



Cheshire Gardens Trust AGM

16.00 hrs: 29 June 2020

Virtual Zoom Meeting

Cheshire Gardens Trust AGM Registration Form:

In order to attend and participate in the AGM, **you will need to register your email with the host.** You will then receive an email from the host with a link.

Once you have downloaded the software for Zoom, you will only have to click on the link sent to you in the host's email to join the meeting.

Name:

Email:

Please return the requested information to your host by **24 June** at the latest to edbennis@cheshire-gardens-trust.org.uk

Notes for Zoom:

- A MAC or PC will work best
- Tablets will work, but tend to be too small for the images
- Phones are not suitable

To Download Zoom, go to www.zoom.us
Click **SIGN UP, IT'S FREE** (in upper right corner, in orange)

It will request date of birth, then on the next page your email address.
You can choose how you want to sign in and create an account, you will get an email after this.
You can then download the app to your computer.

Recommend that you look at a tutorial for Zoom. YouTube: **How to Use Zoom-Free Video Conferencing & Virtual Meeting or Joining & Configuring Audio and Video** (I think this is the better one) both offer a tutorial. There is far more information than you will need (you don't need to know everything!) but make sure you have your video and audio on.

NOTE: The meeting is scheduled for 16.00 hrs, however, you can click the link in advance of the start time. You will get a notice saying that the meeting will start soon. The meeting time is limited to 40 minutes. Please note that background noise will be picked up such as barking dogs, or running a Hoover!

Key Dates:

- 24 June Registration deadline
- 26 June Submit comments and questions by 16.00
- 27 June 16.00 A trial run with Zoom if you wish to try it out!
- 29 June 16.00 AGM