

# JUNE LIVE CHEAT SHEET

**When Do I sign in? : First session starts promptly at 10:00 am**

**9:50 am If you are comfortable with Zoom and know how to:**

- rename yourself to include the breakout you want for example, from “John Smith” to “John Smith Treasurer”
- move back and forth from Gallery View to Speaker View
- accept a breakout room invitation
- leave a breakout room
- use Chat, specifically to one person or everyone
- raise your hand digitally

**9:15 am to get instructions and help if you are *new* at Zoom or unsure of any above**

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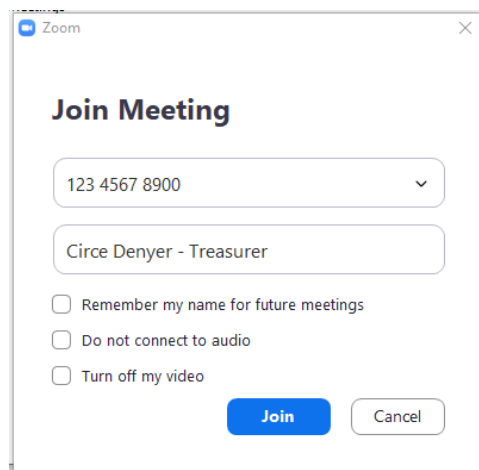
## Sign In Process:

You will be asked to sign in  
with ***your name***

On the line with your NAME:

ADD the Training Officer Role you desire

**EXAMPLE: Circe Denyer – Treasurer**



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## Validation Code Process: Code validates your attendance

At the end of your class, trainer will give you a unique code.

EMAIL that code to [pgd@district52.org](mailto:pgd@district52.org). Just the code, from the same email you joined zoom. Send it after class. This is how we verify that a registrant actually attended.

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**Evaluation:** For the trainer and the District. How did we do? What can we do differently? Do you want to be a trainer? Send in to [pgd@district52.org](mailto:pgd@district52.org) by Tuesday

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**Breakout Room Invitation:** A pop-up that appears on the screen to invite you to your class. Click Join to move from Main Room to Officer Training Breakout. To leave a breakout: Click ‘Leave’, then ‘Leave Breakout’ to return to the main room.

# MAC, Iphone, Android Help

<https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting>



The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner.



**Mute / Unmute:** Mute or unmute your microphone.

**Video:** Start and stop your own video.

**Share:** Start a screen share. You'll be able to select what you want to share. [Learn more.](#)

**Participants:** See who's currently in the meeting. The participants list also gives you access to these options:

- Tap your name if you want to rename yourself.
- **Chats:** Chat with other participants. [Learn more.](#)
- **Invite:** Invite others to join your meeting. [Learn more.](#)

**More:** View non-verbal feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.



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## Sign in and Join



### Start a Meeting

Start or join a video meeting on the go



Join a Meeting

Sign Up

Sign In

Zoom

## Join Meeting

123 4567 8900

Circe Denyer - Treasurer

- Remember my name for future meetings
- Do not connect to audio
- Turn off my video

Join

Cancel