



APBA
AMERICAN POWER BOAT ASSOCIATION®



VIRTUAL

ANNUAL MEETING
2021

A Step-by-Step Guide



Disclaimers*

- If you need to voice-call into the meetings instead of using video, please email apbahq@apba.org for instructions.
- You do NOT have to download Zoom in order to participate, but it may make things easier for you if you plan to join multiple meetings.
- If there is more than one computer in the same room watching the same Zoom call, please keep one muted or there will be audible feedback.

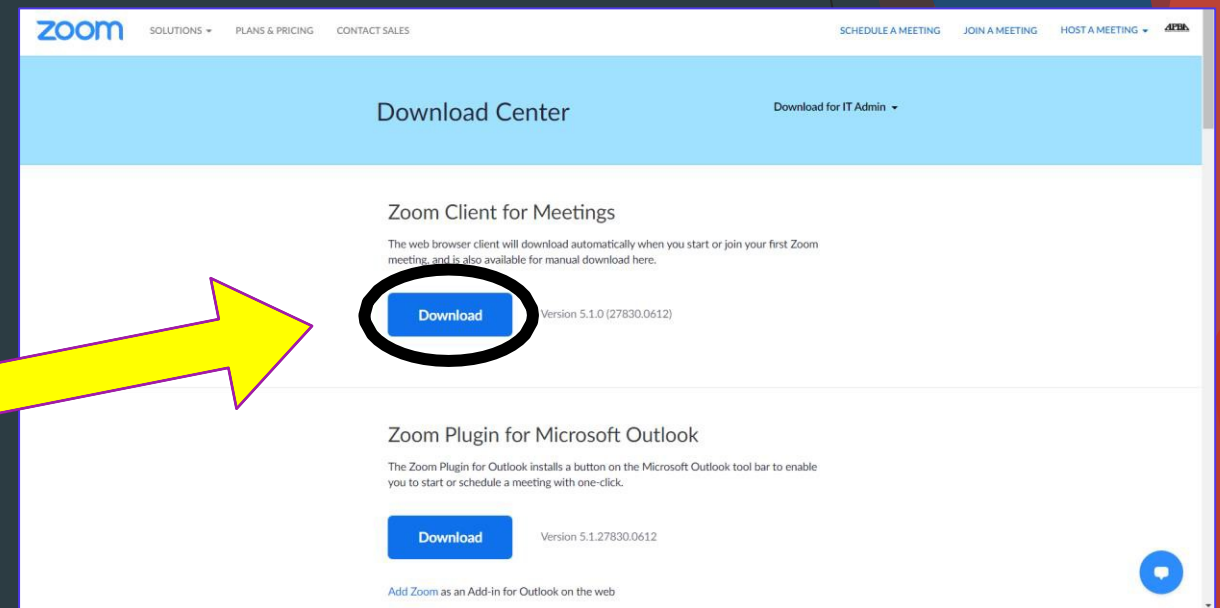
Step One: Downloading Zoom

- If you want to download Zoom ahead of time to save any grief right before a meeting.

- Go to <https://zoom.us/download>

- Click “Download” under “Zoom Client for Meetings”

- Follow the prompts in the “Zoom Installer” to download.



Step Two: The Invitation

- After you've downloaded Zoom, there's nothing left to do until it's time for the meeting.
- Be sure to check your email for the full schedule so you know when to sign on!

Step Three: Joining the Meeting

- Click the link in your email to join the APBA Virtual Annual Meeting.
- Be sure to enter the password provided. It is case sensitive!
- If the meeting has not yet started the screen will say *“Waiting for the host to start this meeting.”* Just sit tight and wait for the host to join and let you in.

Having Trouble Joining the Meeting?

- Watch this informative video on how to join a Zoom Meeting:

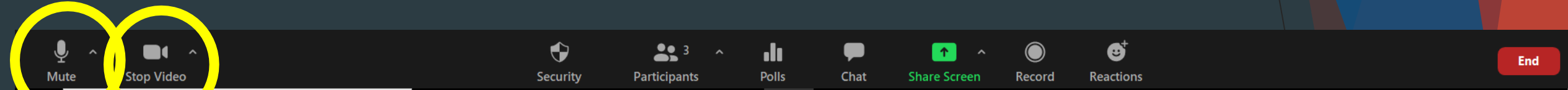
https://www.youtube.com/watch?v=hIkCmbvAHQQ&feature=emb_logo

Step Four: The Meeting

- ← Now that you're in the meeting, make sure to click "start video"
- ← Please enjoy the following photos and helpful hints/tools for the meeting.

Microphone & Video

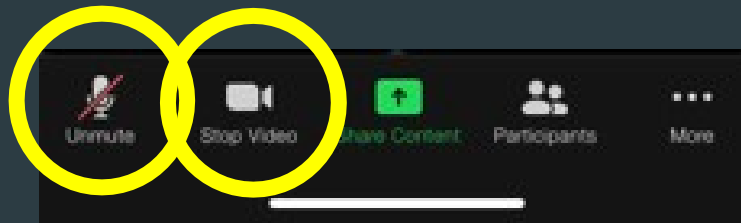
Bottom of computer screen:



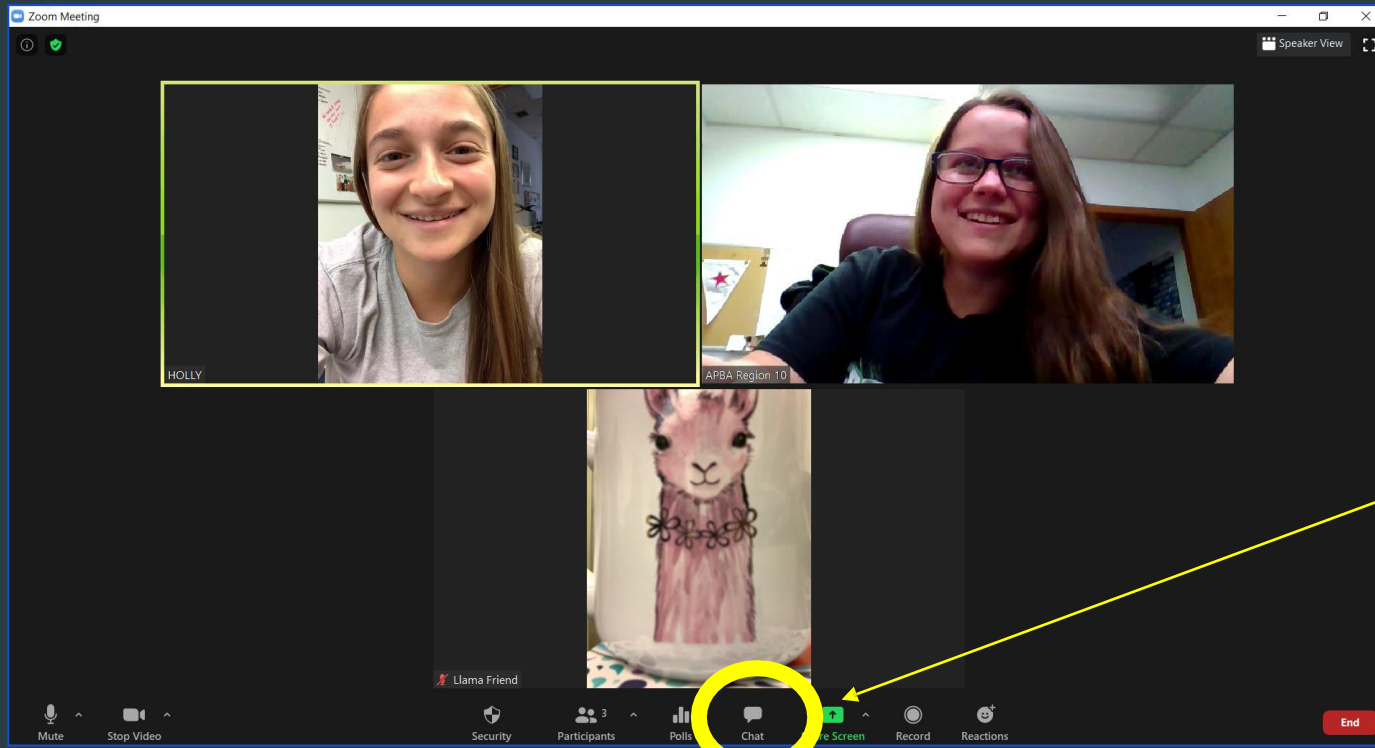
Microphone: click to mute

Video: click to stop video

Bottom of smart phone screen:



Chat: part 1



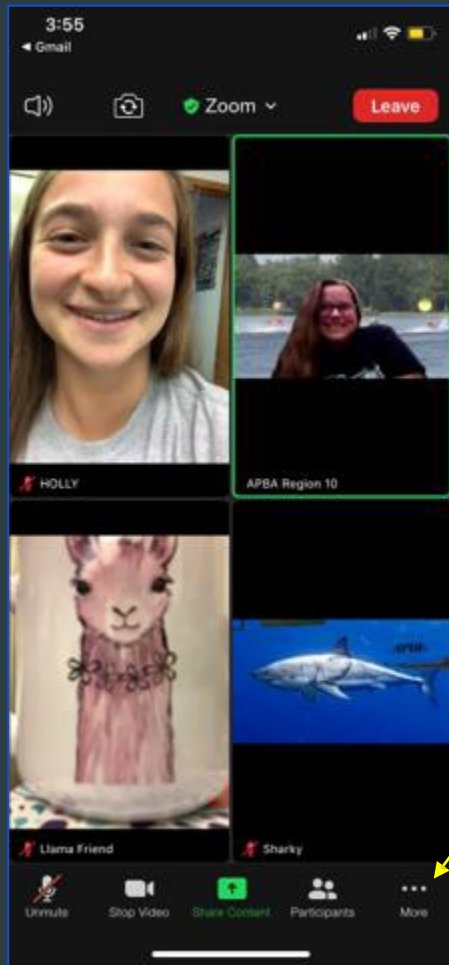
To chat with other participants, you can click on the "chat" button at the bottom of your screen.

Chat: part 2

The screenshot displays a Zoom meeting interface. On the left, there are three video thumbnails: a woman with glasses making a peace sign, a woman with long hair smiling, and a llama figurine. The main video area shows a shark swimming in blue water with the text 'APBA' in the upper right corner. On the right side, there is a 'Participants (4)' list with the following entries: 'Sharky (me)', 'APBA Region 10 (Host)', 'HOLLY', and 'Llama Friend'. Below the list are buttons for 'Invite', 'Unmute Me', and 'Raise Hand'. At the bottom right, there is a 'Chat' sidebar with a 'To:' dropdown menu set to 'Everyone', a 'File' button, and a text input field labeled 'Type message here...'. A yellow arrow points from the text box on the right to the 'Type message here...' input field.

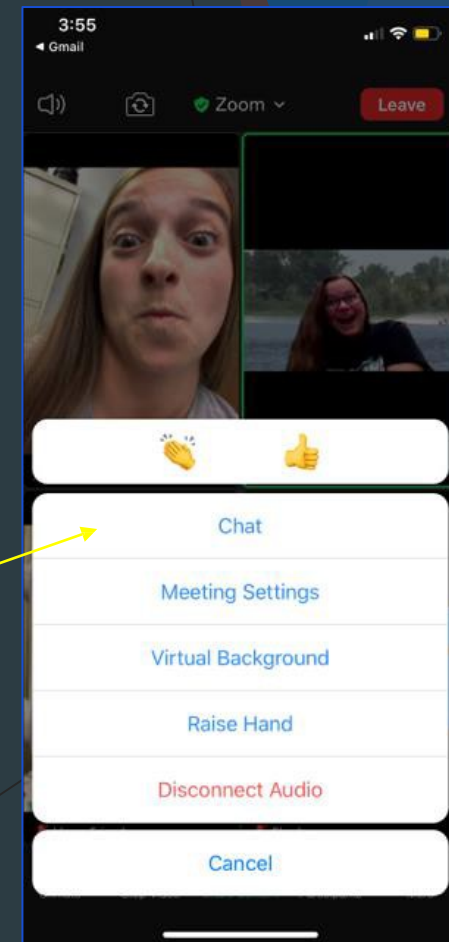
Once you've clicked "chat" a side bar will come up that allows you to type a message to the group.

Chat: part 3 -mobile

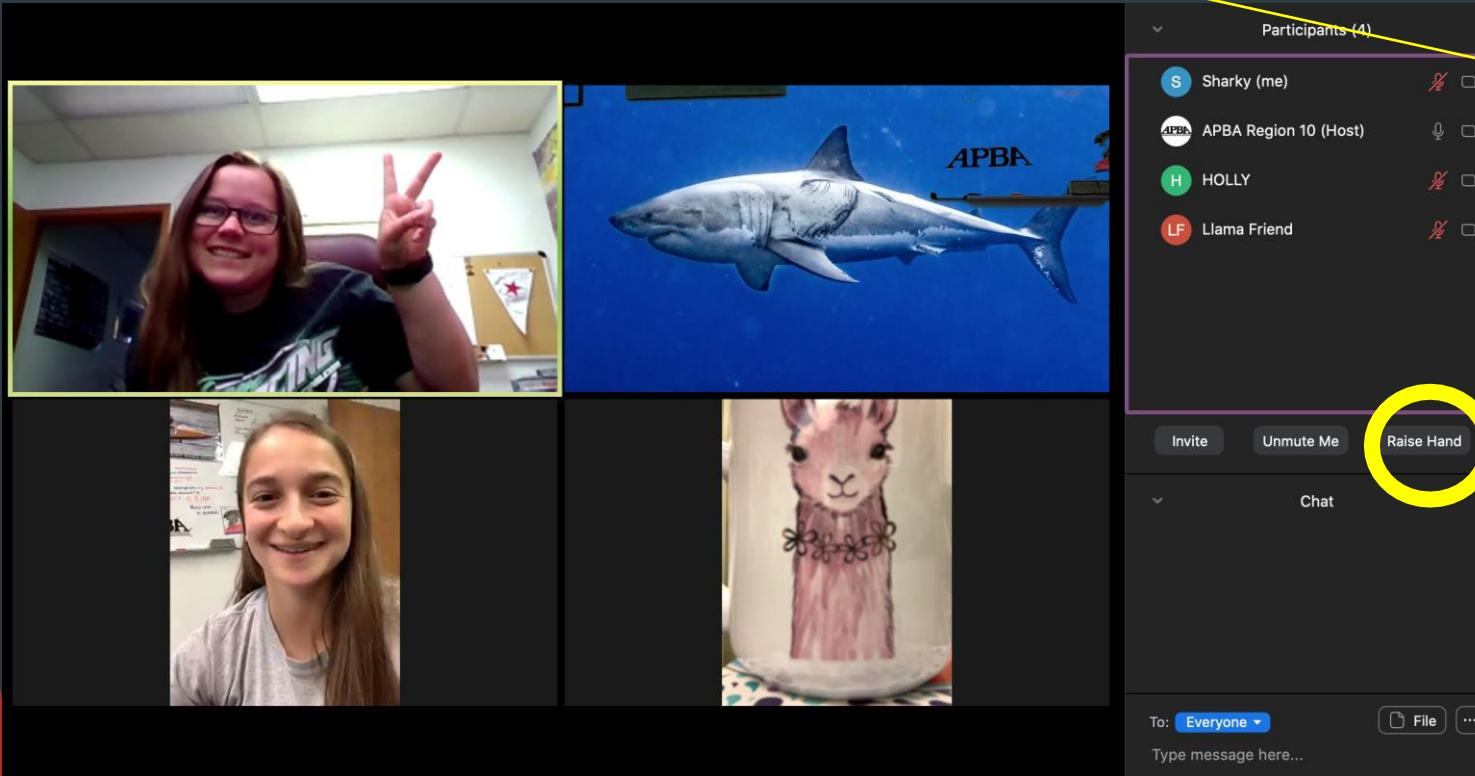
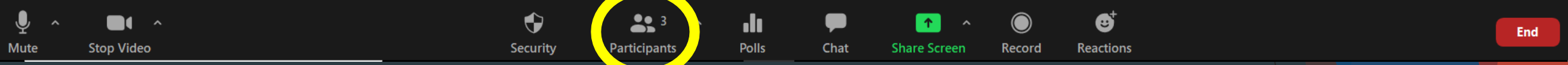


To chat with other participants, you can click on the "..." button at the bottom of your screen.

Then you can click on the "chat" button in the pop-up!



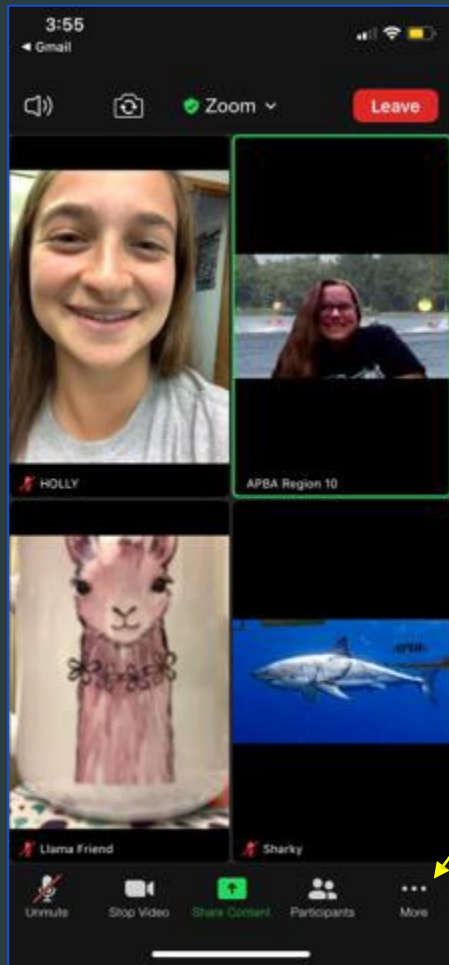
Raising Your Hand



To raise your hand, you can click on the "Participants" button at the bottom of your screen.

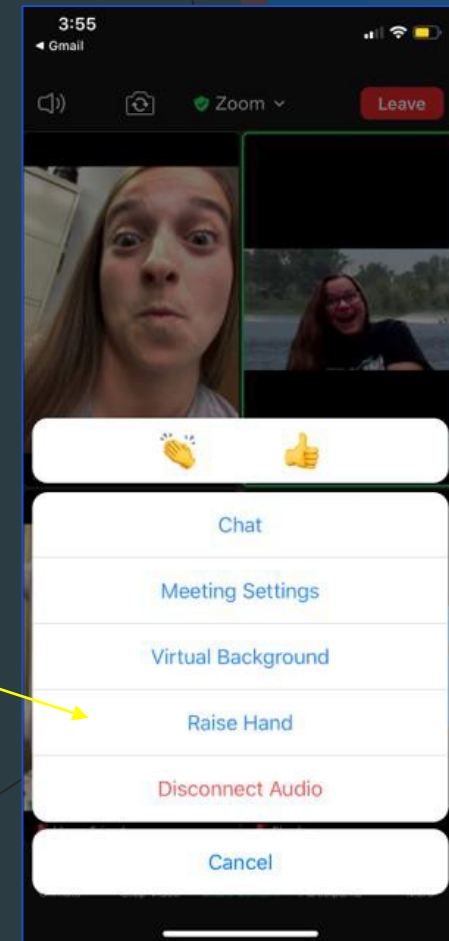
Then you can click on the "raise hand" button in the pop-up!

Raising Your Hand - mobile



To raise your hand, you can click on the "..." button at the bottom of your screen.

Then you can click on the "raise hand" button in the pop-up!



That's all, folks!

- If you have any more questions, just email bnichols@apba.org



- Special thanks to Region 10 for letting us test out their Zoom account, Katelyn Shaw, and Holly Jones.