Club Instructions on how to log into the AVA Board Meeting, July 10-11, 2020

Club attendees will be able to click the links, open teams in browsers (view online). You can use your desktop, Chromebook, or smart phone for this event. Using your Chromebook or smart phone may require you to download the app. You do not need to sign in.

Once you click the link it will open new page with this pop up. Click "cancel" and then "click watch on the web instead" or if it's like the image below click "continue in browser".



On the next page it may ask to allow camera and microphone if not already allowed. If you wish to speak and/or be seen you may want to allow this. If you PC does not have microphone or camera you will not see this option and once logged in you will not be able to heard or seen by others.



Once you have allowed or blocked your mic and video you will be taken to a page where you will enter your name so that the Board knows who is in the meeting. Then click "Join".

Choose your audio and video settings for Meeting now					
 \rightarrow	Enter name		Join now		
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		Other join options			

You will then be taken to the meeting lobby where someone from the Board will accept you into the meeting.



Once you have been accepted you will automatically join the meeting. Please mute your mic and raise your hand if you would like to speak. If you do not have a mic the raise your hand and chat option will not be available.



- For technical support email Hector at <u>hector@ava.org</u> or call (210) 659-2112.
- For attendees that do not have mic you can call in at (210) 659-2112 or email Samanta your questions the day of the meeting at sharewithus@ava.org.