

# VIRTUAL ANNUAL MEETING INSTRUCTIONS

## REGISTERING FOR THE MEETING

In order to attend GCEFCU's Virtual 73<sup>rd</sup> Annual Meeting, you must first register online. You may do so by filling out and submitting the form found [here](#). Once submitted and your membership has been verified, you will receive an email on February 8, 2021 with two options to join the annual meeting – virtually via computer/mobile device or by calling in from a phone.

## JOINING THE MEETING

Your email will include two options for joining the annual meeting:

**Join Virtually:** To join the meeting virtually, you will click the URL provided in the email sent to you. You will need a PC, Mac, iPad, iPhone, or Android device, as well as a solid internet connection to use this option. We recommend downloading the Zoom Desktop Client or Mobile App and creating a Zoom log-in for this option. Joining the meeting virtually allows you to hear the annual meeting audio and view the display.

Please log in at least 5 minutes early to ensure your internet connection is clear. If this is your first time attending a Zoom virtual event, you can test your connection prior to the annual meeting by visiting <https://zoom.us/test>.

**Join by Calling In:** Joining the annual meeting by calling in allows you to listen to the meeting without the need of internet connection or having to download any Zoom software. You may join by calling in by dialing the number provided in the email sent to you. For this option, you will not be able to view the annual meeting display, but will be able to hear everything being said.

## ZOOM FUNCTIONS & FEATURES

When the annual meeting begins, you will be in LISTEN & VIEW ONLY MODE. While you can see and hear the annual meeting, your microphone and camera have been disabled.

**Voting** – During the meeting we will ask for motions to approve specific items. During that time, you may write “Motion to approve by (Your Name)” in the Chat section. Once the motion has been approved, we will continue on to the next item. If you have joined the meeting by calling in, you will not be able to approve a motion.

For a full overview on how to join a Zoom webinar, click [here](#).

In the event of technical difficulties, please contact Zoom Support by clicking [here](#).

## QUESTIONS

If you have any questions, please contact the credit union directly during business hours by calling/texting 281-487-9333 or via email at [info@gcefcu.org](mailto:info@gcefcu.org).

For a full list of our Frequently Asked Questions, click [here](#).