



Zoom Usage Guide

www.bdcl.org.uk

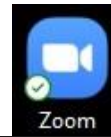
Zoom

BDCL meetings and AGM, when required are held using the Zoom video platform. The following documents common usage practices for Windows, Android, and iOS devices.

Windows

Launch Zoom using the installed Shortcut.

To join a meeting, click 'Join a Meeting'.

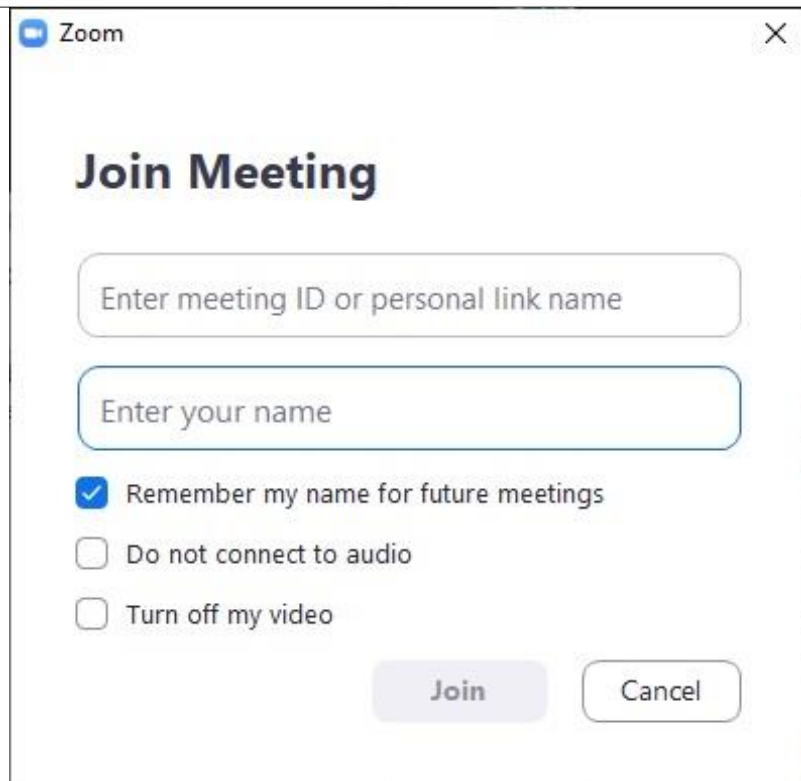


You are now prompted for the meeting ID and your name.

The meeting ID will have been posted to you via email, enter this in the 'Enter meeting ID or personal link name' box.

In the 'Enter your name' box, for LMC meetings, enter your full name, for AGM's and other such meetings, enter your full club name.

Click 'Join'...



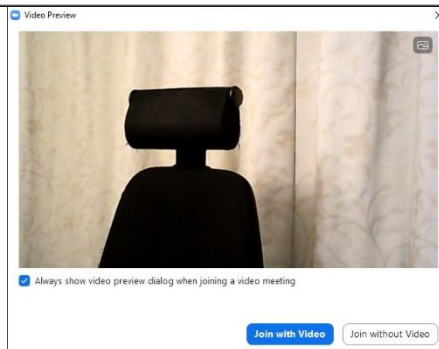
You now need to enter the meeting passcode, this will be in the same email as the meeting ID.

Once entered, click 'Join Meeting'.



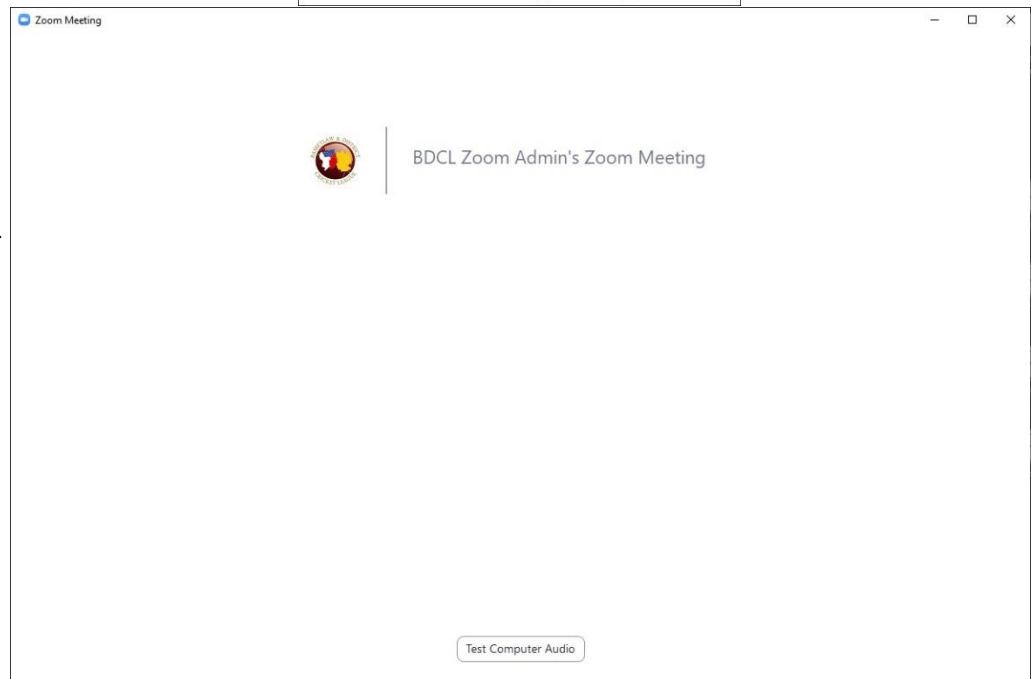
You are now presented with a video window.

Click 'Join with Video'.

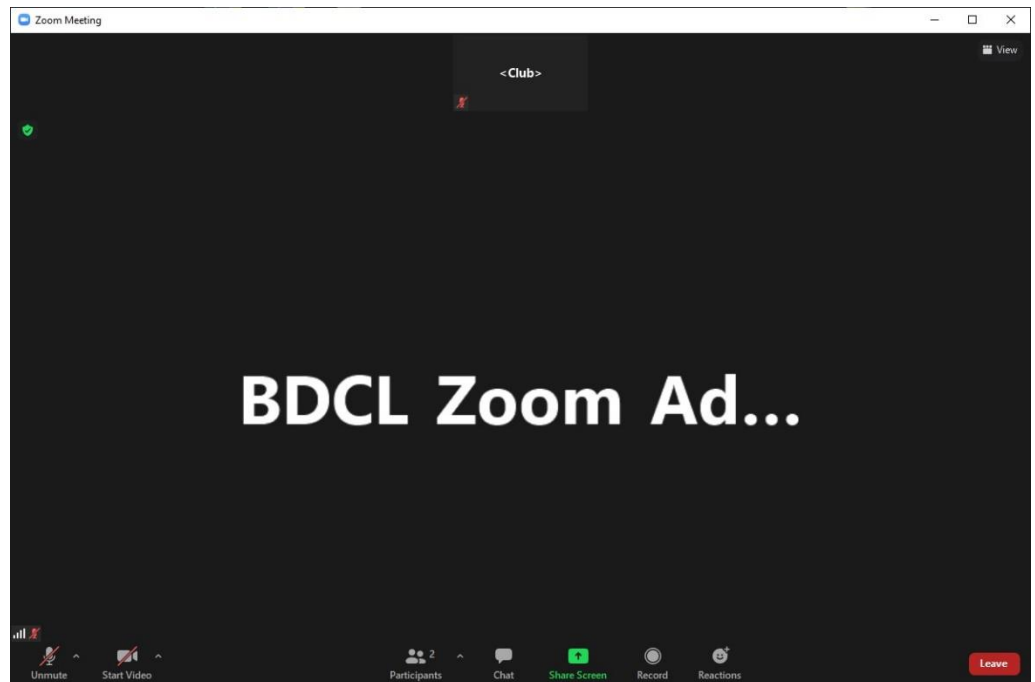


You have now entered the BDCL Zoom Administration holding area.

The BDCL Zoom Administrator knows you are waiting. Depending on the time of your arrival prior to the meeting start, or due to the number of participants, you may be held for a short while.



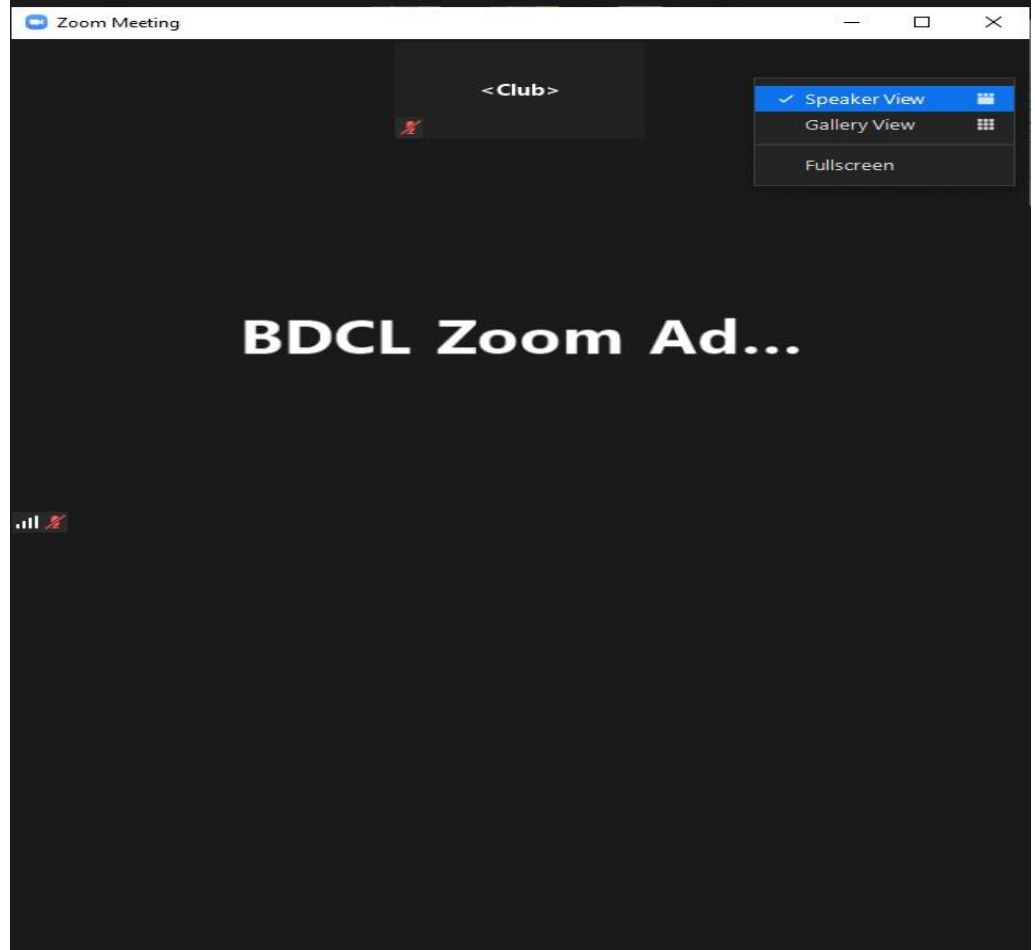
When the BDCL Zoom Administrator permits access to the meeting, you will be able to view the other participants. Please note that the BDCL Zoom Administrator will have no audio or video showing.



Depending on the number of participants, you will need to change the default view.

In the top right hand corner of your window, click 'View'.

For LMC meetings, click 'Gallery View', for AGM meetings, click 'Speaker View'.



The Chat window allows you to chat via written text to other participants, or the BDCL Zoom Administrator or other hosts of the meeting.

For AGM meetings, as all participants are muted on entry, to speak you will be required to type into the chat window indicating that you would like to speak.

To enable the chat window, click 'Chat' at the bottom of the window (this may be hidden by default, if so move the mouse down to the bottom of the window to allow the menu to pop up.

The chat window appears.

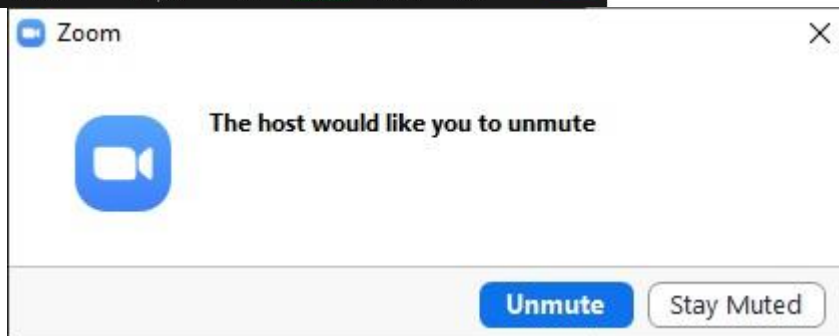
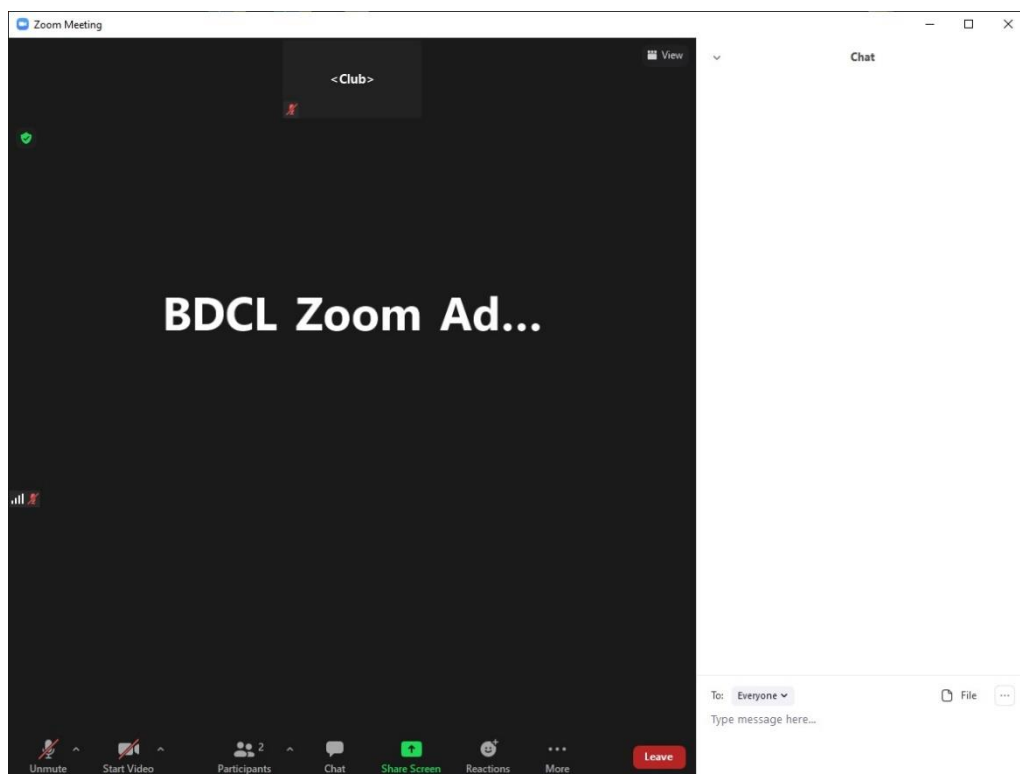
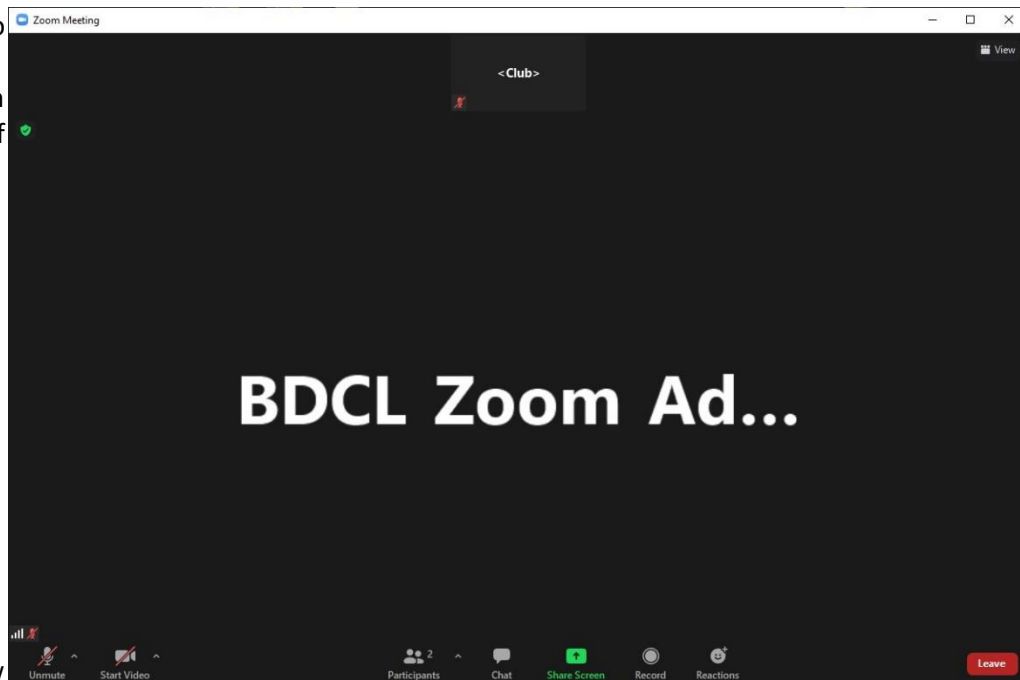
To send a message, click 'Type message here...', type your message (Speak to speak) and press 'Enter'

This will indicate to the BDCL Zoom Administrator and other hosts that you wish to speak.

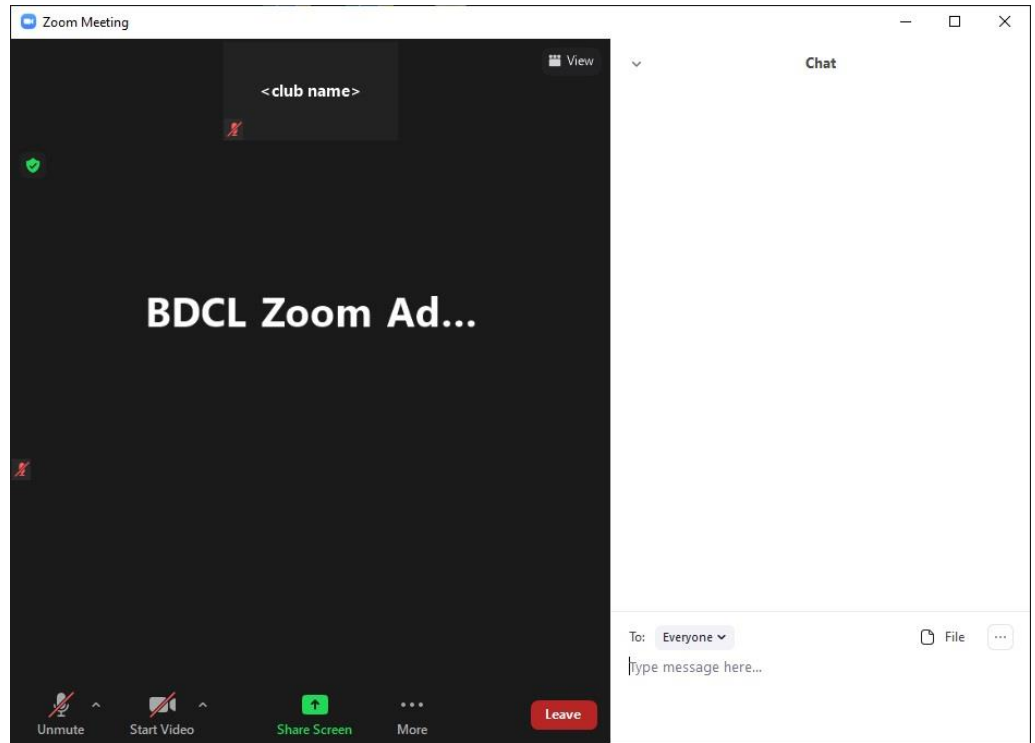
When it is your time to speak, the BDCL Zoom Administrator will request for you to unmute. This popup will appear.

Click 'Unmute'.

You are now free to speak.



During meetings, voting is performed using the Poll feature. You will be advised when a poll is about to begin and the timescale with which to respond.



The polling window popup will appear.

You are now able to read the question...



...and respond.

Once you have entered your response, click 'Submit'

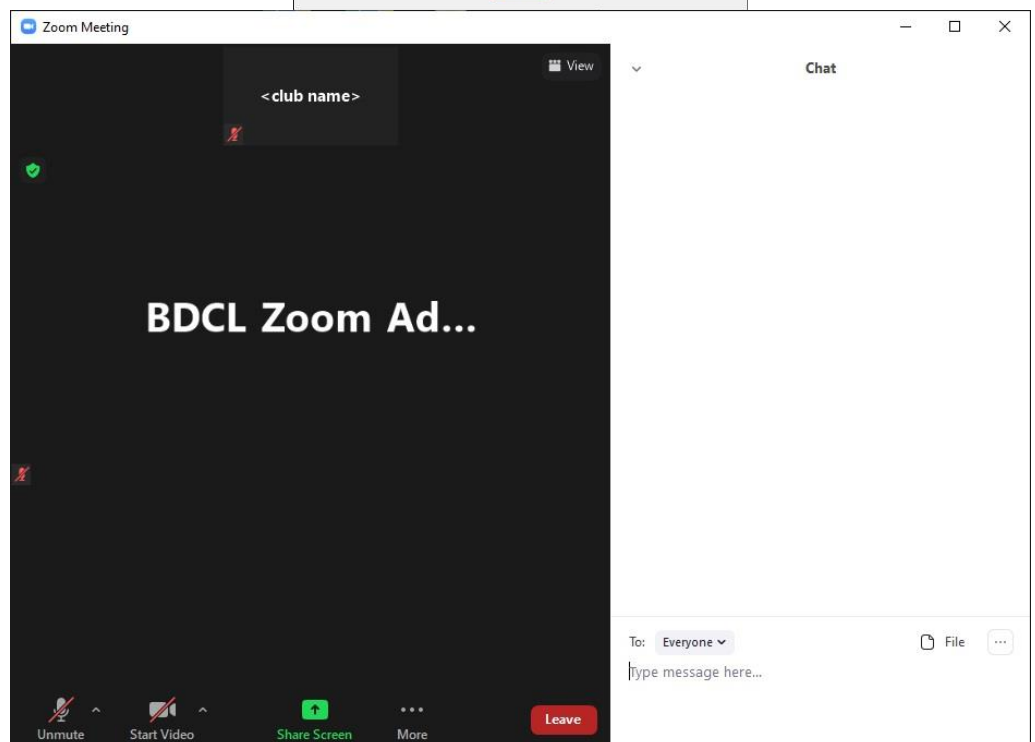


At the end of the poll the results will be displayed.

Click 'Close'.

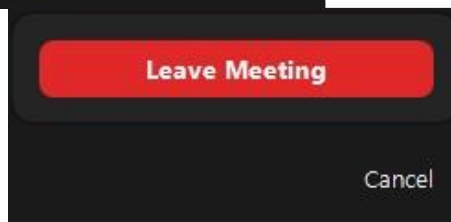


To leave at the end of the meeting, click 'Leave'...



...the Leave Meeting window appears.

Click 'Leave Meeting'.



You return to the Join a Meeting window.

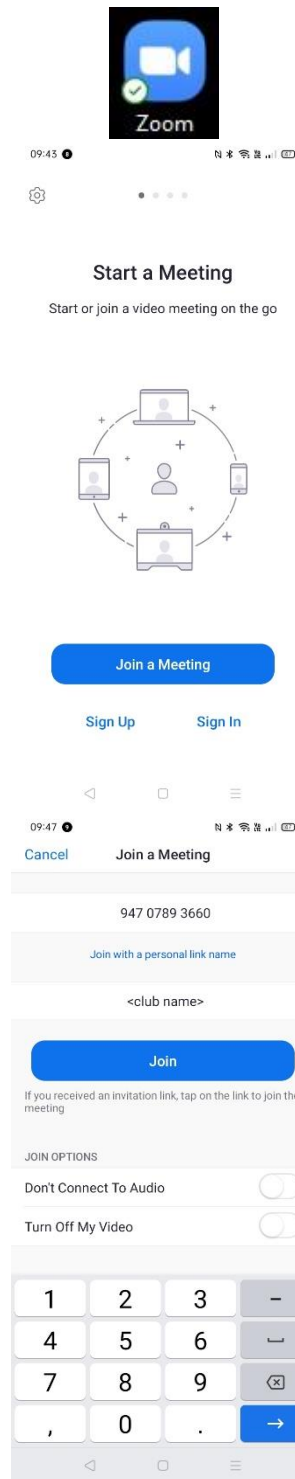
Close in the usual manner.



Android

Launch Zoom using the installed Shortcut.

To join a meeting, click 'Join a Meeting'.



You are now prompted for the meeting ID and your name.

The meeting ID will have been posted to you via email, enter this in the 'Enter meeting ID or personal link name' box.

In the 'Enter your name' box, for LMC meetings, enter your full name, for AGM's and other such meetings, enter your full club name.

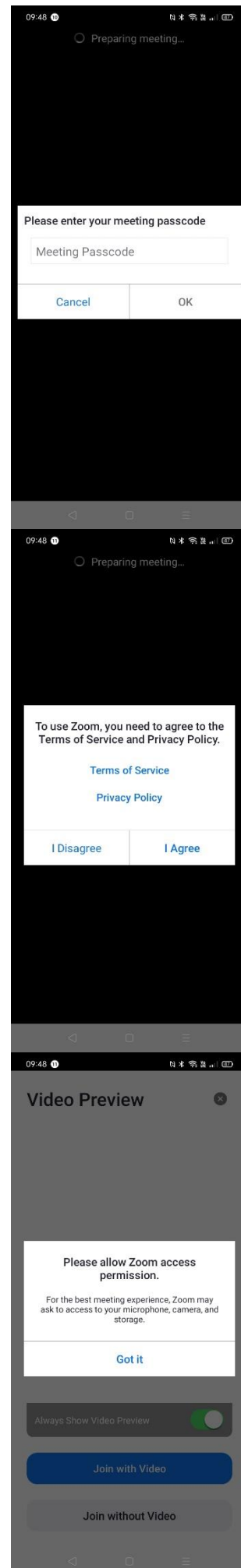
Click 'Join'...

You now need to enter the meeting passcode, this will be in the same email as the meeting ID.

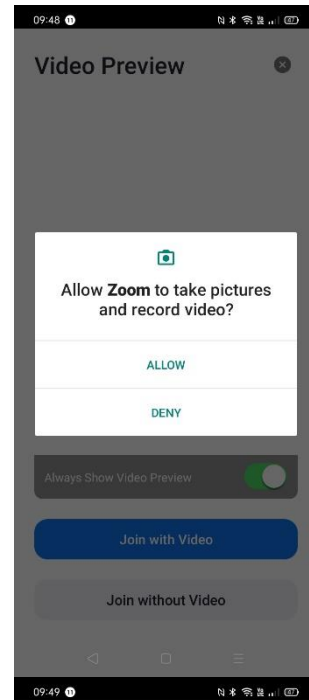
Once entered, click 'OK'.

If the Terms of Service window appears, click 'I Agree'.

If the Zoom Access permission window appears, click 'Got it'.

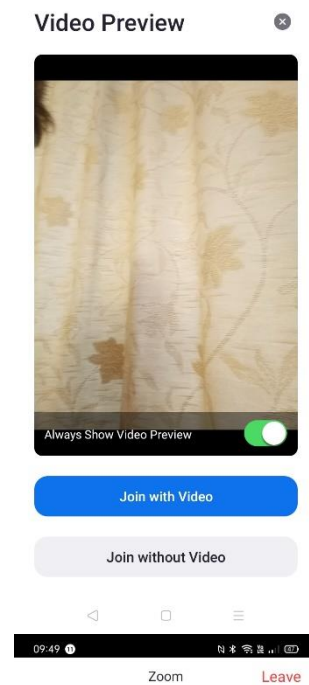


If the Zoom request to take pictures and record video window appears, click 'Allow'.



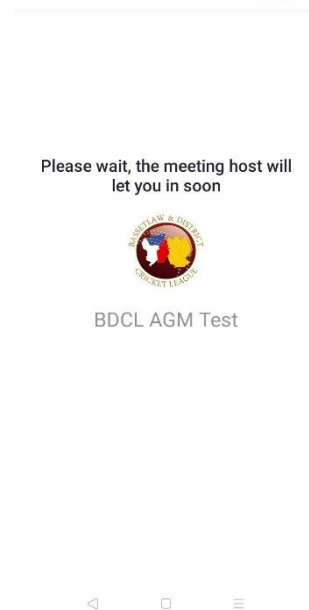
You are now presented with a video window.

Click 'Join with Video'.



You have now entered the BDCL Zoom Administration holding area.

The BDCL Zoom Administrator knows you are waiting. Depending on the time of your arrival prior to the meeting start, or due to the number of participants, you may be held for a short while.



When the BDCL Zoom Administrator permits access to the meeting, you will be able to view the other participants. Please note that the BDCL Zoom Administrator will have no audio or video showing.

If you are prompted to choose your Audio input, click 'Call Over Internet'.

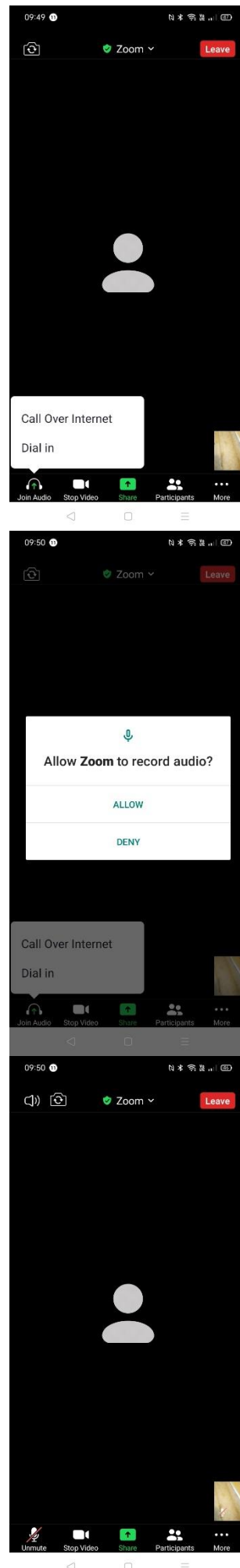
If you are prompted to Allow Zoom to record audio, click 'Allow'.

You are now in the meeting.

The Chat window allows you to chat via written text to other participants, or the BDCL Zoom Administrator or other hosts of the meeting.

For AGM meetings, as all participants are muted on entry, to speak you will be required to type into the chat window indicating that you would like to speak.

To enable the chat window, click 'More' at the bottom right-hand corner of the window...

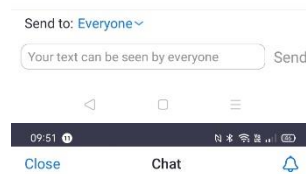


...and then click 'Chat'...

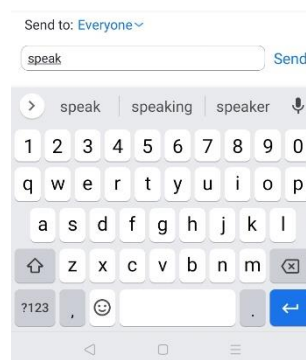


...and the chat window opens.

To send a message, click 'Your text can be seen by everyone', and type your message.

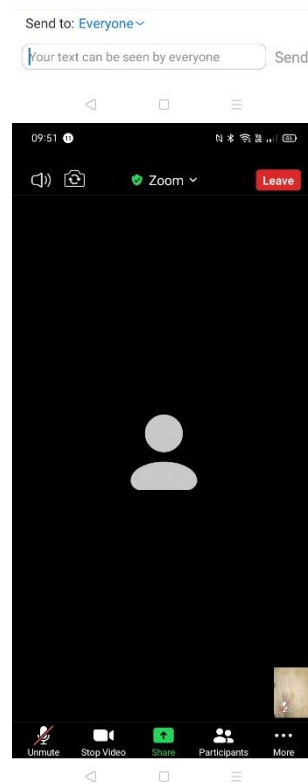
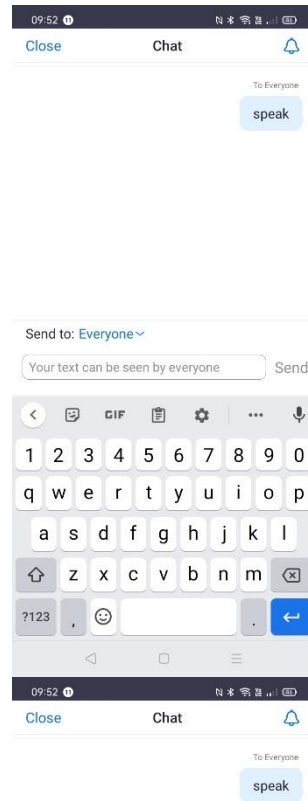


To indicate that you would like to speak, type 'speak' and press enter.



This will indicate to the BDCL Zoom Administrator and other hosts that you wish to speak.

Click 'Close' to return to the video view.



When it is your time to speak, the BDCL Zoom Administrator will request for you to unmute. This popup will appear.

Click 'Unmute'.

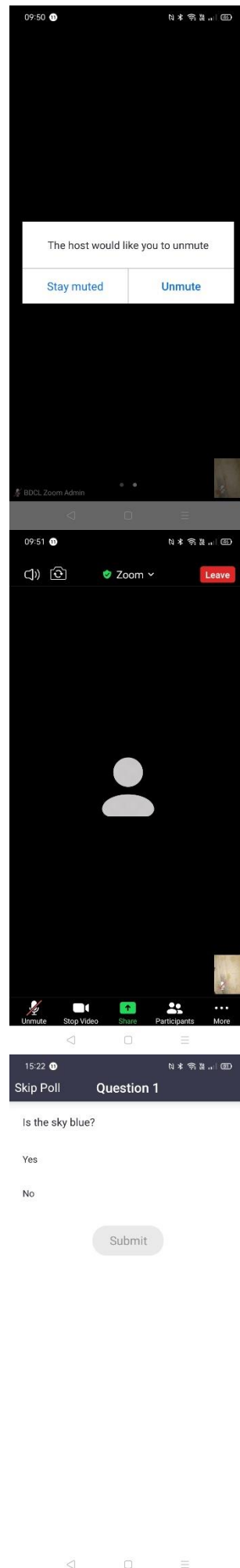
You are now free to speak.

After your contribution, your microphone will be muted.

During meetings, voting is performed using the Poll feature. You will be advised when a poll is about to begin and the timescale with which to respond.

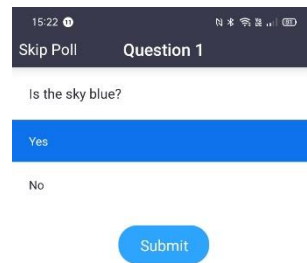
The polling window popup will appear.

You are now able to read the question...



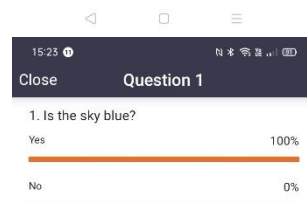
...and respond.

Once you have entered your response, click 'Submit'

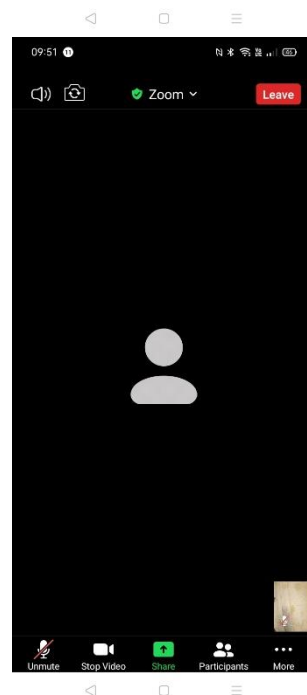


At the end of the poll the results will be displayed.

Click 'Close'.

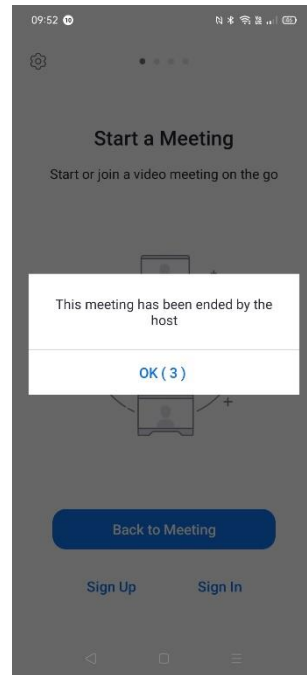


To leave at the end of the meeting, click 'Leave'...



...or the BDCL Zoom Administrator will end the meeting.

Click 'OK'

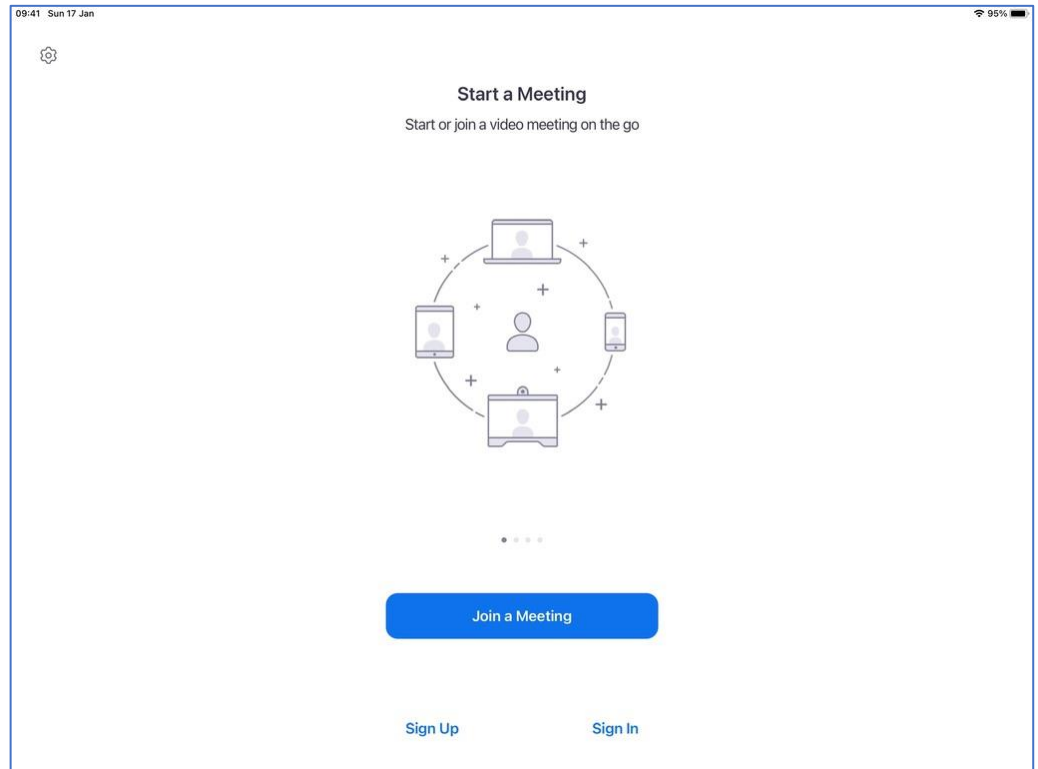


iOS

Launch Zoom using the installed Shortcut.

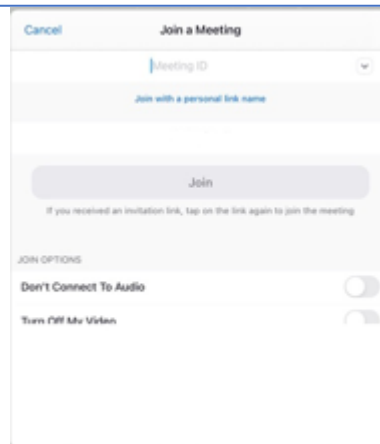


To join a meeting, click 'Join a meeting'.



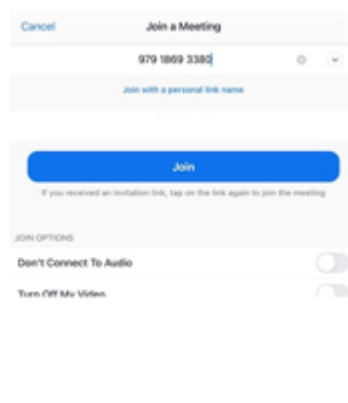
You are now prompted for the meeting ID.

The meeting ID will have been posted to you via email, enter this in the 'Meeting ID' box.

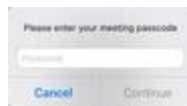


Should you be prompted to enter your name, for LMC meetings, enter your full name, for AGM's and other such meetings, enter your full club name.

Click 'Join'...

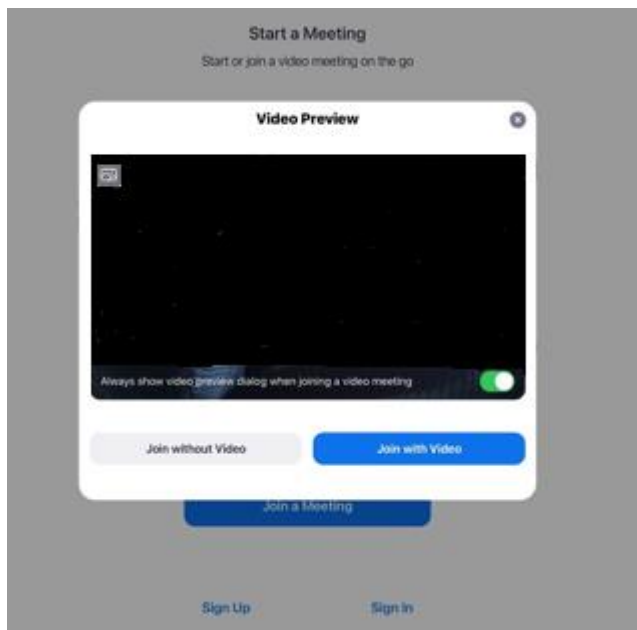


You now need to enter the meeting passcode, this will be in the same email as the meeting ID.



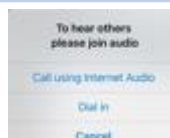
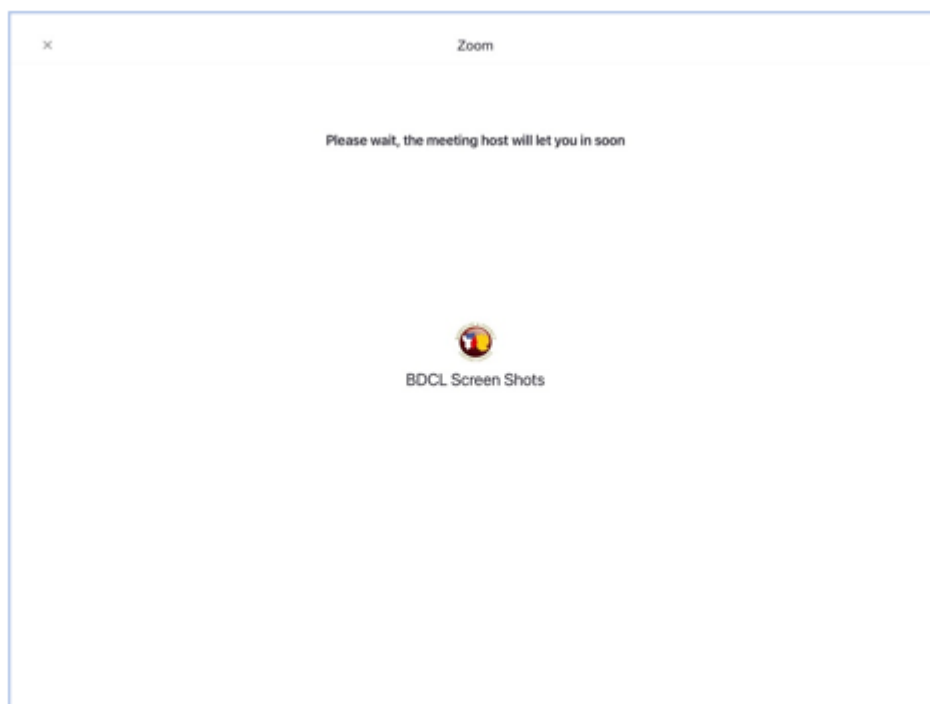
Once entered, click 'Continue'. You are now presented with a video window.

Click 'Join with Video'.



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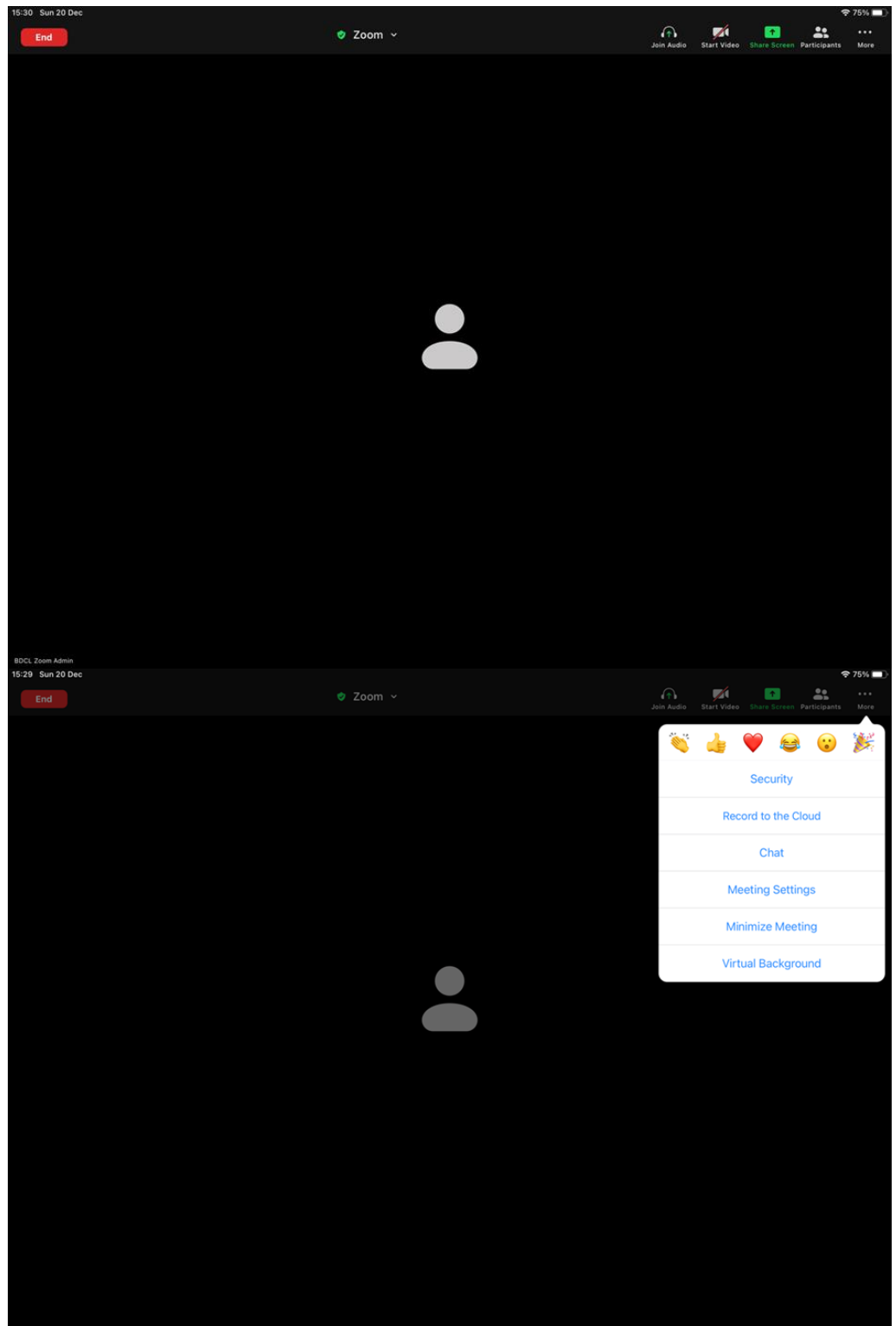
If you are prompted to choose your Audio input, click 'Call Over Internet'.

You are now in the meeting.

The Chat window allows you to chat via written text to other participants, or the BDCL Zoom Administrator or other hosts of the meeting.

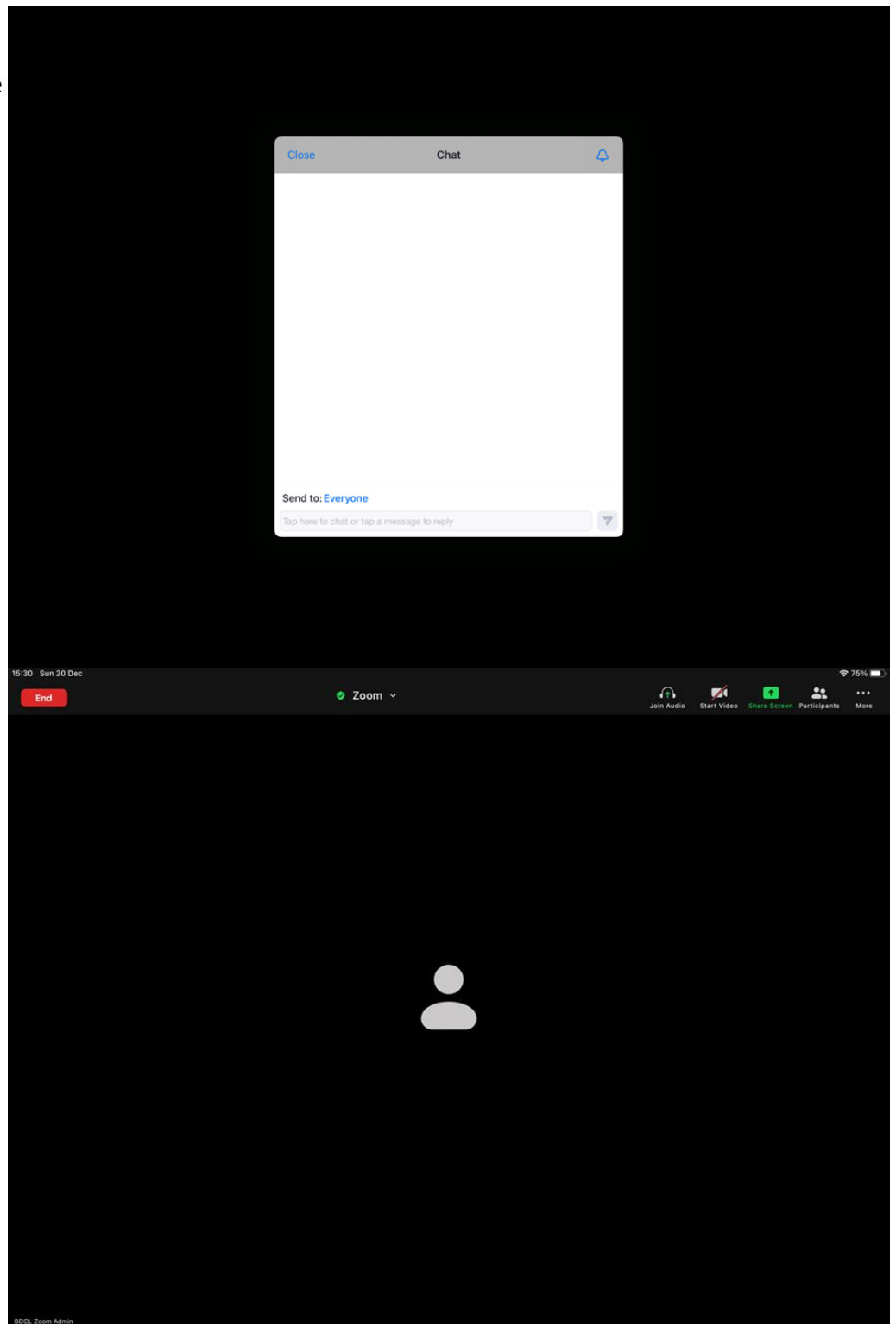
For AGM meetings, as all participants are muted on entry, to speak you will be required to type into the chat window indicating that you would like to speak.

To enable the chat window, click the three dots at the top right of the screen and then click 'Chat' ...



The chat window opens.

To send a message, click in the text box and type your message.



During meetings, voting is performed using the Poll feature. You will be advised when a poll is about to begin and the timescale with which to respond.

The polling window popup will appear.

You are now able to read the question...

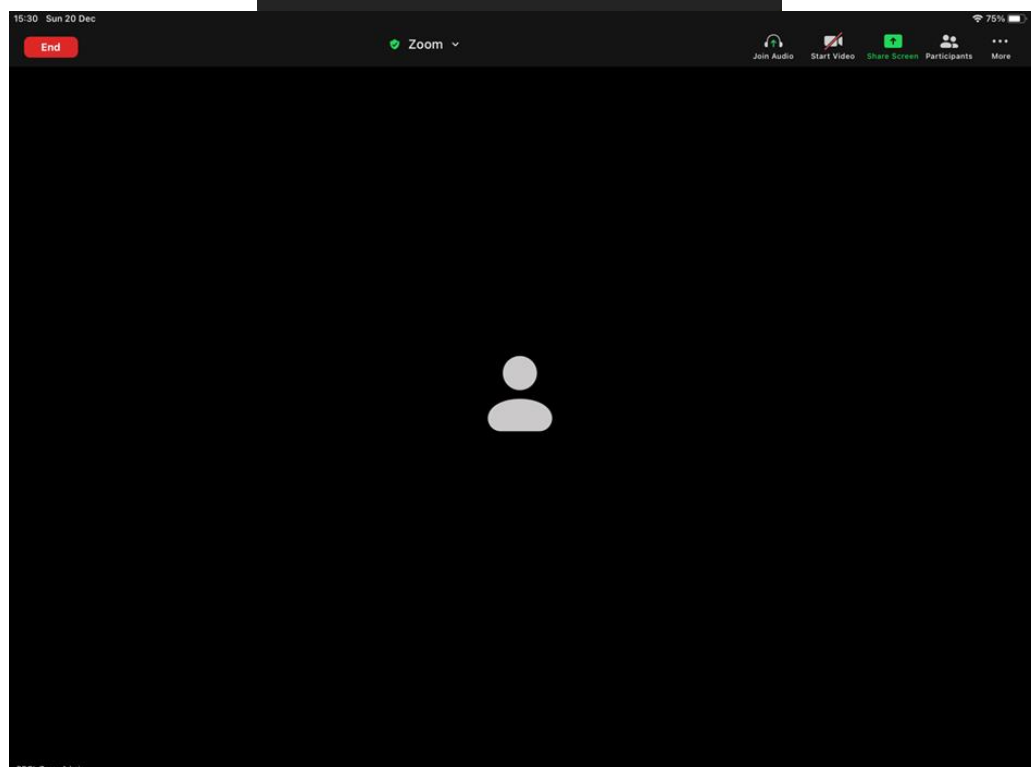
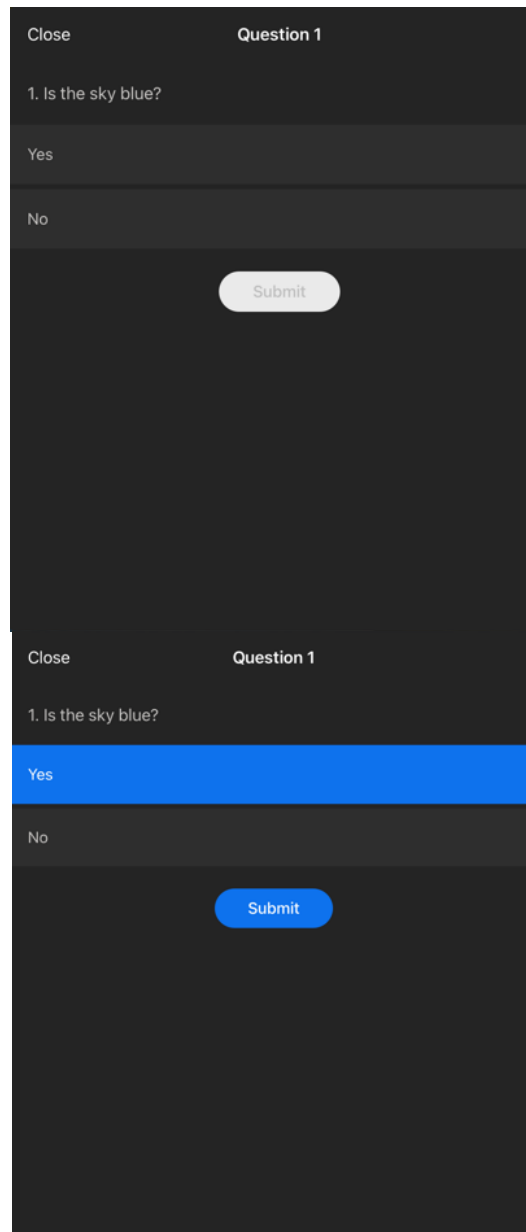
...and respond.

Once you have entered your response, click 'Submit'

At the end of the poll the results will be displayed.

Click 'Close'.

To leave at the end of the meeting, click 'End' at the top left hand side of the screen.



The Bassetlaw & District Cricket League



enquiries@bdcl.org.uk



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