How To Participate in WSSDA's General Assembly
September 30 – October 1, 2022

Requirements for Attending Virtually at Home

- You must join on a laptop or desktop computer. (Mobile phones & Pads are not supported)
- It is recommended to use Chrome internet browser. New Edge (Chromium) and Firefox are also supported browsers. Do not use 'Legacy' Edge, Internet Explorer or Safari.

Step #1: Click the Blue Button at wssda.org/GA

At the top of wssda.org/GA, CLICK THE BUTTON saying "**Enter the General Assembly**". Read the Supported Devices and Browsers text, tick the box, and click CONTINUE.

Step #2: Log in to the Virtual Meeting platform

Select if you are a Voting Delegate with voting and speaking rights or an Audience Member watching only, and press CONTINUE.

Voting Delegate:
- Enter your board's ID and unique password as given to you by WSSDA, then click "Login"

Audience Member:
- Enter your name and email address, then click "Login"

Step #3: Connect to Zoom

- CLICK ALLOW from the pop-up box in the upper left-hand corner of your screen.
- Click the blue JOIN button to connect your audio to the Zoom meeting.
- You will then be able to see and hear the meeting in the Zoom panel on the right.

How to Speak

- Step 1: Join the Speaker Queue:
  - Click the Messaging icon in the top menu bar.
  - Type in your intent to speak in the text box and hit the arrow button to submit.
- Step 2: When you are called upon to speak, please raise your hand in Zoom Platform.
  To do this, click on the "Participants" icon – then click on "Raise Hand" button.
  If you do not see a "Participants" icon, you may need to click the "More" icon, then "Participants".
- Step 3: Once the production staff has enabled your microphone, click on the blue UNMUTE button, then announce yourself and begin speaking. (You may turn your camera on)

How to Vote

- When a vote is opened, it will automatically appear on the left side of the screen.
- To cast your vote, simply click on your choice and it will be highlighted.
- You will see confirmation text of your vote on screen as well.
- To change your vote, simply click a new selection and you will see confirmation.

How to Pass Credentials

If you would like to pass the credential to another member of your school board, the delegate should simply log out and let their colleague know they can then log in using the district's delegate credentials. Any school board member from the board can act as a voting delegate but only one delegate per district can be logged in at a time.

Test Your Tech

Enter General Assembly early on Friday, September 30th from 8:30 a.m.

Troubleshooting

For questions and/or technical support, please email your name and phone number to assembly@wssda.org.

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