen plus any content they choose to share.
- b. Attendees will see a menu at the top or bottom of their screen (can vary by device).

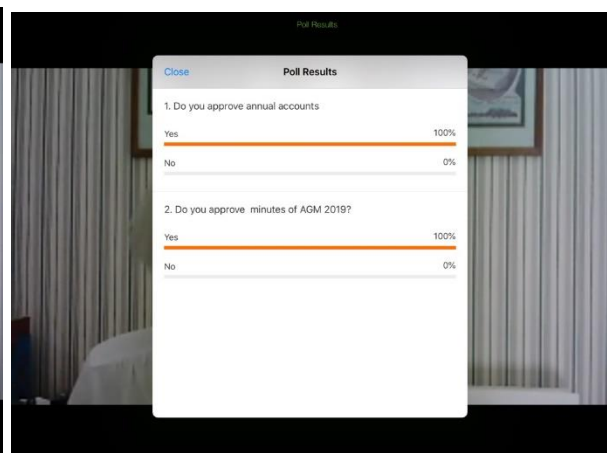
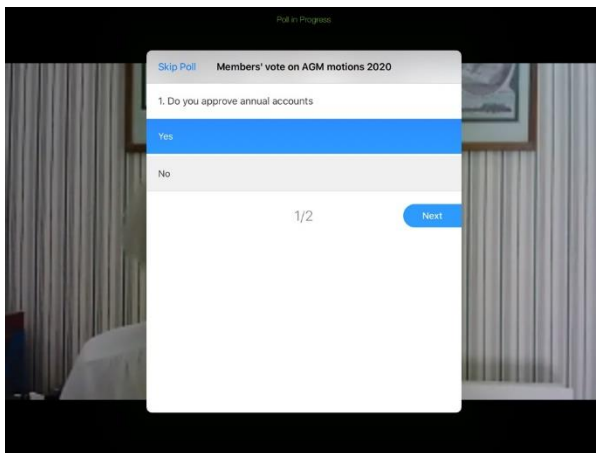


- c. If you can't see anything, float your mouse/touch your device screen at the top and bottom until the menu appears.

- d. The Q&A function allows you to type in questions to the presenters which they can review and answer during the meeting.



- e. Polls: during the AGM you will be asked to vote on various motions, approving accounts etc.
  - i. The questions will appear on your screen and you will be able to vote by selecting Yes or No.
  - ii. The results will then be published on screen for everyone to see.
  - iii. Only London branch members should vote. Because all attendees signed in, we will be able to identify valid and non valid votes.



### 3. Want to phone in?

If you do not have good wifi access but would still like to attend the meeting, you can dial in and listen to the events by phone.

Simply dial one of the numbers below and enter the webinar ID when prompted.

- **Phone:** 0203 481 5240 or 0131 460 1196
- **Webinar ID:** 853 1848 8597
- International numbers available: <https://us02web.zoom.us/j/kpUYmfV8I>

NB: Although you will be able to hear, please note you will not be able to speak, ask questions or vote so if you have something you'd like to say, please send in advance to [secretary@rscdslondon.org.uk](mailto:secretary@rscdslondon.org.uk).