



# Frequently Asked Questions

## Overview:

Florida Farm Bureau Federation holds our Annual Meeting each year in October. With this year's pandemic, Florida Farm Bureau Federation Board of Directors elected to move what is normally a three-day in-person Annual Meeting to a virtual meeting, using Zoom. This meeting is important in establishing Farm Bureau policy and electing leadership positions on both the State Board of Directors and State Women's Leadership Committee. Below are common questions you may have as a member before or during the Annual Meeting.

## What time should I get on the Zoom meeting?

We encourage members to join the meeting as early as they can to help aid in attendance for our delegates before the session begins. It would be helpful for everyone to sign on 15 to 30 minutes prior to the meeting sessions they plan to attend or just to remain logged in all day. Please plan to join no later than 12:30 p.m. (EDT), for the closing session.

## How do I turn my video on so everyone can see me?

See "Zoom Basic Features" below.

## How do I turn my microphone on so everyone can hear me?

See "Zoom Basic Features" below.

## What is the proper way to be recognized to speak during the Annual Meeting?

Please use the "raise hand" feature that will allow the host to call on you to speak. This will allow members to speak in an orderly fashion and for everyone to hear their voice. Please do not unmute and begin talking. See "Zoom Basic Features" below.

## How do I flag policy?

Please use the chat feature located at the bottom center of your screen. See "Zoom Basic Features" below.

## How do I rename myself on Zoom before I enter the meeting?

Renaming yourself on Zoom can be done multiple ways. It is important that you have the [Zoom application downloaded](#) to your computer or device in order to ensure your name is saved using the format described below:

**Computer/Phone/Tablet:** Once you open the Zoom application and click the link for the Annual Meeting, you will be prompted to enter a name. Enter your name in the format: *County First Name Last Name (Levy John Doe)* and click join meeting. If you have the option to save your name for future meetings, go ahead and click this to keep your name saved.

## How do I rename myself on Zoom after I enter the meeting?

Renaming yourself on Zoom can be done multiple ways. It is important that you have the Zoom application downloaded to your computer or device. If you are in the waiting room, you will not be able to change your name, you must wait until you are admitted into the room before changing your name.

**Computer/Browser:** Once you enter the meeting, click participants at the bottom center of your screen. The right side of your screen will change to show all participants on the call. Find your name and click "more" or simply "rename" if you are on a browser. Once you have clicked the "rename" feature, you will be prompted to rename yourself and click "ok" once you have changed your name to the format: *County First Name Last Name (Polk Jane Doe)*.

**Phone/Tablet:** Once you enter the meeting, click participants at the bottom center of your screen. Once you click, you will see a screen that will show you all the participants that are in the meeting currently. Find your name and touch it. Once you touch your name, you will be given the option to rename yourself. You will then be prompted to change your name, once you have changed your name, click “done” to save your name.

### **Our County Farm Bureau is hosting a Watch Party. Can we just log into Zoom on one device and put all attendees’ names?**

No. We are asking that every delegate with assigned votes and at least one alternate be logged into their own device on Zoom and eBallot to ensure attendance is accurately taken and delegates/alternates are eligible to participate in a vote. Make sure devices in the same room are muted and only one device is used for sound, to avoid feedback.

### **Do I need to leave the Zoom meeting after each session?**

Just like our in-person Annual Meeting, all sessions will be in the same room. If you would like to stay in the room, you can simply sign on for the 9:00 a.m. (EDT) opening session and stay in the room until the closing session adjourns.

If you are a part of the Women’s Annual Meeting, you will have to leave the meeting and sign in to the Women’s Annual Meeting Zoom session.

### **How do I go from the Main Session to the Women’s Annual Meeting?**

You will need to leave the Main Session by clicking “End” or “Leave” at the bottom right of your screen on your computer or browser, if you are on a phone or tablet, click “Leave” at the top right of your screen. Once you have left the meeting, you will log back into the [password protected page on Florida Farm Bureau Federation’s website](#). On the Agenda, hover over the Women’s Annual Meeting item and “click” to be directed to the Zoom room for the Women’s Annual Meeting. Follow the same procedure to get back to the main session.

### **How do I get to my eBallot in order to vote while on Zoom?**

When it comes time to cast your votes for eBallot, you will simply minimize your screen and pull up the eBallot website that you received in your eBallot email. If you are in full screen mode, you will need to push the “escape” key located at the top left of your keyboard in order to see the minimize feature at the upper right or left of your Zoom screen. Once you have minimized you will still be seen if your video is on and you will still be able to hear everyone. Once you have voted, simply click the Zoom icon located at the bottom of your screen to bring Zoom back up where you can view.

### **How do I minimize my screen in Zoom?**

**Computers:** Located at the top left (Mac computer) or the top right (Microsoft and other computers) to locate the minimize icon to minimize your screen. If you are in full screen mode, you will need to push the “escape” button located at the top left of your keyboard to get out of full screen mode.

**Phone/Tablet:** Push the home button and you will be directed to your home screen, the meeting will still be going on in the background on Zoom and you can simply sign into your email to view eBallot. To get back to the Zoom meeting, find your Zoom icon on your home screen and touch.

### **How do I see more people on my screen?**

**Computer:** Click at the top right of your screen for the “view” icon. This view will allow you to go through “Speaker View” (which allows only the speaker to be full screen), “Gallery View” (which allows you to see multiple participants at the same time) and “Full Screen” (which will make your screen full screen and allow a box for viewing other participants).

**Phone/Tablet:** Swipe with your finger from the right side of your screen to the left side of your screen to change your viewing options.

**Browser:** Most browsers do not support this option and defaults to “Speaker View” (which only allows you to see the individual who is speaking).

## **What is this “breakout room” that I will be put into for our district’s caucus?**

The breakout room feature on Zoom allows the host to break individuals up into smaller meetings without anyone having to leave the meeting. The breakout rooms can be viewed as smaller rooms within the larger room. Do not panic on how you will find your assigned breakout room, you will be placed in them by the host. Once you are in your breakout room, all Zoom features will be identical to the main meeting. To leave a breakout room, you simply find the “Leave” button located at the bottom right (on a computer) or the top right (on a tablet or phone), select “Leave Breakout Room” and you will be directed back to the main meeting.

## **What is the procedure to vote on eBallot when a vote is called?**

1. You will receive an email on the morning of October 22nd from [noreply@eballot.com](mailto:noreply@eballot.com).
2. The email will be sent to the email that you registered with when you signed up as a delegate.
  - a. Check in your junk mail and spam to see if the email was filtered wrong.
  - b. If you did not receive an email by 8:30 a.m. that morning, we ask you reach out to your technical support staff to figure out where your eBallot information is.
3. This email will include the username (your email) and password for all votes called during the annual meeting.
  - a. This username and password is the **same** that you received prior to the annual meeting
4. Click the URL link on the email to open up the eBallot website that will direct you to the sign in page.
5. Sign in using your username and password where you will see a screen that says “no active ballots”.
6. You can leave this page open and be watching Zoom at the same time.
7. Once a vote is called, you will minimize your Zoom to get to the eBallot screen.
  - a. If you have trouble minimizing, simply press escape or locate the minimize icon at the top left or top right on your computer screen. If you are on your phone or tablet, you can simply press the home button and pull up your email.
8. Refresh your page or click the Home Button (located above the Farm Bureau triangle) to activate your ballot.
  - a. If you are an alternate delegate and your primary delegate is available, you will not see an active ballot.
9. Now you will go through the steps to vote with your weighted vote.
  - a. Make your selection with your weighted votes that were assigned to you.
  - b. You are able to split votes if you wish.
  - c. Click the box to the left of the selection, then input the amount of votes to the right of the selection.
  - d. Click next.
  - e. You are able to edit your selection and confirm that you have reviewed your votes before submitting.
  - f. Once you click the “participant consent box” you may submit.
10. Once you have finished votes and submitted, you are able to view and print your receipt.
11. You may then click the “Home” icon to direct you back to the eBallot home screen to confirm our vote has been cast and prepare for the next vote (if applicable).
12. Once voted, jump back over to Zoom that you have minimized to hear the results that will be announced by the chair.

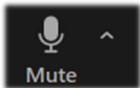
## **Who do I contact if I am having trouble accessing the meeting on Zoom or using eBallot?**

Two to three staff members have been assigned to each district prior to the annual meeting to provide technical support, you can find their contact information by [clicking here](#).

## Zoom Basic Features:

### Audio:

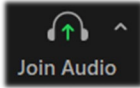
*Located at the bottom left of your screen*



→ When you see this, everyone can hear you and your mic is live



→ When you see this, no one can hear you and your mic is off



→ You have not joined with audio, click to enable your speakers and mic

### Video:

*Located at the bottom left of your screen*



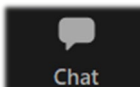
→ When you see this, everyone can see you and your camera is on



→ When you see this, no one can see you and your camera is off

### Chat:

*Located at the bottom center of your screen*

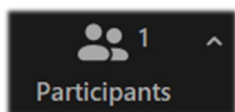


→ Everyone can read your chat, you have the option to send directly to the host

**Use this feature to ask questions and flag policy**

### Raise Hand:

*Click participants at the bottom center of your screen and you will see the raise your hand feature located at the bottom right*



**Use this feature to ask questions and to notify the host that you would like to speak**