

W e l c o m e t o o u r
T r a i n i n g S e s s i o n !

Please join me in saying the
Serenity Prayer.

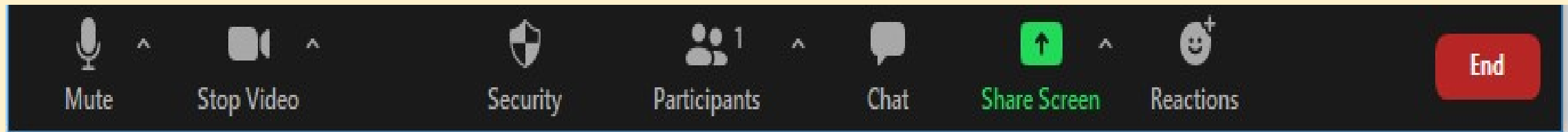
We'll be covering how to:

1. Chat with the Tech Assistants
2. Choose Spanish or English audio channel to listen to during the meeting (Language Interpretation Feature)
3. Create your Zoom Screen name: Virtual Name Tag
4. Raise your Zoom/blue hand
5. Vote using the polling feature
6. Timer/Times-up

The training session will take about an hour.

First, find your toolbar.

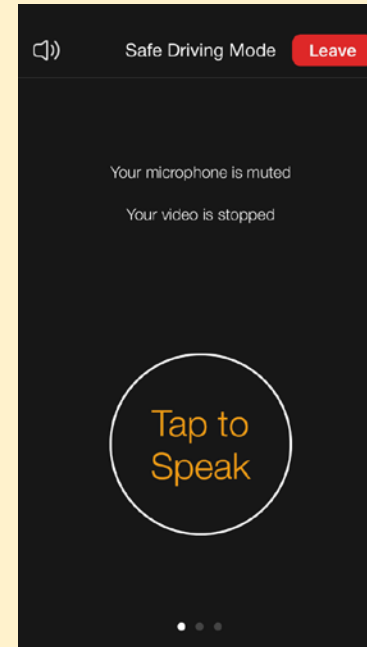
Computer: If the tool bar isn't already showing, place your cursor at the bottom of the screen to see it.



Smart Phone - Screen Arrangement Speaker & Gallery View

- On a Smart Phone the Zoom application is arranged with **3 main screens**
 - Audio / Video Disabled
 - **Speaker View** / Presentation
 - **Gallery View**
- Swipe Right / Left to switch between screens

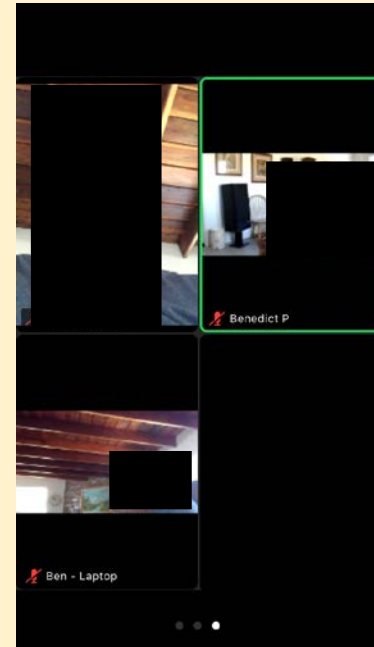
Audio / Video
Disabled



Speaker View

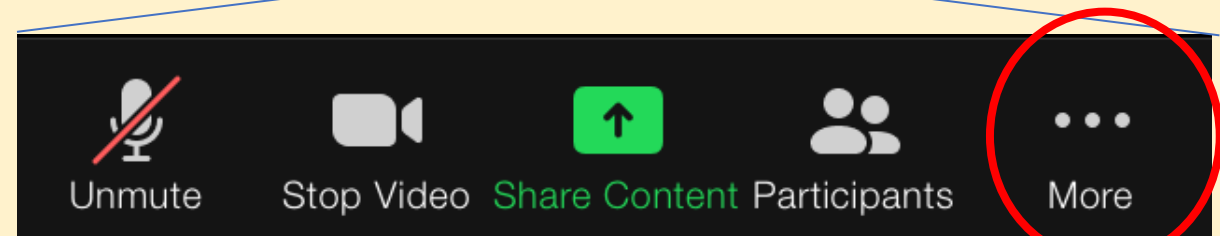
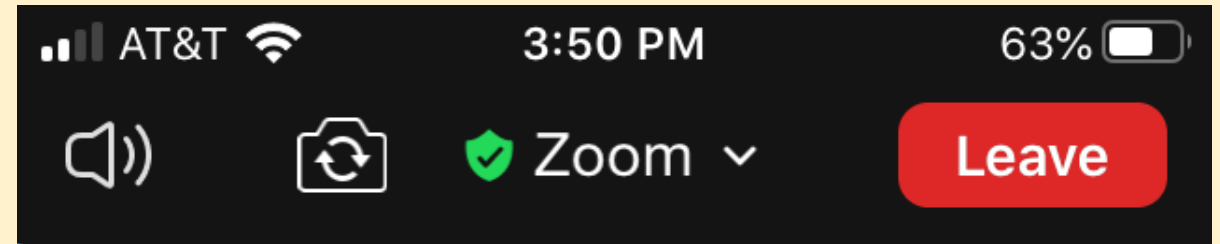


Gallery View



Smart Phone – Finding your toolbar

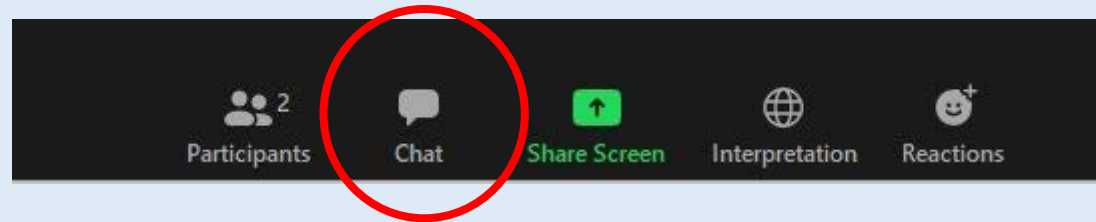
On the Speaker View or Gallery View screens, touch the display to see the Zoom tool bar across the top and bottom of the display. You will be using “More” frequently.



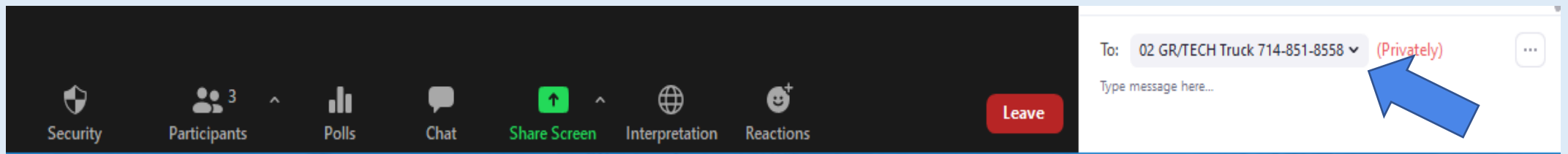
Computer: Chat to Tech Assistant

You will only be able to chat to the Tech Assistants, not to other Participants!

- Access the Chat Screen using toolbar.



- Use the dropdown window to choose the Co/Host to chat to.

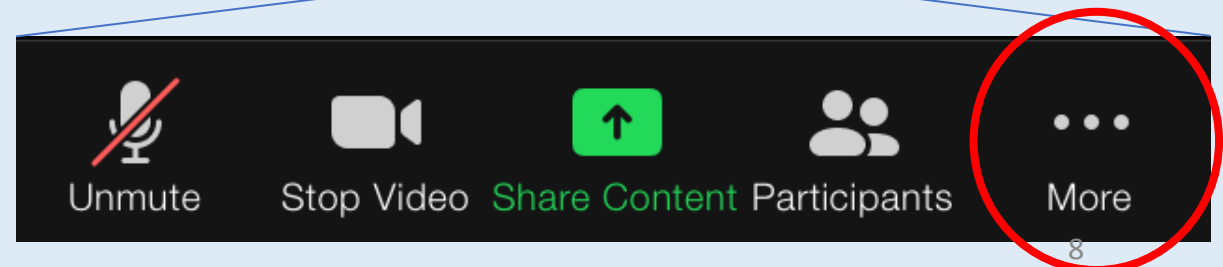
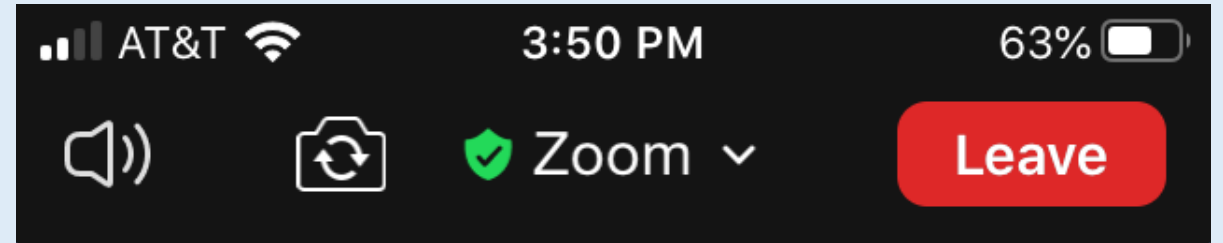
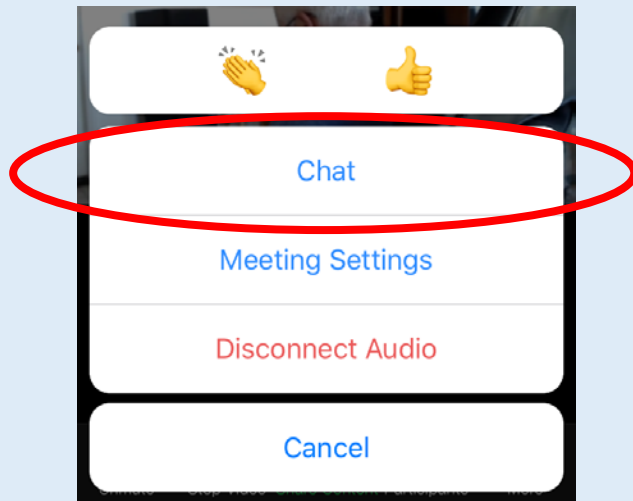


- Type your message in the window then press “ENTER” or “RETURN” on your keyboard.

Smart Phone – Chat Screen

■ Access the Chat Screen

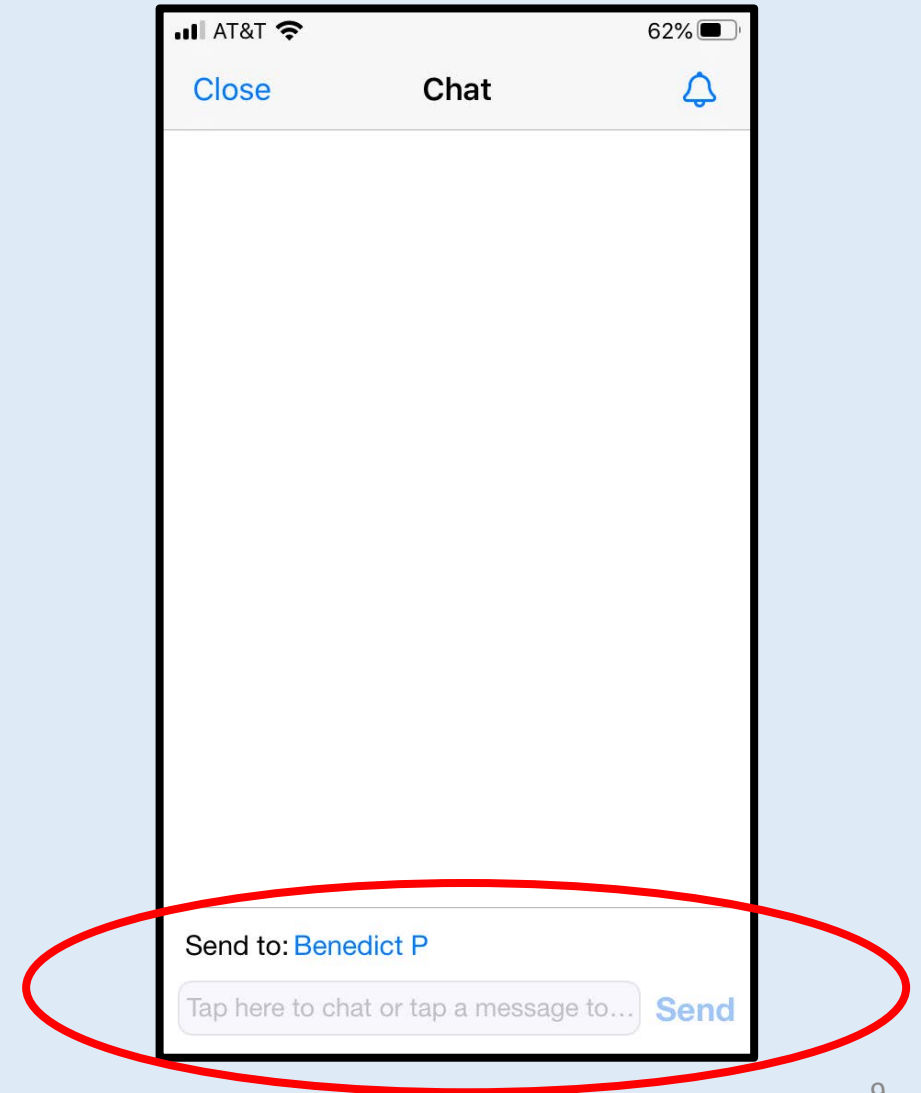
- On the Speaker View or Gallery View screens, touch the display to see the Zoom tool bar across the top and bottom of the display
- Select the “... More” button on the lower tool bar and select the “Chat” option from the pop-up menu



Smart Phone – Chat Screen (cont.)

■ Chat Function Screen

- To chat with someone, select the individual from the “Send to” list
- Type your message
- Select the “Send” button to transmit the message



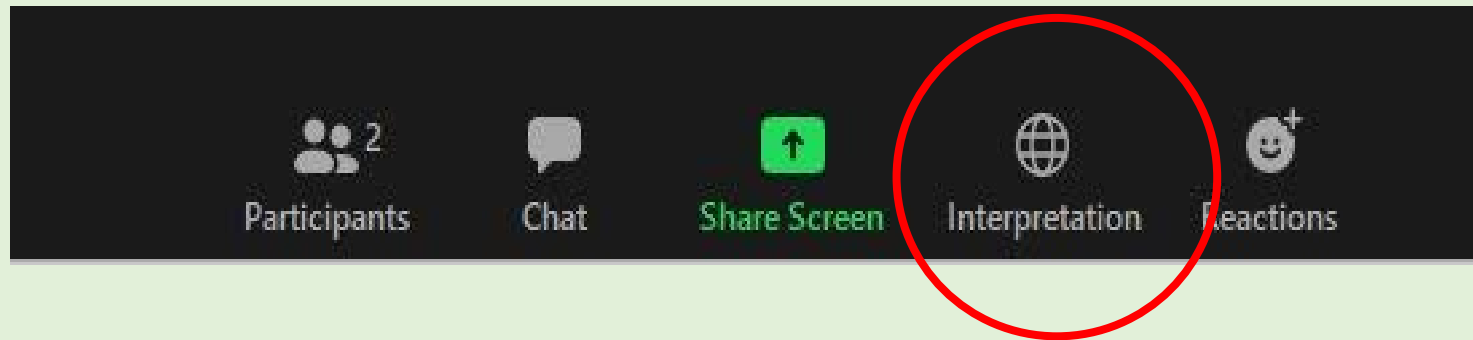
The Language Interpretation Feature

In a moment, you will be selecting which audio channel you want to listen to.

All participants *must choose a channel* in order to hear all of the conversations.

- ★ Your choices will be English or Spanish.
- ★ You also must “Mute Original Audio.”

Computer users: When the Host turns on the Language Interpretation feature, your toolbar will change.

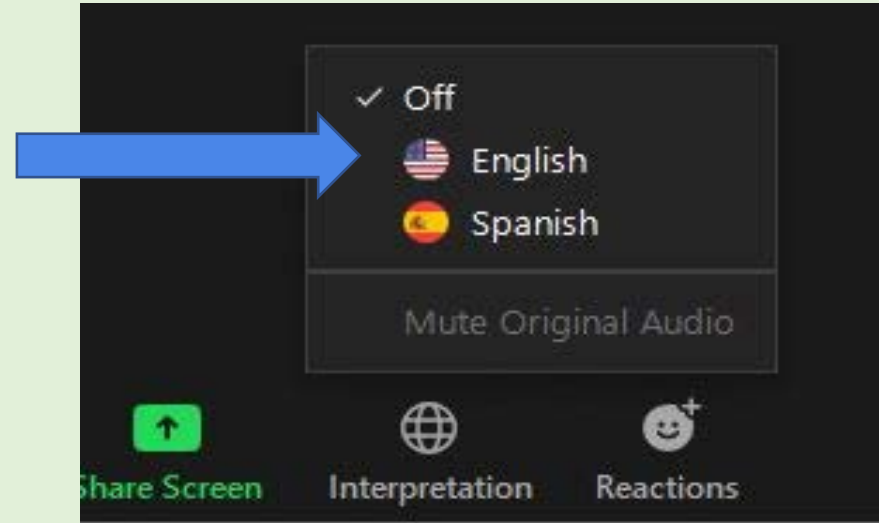


- Select the Interpretation/Globe button if you are on a laptop or desktop computer.

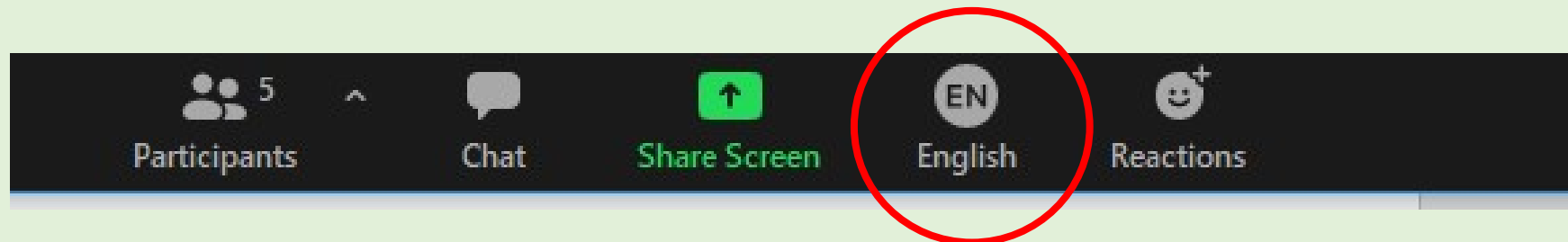
Language Interpretation (cont.)

FIRST:

- From the pop-up menu:
 1. **Select the desired audio channel** of the language you want to hear.



After you select your language, the menu will drop down and you will see the language you selected:

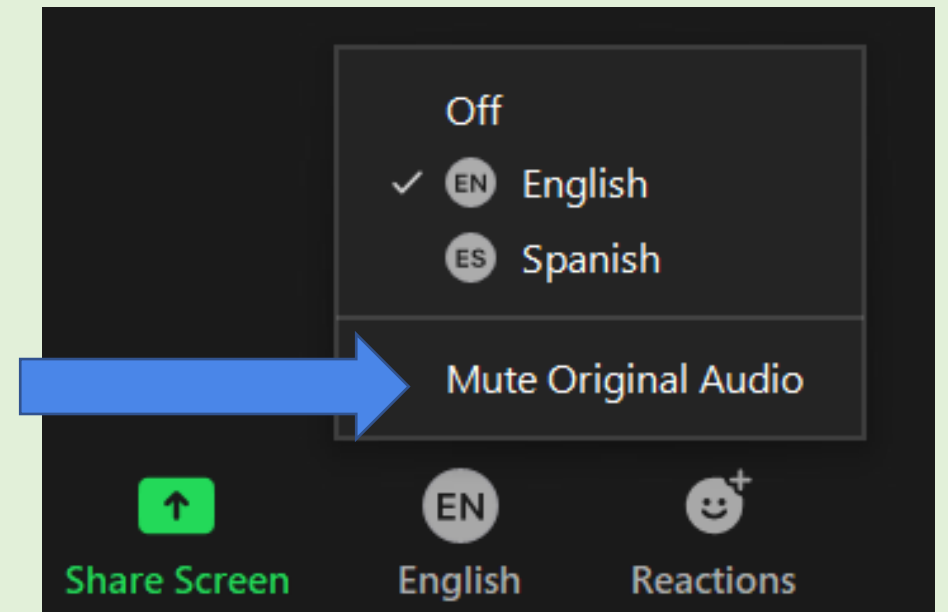


Language Interpretation (cont.)

SECOND:

- Click the language button *again* on the Zoom tool bar (which now displays your chosen language)

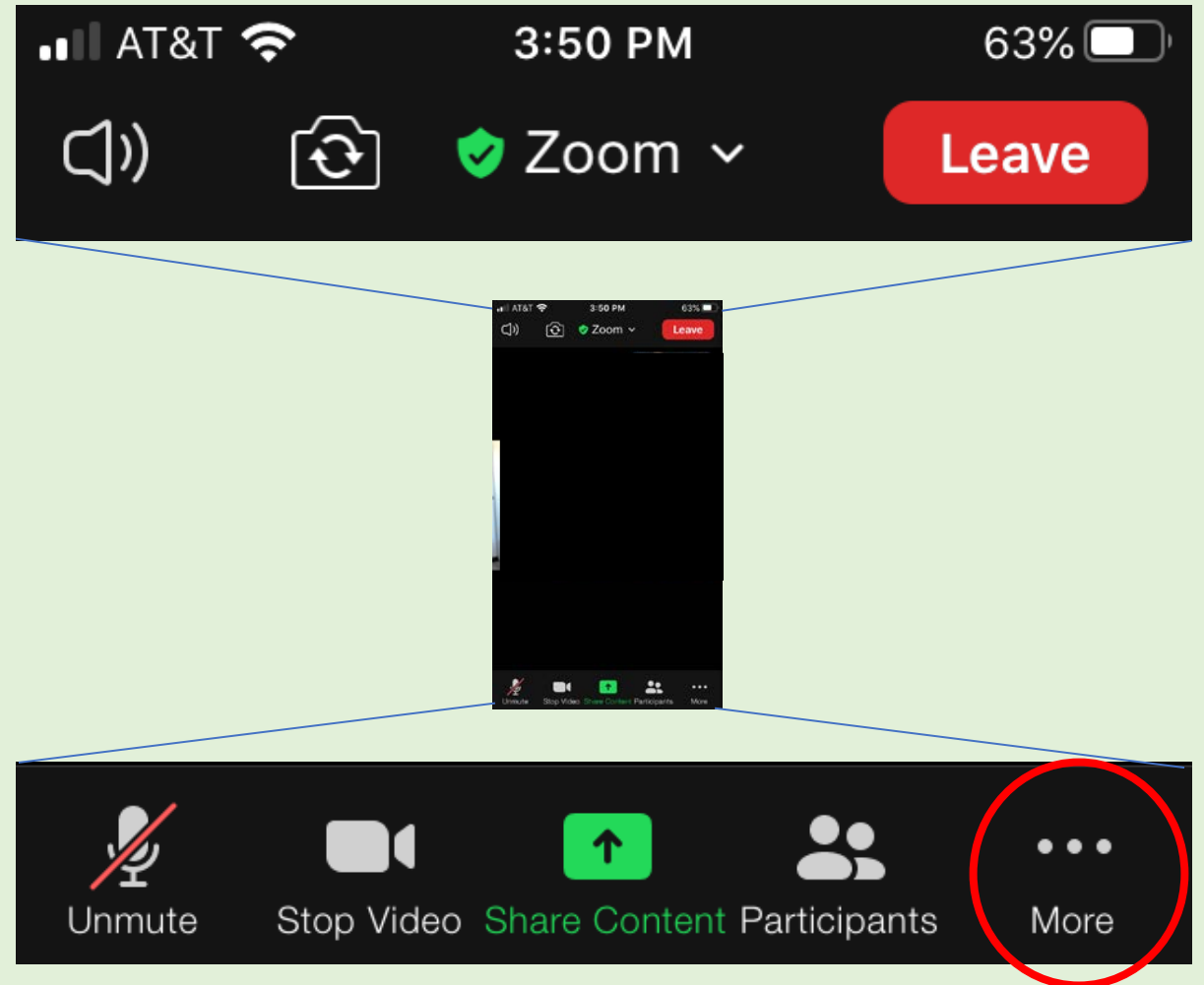
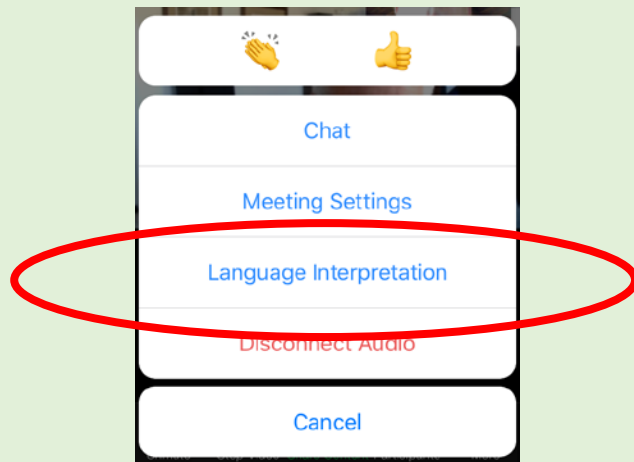
2. Select: Mute Original Audio



Smart Phone – Language Interpretation

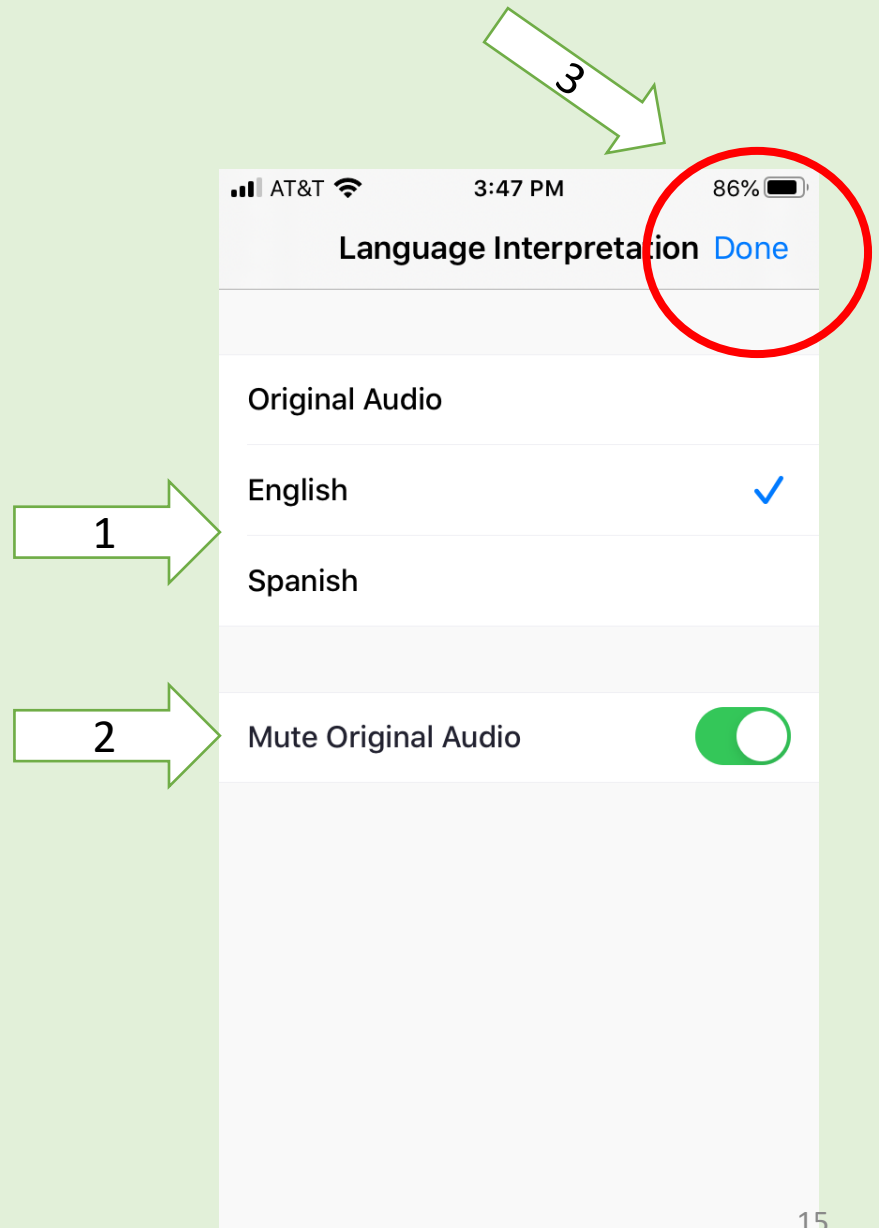
■ Language Interpretation Access

- On the Speaker View or Gallery View screens, touch the display to see the Zoom tool bar across the top and bottom of the display
- Select the “... More” button on the lower tool bar and select the “Language Interpretation” option from the pop-up menu



Smart Phone – Language Interpretation (cont.)

- Language Interpretation Screen
 1. **Select the desired audio channel** of the language you want to hear
 2. Enable **Mute Original Audio**
 3. Select the **“Done”** button



If you can hear
--*only* the Chair (if you chose English)
--*only* the Interpreter (if you chose Spanish),
then you chose the correct channel.

If you can hear *both* the Chair *and* the Tech Assistant
in the “neutral channel,”
please put your hand up to your camera
until we find you.

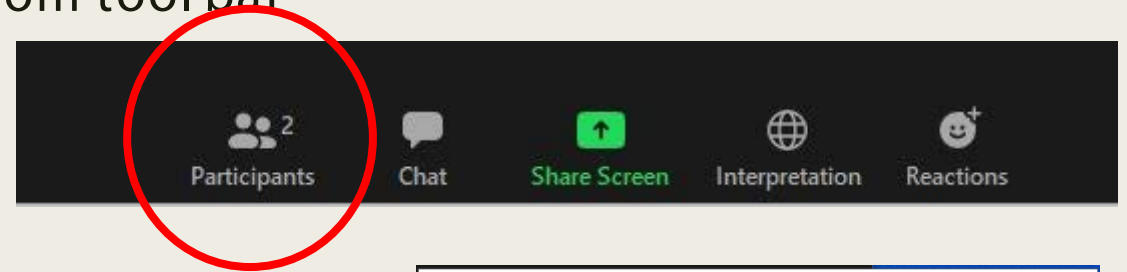
CREATING YOUR ZOOM SCREEN NAME or “VIRTUAL NAME TAG”

We are using virtual name tags (i.e., screen names) to identify a participant's role in a meeting. There are two general formats:

- Participants who have a Voice and/or Vote at a meeting
- Everyone else

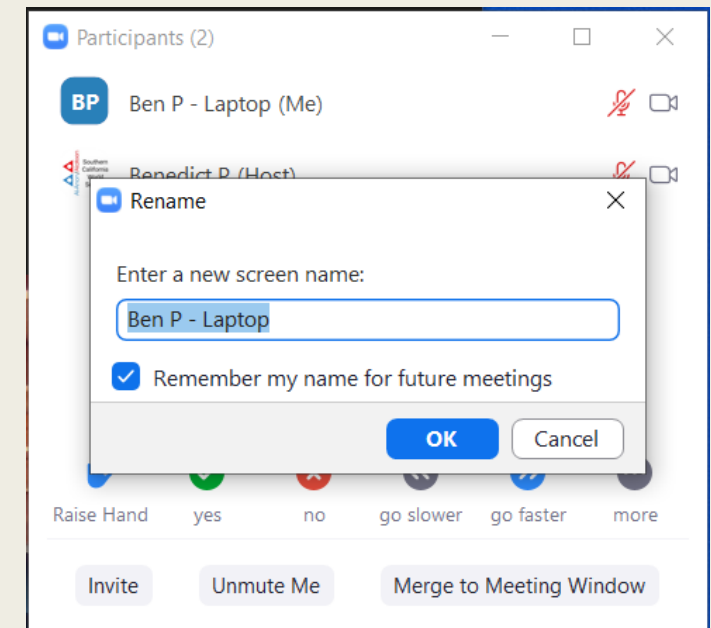
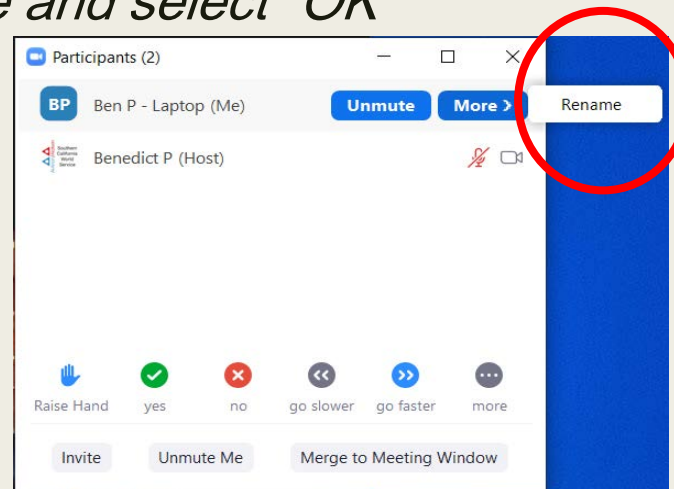
How to Change Your Screen Name on a computer

- Select the Participants button from the Zoom tool bar



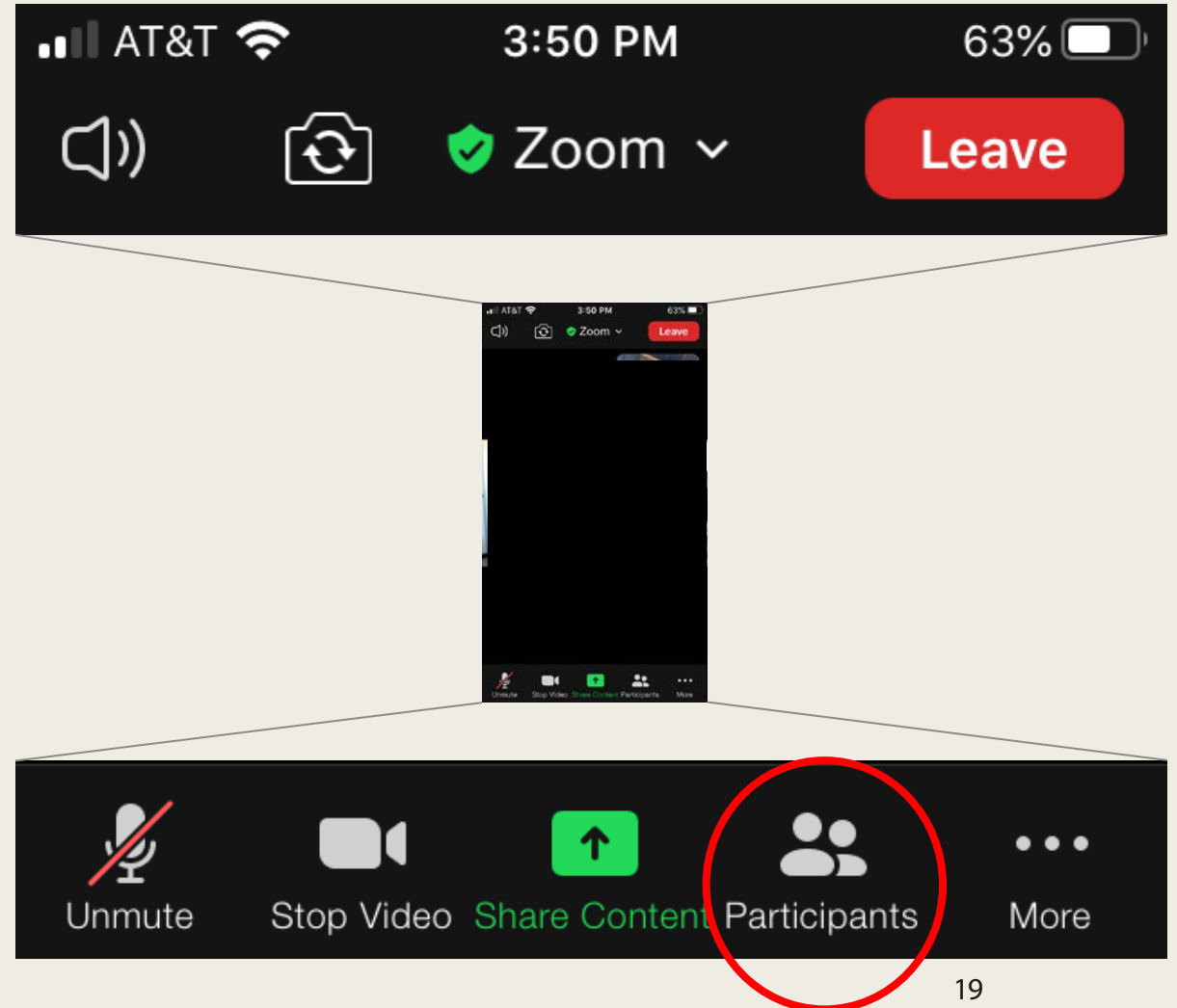
- In the Participants list window

- *Place the cursor over your name (at the top of the list) and select the “Rename” option from the “More” menu*
- *Change your screen name and select “OK”*



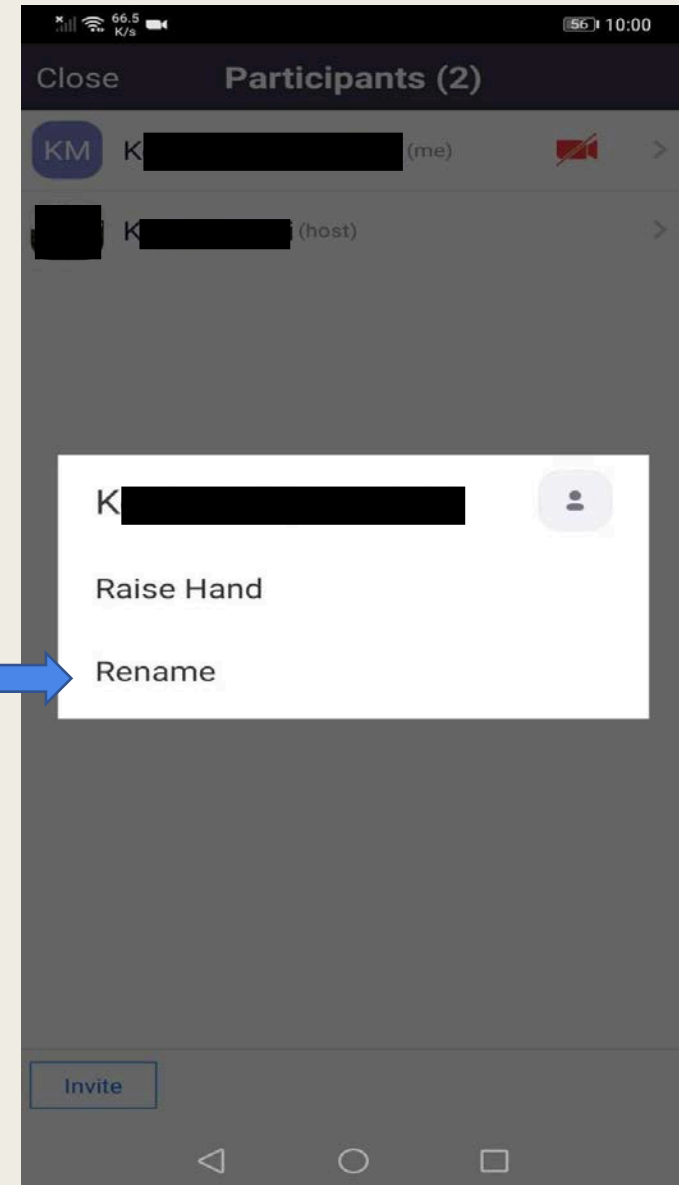
Smart Phone – Participants List

- Access the Participants List
 - *On the Speaker View or Gallery View screens, touch the display to see the Zoom tool bar across the top and bottom of the display*
 - *Select the “**Participants**” button on the lower tool bar*



Rename yourself

- Click “Rename” then change your name using the protocol in the following slides.
- Click “Done” and close (top left).

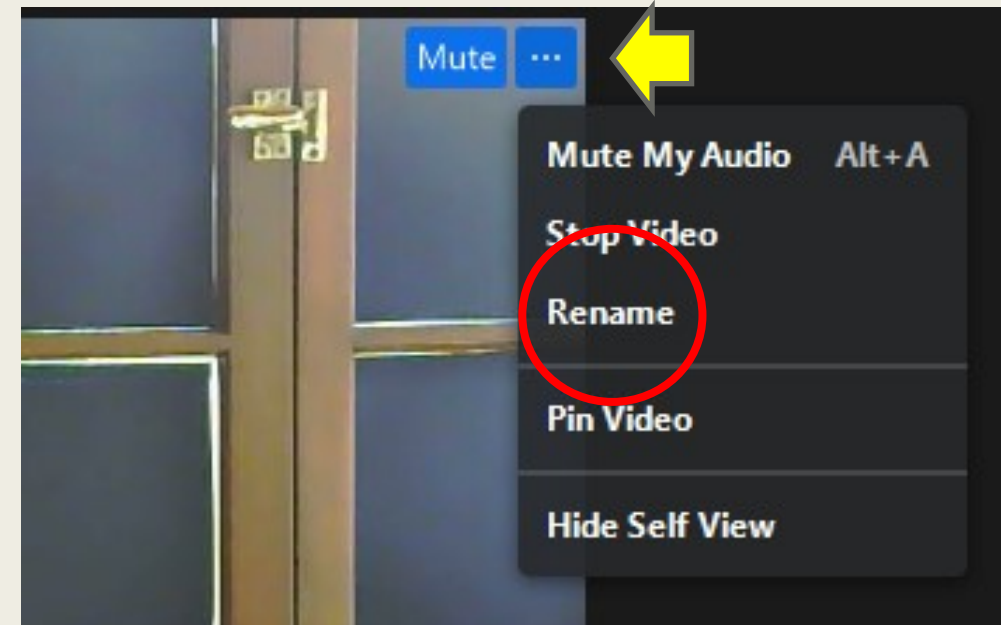


OR you can use the “...” in the blue box of the Zoom picture panel

➔ Click on the three dots in the blue box.

One of the choices is “Rename.”

➔ Click on that to rename yourself.



**This is the format for English -speaking
District Representatives (DR) and
Group Representatives (GR).**

- 1) District Number (2 digits; “03”) followed by a space
- 2) Service Position abbreviation followed by a space
- 3) First name, last initial

08 DR Mary M.

64 GR Patricia K.

12 GR Michael S.

This is the format for Spanish -speaking
District Representatives (DR) and
Group Representatives (GR):
add “ES” after your Service Position

- 1) District Number (2 digits; “03”) followed by a space
- 2) Service Position abbreviation **/ES** followed by a space
- 3) First name, last initial

08 DR/ES Maria M.

64 GR/ES Patricia K.

12 GR/ES Miguel S.

If you are a GR and have any other service
position,
your GR service comes first.

12 GR/DR/ES Pat H.

57 GR/ADR Steve G.

21 GR/BRD Donna E.

**AWSC members who are not GRs or DRs:
your “Identification Number” is 00.**

The abbreviations for your service positions:

Board members: BRD

Convention Chairs: CON

AIS Liaisons: AIS

Past Delegates: PD

00 CON Jasmin

00 BRD Donna E.

00 PD Willie W.

**Interpreters:
Your two -digit number is 01**

01 Interpreter Maria S.

**If you are a GR or a DR, start with your District number,
then service position, followed by “Interpreter”**

64 GR/Interpreter Mario T.

64 DR/Interpreter Maria S.

Guests/Members-at-Large

If you

- do not hold any of the service positions above, or
- are an Alternate GR or Alternate DR whose GR or DR is attending this meeting

you may

- attend both AWSC meetings and all Assemblies, but
- you do not have a voice or vote.

Start with abbreviation “GST” followed by first name, last initial.

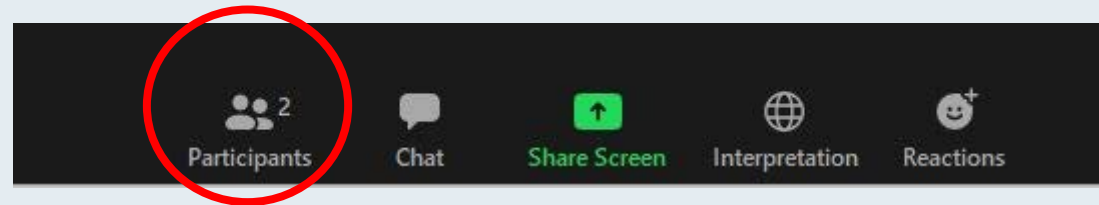
GST Steve S.

GST Kathy K.

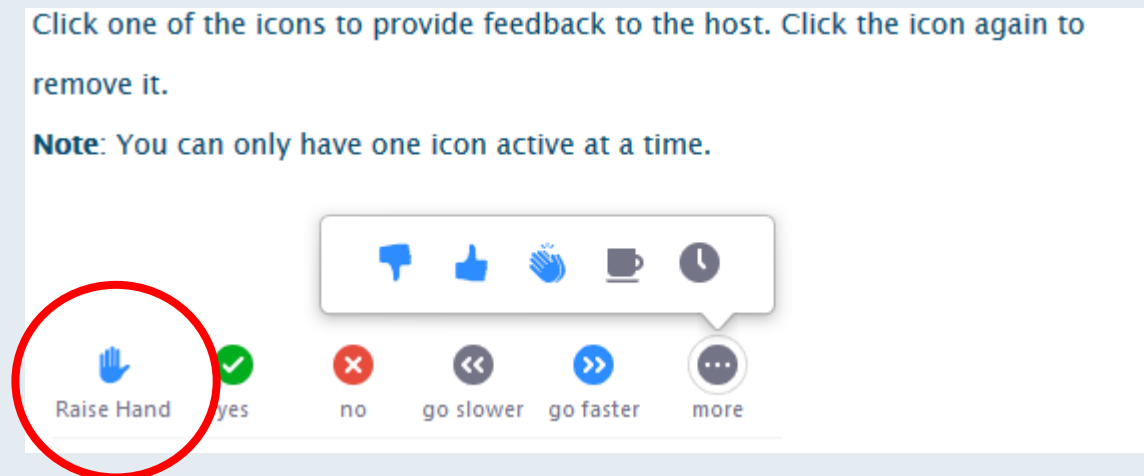
How to Raise Your Hand

on a computer

- Select the Participants button from the Zoom tool bar



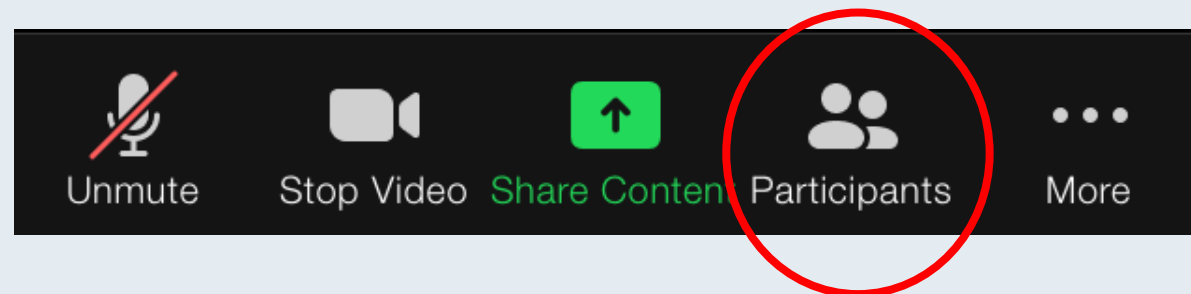
- Select the Raise Hand icon (use this to raise/lower it).



How to Raise Your Hand

on a smart phone

- If you would like to speak or ask a question, use the “Raise Hand” function found on the Participants List screen.
- Access the Participants List
 - On the Speaker View or Gallery View screens, touch the display to see the Zoom tool bar across the top and bottom of the display
 - Select the “Participants” button on the lower tool bar

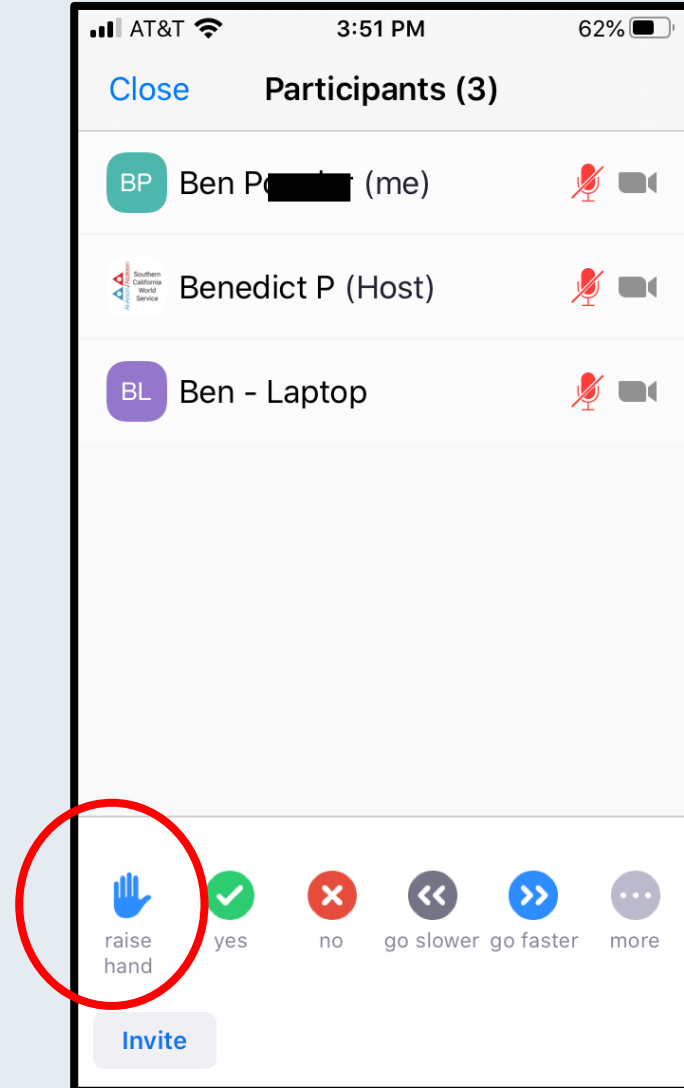


Smart Phone – Raise / Lower Hand

- Raise / Lower Hand Function

- *Select the “Raise Hand” button on the lower tool bar.*

- *If you decide you no longer need to speak or ask a question, select the “Raise Hand” button again to lower your hand*



Polling/Voting

The Host will run the poll and show the results.

Vote, then click “Submit.”

Smart Phone: You may need to scroll down to find the *Submit* button.

Do not click the “poll” icon on your toolbar.
Just vote on the poll when it’s shown on the screen!

TIMER/TIMES UP

Please be aware of the time – 2 minutes “at the mic.” Our timer will post a “Stop/Alto” sign on the screen at the 2-minute mark.

After the “Stop/Alto” doc is posted, you’ll have 10 seconds to finish your question/statement.

Be succinct. Make notes if you need to in order to say what you want to say within your 2 minutes!

If someone says what you were going to say,
please lower your hand.

ON THE DAY OF THE ASSEMBLY entry times will be staggered by District

ENTRY TIME	BY DISTRICT
8:30 am	66, 69, 72, 75, 78
8:40 am	63, 64
8:50 am	45, 48, 51, 54, 57, 60
9:00 am	30, 33, 36, 39, 40, 42
9:10 am	12, 17, 21, 24, 27
9:20 am	3, 6, 8, 9, 10
9:30 am	Meeting begins

On the day of the meeting (cont'd)

Keep track of the confirmation email with your unique link!

As soon as you enter the meeting, please

1. **Rename yourself** using the protocol you used today, and
2. **Choose your language and “Mute Original Audio”**

Once you've done those two things, you can step away from your device until the meeting starts.

If you have to leave the meeting and re-enter it for some reason, you will have to re-choose your language again. If you don't, you'll be stuck in the “neutral” channel!

Any QUESTIONS or COMMENTS that can help with the training?

To review these instructions:

scws-al-anon.org

Go to the *Assembly Meeting Information* page.
Area Zoom Training Session – Instructions

You can also participate in more than one training session;
sign up on our website.

If anyone needs more help,
please stay online with us.

Al-Anon Declaration

Let it begin with me.

When anyone, anywhere, reaches out for help,
let the hand of Al-Anon and Alateen
always be there, and – *Let it Begin with Me.*

Thank you for your participation!