SANTA CRUZ
COMMUNITY
CREDIT UNION

VIRTUAL ANNUAL MEETING

April 22, 2021

Guide to GoToWebinar for members using a desktop or laptop computer.

TO JOIN THE SCCCU ANNUAL MEETING:

1. Locate the Annual Meeting registration confirmation.

2. Click the "Join Webinar" button. Once you click on "Join Webinar," a pop-up screen will ask you to open the program. Depending on the web browser you use, the pop-up may vary:

» Firefox: Select "GoToOpener" in the list and click "Open Link" at the bottom right of the pop-up.

» Google Chrome: Click "Open GoToOpener".

» Internet Explorer: Click the "Run" button at the bottom of the page.
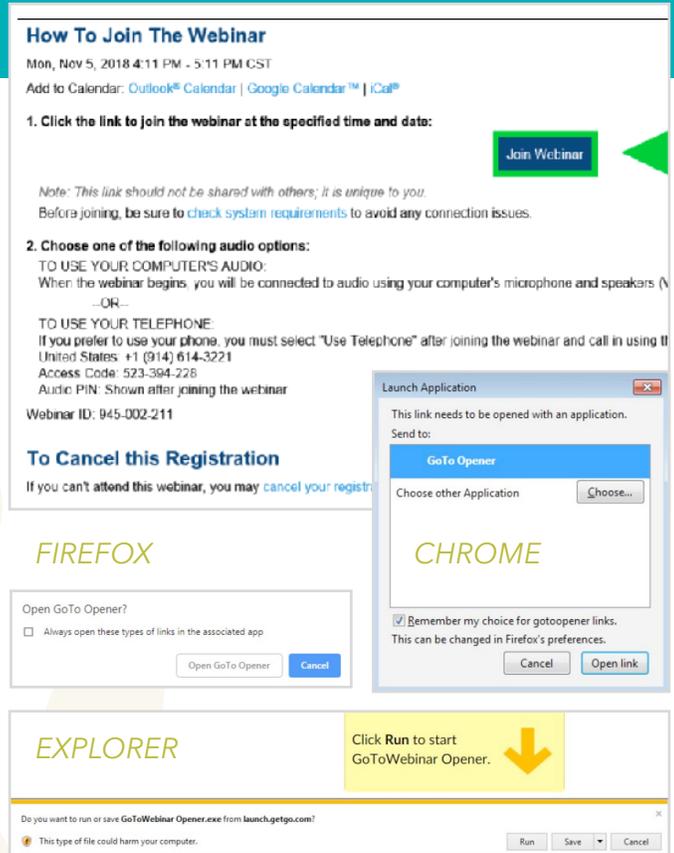
How To Join The Webinar

Mon, Nov 5, 2018 4:11 PM - 5:11 PM CST

Add to Calendar: Outlook® Calendar | Google Calendar™ | iCal®

1. Click the link to join the webinar at the specified time and date:

Join Webinar

Note: This link should not be shared with others; it is unique to you.
Before joining, be sure to check system requirements to avoid any connection issues.

2. Choose one of the following audio options:
TO USE YOUR COMPUTER'S AUDIO:
When the webinar begins, you will be connected to audio using your computer's microphone and speakers (V
—OR—
TO USE YOUR TELEPHONE:
If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using th
United States: +1 (914) 614-3221
Access Code: 523-394-228
Audio PIN: Shown after joining the webinar
Webinar ID: 945-002-211

To Cancel this Registration

If you can't attend this webinar, you may cancel your registr

FIREFOX

Open GoTo Opener?
☐ Always open these types of links in the associated app

Open GoTo Opener   Cancel

CHROME

Launch Application
This link needs to be opened with an application.
Send to:
GoTo Opener
Choose other Application   Choose...
☑ Remember my choice for gotoopener links.
This can be changed in Firefox's preferences.
Cancel   Open link

EXPLORER

Click **Run** to start GoToWebinar Opener.

Do you want to run or save **GoToWebinar Opener.exe** from **launch.getgo.com**?
This type of file could harm your computer.   Run   Save ▾   Cancel
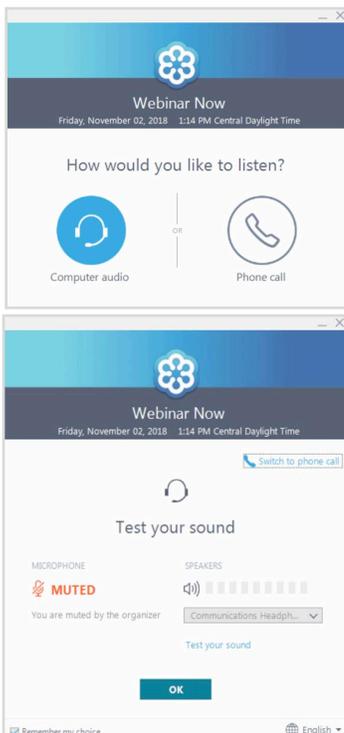
There are two ways to listen to the Annual Meeting:

COMPUTER AUDIO

» You must have speakers connected to your computer to listen using computer audio. We suggest using a headset with a built-in microphone when participating using computer audio.

» Click "Computer audio" as your choice to listen.

» Be sure your speakers are working by clicking the "Test your sound" link above the "OK" button.

» Click "OK" when you are ready to enter the Annual Meeting.

TELEPHONE

» To dial in using your cell phone or land line, select "Phone Call."
PLEASE NOTE: If you are using a land line, *there will be long distance charges incurred*.

» Dial the listed telephone number and enter the "Access code" followed by the pound (#) sign.
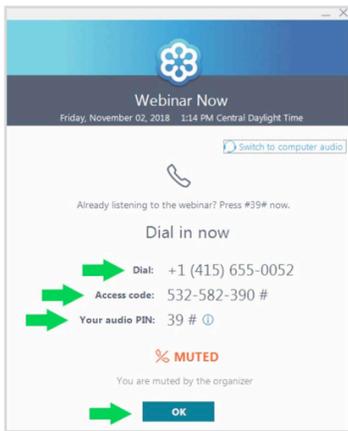
» After entering the "Access code", please enter "Your audio PIN" into the phone handset. The audio pin is located directly below the webinar access code. Please enter the audio pin exactly as it is listed with pound signs # included. For example: 39#

» After you have dialed into the webinar with your phone, click the OK button at the bottom to enter the webinar.

IMPORTANT: Your phone will be muted during the Annual Meeting so you will not be able to comment verbally. Please use the chat feature to ask questions.

How to navigate the Control Panel during the Annual Meeting

After entering the Annual Meeting, you will see the control panel on your screen. **There are 4 buttons in the top corner of the control panel:**

» **Expand/Collapse** (Orange Arrow): This button makes the control panel smaller or larger for your viewing preference.

» **Microphone Mute/Unmute** (Orange Microphone): This button mutes and unmutes your microphone when clicked. All attendees are muted and cannot unmute their microphones individually. The webinar organizer must unmute your microphone for you. If the organizer unmutes your microphone, this icon will turn green.

» **Full Screen** (White Square): This icon minimizes or maximizes the presentation screen.

» **Hand Raise** (Hand with green arrow): If clicked, ICN will see you have a question. The organizer will identify who has the question, and that person's microphone will be unmuted to allow that person to speak.
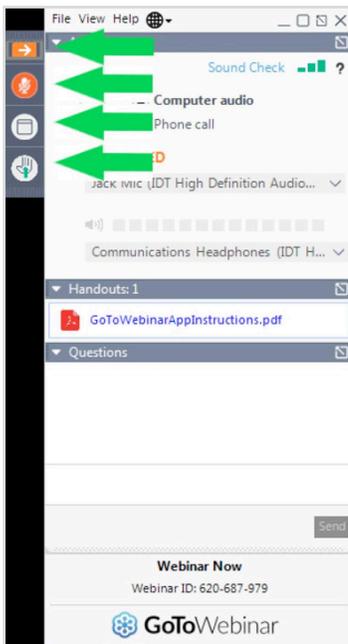
There are 3 sections in the middle of the webinar panel:

» **Audio:** The audio section indicates if your microphone is muted or unmuted. If you are using Computer audio, you will see the speakers and headset you have plugged in along with the audio levels for each. If you are using your telephone and select phone call, you will see the phone number, access code, and audio pin information.

» **Handouts:** To download and view the Annual Meeting handouts, click the file name where indicated under Handouts. The following will be available:

2020 Annual Report | *2020 Annual Meeting Minutes* | *2021 Annual Meeting Agenda*

» **Questions:** If you would like to ask a question, you may type your question into the questions box. Click the "Send" button to send your question or comment.

NOTE: Your phone will be muted throughout the meeting.