

VIRTUAL MEETING GUIDE

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INFORMATION FOR CHAPTER MEMBERS

This guide will provide members of Columbia (SC) Alumnae with mandatory guidelines and instructions on how the sorority will conduct business via web conferencing.

Columbia SC Alumnae and CAC Technology Committee

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Preparing for a Virtual Chapter Meeting

Virtual Meeting Guidelines and Expectations

- ❖ Columbia (SC) Alumnae will use Zoom for web conferencing.
- ❖ Columbia (SC) Alumnae will not conduct the formal opening and closing or other rituals. The agenda will be followed as outlined.
- ❖ Columbia (SC) Alumnae will follow Robert's Rules of Order.
- ❖ Columbia (SC) Alumnae will create a Chapter attendance report.
- ❖ Columbia (SC) Alumnae will ensure that a quorum is present at the start of the meeting and before voting on any motions.
- ❖ Columbia (SC) Alumnae will post all financial documents in the Members Only section of columbiascdelta.com prior to the virtual meeting. Financial documents will not be displayed during the virtual meeting.
- ❖ Columbia (SC) Alumnae members must attend the meeting in a location that is private where Delta business cannot be heard by non-members.
- ❖ Columbia (SC) Alumnae members are not allowed to take screen shots or recordings of the meeting to share outside of the meeting.
- ❖ Columbia (SC) Alumnae meetings will be recorded.

Virtual Meeting Registration

Step 1 Registration – Check your Email

- a. You will receive an email to the email address you have on file with Columbia (SC) Alumnae. The email will look similar to the email below.
- b. Be sure to register with your name and email address as it appears on the chapter roster.
- c. If your information has changed, please contact the financial secretary, Andedra Edwards andedra@bellsouth.net, as soon as possible.
- d. If we are unable to verify you, you will not be allowed to join the meeting.

Columbia (SC) Alumnae Virtual Meeting Invitation 🔍 Inbox x

CAC DST Technology

to me ▼

Hello Soror,

You are invited to a Columbia (SC) Alumnae Virtual Meeting.

When: Apr 9, 2020 03:30 PM Eastern Time (US and Canada)

Register in advance for this meeting:

<https://us02web.zoom.us/join/register/tZYtce6qpjIoflhPuJF9YBMp7sphNknjxg>



Click here to register.

After registering, you will receive a confirmation email containing information about joining the meeting.

Any questions, please contact us at cacdst@gmail.com or cacdstech@columbiascdelta.com

YID,

Columbia (SC) Alumnae

Technology Committee

Step 2 Verification and Confirmation

- a. Once you are registered, a member of Technology will verify your name and address against the chapter roster.
- b. Once approved, you will receive a confirmation email similar to the one below.



Hello <Your Name>,

Thank you for registering for the Columbia (SC) Alumnae Virtual Chapter Meeting.

Upon joining the meeting, you will be placed in a waiting room until you are verified against the chapter's roster. To prevent delays, please use your name, email address or phone number registered with the chapter.

Please submit all questions to cacdstech@columbiascdelta.com

Date Time: Apr. 9, 2020 03:30 PM Easter Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android [Click Here to Join](#)

Password: 19121122

Note: This link should not be shared with others. It is unique to you.

Or iPhone one-tap

US: +13126266799,,820672892# or +19292056099,,820672892#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833

Meeting ID: 820 672 892

Password: 11111111

International numbers available: <https://us02web.zoom.us/j/kexNyUjGoC>

This meeting is for official members of the Columbia (SC) Alumnae Chapter. Please refer to your virtual meeting guide for additional instructions. Enjoy your meeting.

You can [cancel](#) your registration at any time.

Click here if you wish
to cancel your
registration at any
time.

Step 3 Joining a Meeting by Computer

- a. On the day of the meeting, refer to the confirmation email in [Step 2](#).
- b. If choose to join by computer, click the link below.

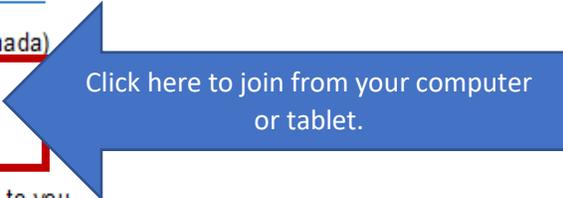


**Columbia (SC) Alumnae Chapter
Delta Sigma Theta Sorority, Inc.**
Est. 1940

Technology Committee

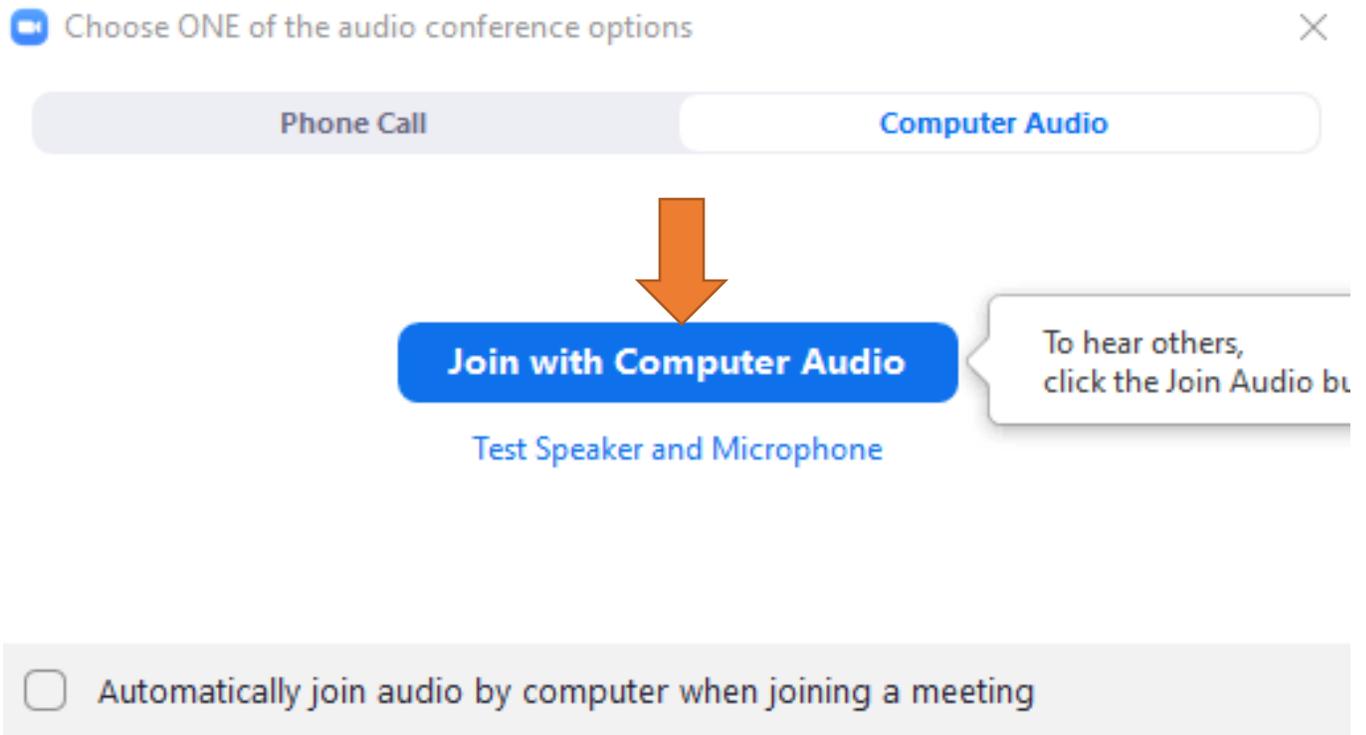
EST. 1940
Columbia (SC) Alumnae Chapter of
Delta Sigma Theta
Sorority, Inc.
SISTERHOOD SCHOLARSHIP SERVICE
FOUNDED ON
JANUARY 13, 1913

Hello <Your Name>,
Thank you for registering for the Columbia (SC) Alumnae Virtual Chapter Meeting.
Upon joining the meeting, you will be placed in a waiting room until you are verified against the chapter's roster. To prevent delays, please use your name, email address or phone number registered with the chapter.
Please submit all questions to cacdstech@columbiascdelta.com
Date Time: Apr. 9, 2020 03:30 PM Easter Time (US and Canada)
Join from PC, Mac, Linux, iOS or Android [Click Here to Join](#)
Password: 19121122
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Meeting ID: 820 672 892
Password: 11111111
International numbers available: <https://us02web.zoom.us/j/kexNyUhGoC>
This meeting is for official members of the Columbia (SC) Alumnae Chapter. Please refer to your virtual meeting guide for additional instructions. Enjoy your meeting.
You can [cancel](#) your registration at any time.

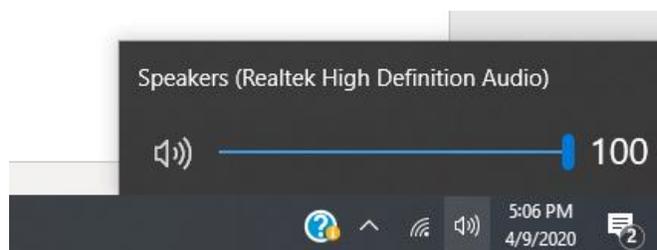


Step 3.1 Joining by Computer on Meeting Day

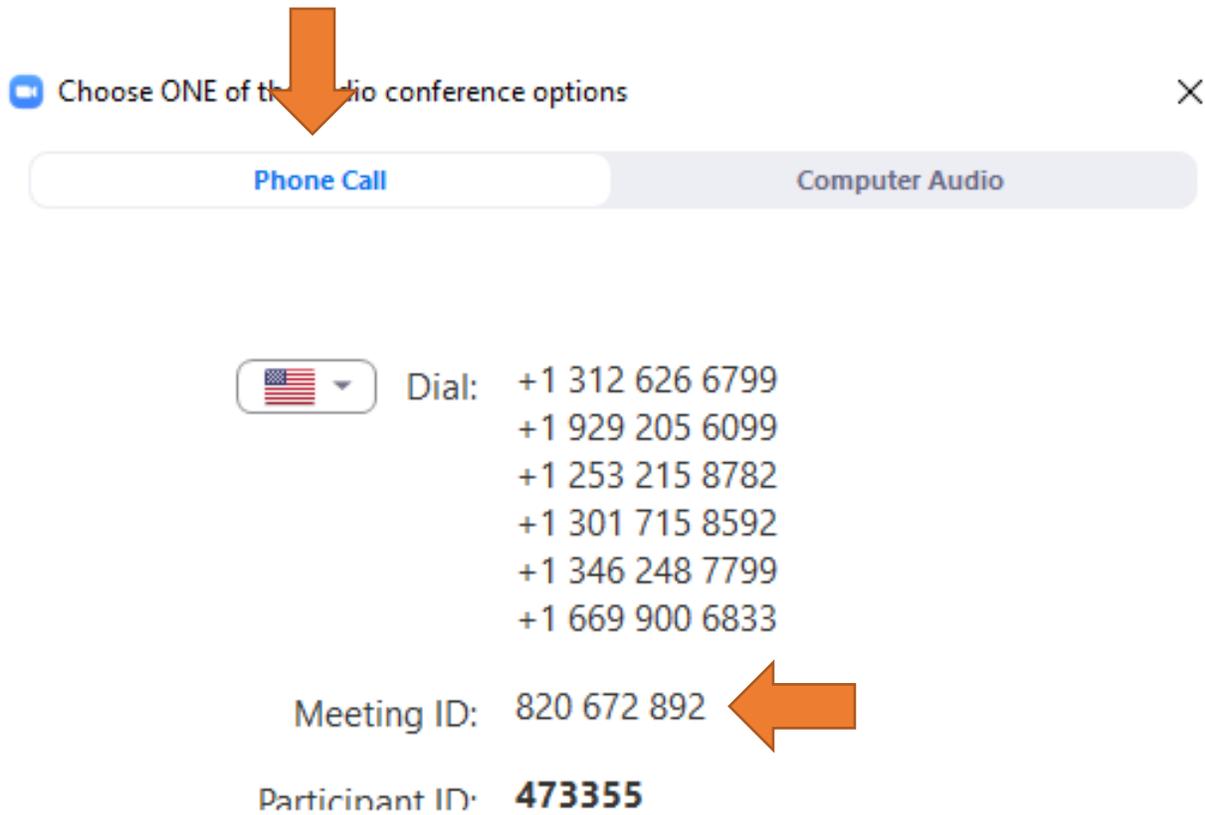
- a. When joining the meeting by computer, you will be prompted to choose an audio conference option.
- b. You can Join with Computer Audio by clicking on the button. This will allow you to hear the meeting through your computer speakers.



- Be sure that your computer audio is enabled. Check the speaker at the bottom right of your screen. It will look similar to the picture below.



- c. If you choose to join by Phone Call, click the Phone Call tab and all available phone numbers will display.
- d. You will need the Meeting ID when calling by phone.



The screenshot shows a meeting interface with a title bar that says "Choose ONE of the audio conference options" and a close button (X) on the right. Below the title bar are two tabs: "Phone Call" (which is selected and highlighted in blue) and "Computer Audio". Under the "Phone Call" tab, there is a dropdown menu with the United States flag icon. To the right of the dropdown, the word "Dial:" is followed by a list of phone numbers: +1 312 626 6799, +1 929 205 6099, +1 253 215 8782, +1 301 715 8592, +1 346 248 7799, and +1 669 900 6833. Below the list of numbers, the text "Meeting ID: 820 672 892" is displayed, with an orange arrow pointing to it from the right. Below the Meeting ID, the text "Participant ID: 473355" is displayed.

Step 4 Joining a Meeting by Phone

- a. On the day of the meeting, refer to the confirmation email in [Step 2](#).
- b. If you choose to join by phone, click the link below.



**Columbia (SC) Alumnae Chapter
Delta Sigma Theta Sorority, Inc.**
Est. 1940

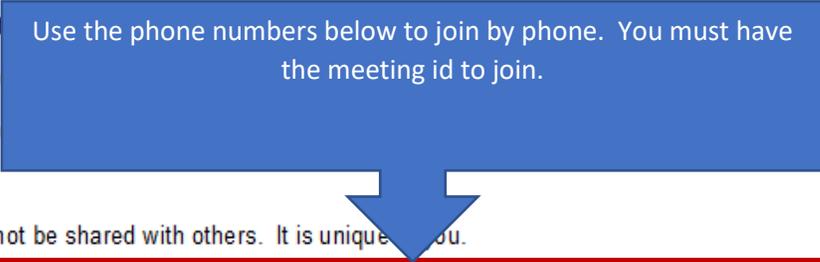
Technology Committee

FOUNDED ON
JANUARY 13, 1913

Hello <Your Name>,

Thank you for registering for the Columbia (SC) Alumnae Virtual Chapter Meeting.

Upon joining the meeting, you will be placed in a waiting room until you are verified against the chapter's roster. To prevent delays, please use your name, email address or phone number registered with the chapter.

Please submit all questions 

Date Time: Apr. 9, 2022

Join from PC, Mac, Lin

Password: 19121122

Note: This link should not be shared with others. It is unique to you.

Or iPhone one-tap
US: +13126266799,,820672892# or +19292056099,,820672892#

Or Telephone:
Dial(for higher quality, dial a number based on your current location):
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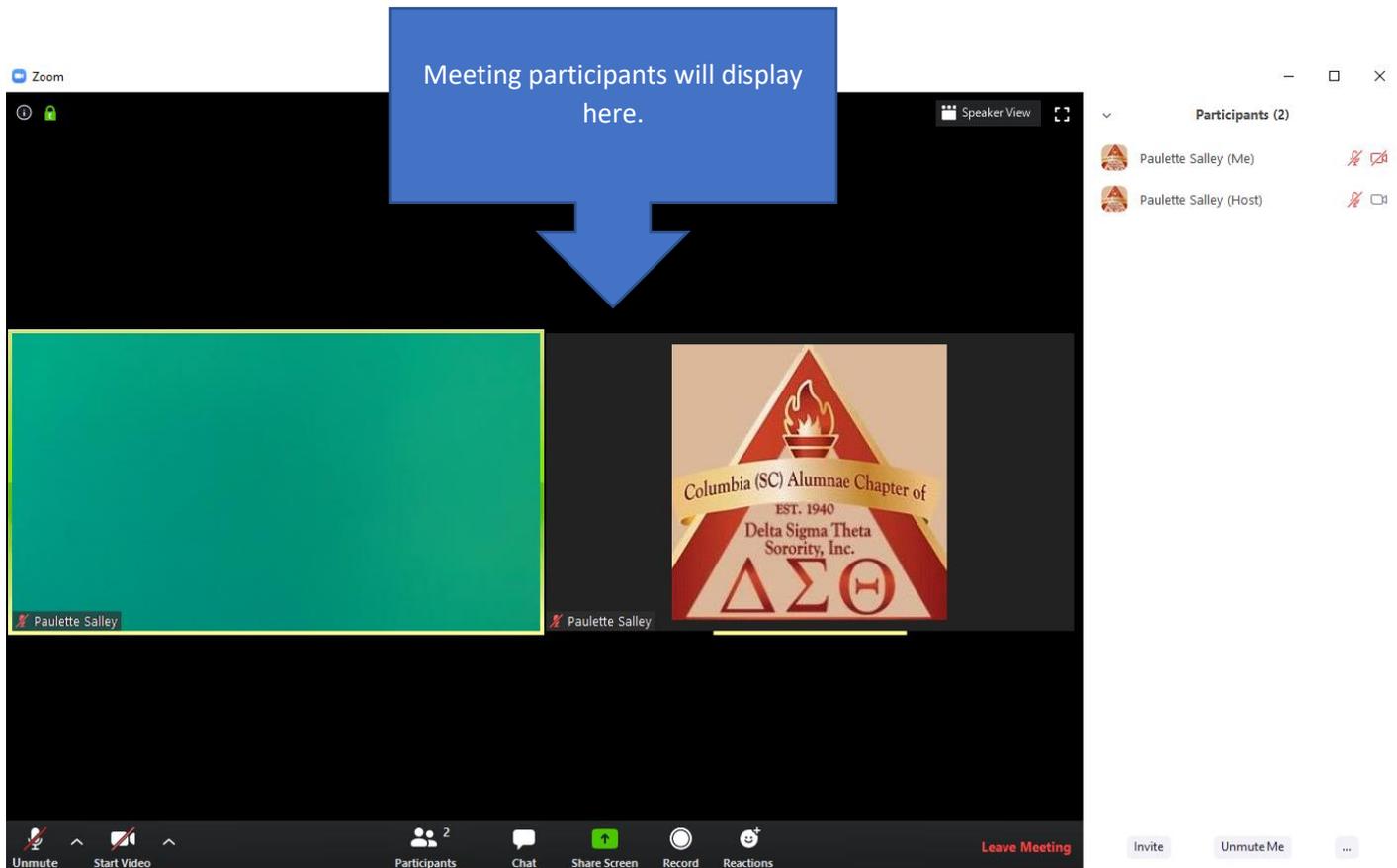
Meeting ID: 820 672 892
Password: 11111111
International numbers available: <https://us02web.zoom.us/j/kexNyUhGoC>

This meeting is for official members of the Columbia (SC) Alumnae Chapter. Please refer to your virtual meeting guide for additional instructions. Enjoy your meeting.

You can [cancel](#) your registration at any time.

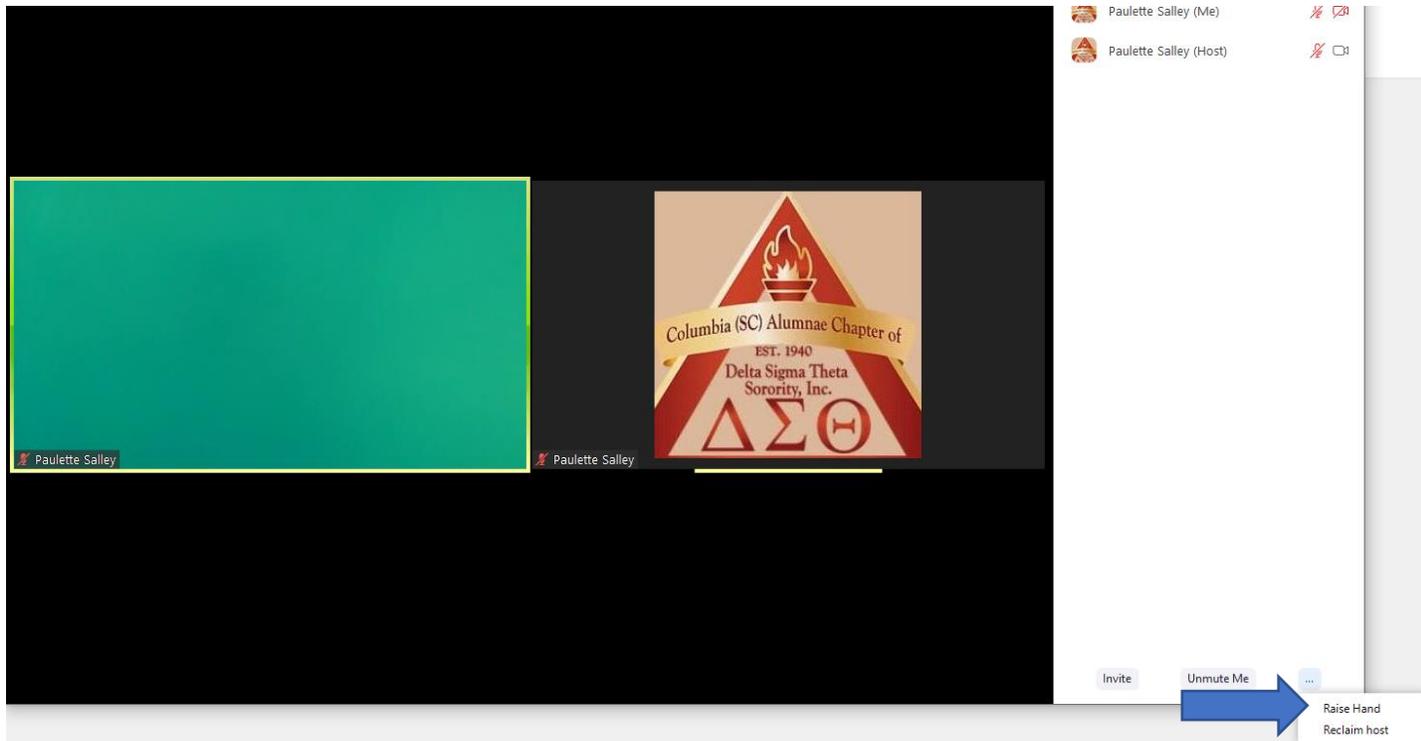
Step 5 Meeting Day

- a. It's meeting day! Here is what you should see when you join by computer or smartphone.
- b. If your video is turned on, you will see yourself, the host and any other members attending the meeting.



Step 6 How to Speak or Make a Motion

- a. On meeting day, you will be joined in on Mute.
- b. You must raise your hand to speak or to be acknowledged.
- c. Click the Raise Hand button and the Soror President or the Moderator will acknowledge you.
- d. When acknowledged, you can then unmute yourself. [See Step 7.](#)

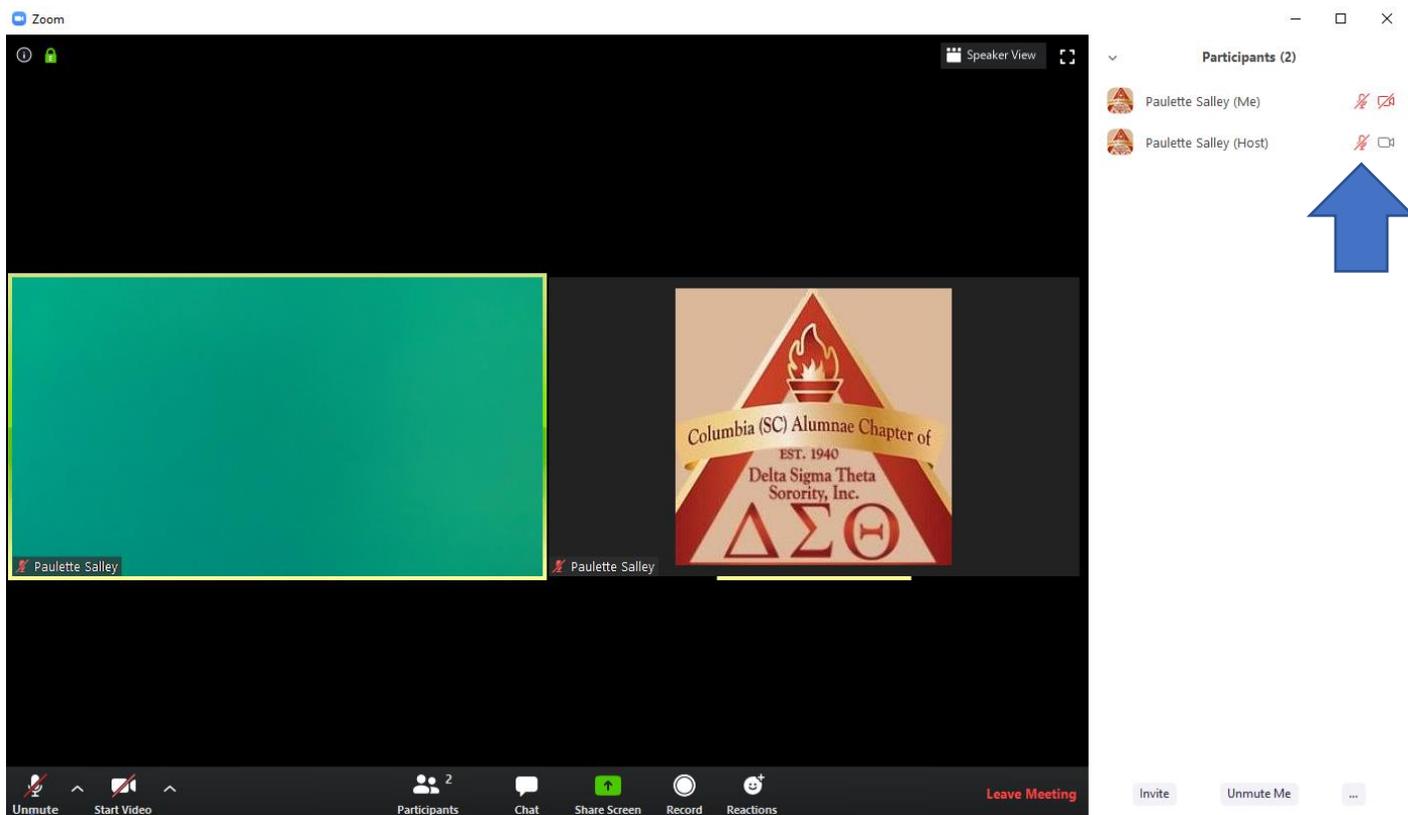


Reminders

- Robert's Rules of Order are still in effect.
- You must raise hand to speak or to be acknowledged.

Step 7 How to Unmute to Speak

- a. On meeting day, you will be joined in on Mute.
- b. To speak when acknowledged, unmute yourself by clicking on the controls below.



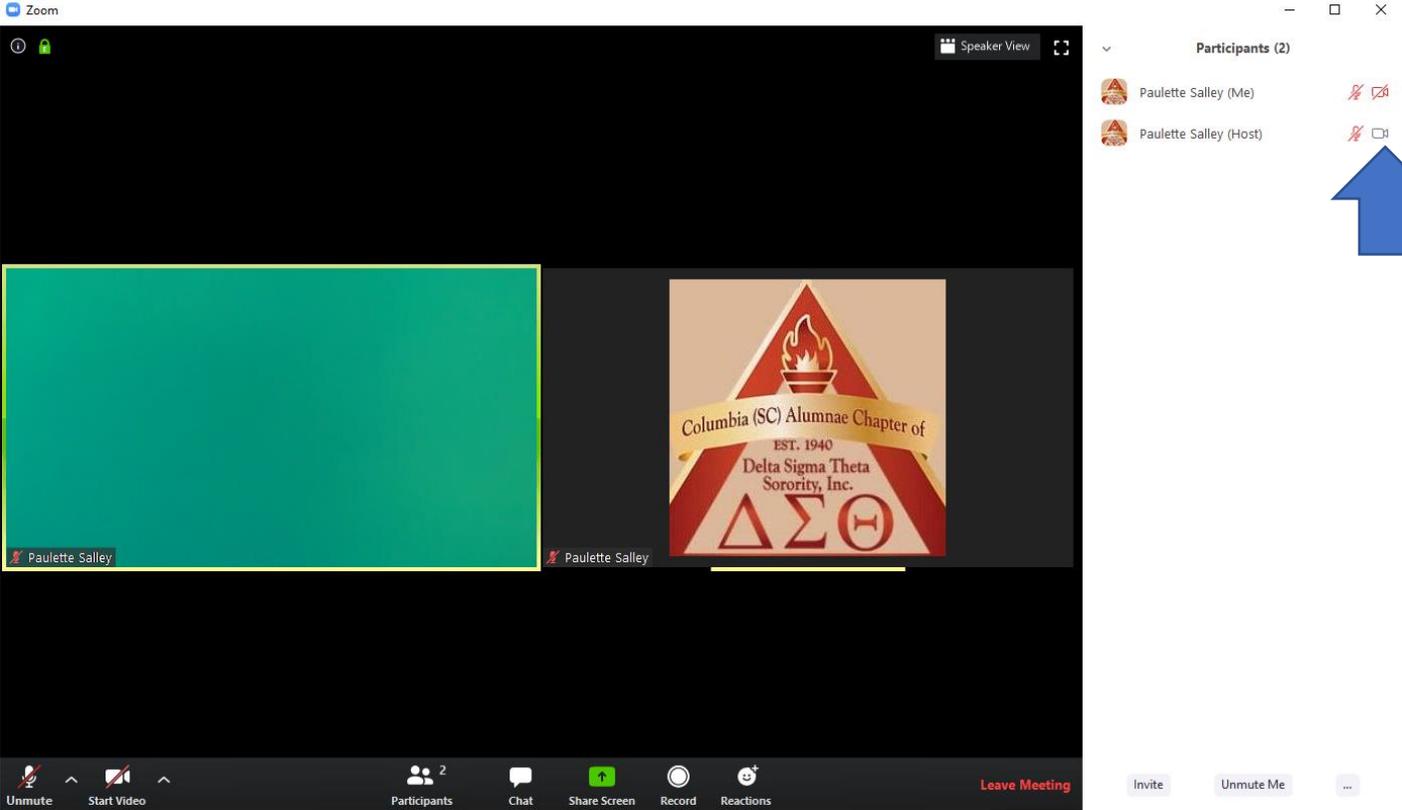
Click here to unmute yourself.

Reminders

- Robert's Rules of Order are still in effect.
- Do not unmute or speak until you are acknowledged by Soror President or the Moderator.

Step 8 Display your Video

- a. On meeting day, you can join by video.
- b. To speak during the meeting, unmute yourself by clicking on the controls below.



The screenshot shows a Zoom meeting window. The main area displays a green video feed on the left and a logo for the Columbia (SC) Alumnae Chapter of Delta Sigma Theta Sorority, Inc. on the right. The logo includes the text "EST. 1940" and the Greek letters ΔΣΘ. The bottom toolbar contains icons for Unmute, Start Video, Participants, Chat, Share Screen, Record, and Reactions. A red "Leave Meeting" button is on the right. A participants list on the right side shows "Paulette Salley (Me)" and "Paulette Salley (Host)".

Two blue arrows point to specific controls:

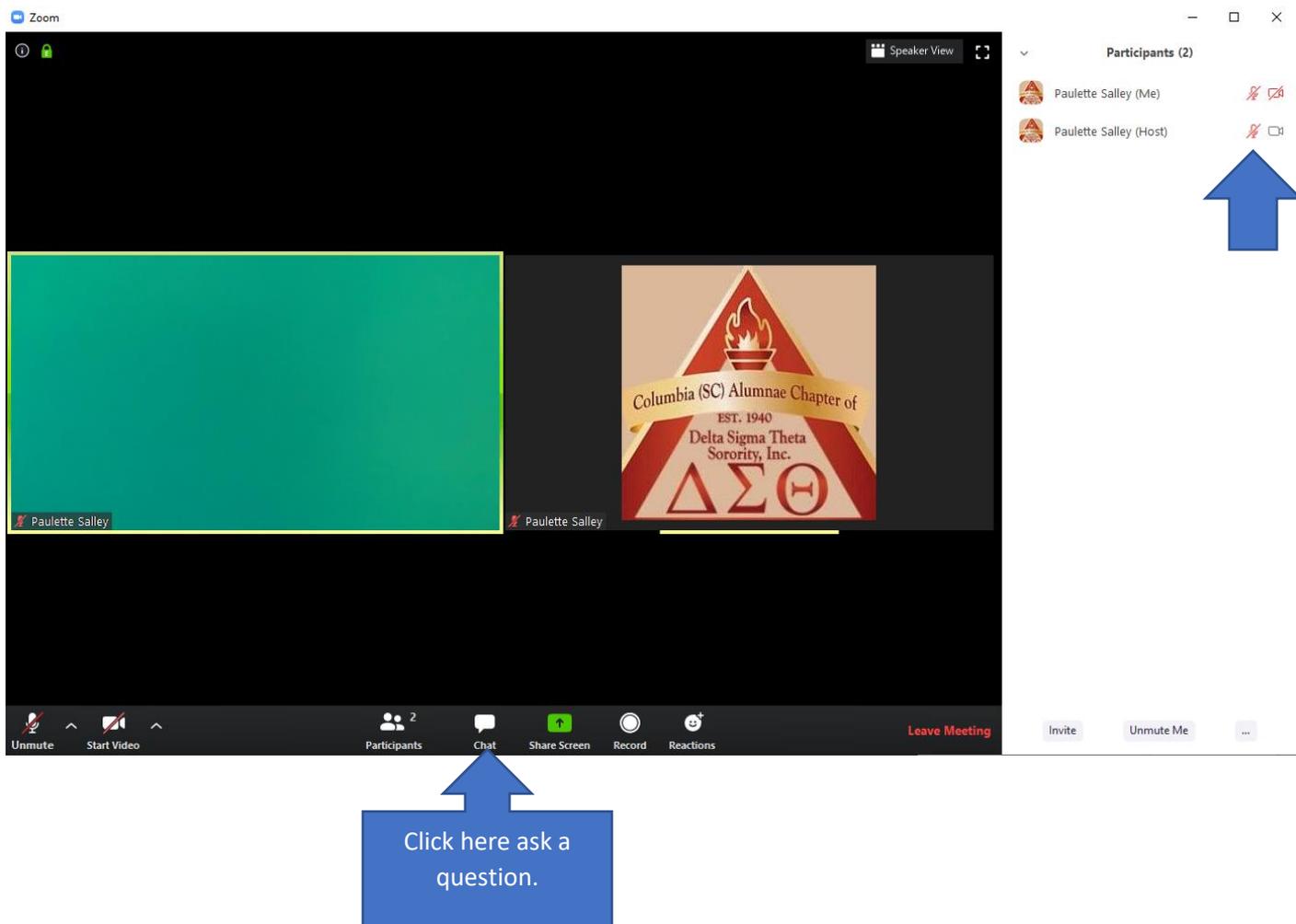
- A blue arrow points to the "Start Video" button in the bottom toolbar, with a blue box below it containing the text: "Click here start your video."
- A blue arrow points to the video icon in the participants list on the right side.

Reminders

- Robert's Rules of Order are still in effect.
- Do not unmute or speak until you are acknowledged

Step 9 How to Ask Questions During the Meeting

- a. On meeting day, you will be joined in on Mute.
- b. To ask a question during the meeting, click on the Chat button below.



Reminders

- Robert's Rules of Order are still in effect.
- Do not unmute or speak until you are acknowledged by Soror President or the Moderator.

Step 10 How to Vote on a Motion

- a. All motions will be voted on by way of a meeting poll.
- b. Click your answer when the poll appears.

Note: Members joining by phone may not be able to fully participate in meeting polls or other Zoom features if in audio mode and not logged in via a computer or Zoom App.

The screenshot shows a Zoom poll window with the following details:

- Window title: Polls
- Header: Dinners Options for a First D... in Progress 0:08
- Status: Attendees are now viewing questions 0 of 0 (0%) voted
- Question: 1. What restaurants do you recommend on a first date? Keep in mind, the man is 21 and the female is 25.
- Options and Results:

Option	Count	Percentage
Ruth's Chris	0	0%
McDonald's(This will be the first and last date)	0	0%
Blue Fin	0	0%
Momma's House(Oxtails and Rice, Yum)	0	0%
- Buttons: End Polling

Reminders

- Robert's Rules of Order are still in effect.
- Do not unmute or speak until you are acknowledged by Soror President or the Moderator.
- All results will be displayed on the screen at the end of each poll.

Technical Assistance

Your Technology Committee is always willing to provide technical assistance. Our contact information is listed below.

Soror Carla Brown	803-315-8715
Soror Angelia Temoney	803-319-8093
Soror Andedra Edwards	843-245-8626
Soror Gloria G. Boyd	803-237-4142
Soror Veda Jeffcoat	803-920-8980
Soror Latrece Hart	803-331-2461
Soror Tammy Dreher-Wells	803-606-0162
Soror Tracy Miller	843-409-1981
Soror Madeline Peete	803-260-1616
Soror Paulette Salley	803-920-3585

Email: cacdsttech@columbiascdelta.com