FOX VALLEY DIVISION VIRTUAL MEETING INSTRUCTIONS

Exciting news! We will restart our monthly meetings using the popular virtual meeting technology, called Zoom. Now, any of us with a computer, notebook or smart phone should be able to participate, and there are no biological contamination dangers. We must have your email address in order to send you the login in credentials for each virtual meeting. If you do not receive the *Semaphore* publication notice via email, then we do not have your address on file. To add or change your email address, please point your browser to the FVD website **http://www.foxvalleydivision.org/** and click on the link at the top of the page just below the blue banner and complete the form to add your email address to our address list.

Virtual Monthly Meeting Procedures

About a week before the meeting date, the webmaster will email you an invitation that includes a **link** to the meeting with login-in credentials, plus a link to a 1-page **Zoom Meetings Quick Guide** and a links to other usage instructions. For security purposes, please DO NOT post these credentials on any social media sites. The guide and usage instructions are posted on our website. We recommend you print them out for reference during the meeting. The meeting window will be open about 30 minutes early so everyone can have time to join in and work any issues, especially if you are joining for the first time. After clicking on the link in the email, and possibly being asked to make a short download or update, you might be put in the Zoom waiting room. The host will admit you to the session. Email the webmaster at **website@foxvalleydivision.org** if you're stuck. We recommend that first-time Zoom users download the application several days prior to the meeting and test it out. The webmaster will host several practice sessions for you to get acclimated if you are new to Zoom

Virtual Monthly Contest Procedures

Within the meeting invite email, we will also share instructions on how to submit and vote on entries for the contest. The contest is simplified for these virtual meets, with all entries being electronic photos. The entries must feature the contest topic given for that month. Each contestant can enter 1 model per month. You may submit up to 3 photo angles of your entry. Upload your photos as early as possible. Entries submissions will be closed 48 hours prior to the meeting. About 2 days before the meeting, all members will receive a meeting reminder and contest voting instructions email. Any member that wishes can vote any time beginning 48 hours before the meeting and up to 11 am the morning of the meet. Participants and winners will then be tabulated and displayed at the meeting, then posted afterwards on the website and in the next Semaphore.

Step-by-Step Summary Procedures

- About **a week prior**, members we have email ids for, will receive a **meeting & contest invitation** via email
- By end of Thursday, contest entries must be submitted via the entry form. 1 entry allowed per person with up to 3 photo angles of the model.
- The submissions will be anonymously displayed on the FVD website.
- About **2 days prior** to the meeting, each member will receive a **meeting and contest voting reminder email**
- Those wishing to vote have can do so up to 11 am the morning of the meet.
- Starting about **30 minutes prior**, you can join our Zoom meeting **using the link provided** in both emails
- Make sure you have the most recent **Zoom Meetings Quick Guide** handy for reference during the meeting
- We'll show contest participants and winners at these meetings, then post on the website and next Semaphore.
- At the end, our host will terminate the meeting for everyone, and you can exit and/or close the Zoom app

We're looking forward to "seeing" everyone via Zoom at these meetings! Let's set an attendance record!

Jim Osborn, FVD Webmaster   Revised Aug 2, 2020