**Logging into the Zoom meeting**

Laptop/Desktop (REQUIRED FOR CONTESTANTS AND THOSE FILLING CONTEST ROLES)

* Open the Zoom meeting URL provided
* The web page will bring up a pop up
* Click “Open Zoom Meetings” to install or launch the Zoom application
* Once the application installs and opens, you are in the meeting
  + Note: you may be prompted to enter your name
* If you are prompted to enter the meeting ID; if so, contact your contest chair if you don’t have it

Mobile phone (SPECTATORS ONLY)

* Open the Zoom meeting URL provided
  + If you do not have the Zoom app installed, click on of the options for downloading
  + If you have the Zoom app installed, click “Join Meeting”
* Once the app is launched, it will ask for your name
* If you are prompted to allow Zoom access to your microphone, camera, etc., press accept
* Once you accepted all prompts, you are in the meeting
* If you are prompted to enter the meeting ID; if so, contact your contest chair if you don’t have it

**Connecting audio**

Laptop/Desktop (REQUIRED FOR CONTESTANTS AND THOSE FILLING CONTEST ROLES)

* Once you are in the meeting, a pop up will appear
  + Choose a number to call on the “Phone Call” tab
  + DO NOT CHOOSE THE COMPUTER AUDIO TAB
  + The same screen will have the meeting number and participant id
  + Follow the prompts after you dialed a number
* If you closed out of the pop up window before dialing in, select the “Join Audio” button in the bottom left hand corner
* Note: You will most likely be auto-muted by the host if you are not speaking

Mobile phone (SPECTATORS ONLY)

* Once you are in the meeting, you will see a “Join Audio” button; you have two options
  + Device Audio
    - The audio will play through your phone speaker or headphones if connected
  + Dial in
    - Choose a number to call
    - The same screen will have the meeting number and participant id
    - Follow the prompts after you dialed a number
* Note: You will most likely be auto-muted by the host

**Video (requires web cam)**

Laptop/Desktop (REQUIRED FOR CONTESTANTS AND THOSE FILLING CONTEST ROLES)

* In the bottom left hand corner, click the “Start Video” button
* Confirm with the Contestant moderator (host) if your web cam is working and they can see you
  + You should be instructed to test everything prior to the contest start
* Note: those speaking will be “spotlighted” (they will be the active video on the web share)

Mobile phone (SPECTATORS ONLY) –**NOT REQUIRED; NO ACTION NEEDED**

If you are a contestant or filling a contest role and do not have a laptop/desktop or webcam, please let your Contest Chair know ASAP.