Zoom - Tips for Spectators:

* Note: those speaking will be “spotlighted” (They will be the active video on the web share)

**If you do not see the speaker in a full-screen**, try these options:

* Double-click on or hover over the small Active Video screen
* Click on the small square in the upper right corner of the Active screen
* Click on Swap Screen located at the top left or top right of your screen/monitor

 If these options fail,

* Click View Options at the top and deselect Side-by-side View
* Click on the dots next to Exit Full Screen to move from Gallery to Speaker View

* **If you are not a speaker, you will be muted by the Host of the Contest.**
* **Your Video screen may also be turned off so that the Contestants are seen.**
	+ **Please only use Chat option to speak to the Host Privately – Not to Everyone – to assist technically. We have a technical person handling technical issues. You may be instructed to Chat with that person separate from the event Host.**
* Regarding applause – Note that there is a **Reactions button at the bottom of the screen, to the right of Chat**. It has a **Clap Hands** icon and can be used to acknowledge speakers.
* Protests about speeches may only be made by the **Contestants or Judges** and must be presented to either the Contest Chair or the Chief Judge before the winners are announced.
	+ **Click the Participants icon at the bottom of your screen** and click **Raise your hand**. The Host will acknowledge your protest privately.
* The bottom row of icons may disappear when there are Active speakers. Simply Touch/Click on the bottom of your monitor and they will reappear.
* No recordings are permitted without prior consent of the contestants.