

## Tech Specs and Instructions for Voting Members of the ELCA South Carolina Synod Assembly

This instruction sheet is provided to help members navigate the assembly taking place on a virtual platform. Information such as understanding how to log in to the virtual platform, how to join the speaking queue and what to do if you are having technical problems are included. We advise reading this instruction sheet prior to attendance at the assembly and to also join the **Live Orientation Session on Friday, June 25 from 6:30pm-7:30pm ET.**

### Requirements

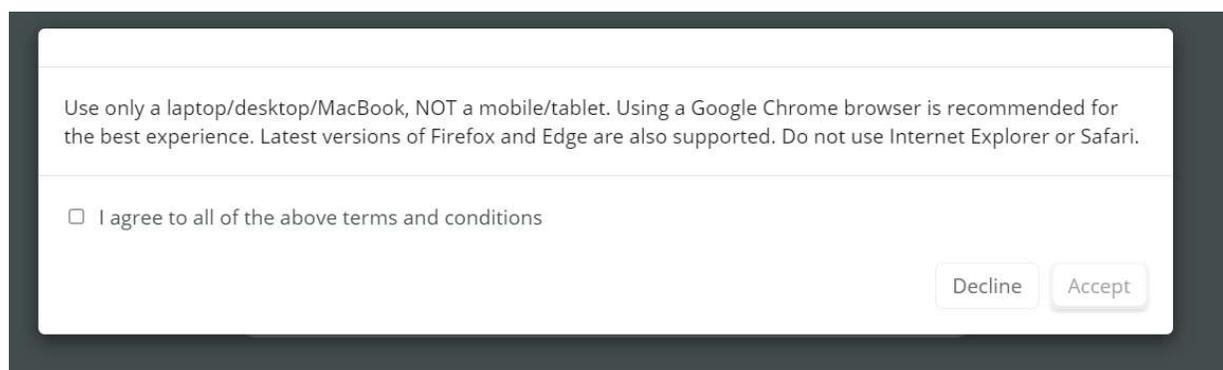
- You must join the virtual meeting on a **laptop** or **desktop** computer.
- Mobile devices, such as iPhones, Androids, or any mobile phones, are not supported.
- Tablets and iPads are not supported.
- It is recommended to use **Chrome**. New Edge (Chromium) and Firefox are also supported browsers. Do not use 'Legacy' Edge, Internet Explorer or Safari.

### Step #1: Click Virtual Meeting Link

- Please click on <https://web.lumiagm.com/246963150> to access the virtual meeting.

### Step #2: Acknowledge the Information regarding browsers

- Please tick the check box that you have read the statement and then click "accept" to move to the next screen.

A screenshot of a browser warning dialog box. The text inside reads: "Use only a laptop/desktop/MacBook, NOT a mobile/tablet. Using a Google Chrome browser is recommended for the best experience. Latest versions of Firefox and Edge are also supported. Do not use Internet Explorer or Safari." Below the text is a checkbox with the label "I agree to all of the above terms and conditions". At the bottom right of the dialog are two buttons: "Decline" and "Accept".

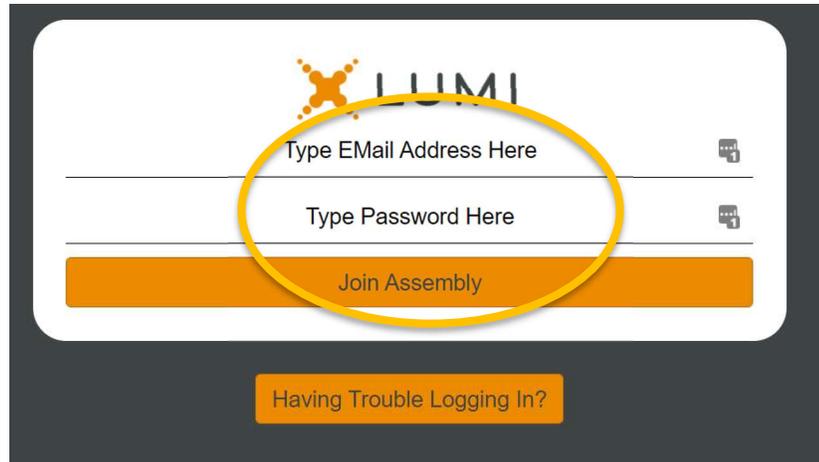
Use only a laptop/desktop/MacBook, NOT a mobile/tablet. Using a Google Chrome browser is recommended for the best experience. Latest versions of Firefox and Edge are also supported. Do not use Internet Explorer or Safari.

I agree to all of the above terms and conditions

Decline Accept

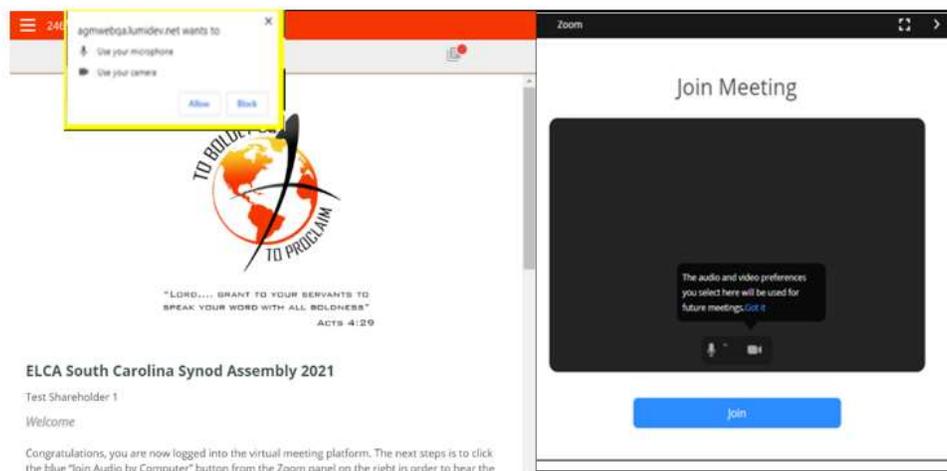
### Step 3: Log-in to virtual Platform

- Voting Members: click on the username/password and log-in with the following details:
  - Username = **your email address used to register for the assembly**
  - Password = **scsynod2021 (all lower case)**

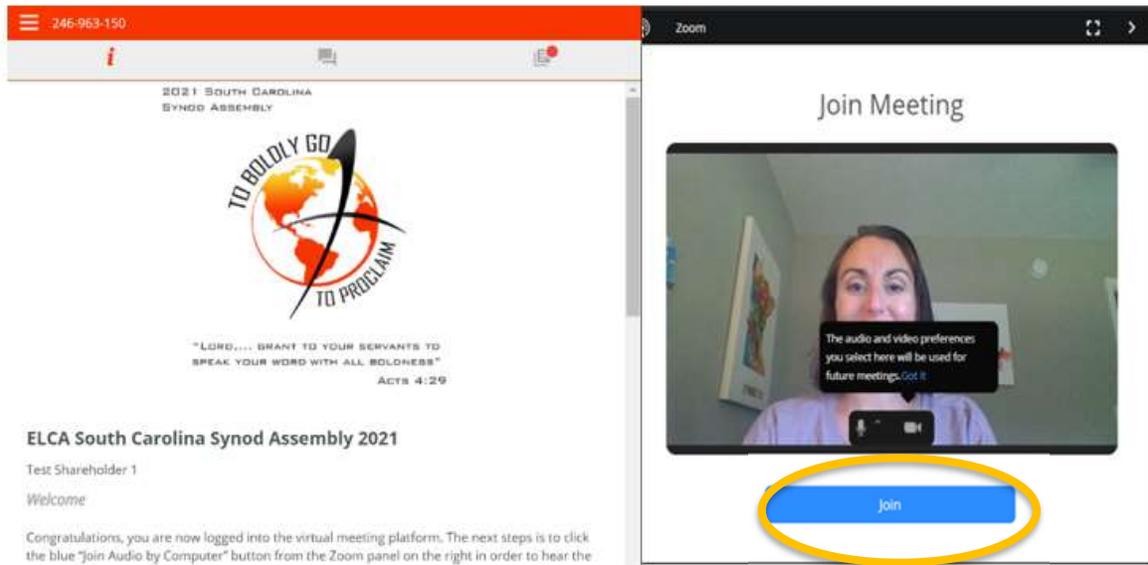


### Step #4: Give Permission & Connect to Zoom Audio

- After logging into the virtual meeting platform, you must give Zoom permission to use your camera and microphone inside of the Lumi virtual meeting platform.
- **CLICK ALLOW** from the white pop up box in the upper left hand corner of your screen.
- You will only see this white pop up box the first time you log in. Your web browser will remember these settings the next time you log in to the virtual meeting platform



- After you have given your browser permission to use your camera and microphone, you will see a preview in the Zoom panel on the right – **CLICK BLUE JOIN BUTTON**.



- You will see a black screen in the Zoom panel on the right for a few seconds while it connects to the Zoom Meeting.
- You will then be able to see and hear the proceedings of the assembly in the Zoom panel on the right side of your screen.

### Meeting Page Layout

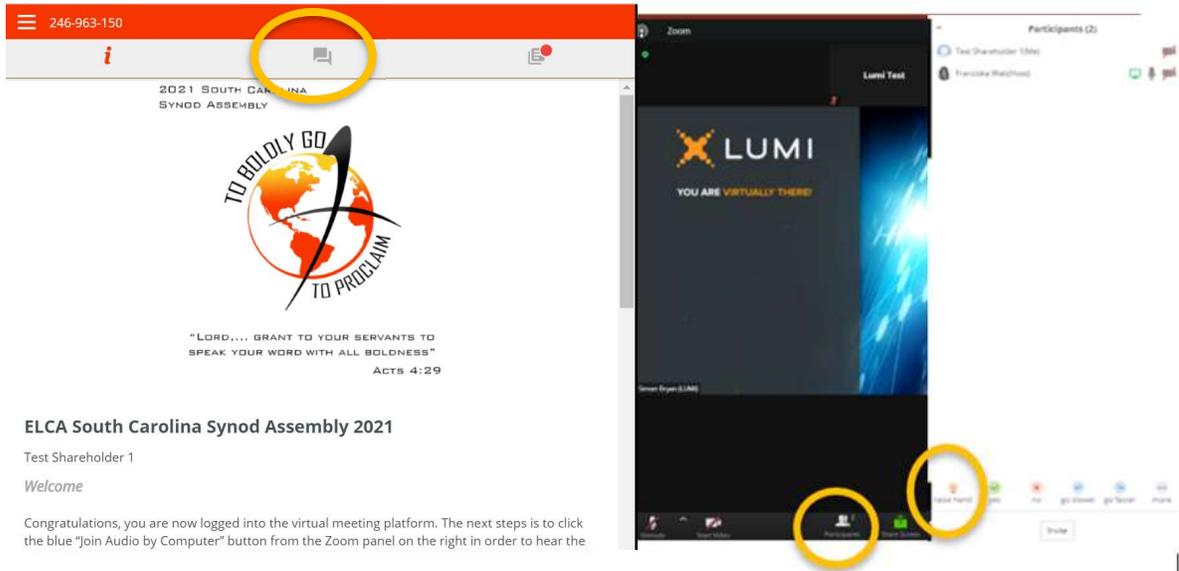
Once you have logged in to the meeting and connected your computer audio to Zoom, you are ready for the assembly. You will see the Info Page on the left side of your screen and the Zoom window on the right side of your screen. This is what you will use each side for:

*If you do not see the Zoom panel on the right side of your screen, it is possible it is minimized along the bottom of your screen or the right hand side of your screen. Look for a black bar along the bottom of the screen or the right side of the screen that says "Zoom" or has a white circle icon. You can click on the black Zoom bar from the bottom or right side of your screen to un-hide the Zoom panel. Press the CTRL and minus (-) button at the same time to zoom out your screen resolution – this will make the text on your screen a bit smaller, but will also allow the Lumi and Zoom panels to be side by side.*

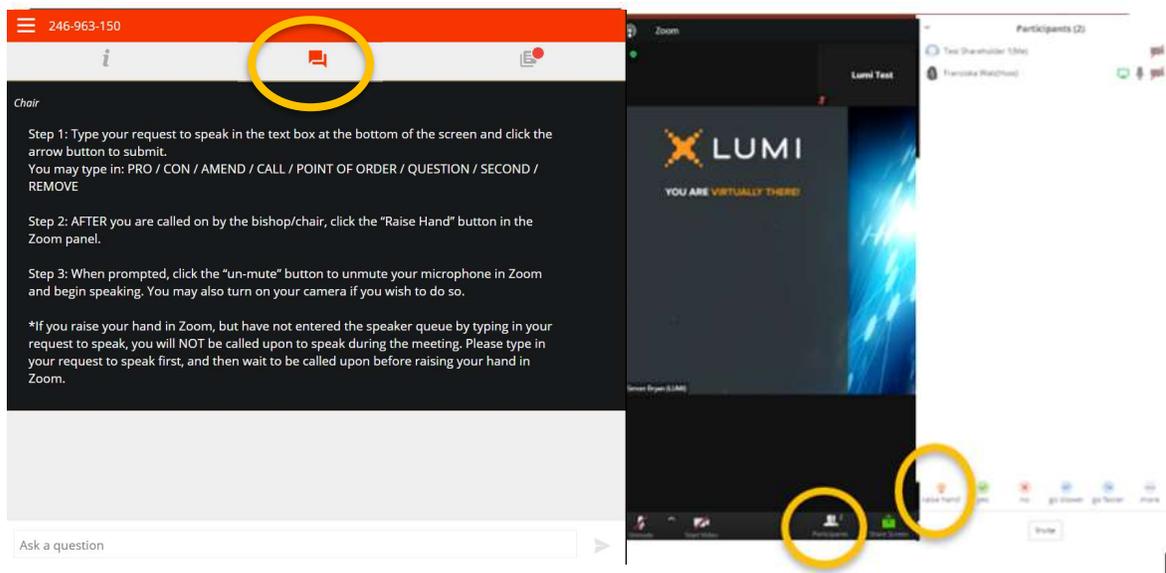
Info Page / Speaker Queue / Documents (left side of screen)	Zoom window (right side of screen)
Use for: <ul style="list-style-type: none"> <li>• Viewing Information</li> <li>• Entering the speaking queue</li> <li>• Voting on motions</li> <li>• Voting on elections</li> <li>• Viewing Documents</li> </ul>	Use for: <ul style="list-style-type: none"> <li>• Viewing / listening to meeting proceedings</li> <li>• Raising your hand to speak after being called on by the Bishop/Speaker</li> <li>• Enabling audio to participate in the discussion, after being called on by the Bishop/Speaker</li> </ul>

### Speaking during the meeting

- Once the Bishop/Speaker opens the Speaking Queue, you can click the speaker queue icon in the upper left menu bar. It looks like a double speech bubble.



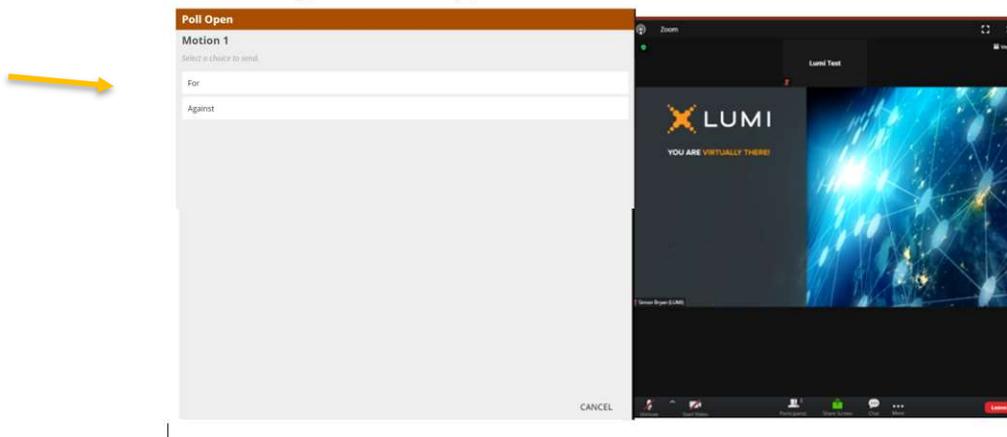
- Type in your intent to speak in the text box at the bottom of the screen and hit the arrow 'send' icon to send your message into the queue.
- The Bishop/Speaker will announce the order of attendees to speak. When you are called upon to speak, then raise your hand in Zoom Platform on the right side of the screen. To do this:
  - Click on the "Participants" from the bottom center menu, then click on "Raise Hand" from the Participants window.



- Once the production staff have enabled your microphone, you will receive a pop-up message prompting you to unmute your microphone and turn on your camera if you wish to be seen by the other members.
- Unmute your microphone, turn on your camera, introduce yourself, then you may begin speaking.
- Once your turn to speak is over, the production team will mute your microphone and turn off your camera.

### How do I vote on a Motion?

- When a motion / resolution is put before the meeting, the voting will automatically pop up within the virtual platform on the left.
- Simply click on your selection to cast your vote. You will see a confirmation of your vote on the screen.
- To change your vote, simply click on another selection. You may change your vote at any time while the voting period is open.  
Once the voting period has closed, your last vote will be submitted.



### How do I vote in an Election?

When an election is put before the assembly, the ballot will automatically pop up within the virtual platform on the left.

- To cast your vote for **one person** for an Office:  
Simply click on their name and it will be highlighted. You will see confirmation text of your vote on screen. No send button needed.
- To cast your vote for more than one person for an Office:  
Click all of your selections, they will be highlighted on your screen, then press the **SEND** button to cast your vote.
- To change your vote, simply click the CANCEL button and make your new selections, then press SEND again.

Once the voting period has closed, your last submitted ballot will be accepted.

## Best Practice Tips

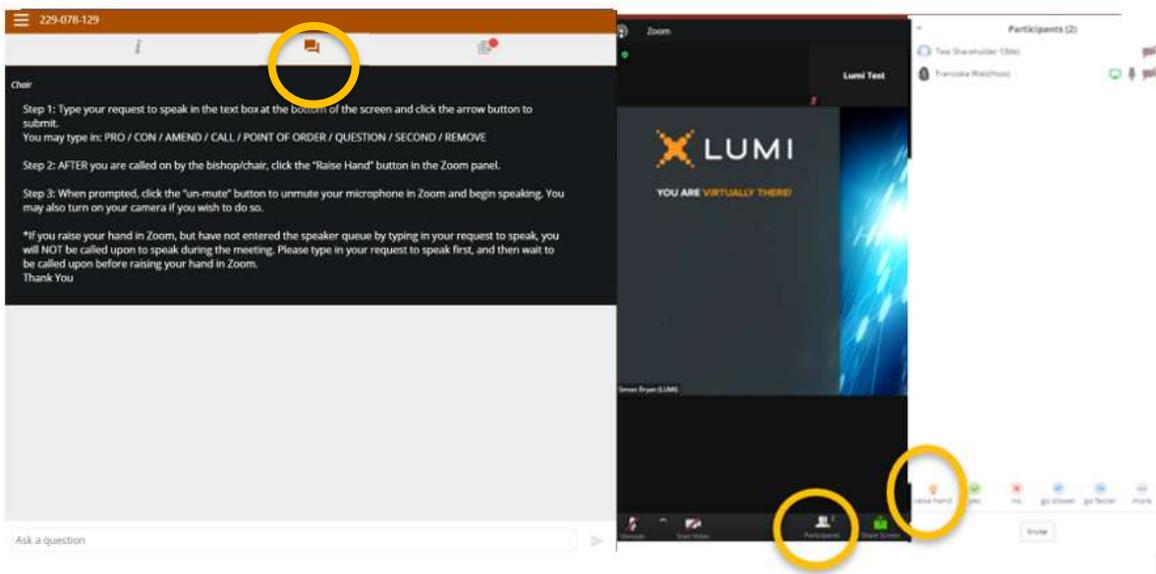
The following are tips to prepare for the best meeting experience:

- You must join the meeting on a **desktop** or laptop **computer**, do not join on a mobile device.
- We do recommend to use **Chrome** web browser for the best experience. Microsoft Edge and Firefox are also supported browsers. Do not use Internet Explorer or Safari.
- If possible, connect to the Internet via an Ethernet cable. If using WiFi, ensure that you are close to your wireless router and that your connection is stable.
- Headsets are helpful for hearing audio more clearly.

## Getting Connected

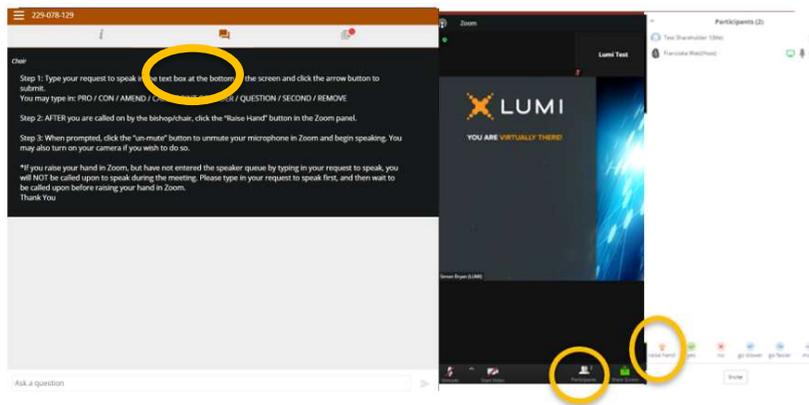
The following are tips for getting connected to the meeting:

- ❑ Log into the platform during the Test Your Tech Session to test your log in credentials and audio connection.
- ❑ Check your internet connectivity
- ❑ Check your headset for speaker and microphone
- ❑ Log into the Lumi platform 15 minutes before the meeting start time.
- ❑ Familiarize yourself with Zoom:
  - Join Audio: if you do not receive a blue pop up message that says “Join Computer Audio” you can click on the “Join Audio” button in the lower left hand corner of the Zoom window to connect to Computer Audio. (You must connect your computer audio to hear the meeting proceedings.
  - Raise your hand:
    - Click on the “Participants” from the bottom center menu, then click on “Raise Hand” from the Participants window.



## FAQs

- **What is my username / password to log into the Lumi platform?**  
Your username will be: email address you used to register for the assembly  
The password is: scsynod2021 **(all lower case)**
- **Which browsers are supported?**  
It is recommended to use Chrome.  
New Edge (Chromium), and Firefox are also supported.  
Do not use 'Legacy' Edge, Internet Explorer, or Safari.
- **Does the platform allow for voting members to group chat with each other and other voting members during the meeting?**  
Voting Members are responsible for determining a preferred method of communications outside of the provided Lumi platform and Zoom platform. Some options include use of free group chat platforms like Slack, group text or email chains, conference lines, or apps like GroupMe.
- **How do I speak?**  
First, click on the speaker queue (double speech bubble) icon from the top center menu bar.
  1. Then, type in the text box at the bottom of the screen what you would like to speak on and click the arrow button to send your intent.
  2. Wait for the Bishop/Speaker to call your name.
  3. When called upon, Raise your hand in Zoom. Then un-mute your microphone when prompted to do so and begin speaking.



- **What if two of us are watching together at home?**  
If there are 2 individuals who will be watching the meeting together at home, it is recommended that one person log into the Lumi platform via a laptop. They will connect the Computer Audio to the Zoom meeting for both parties to hear and see the meeting. They will cast their votes on the laptop. The second person will simply log into the Lumi platform on a mobile device or tablet for voting only. (The zoom side of the platform will not work on mobile/tablet, you cannot speak from your mobile/tablet, but you are able to vote).



### Test Your Tech Practice Sessions

- There will be a designated time for all members to practice logging into the virtual platform before the assembly. We encourage all delegates to also log into the virtual platform and participate in the Live Orientation Session. We will practice entering the speaking queue as well as voting.

**Live Orientation Session on Friday, June 25 from 6:30pm-7:30pm ET**

### Troubleshooting

- Members with technical issues may contact the ELCA helpdesk staff at **(803) 765-0590** for technical assistance. Please note that unless there is a widespread outage in one area, proceedings will continue.