

## **Instructions for setting up a Zoom Account:**

In order to facilitate the AGM all delegates will be required to download the Zoom app to their preferred device and set up a Zoom account.

1. Installing the Zoom App on your device please copy and paste the relevant weblink below:

For Windows Laptops/Computers: <https://zoom.us/client/latest/ZoomInstaller.exe>

For Iphones/Ipads: <https://itunes.apple.com/us/app/id546505307>

For Android Mobiles: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

2. If the system asks to install from a trusted site then please select yes.

3. Once installed the zoom app will automatically open, please select 'Sign In' DO NOT 'JOIN'

4. When you see the next pop out screen, please log in with your details if you have them already or click 'Sign Up for Free'

5. You will be taken to the zoom.us sign up page. Please insert your age (this wont be saved)

6. Then insert the email that you used to register with Eventbrite

7. Go to your emails and select 'Activate your account'

8. This will take you back to Zoom.us and it will ask you create your password, enter it into the 2 boxes and ENTER

9. One the next page select 'Skip '

10. This will take you to your account - then Sign Out by hovering over the top right person icon and left clicking the mouse and select 'Sign Out'. Your Zoom account is now set up.

11. You will receive an email from Eventbrite just before the AGM is due to start. You can then select 'Join the Event'

12. You will be taken to the Eventbrite Event page where you will click on Join Zoom meeting. If the email address matches you will be entered into the Zoom waiting room and then you will be admitted as soon as possible.